

IMPORTANT PADUA TELEPHONE NUMBERS

**To report a student absent, call (440) 845-8882**

**-OR-**

**Email\*: Attendance @paduafranciscan.net**

*\*You must use the parent/guardian email address on record*

SCHOOL: (440) 845-2444  
SCHOOL FAX: (440) 845-5710

**EXTENSIONS:**

Admissions	Ext. 184
Communications/Public Relations	Ext. 112
General Office	Ext. 121
Constituency (Alumni)	Ext. 106
President & Principal's Office	Ext. 120
Athletic Office	Ext. 116 & 127
Attendance Office	Ext. 117 & 118
Bruin Shop	Ext. 131
Business Office	Ext. 105 & 103
Cafeteria Manager	Ext. 140
Campus Ministry Offices	Ext. 166, 133, 154, 111 & 196
Institutional Advancement Office	Ext. 109
Recruiting	Ext. 123
Registrar	Ext. 122

**Counselor Offices**

Class of 2025 and 2026

Mrs. Jordann Capone (A to K)	Ext. 113
Ms. Casey Blum (L to Z)	Ext. 167

Class of 2023 and 2024

Ms. Amanda Ortiz Byrnes (A to G)	Ext. 126
Mrs. Chestina Holly-Brown (H to N)	Ext. 108
Ms. Carol Bost (O to Z)	Ext. 125

MedTrack Students

Mr. Andy Shuman '95	Ext. 124
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**DIRECT LINES:**

Athletic Office	(440) 845-0442
Attendance Office	(440) 845-8882
Institutional Advancement Office	(440) 845-8224

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## SCHOOL PERSONNEL

### Administrative Team

President	Mr. David G. Stec '86, M.A.
Vice President of Mission and Ministry	Mr. Stephen Suding, M.A.
Principal	Mr. Bob DiRocco, M.S.
Vice Principal	Mrs. Elizabeth Oles Smith, M.Ed.
Assistant Principal for Young Men	Mr. Christopher Dziedzicki '02, M.Ed.
Assistant Principal for Young Women	Mrs. Mary Zolkowski, M.Ed.
Athletic Director	Mr. Kevin Leigh '89, M.A.
Director of Campus Ministry	Ms. Sarah Jesse '12, M.A.
Vice President of Strategic Communications	Mrs. Rachel DeGirolamo '02, B.A.
Director of Counseling Services	Mrs. Amanda Ortiz Byrnes, M.Ed.
Vice President of Enrollment	Mrs. Ann Marie Frattare'94, B.S.B.A.
Director of Fine Arts	Tammy Plasterer, M.A.
Executive Assistant to the President and Principal	Mrs. Elaine Heinzerling '86

### Board of Trustees

Padua Franciscan High School  
Board of Trustees  
2023-2024

John Chmura '99 – Board Chair  
James Climer – Vice Chair  
David Stec '86 – President  
Dana Banyasz '04  
Michael Biehl '74  
Timothy Billick '70  
Corey Boyko '07  
Edward Campobenedetto '69  
Fr. John Doctor, ofm  
Dr. Kelly Gibson '00  
Mary Ann Kocurko  
Gerald Koler '86  
Fr. Roger Lopez, ofm

Michael Margevicius '82  
Paul Marnecheck II '00  
Nick Marra '76  
Lori Peterson  
Heather Scaglione '89  
Fr. Dennis Schafer '69  
Dr. Richard So '89  
Linda Wasco  
Br. Mike Ward, ofm '79  
Mary Jane Zarach '88

Treasurer – Ann-Marie DiPaolo '86  
Secretary – Stephen Suding

### Department Chairpersons

Business	Mr. Jason Dzik '00 M.A.
Counseling	Mrs. Amanda Ortiz Byrnes, M.Ed.
Computer Science	Mr. Joe Morel
English	Mrs. Meghan Schepis, M.A.Ed.
Fine Arts	Mrs. Tamara Plasterer, M.A.
Health/Physical Education	Mr. Jason Lantz, B.A.
Learning Support Services	Mrs. Erin Kalkbrenner '02 B.S.
Mathematics	Deacon Tom Litwinowicz, B.S.
Social Studies	Mrs. Joan Giulivo
Science	Dr. Kathy Gorbach Ph.D.
Theology	Ms. Lora Winger, J.D.
World Languages	Mrs. Melissa Kinzie, M.A.

### Office of Institutional Advancement

Vice President of Institutional Advancement  
Director of Alumni & Constituent Relations  
Events Coordinator  
Donor Relations Manager  
Data Services Coordinator/Gift Steward  
Vice President of Strategic Communication  
Assistant Director of Communications

Mr. Tony Shuman '91  
Mrs. Stephanie Hartman '96  
Mrs. Amy DiMarco '91  
Mrs. Nancy Monnin  
Mrs. Andrea Crossland  
Mrs. Rachel DeGirolamo '02  
Mrs. Rosie Green

### Support Staff

Vice President of Enrollment  
Advanced Placement Testing & Program Coordinator  
Athletic Director  
Assistant Athletic Director  
Vice President of Finance  
Director of Campus Ministry  
Co-Directors of International Programs  
Director of MedTrack  
Director of MyTrack  
Director of Recruitment  
Registrar  
Service Coordinator  
Director of Technology

Mrs. Ann Marie Frattare, '94  
Mrs. Amanda Ortiz Byrnes  
Mr. Kevin Leigh '89  
Ms. Jackie Hartman '15  
Mrs. Ann-Marie DiPaolo '86  
Ms. Sarah Jesse '12  
Mrs. Elizabeth Oles-Smith M.Ed.  
Mrs. Laurie K. Grabowski '89  
Mr. Jason Dzik '00  
Mrs. Katie Martin '08  
Mrs. Lynnette Zimmerli  
Mr. Tim Evans  
Mr. Rich Tramont

### Counseling Department

#### Class of 2025 and 2026

Mrs. Jordann Capone (A to K)

Ms. Casey Blum (L to Z)

#### Class of 2023 and 2024

Ms. Amanda Ortiz Byrnes (A to G)

Mrs. Chestina Holly-Brown (H to N)

Ms. Carol Bost (O to Z)

#### MedTrack Students

Mr. Andy Shuman '95

### Mental Health Counselor

Mrs. Jana Goots

### Student Organizations/Moderators

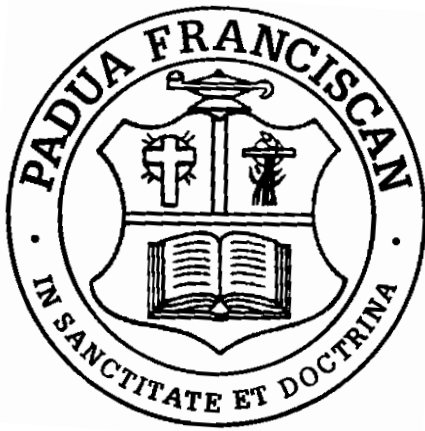
Student Council  
Freshman Class  
Sophomore Class  
Junior Class  
Senior Class  
Key Club  
National Honor Society

Mrs. Rebecca Simna  
Mr. Alex Scotton  
Mr. Joe Morel  
Mr. Seth Jennrich '95  
Ms. Ashley Cifani  
Mrs. Rosie Green  
Mr. Eric Larson



# 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 & 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 which 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 educators in a Catholic institution, 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 (September)
- 2) Parent-Teacher Conferences (November and March)
- 3) Meetings for:
  - a) New Parents/Host Families for all grade levels (August)
  - b) Freshman Parents
    - High School Expectations (September)
  - c) Sophomore Parents
    - College and Career Planning Night (February)
  - d) Junior Parents
    - College Planning Night (January)
    - Individual Family Interviews (during 3rd Quarter)
  - e) Senior Parents
    - Parent College Forum (Late August)
    - Financial Aid Information Night (October)
  - f) MedTrack Parents– At least once per grade level annually

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 educators in a Catholic institution, 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

It is the responsibility of the home to have students in regular attendance. In accordance with the Missing Child Law (ORC 3313.205), the following procedure will be effective.

When a student is absent from or tardy to school for any reason, notification by telephone or e-mail to the Attendance Office by a parent or guardian is required by 8:00 a.m. on **each day** the absence occurs.

**TO REPORT AN ABSENCE, PLEASE CALL  
(440) 845-8882 or  
E-MAIL at Attendance@paduafranciscan.net**

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

On the day of the student's return after absence, the student should report to the Attendance Office. The student will then be issued an "Admit Slip." 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 student who is 18 years of age and living at home is considered under the jurisdiction of the home. The student may not write their own notes, email, or call to excuse themselves from classes.

#### 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 during the school day should also report to the Attendance Office to have their excuses validated.

#### Attendance Required for Credit

Attendance is required for credit; therefore, 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. This includes excessive absences for any one academic class period. 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. Students with excessive absences (excused or unexcused) or who are excessively tardy may be placed on Attendance Probation.

#### College Visits

Juniors and Seniors who desire to visit a college may do so during school time up to a maximum of six days total during their junior and senior year prior to May 1. A "College Visitation Permission Form" must be obtained from the Counseling Department in advance of the planned day of absence. Students submitting a properly completed Permission Form upon return to school will have a college visitation day recorded as a day of absence. Students using more than five college visitation days, will be recorded as absent.

Parents should follow the usual procedure for any school absence and place a call to the Attendance Office the morning of a planned college visit.

These days of absence are not intended for local college visitations for which students should plan to attend on non-school days, early dismissal days, etc. As an example, for seniors the PSAT/PreACT

day each October is an excellent local visit opportunity. It is strongly recommended that students save at least one of their senior days for a last visit to their first-choice college for program auditions, scholarship testing, and/or interviews, including meeting with a coach, etc. Seniors are, thus, strongly encouraged to make maximum use of summer visitation opportunities offered by most colleges in June, July, and August so as not to be disappointed in obtaining permission for excused college visitation days.

After April 1, a senior may take one additional day for the sole purpose of completing course registration if their final choice college requires such early registration activity. This excuse must be specifically requested through the Counseling Department. The student must present their counselor, in advance, the official written request from the college to this effect. The counselor will verify with the college that this registration is only possible during school time, that there is not another alternative which would avoid an absence from school.

Each Fall, Padua hosts college representatives from more than 70 institutions. These are posted in Family Connection and announced weekly during morning announcements. Juniors and seniors are permitted to select up to three of these sessions to attend each Fall. Special passes must be obtained from the Counseling Department secretary at least one day prior to the scheduled college visit.

#### "Cut Days"

Padua's administration does not authorize nor permit any "cut days" (either whole or partial) for individual students or groups of students. These would be considered Truancy and would be dealt with as such (p.34)

#### Make-Up Work

Students are expected to contact their teachers upon their return to 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 counselor should be contacted either via phone call or email to organize make-up work. 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 student. 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. Counselors, teachers and Assistant Principals will determine an appropriate time length/schedule for make-up work to be completed.

#### 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 provide a written request, or phone call from his/her parents or guardian. This request must be made to the Attendance Office on the day BEFORE the student is to be excused or BEFORE classes begin on a day of partial release. When the student returns to school, he/she must report to the Attendance Office for an Admit Slip.

### Prearranged Absence

The Assistant Principals have 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 Assistant Principals for approval. The Attendance Office will confirm this approval with the parents. The student then takes the approved form to their current 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 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 current teachers, the student presents the form to the Assistant Principals at least two (2) days prior to the absence. In the case of extended absence or family vacation, the form should be submitted at least 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 for 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. 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. 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 or class 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 five tardy detentions within a school year, a student will be issued a regular detention for each subsequent time they are late to school. A student will receive a tardy detention (15 minutes) each time they are 15 minutes (or less) tardy to school. A student is required to make up all time for being more than 15 minutes tardy. Students who are over 15 minutes late without a legitimate reason will receive at least a 30 minute detention.

### Therapeutic Absence

If a student is determined to be a possible danger to self or others either by self-report or verbal or written statements of another, a therapeutic absence will be provided to participate in a mandatory mental health assessment. The student will not be permitted to return to Padua until the Principal meets with the parents and receives a signed release form from an appropriate professional. These absences are considered excused and reasonable accommodations will be made to provide makeup work. For extended absences of this nature, the parent/guardian may be required to provide a tutor or alternate learning environment as recommended by the school in order to provide for credit and the student's success.

## 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, create 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.

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 Assistant Principal of Men or Women. 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 receive a double detention and 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.

A subsequent incident of academic dishonesty in a student’s high school career may result in a dismissal hearing. (See also DISCIPLINARY POLICIES: Saturday Detentions p. 32 and Suspension, p. 33.)

## 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 appropriate use of any available study hall time.
3. Schedule a meeting with his or her counselor and the Vice Principal to discuss any problems and to formulate a strategy to improve academically.
4. Keep his/her parents informed regarding the status and progress being made in academic subject areas.

Failure to follow these rules may result in an academic detention (issued from the Assistant Principal for Men or Women).”



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 if:

1. the student is not performing according to his/her academic potential
2. a student is of average or above average ability and falls below 1.6 overall cumulative GPA
3. a student's cumulative GPA or semester GPA is below 1.0 for more than two consecutive semesters
4. a student has been on Academic Probation and has not complied with the probation requirements
5. a student fails to successfully complete the required summer school
6. 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 during the school day should report to the school clinic. The nurse 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. If an accident occurs after school, a report should be completed the next school day. If an accident occurs before school, it should be reported as soon as the General Office opens.

**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 property transportation, comments/actions suggesting any kind of racial discrimination or injustice.) will be dealt with severely because of the harm they have caused to their own family and the entire Padua Franciscan 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 DISCIPLINARY POLICIES: Dismissal)

### ADDING A COURSE (See SCHEDULE CHANGES)

### ADMISSIONS OFFICE

The Admissions Office is responsible for the processing of new student applications. For more information, call the Director of Enrollment at (440) 845-2444 ext. 184.

the students. For more information, call Mr. Bob DiRcco or Mrs. Elizabeth Oles Smith at (440) 845-2444.

## ALCOHOL (See DISCIPLINARY POLICIES)

## ATHLETICS

For the purpose of school policy, a student athlete is defined as any member of an interscholastic sports team 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, mass on game days, or service projects are encouraged for personal improvement and team unity.

### Academic Standards for Student-Athletes

There are two standards that athletes must meet in order to be scholastically eligible to participate in interscholastic athletics. 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 of all subjects 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 at the 6 week progress report by attaining a 1.6 grade point average or better on the 6 week progress report card.

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 contests but may continue to practice with the team, at the discretion of the coach, Athletic Director or Assistant Principal of Men or Women.

### 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 nights or that current day's activities. Student-athletes can be disciplined for repeated absences or tardiness 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 at school after 11am or leaves school prior to the end of the school day. Student athletes can be excused from school and participate in athletics with the approval of the assistant Principal of Men, Assistant Principal of Women or Athletic Director. Examples of excused absences are school related field trips or retreats, college visits, doctor appointments, funerals, etc.

### Controlled Substance Policy

For many reasons, athletes are held to a strict, year-round, no use standard with respect to controlled substances, which include tobacco products, nicotine products, alcohol and illegal 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 from 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.

When deemed necessary by the school Administration and/or its Athletic Department, school sanctions may be imposed including but not limited to detentions, suspensions and/or dismissal from school as stated in the Parent-Student Handbook, in addition to the athletic consequences listed below. Furthermore, professional assessment (including drug test) and adherence to any recommended follow-up treatment may be imposed as a condition for return to sports participation.

NOTE: prior to an offense being reported, if an athlete or athlete's parent/guardian seek assistance from the coach, the athletic department or a school administrator with a controlled substance 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.

Use of any controlled substance (possession, sale, etc.) is not permitted throughout the athlete's four years at Padua. Athletes observed anywhere (on or off school premises) using controlled substances are in violation of this rule. When an incident is verified by the school Administration and/or its Athletic Department, the athlete may be subject to school sanctions according to the Parent-Student handbook. The athlete may also have the following additional athletic consequences:

- First Offense:
  - In-Season: Suspension from two contests during the regular season of competition (except for football – one game) as outlined by the OHSAA dates ('season begin') beyond the date of completion of the school-related sanction.
  - Off-Season: Suspension from two contests beginning with the first day of regular season competition (except for football – one game) as outlined by the OHSAA dates ('season begin') beyond the date of the completion of the school-related sanction.
- Second Offense:
  - In-Season: Suspension from 50% of the contests during the regular season (includes post-season) of competition as originally scheduled for that sport. If the infraction occurs with less than 50% of the contests remaining in that season, the athlete will complete the suspension commencing with the first week of regular season competition in the next sport in which he/she participates. Athletes are allowed to participate in practices during the suspension.
  - Off-Season: Suspension from 50% of the contests during the regular season (includes post-season) of competition as originally scheduled for that sport for the next sport in which the athlete participates.
- Third Offense: 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.

- Any infractions beyond the Third Offense will render the athlete ineligible to participate in interscholastic sports for the remainder of their career at Padua.

### Supplements and Energy Drinks

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 well-being. Each coach is certified in the care and prevention of injuries. Along with this, the school provides a Certified Athletic Trainer from Cleveland Clinic Sports Health and a staff of qualified student-trainers to oversee any immediate care an athlete might need. Each year, Cleveland Clinic Sports Health provides our teams with a physician of record who assists the Certified Athletic Trainer to diagnose, refer and specify needed rehabilitation programs.

1. Prior to the start of any official practices, each athlete is required to have complete the following:
  - a. A completed OHSAA physical examination form dated within 13 months prior to the dates of athletic participation. (i.e., a student physical dated July 1, 2022 is valid through August 1, 2023)
  - b. Complete and sign all forms within Final Forms, including Emergency medical authorization, medical waiver, concussion, sudden cardiac arrest and all others.
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 and/or Certified Athletic Trainer'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 Certified Athletic Trainer will notify the parent/guardian of the potential for a concussion. The student-athlete must then be cleared by medical personnel (i.e. Doctor or Certified Athletic Trainer) to return to any activity in that sport. Also, the coach, Certified 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. Oftentimes these types of injuries go unnoticed by the coach or Certified Athletic 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 Certified Athletic 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 Certified Athletic Trainer's responsibility to monitor daily the progress of an injured athlete. Once a doctor has seen an athlete, it is solely the doctor's decision as to what participation restrictions are required. Once an athlete sees a doctor outside of the Cleveland Clinic system, the athlete will be prohibited from participation until that 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, lack of mobility, etc. are essential to this decision-making process.
4. 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 any accommodations that he/she will need until he/she is healthy.
5. 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 by the Doctor or Certified Athletic Trainer.
6. Insurance: the parent/guardian's health insurance carrier should first pay injuries requiring hospital treatment or doctor's care. Any bills for acute injuries not covered by the family's insurance can be submitted through the school's secondary insurance plan. In order to process the secondary insurance claim, parents are asked to contact the school's Business Office shortly after the initial injury. All claims must be completed and filed within 30 days of the initial injury.

#### General Team Rules

1. 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.
2. 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 at the beginning 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 athletic 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 and will be charged for the missing equipment unless returned to the AD office. 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 without supervision 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 also DISCIPLINE: Off-Limit Areas)

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.

### Athletic Team Fee

All students who participate on the interscholastic athletic teams will be charged a normal team fee according to the following tier schedule. There is no maximum or family cap for the athletic team fees. Our business office will send out invoices to the families of student-athletes around the 1<sup>st</sup> week of regular season contests. We ask that families settle all athletic fees by the end of the individual sport season. For any student participating in 3 sport seasons, the student will receive credit for the lowest athletic team fee during that school year. Please contact the Business office with any hardships paying the Athletic Team Fee.

<b>Tier 1 sports: \$350</b>	Football	Ice Hockey	
<b>Tier 2 sports: \$250</b>	Boys Basketball	Girls Basketball	Swimming & Diving
	Boys Baseball	Girls Golf	Track & Field (outdoor)
	Boys Golf	Girls Lacrosse	Volleyball
	Boys Lacrosse	Girls Soccer	Wrestling
	Boys Soccer	Girls Softball	
	Bowling		
<b>Tier 3 sports: \$100</b>	Boys Tennis	Figure Skating	
	Cheerleading (football)	Girls Tennis	
	Cheerleading (basketball)	Gymnastics	
	Cross Country	Track & Field (indoor)	

*N.B. Student-athletes participating in multiple sports within the same season should meet with the Athletic Director. Families will be charged for the primary sport in that particular season.*

### **REFUND OF FEES**

**Padua Franciscan will refund all athletic fees ONLY in the following situations:**

- Student is injured before first contest and is unable to return to play for that season
- Student is cut from the team during the pre-season
- Student leaves the team prior to the first regular season contest
- Student is forced to leave the team due to family hardship before the first regular season contest
- Student is ruled ineligible to play under OHSAA or Padua eligibility guidelines before the first regular season contest

**AUDITING A CLASS**

At times students are required or expected to repeat a 1<sup>st</sup> semester of a class without credit before they may retake a failed 2<sup>nd</sup> 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 repeated semester before being permitted to retake the failed semester. Audited classes do not appear on the transcript or report card. Audits are coordinated through the student’s assigned counselor.

**AWARDS**

Awards will be presented to deserving students at the annual Senior 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 cumulative 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.

Eligibility for other major academic awards, e.g. Phi Beta Kappa, would require the completion of at least one semester as a student at Padua Franciscan. These awards are based upon faculty evaluation of the student’s academic performance and potential, their attitude and community participation, etc.

**BELL SCHEDULE**

Padua’s school day is divided into 11 periods, with 26 minutes for lunch. First period begins at 7:58 a.m. and students are dismissed at 2:29 p.m.

Regular Schedule (Monday, Tuesday, Thursday, Friday)

				<b>5 – L</b>	<b>6 - 7</b>				
				11:03 11:29	11:33 12:14				
<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>	<b>4<sup>TH</sup></b>	<b>5 – 6</b>	<b>7 – L</b>	<b>8 – 9</b>	<b>10<sup>TH</sup></b>	<b>11<sup>TH</sup></b>	

7:58 8:44	8:48 9:29	9:33 10:14	10:18 10:59	11:03 11:44	11:48 12:14	12:18 12:59	1:03 1:44	1:48 2:29
					7 - 8	9 - L		
					11:48 12:29	12:33 12:59		

Homeroom Schedule (Wednesdays)

					5 - L	6 - 7			
					11:11 11:37	11:41 12:20			
<b>Homeroom</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5 - 6</b>	<b>7 - L</b>	<b>8 - 9</b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>
7:58 8:15	8:19 8:58	9:02 9:41	9:45 10:24	10:28 11:07	11:11 11:50	11:54 12:20	12:24 1:03	1:07 1:46	1:50 2:29
						7 - 8	9 - L		
						11:54 12:33	12:37 1:03		

**DELAYED START SCHEDULE (Wednesdays) (revised 7-18-2023)**

35 MINUTE CLASSES  
23 MINUTE LUNCH PERIODS  
NO ANNOUNCEMENTS

				5 - L	6 - 7				
				11:30 11:53	11:57 12:32				
<b>1<sup>ST</sup></b>	<b>2<sup>ND</sup></b>	<b>3<sup>RD</sup></b>	<b>4<sup>TH</sup></b>	<b>5 - 6</b>	<b>7 - L</b>	<b>8 - 9</b>	<b>10<sup>TH</sup></b>	<b>11<sup>TH</sup></b>	
8:54 9:29	9:33 10:08	10:12 10:47	10:51 11:26	11:30 12:05	12:09 12:32	12:36 1:11	1:15 1:50	1:54 2:29	
					7 - 8	9 - L			
					12:09 12:44	12:48 1:11			

**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 composed 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 extracurricular educational programs.

### BREWIN' CAFÉ

In the cafeteria, Padua maintains a coffee shop named the Brewin' Café. Students can purchase food and beverages. The café is open from 7:00 a.m. until 3:00 p.m. Offerings include both caffeinated and non-caffeinated beverages, fresh baked items, and healthy food choices.

Students may purchase items before school from 7:00 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 for girls and shirts for girls and boys.

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, the website and recorded on their voicemail message.

The shop also accepts mail orders. To place an order, call (440) 845-2444, ext. 131 or go online <https://bruin-shop.mybigcommerce.com/>

### BUS TRANSPORTATION

Padua Franciscan High School, along with 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's cafeteria is managed by AVI Food Systems, a nationally recognized food service company. This gives us the ability to offer quality lunches to our students. Students may purchase food items beginning at 7:00 a.m. daily. Students are offered a standard lunch choice (Combo). They can also choose from options at 4 stations: NutriBAR, Pizza, Grill, and Fusion. Lunch is available daily. Students must use their student I.D. (also a preloaded account card) to purchase food in the cafeteria. Cafeteria employees are trained in awareness of food sensitivities.

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 7:00 a.m. until 3:00 p.m. including, 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, BREWIN' CAFÉ)

### 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. Padua Franciscan High School 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 school 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 Theology, Health, and Freshmen Orientation curriculum. For information regarding alcohol, drugs, and tobacco with respect

to athletic participation, please refer to the *Controlled Substance Policy* section under Athletics. (See ATHLETICS: Controlled Substance Policy,)

### 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.

#### Water Bottle Use Policy

Due to Padua's commitment to caring for creation, only refillable water bottles are permitted in the building during school hours. From 7:58 AM to 2:29 PM, no single-use plastic bottles may be used. Students may bring their own refillable water bottle or they may purchase a Padua Bruins Water Bottle in the Bruin Shop. If a student is using a beverage container that is not permitted, the student will receive a detention.

CONCUSSIONS (See ATHLETICS: Sports Related Injury Policy,)

### COUNSELING SERVICES INFORMATION

Counseling and advising 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. (See STUDENT SUPPORT GROUP,)

Each student is assigned a counselor as follows:

#### Class of 2025 and 2026

Mrs. Jordann Capone (A to K)	Ext. 113
Ms. Casey Blum (L to Z)	Ext. 167

#### Class of 2023 and 2024

Ms. Amanda Ortiz Byrnes (A to G)	Ext. 126
Mrs. Chestina Holly-Brown (H to N)	Ext. 108
Ms. Carol Bost (O to Z)	Ext. 125

#### MedTrack Students

Mr. Andy Shuman '95	Ext. 124
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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 Counseling Department is located on the first floor in the Administrative Services wing. Students are encouraged to arrange for appointments with the Counseling Department Manager before coming to counseling sessions. 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.

Through a special agreement, the services of a financial aid counselor from College Now, Greater Cleveland are available on select Mondays throughout the school year. Juniors, seniors and/or parents may make appointments by contacting the Counseling Department secretary. Topics can include the FAFSA and special circumstances that might impact financial aid awards, interpretation of financial aid award letters for seniors, and scholarship opportunities.

### COURSES TAKEN OUTSIDE OF PADUA

It is the belief 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. The State Board of Education enacted a program entitled Credit Flexibility. It will be the 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 counselor. The Principal of Padua Franciscan High School will approve individual Credit Flex plans upon consultation with the Administrative Team. Credit Flex options may include online/distance providers.

The Ohio General Assembly established the College Credit Plus (CCP) program to afford Ohio students the opportunity to obtain certain college credit concurrent with earning high school graduation requirements. Parents should note that CCP is not intended to be a substitute for the academic programs nor for the social growth and maturing experiences provided by Ohio’s high schools. For Padua Franciscan students, since we are chartered as a college-preparatory school with a full college preparatory curriculum, this program can be useful on occasion for students who are unable to schedule a particular course for one reason or another. Credits earned under the CCP will apply under the Credit Flex provisions as otherwise stated here. Padua’s policy concerning CCP is published in the current edition of the Padua Franciscan Course Catalog (available under “academics” at the Padua Franciscan website.) Details concerning CCP should be obtained from the student’s assigned counselor. As with Credit Flex generally, online courses offered by individual colleges may be considered for credit, providing the student meets all normal admissions criteria set forth by the respective college.

Credits earned under provisions of Credit Flex, including credits earned through College Credit Plus, will be calculated into the GPA as would any courses taken at Padua Franciscan. Credits earned would carry the same weighting as the equivalent courses offered by Padua Franciscan, i.e. courses taken in lieu of Padua honors-level and/or Advanced Placement courses would receive weighted credit as per Padua’s publishing grading scale. Thus, courses taken in lieu of regular classes will be calculated only as unweighted credit. Courses taken in the summer would be calculated as part of the first semester of the following year.

Advanced Placement (AP) credit, however, remains a high school endeavor; college credit earned via AP examination requires completion of the appropriate high school curriculum as approved by the College Board. As such, the AP program is another “advanced studies” option, distinct from and equivalent to CCP. Students may consider online providers as an alternate source of high school AP credit; Padua will still afford those students the opportunity to take the appropriate AP exam each May.

All courses required for graduation from Padua must be taken at Padua unless taken as part of an approved Credit Flex plan. CCP is the preferred option among the choices for Credit Flex. Credits earned via Credit Flex count toward graduation credit as well as being factored into a student’s cumulative grade point average. As a general rule, full-year courses at Padua are not recommended for completion under College Credit Plus. We do not encourage nor recommend night school courses during the regular school year. Credit Flex applies only to students currently enrolled at Padua Franciscan High School; credits earned in the 8<sup>th</sup> grade do not qualify under Credit Flex since they

could not be prior approved by the Principal of Padua Franciscan- unless documented on a college transcript as a CCP course.

Students with even a tentative plan for playing Division I or Division II sports must be cautious about any courses under Credit Flex since not all providers, especially those offering online options, are approved for NCAA eligibility purposes. Students should seek clarification from their counselor as to the NCAA status for any Credit Flex courses and providers, including for summer school remediation of failed classes.

Credit Flex applies only to students currently enrolled at Padua Franciscan High School; credits earned in the 8<sup>th</sup> grade do not qualify under Credit Flex since they could not be prior approved by the Principal of Padua Franciscan High School. These credits, however, will be reflected on a student's transcript in a manner similar to transfer students (see below). Credits earned prior to high school will also be considered by Department Chairs in making 9<sup>th</sup> grade course placement decisions.

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 Catalog is issued each winter. A copy is given to each current freshman during registration week; upper class students may access the Course Catalog online at [www.paduafranciscan.com](http://www.paduafranciscan.com). The curriculum and courses are explained in that publication.

## DANCES

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

1. Unless otherwise advertised, all dances will be held from 7:00 p.m. to 10:00 p.m. No students will be admitted one hour after the start of the dance. All students and guests must have picture IDs for entry to the dance.
2. Students must arrive no later than 7:45 p.m., and are not permitted to leave (once checked in) until 9:30 p.m. Dances will end at 10:00 p.m. All students must be picked up no later than 10:15 p.m.
3. Once students have entered the dance, they may not leave until one hour before the dance ends. 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 (after check in) must ask for a security/police escort.

5. For Homecoming, Winter Formal and Prom, students may bring a guest 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 these dances. Generally, individuals over 20 years old are not permitted. Tickets may not be purchased without submitting the completed form. Questions should be referred to the Assistant Principals.
6. Sponsors for dances cannot be responsible for valuables. Do not leave purses and other valuables unattended.
7. Absolutely no smoking (vaping, electronic cigarettes, Juul etc.), 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 Franciscan 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 ensure 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. low cut or plunging necklines, micro-mini skirts, extremely low rider slacks or shorts, or extremely short skirts/dresses.
  - b. No excessively sagging pants
  - c. No clothing that does not cover undergarments completely.
  - d. No clothing that promotes obscenity, drugs, alcohol, tobacco, sex, violence, political statements, or racial discrimination/injustices.
  - 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.
14. If a student brings an overnight bag to the dance, the bag may be subject to a search by a police officer and may also be locked up in a designated area.

## DIFFERENTIATED COURSES

Padua Franciscan offers a select group of courses with *differentiated instruction* for students for whom the academic departments have some concern about the student's skill level, particularly as entering freshmen. These courses offer the same content as the "regular" curriculum, with strong emphasis on foundational material. These courses typically have a smaller student-teacher ratio. Course assignments, activities, and assessments will be differentiated according to student needs. Department recommendation is required, taking into consideration available standardized testing and related assessment data, often in consultation with the School Psychologist. Specific questions and concerns may be discussed with the Counseling Department. In addition, Department Chairs are available at the time of incoming freshman registration for direct consultation with parents. Individual classes are described in the current edition of the Course Catalog, which is also available at the Padua Franciscan website.

These courses are not to be confused with our curriculum for students with specific learning disabilities, where students receive appropriate accommodations and/or curricular modification in English and/or entry-level Algebra. Only students with an active individual education plan are assigned to these classes. Matters of IEP are governed by applicable federal and state law. Inquiries may be directed to the Department Chair of Learning Support Services.

## 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 may 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 Assistant Principal of Men or Women 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:

Based on policy, if it has been determined that a student is or has been under the influence, 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 Assistant Principal of Men or Women.
  - 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 Assistant Principal of Men or Women is notified in person, if he or she is present, or by phone; the Assistant Principal of Men or Women 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 Assistant Principal of Men or Women.
  - 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.

#### Therapeutic Help

A school administrator will provide referrals and resources to any student or a parent acting on behalf of a student, who seeks assistance with a tobacco, alcohol, or a drug problem. Efforts will be made to provide reasonable accommodations for academic response or therapeutic absence, if necessary. (Therapeutic Leave p. 9)

#### 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 Restriction should **ONLY** be in the halls during the four minutes in between changing classes. Students may not ask to leave class for bathroom use (unless it is an absolute emergency). Bathroom use should take place in the four minutes in between changing classes. If the student has a medical condition (new or pre-existing), the Assistant Principal of Young Men or Women (along with the school nurse) will provide special arrangements. Being in the halls without a pass or asking a non-authorized person for a pass will result in a 30-minute (minimum) detention.

#### Cell Phones (and other Electronic Devices)

Electronic devices (EDs), including, but not limited to, cell phones, tablets (ipads/kindles/e-readers), smart watches (of any kind), smartphones, non-sanctioned laptops, MP3 players, iPods, and AirPods are an inherent distraction to the educational process and are not permitted during school hours.



However, regarding smartwatches, teachers reserve the right to ask a student to remove their smartwatch prior to or during class time. 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:

- Except for the chrome book, if the ED is on or used between 8:00 a.m. and 2:29 p.m. this will result in the forfeiture of the device and a double detention. (First Offense) Parents will be given the choice of picking up the device or having it returned to the student after school. Subsequent offenses in the same school year will result in loss of privileges to have the ED on campus, a Saturday detention, and 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. 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.

### 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 Assistant Principals. Should a student leave campus during the school day without the proper authorization, the action will be considered truancy.

### Detention System

A student may be given 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)
- 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
- 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
- bringing food or drink (including Padua sanctioned water bottles) to an assembly

- disrupting class
- tardiness to school or class (Tardy Detention)
- littering
- failure to inform the school on the day or days of absence
- not having paper and pen for detention period
- bringing backpacks or duffel bags to class
- not being prepared for class
- minor Chromebook infractions
- failure to return an elevator key
- ED (cell phones and other electronic devices) violation
- chewing gum during school
- failure to wear school ID (with the approved lanyard) while in the building
- inappropriate Lobby behavior

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 Assistant Principal of Men or Women.

#### Detention Period (See also DISCIPLINARY POLICIES: 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 Assistant Principal of Men or Women 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. All school rules are in effect, including dress code. Upon entering the room, students are to sign in and take a seat (according to where the detention moderator has assigned students). 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.

#### Disciplinary Probation

If the Discipline Review Board, upon reviewing a student's records, recommends placing the student on probation, the Assistant Principal of Men or Women 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 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 Assistant Principal of Men or Women. Failure to adhere to this policy could result in police intervention.

### Forgery

Any attempt to deceive the school in regards to parent-school communication is considered 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 at least a 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. Additionally, an email sent to the school posing as a parent/ guardian is considered forgery as well.

### 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 dismissed 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, Sexual Harassment, 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. Harassing behavior includes:

- Harassment - (see definition below)
- Bullying - (see definition below)
- Discrimination - The unequal treatment of an individual or group on the basis of their statuses (e.g., age, beliefs, ethnicity, sex) by limiting access to social resources.
- Microaggression - A statement, action, or incident regarded as an instance of indirect, subtle or unintentional discrimination against members of a marginalized group such as a racial or ethnic minority.
- Hate Speech - Abusive or threatening speech on the basis of ethnicity, religion, sexual orientation, or similar grounds.
- Harassment, intimidation, or bullying behavior by any student/school personnel in Padua Franciscan High School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e. Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know with the effect of:
  - Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive education environment for the other student/school personnel.
- Padua Franciscan High School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

### Definition of Harassment

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behavior include:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Hazing of any kind
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - Posting slurs on websites where students congregate or on web logs (personal online journals or diaries);

- o Sending abusive or threatening instant messages;
- o Using camera phones to take embarrassing photographs of students and posting them online; and,
- o Using web sites to circulate gossip and rumors to other students;
- o Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### Procedure for the Alleged Victim

1. The individual who has experienced any type of harassment, bullying or discrimination should report the incident(s) to any teacher, staff member, or administrator. The individual is also requested to complete the Incident Reporting Form Diversity, Equity, and Inclusion: Incident Reporting Form (google.com). The Form can also be found on MyPad. The purpose of this form is to give students a place to report actions, behaviors, or comments that they feel create a space that is uncomfortable, hostile, or unsafe.

2. False reports of harassment, intimidation or bullying are unacceptable and will be dealt with severely by an administrator.

The school will treat allegations of harassment and sexual 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 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.

#### Infractions related to Hate Speech

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. Hate speech of any kind interferes with this development and, therefore, will not be tolerated. Hate Speech is defined as abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation. It can include expressions of bias, derogatory slurs, and language that incites others to violence

The individual who has been subjected to any type of hate speech should report the incident(s) to any teacher, staff member, or administrator. The individual is also requested to complete the Incident Reporting Form Diversity, Equity, and Inclusion: Incident Reporting Form (google.com). The Form can also be found on MyPad.

### Outcomes

The ultimate goal of any intervention is restorative. The ideal outcome of any intervention with regards to hate speech is a respectful dialogue between the offender and the one offended. It is about understanding and education concerning bias, stereotypes and their negative impact on individuals. Depending on the circumstances of the dialogue, counselors or campus ministers may be involved in an intervention. The parents of all involved parties will be apprised of the situation. Sometimes, ongoing intervention to further pursue the incident with the offending student is preferable. The goal is not simply telling the student to serve a detention.

However, if the dialogue breaks down, it may be necessary to resort to disciplinary action. These actions may include, but are not limited to any of the following:

- o verbal warning/reprimand and apology to the victim
- o a parent/student/principal conference
- o written warning/reprimand & parent notification, entered in the student's file
- o detention or removal from selected school activities and/or extracurricular activities
- o behavior/probation contracts, possibly requiring professional intervention
- o suspension
- o dismissal

The school will treat allegations of hate speech and intimidation seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. False reports of hate speech or intimidation are unacceptable and will be dealt with severely.

The Assistant Principal of Women and the Assistant Principal of Men will review incidents together. If either Assistant Principal is not available and it is necessary to have an immediate response, others can be designated as a replacement, beginning with the Vice Principal.

### 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 includes 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. 2<sup>nd</sup> and 3<sup>rd</sup> floor halls and stairways 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 either in the lobby or in a supervised cafeteria and/or library from 2:45 p.m.-3:30 p.m. 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 Forest 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, second offense
- forgery, first offense
- Excessive dress code violation
- disrespect for faculty or staff members
- academic dishonesty second offense
- lewd, vulgar, profane behavior
- multiple Chromebook infractions

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' 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, personal item 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.

Local authorities may use drug sniffing dogs or other controlled substance detecting devices to detect the presence of drugs, other controlled substances, or other contraband (as defined above) on school grounds (i.e. lockers, individuals, vehicles, etc.) or at school sponsored functions. The school administration will cooperate with local authorities.

### Smoking and Tobacco

Students are not permitted to possess, use, transmit, or sell tobacco products, including e-cigarettes and vaporizers, on school grounds (including the adjacent property of St. Anthony Parish, buses, and bus stops) or at school related activities (home or away). Students in possession of or utilizing a vaporizer may be required to get a drug screen before returning to school. Students who are in possession of tobacco products or who smoke or chew tobacco will receive at least a Saturday suspension. Students with matches or lighters in their possession will receive a double detention. If it is determined that a tobacco product, e-cigarette or vaporizer was used in conjunction with an illegal drug, it will fall under the Alcohol and Drug policy.

### 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 others should be taken seriously and reported immediately to the Assistant Principals, Administration 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 (see ABSENCE FROM SCHOOL: Therapeutic Absence, p. 9)
- the requirement of follow-up counseling if recommended in the evaluation;
- further disciplinary 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 Assistant Principal of Young Men or Young Women. 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, nor on non-school days during the suspension period, including weekends.

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 Assistant Principal of Men or Women 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 and his or her parents will meet with the Principal and be placed on Strict Disciplinary Probation
3. that the student be dismissed from Padua

In addition, the Disciplinary Review Board meets at least two times a year 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
- harassment or bullying
- drinking or possession of alcohol (at least 5 days for 1st offense)
- unwarranted pulling of fire alarms
- tampering with safety equipment
- insubordination
- jeopardizing the safety of others including reckless driving
- defacing or destroying property
- gross disrespect for members of faculty or staff
- theft
- forgery (second offense)
- immoral acts
- possession of tobacco products, including e-cigarettes, 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
- third and subsequent or serious acts of academic dishonesty
- truancy (2 days' suspension)
- serious infraction of Technology Acceptable Use Policy
- serious infraction of Chromebook Policy
- subsequent violations of the Cell Phone/Electronic Device Policy
- 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

#### 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 Administration will determine the status of these students for the following school year based on the recommendation of the Discipline Review Board.

### 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.

### 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 Assistant Principal of Young Men or Young Women 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 may be suspended from school immediately. The Principal may dismiss the student, pending disciplinary review.

## DIVERSITY

### Diversity Statement

Padua Franciscan High School is a diverse, welcoming community where everyone belongs. We believe that all individuals are created in the image and likeness of God and, therefore, should be treated with dignity and respect. For these reasons, Padua Franciscan is a community in which all students, faculty, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential.

To that end, we commit to recognizing and unlearning our own biases and ending any expressions of discrimination—big and small, overt and subtle—that exist within ourselves and our community. The example of St. Francis, St. Clare, and St. Anthony of Padua inspires our commitment to peacemaking and responsible social action. We choose to stand in solidarity with those who experience economic, political, and social marginalization, regardless of race, ethnicity, sex, gender, sexual orientation, age, religion, socio-economic class, and ability.

By infusing inclusive initiatives, school culture, and extracurricular activities, we strive to promote understanding, acceptance, and celebration of our diversity.

*All formally and informally reported behaviors that are not in accordance with Padua Franciscan's values, including but not limited to harassment, bullying, discrimination, microaggressions, and hate speech will be investigated and subject to disciplinary action. Refer to the Disciplinary Policies in the Parent-Student Handbook.*

## 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 in a business casual environment. 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 Assistant Principals 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 Assistant Principal of Men or Women.

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 Assistant Principal of Men or Women before being worn. A decision by the Assistant Principal of Men or Women regarding dress and/or grooming is final. Students who do not conform to the dress code may be held in the Assistant Principal of Men or Women's 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
2. Second offense - detention
3. Third offense – double detention
4. Further violations will result in more serious penalties.

### Gym Uniform for all Students

Students may wear any shorts (no short-shorts) or sweats and a Padua Franciscan High School t-shirt.  
No tight-fitting shirts or shorts, no leggings or yoga pants allowed.

### Dress Code and Grooming for Boys

**Shirts** - Boys may wear Padua uniform polos purchased from the Bruin Shop or a solid colored dress shirt and tie. Only dress shirts in any solid color, made of non-faded material, with conventional collars and full button front are acceptable. All shirts must be worn completely tucked inside the pants with the belt showing at all times. 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.

**Pants** - Properly fitting traditional dress or Docker-style pants in brown, black, tan, navy, olive or gray 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. Pockets on the outside leg of the pants are not permitted. 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.

**Boys are expected to wear properly fitted shirts and pants/shorts at all times while on school grounds.**

#### **Over wear**

- Sweaters (of any kind) are not permitted.
- No long sleeve cotton shirts (over or under the dress code top) are permitted.
- For all students, official Padua sanctioned fleece, Padua-sanctioned crew neck sweatshirts, wind shirts, or warm up jackets (with no hoods) may be worn in addition over their uniform top.
- Zippered (quarter, half or full) non-hooded, Padua sanctioned outerwear purchased through the Bruin Shop or by a Padua team, club or Athletic or Fine Arts Department is acceptable.
- No other hoodies, sweatshirts (crewnecks included) or cold weather jackets may be permitted.

**Shoes** - Students are required to wear shoes at all times while in the school building. Only low-cut shoes (of natural color-brown, black, blue, or gray-White shoes are not permitted) are allowed. Socks must be worn at all times. No athletic/tennis shoes, boots, slippers, moccasins, shoes with heavy tread, backless shoes, loose or sloppy footwear. Shoes must be properly fit and tied at all times. **Tennis shoes of any kind are not permitted.** An administrator will make the final decision of whether or not a shoe is permitted to be worn (if called into question).

**Hair** - Hair should be neatly groomed, clean and styled on a daily basis. It should not hang in front of the student's face and/or below the eyebrow. Hair length should not exceed the top of the shoulders. Extreme or fad hairstyles (shaved lines, tails, steps, mohawks, hanging bangs, etc.) are not permitted. Hair may not be dyed. Facial hair is not permitted and sideburns should not exceed the middle of the ear. Hairstyles associated with religious or cultural identities will be considered.

**Jewelry** - Earrings may not be worn during the school day (this includes posts and band aids). No pocket chains, chokers, dog collars and necklaces or bracelets made of hemp may be worn. Body piercing jewelry may also not be worn. No other facial rings, including nose rings (this includes "clear" rings/posts) lip rings, check rings and studs are permitted. Non-jewelry items such as paper clips, safety pins, carabiners, etc., are not permitted.

**Body Decoration** - Any tattoos, if visible, may not conflict with the mission and values of Padua Franciscan High School. Any tattoos that are found to be in conflict must be covered during the school day and at all school sponsored functions. School administration will make the final determination.

#### Dress Code and Grooming for Girls

All girls must wear khaki-style or dress pants with a Padua-embroidered "polo-style" shirt. Padua polo-style shirts are available for purchase in the Bruin Shop and can be worn untucked. Starting with

the class of 2022, Padua polo shirts may only be brown, orange, white, gray or black. Polo-style shirts are available through the Bruin Shop.

**Slacks** -Properly fitting traditional dress pants or khaki style pants in brown/khaki, black, tan, navy, olive or gray colors, with cuffs or stitched hems are to be worn. Cargo-style pants, jeans, joggers, leggings and excessively tight pants are not permitted. No suspenders are allowed. Pants must be worn at the waist, not sagging, and should be of the appropriate size (not too tight) and length (not above the ankle). Pants may not be cut, torn, or frayed and should not be excessively rolled up, nor should they be tucked into socks.

**Shirts** – All girls are required to wear polo-style shirts purchased through the Bruin Shop. Polo-style shirts are designed to be worn over the pants and must be longer than the top of the belt/waist of the school pants. Starting with the class of 2022, the only acceptable polo shirt colors are brown, white, black, orange and gray. Students in the class of 2022 and after may not wear polo shirts previously worn by older family members/ friends if they are not the correct color. Polo shirts may not be tied or gathered at the hem. Appropriate undergarments are to be worn at all times.

**Girls are expected to wear properly fitted shirts and pants/shorts at all times while on school grounds.**

#### **Overwear**

- Sweaters (of any kind) are not permitted.
- No long sleeve cotton shirts (over or under the dress code top) are permitted.
- For all students, official Padua sanctioned fleece, Padua-sanctioned crew neck sweatshirts, wind shirts, or warm up jackets (with no hoods) may be worn in addition over their uniform top.
- Zippered (quarter, half or full) non-hooded, Padua sanctioned outerwear purchased through the Bruin Shop or by a Padua team, club or Athletic or Fine Arts Department is acceptable.
- No other hoodies, sweatshirts (crewnecks included) or cold weather jackets may be permitted.

**Shoes** – Dress flat shoes must be worn during the school day. Open-toed, sling-back shoes, athletic shoes, pseudo sport shoes, boots, Uggs or the like, sandals, high heeled shoes, clogs, platform shoes, backless shoes, slippers or moccasins of any kind 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. Neon-colored shoes of any kind are not acceptable. **Tennis shoes of any kind are not permitted.**

**Hair** -Hair should be neatly groomed, clean and styled on a daily basis. Extreme or fad hairstyles (shaved lines, mohawks, hanging bangs, cut short underneath, cut short on one side/long on the other, etc.) are not permitted. Hair may not hang in front of a student’s face or below the eyebrow. Hair may not be dyed any unnatural, odd, bright, or two-toned color. Hairstyles associated with religious or cultural identities will be considered. Bandanas of any kind are not permitted. Bonnets or head scarves may be worn when pertaining to religious or cultural purposes.

**Jewelry** - A limited amount of jewelry in good taste may be worn during the school day. No more than three (small) earrings per ear are permissible. No other facial rings, including nose rings (this includes “clear” rings/posts and Band-Aids that are used to cover the piercing), lip rings, cheek rings and studs are permitted. Non-jewelry items such as paper clips, safety pins, carabiners, etc., are not permitted.

**Body decorations** – Only appropriate earrings are permitted. Body piercing jewelry may not be worn. This includes, but is not limited to nose, lip, tongue or eyebrow piercings, spikes in ear lobes or cartilage, plugs or gauges. Visible tattoos are never permitted during the school day. This would include visible tattoos on the face, neck, hands, arms, legs, ankles or wrists (either temporary or

permanent.) Makeup should be conservative and subtle. No excessive makeup.

### DROPPING A COURSE (See SCHEDULE CHANGES.)

### EARLY 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.

### ELEVATORS

The elevators are for the use of the faculty and staff only. Handicapped and injured students may receive permission from the Assistant Principal of Men or Women to use the elevators. 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. Students who do not return an elevator key will result in a double detention.

### EMERGENCY PLAN

Padua maintains an approved emergency plan as directed by the Ohio Department of Education.

### 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 northwest and northeast parking lot main doors. Students may not enter the building through any other doors; specifically, the boys' locker room doors and the music room doors. All outside doors to the school building will be locked daily from 7:58 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 Receptionist in the Main lobby.

### 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 the 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 or Math class must be made up or the student will not be permitted to return for the following year.
  - a. A student failing a Theology class must be able to schedule a repeat of that specific course in the following school year.
  - b. If the Theology course is not offered the following school year, arrangements will be made with the Vice Principal and the student's counselor.
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.

The student's assigned counselor will consult with the family about online arrangements for credit recovery. It is the responsibility of the parents to enroll the student and ensure successful completion of the course. Failure to enroll in and successfully complete a summer school course will result as follows:

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 Math 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.

Courses retaken to remediate a failed course are for "credit recovery" purposes only. That is, the course would be retaken for credit completion only and not for GPA recalculation/improvement since the initial failing grade will stand as a matter of transcript record.

Beginning with the Class of 2016, the NCAA published new academic eligibility rules. Students with an eye on Division I or II eligibility who require summer school to recover a credit must take full/"original credit" course work rather than "credit recovery/remediation" classes and only at a specifically approved institution. This applies to core courses as defined by the NCAA. There is only one acceptable online provider for Padua students with NCAA aspirations – Educere. Details may be obtained from the student's assigned counselor. Please note that under the new 7/10 core course rule, rising seniors must complete failed core courses during the summer prior to starting their 7<sup>th</sup> semester of high school, i.e. the first semester of their senior year.

## FEE WAIVERS FOR AP, SAT, ACT

Fees for these tests are the student's responsibility; however, students participating in the Free and/or Reduced Lunch program are potentially eligible for a fee waiver for the SAT, the ACT, and AP exams. Students who qualify should meet with their counselor at the start of the school year.

## 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 Assistant Principal of Men or Women, can be denied field trip participation.

### FINANCIAL POLICIES (See also TUITION DISCOUNTS & SCHOLARSHIPS,)

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

Padua Franciscan High School offers four methods for payment of the tuition balance:

- a. Payment in Advance – directly to Padua Franciscan High School
- b. Payment in Advance – through Blackbaud Tuition Management
- c. Monthly Payments (10 Payments Aug – May) – through Blackbaud Tuition Management
- d. Monthly Payments (11 Payments Jul – May) – through Blackbaud Tuition Management

### Payment of Tuition:

1. A non-refundable registration fee of \$150 is due for course registration.
2. The tuition of each additional sibling in the family attending concurrently is discounted \$1,500.
3. Scholarships and discounts do not apply to the \$750 (enrollment and registration) fees due in May. All scholarships and discounts will be applied to the tuition balance.
4. If the full tuition amount is received by July 31<sup>st</sup>, \$250 may be deducted. Please note that the full amount of tuition must be received in the Business Office by July 31<sup>st</sup>, to qualify for the discount. Cash, money order, check or Blackbaud Tuition Management payment plan will be the accepted methods of payment. ACH and credit card payments can only be submitted through Blackbaud Tuition Management. As the full amount of tuition is not received up front, recipients of Ohio Department of Education Scholarships (Cleveland, EdChoice, Jon Peterson, etc.) do not qualify for the prepaid discount. No exceptions will be made to the July 31<sup>st</sup> deadline. The prepay discount will be forfeited if the payment is not in the Business Office on or before July 31<sup>st</sup>, at 3:00 PM. (For example, if the payment is mailed and it is received on August 1<sup>st</sup>, the prepay discount is forfeited.)



5. 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.
6. 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.
7. Students whose tuition accounts are in arrears may be excluded from participation in certain extracurricular or athletic activities.
8. Report cards, interim grades, "MyPad" access, transcripts, and diplomas are withheld for students who owe tuition, athletic participation fees, fines or other assessments.
9. No tuition may carry over from one year to the next.
10. 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.
11. 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 7<sup>th</sup>, but prior to the first day of school, will be held accountable for the \$600 Enrollment Fee.
4. **In the event of a student's withdrawal from Padua Franciscan High School after the school year has begun, the \$250 Technology Fee is not refundable and 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 (excluding the prepay discount) are forfeited pro-rata on a quarterly basis, unless otherwise specified by the source of the reduction. The prepay discount is forfeited in its entirety if the student withdraws.
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.

#### GENERAL OFFICE AND ATTENDANCE OFFICE

The General Office/Attendance Office is located on the first floor to the right of the main lobby and is open weekdays from 7:00 a.m. to 3:30 p.m. (3:00 p.m. on Fridays) No student is allowed in the

General/Attendance Office without a valid reason. There should be no loud talking or loitering in or around 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

Incomplete (I) grades may be given only at the end of a quarter or the semester with the approval of the Vice Principal. An (I) grade may be given because of extended absence or extenuating circumstances. Late or missing assignments are not considered a legitimate reason for an "I" grade. An "I" grade must be made up and changed to a letter grade, two weeks after the end of the grading period.

Padua Franciscan maintains and publishes on the transcript the student's cumulative GPA at two levels:

- 1) Weighted: modified 4.0 scale, utilizing weighted quality points as noted above for honors-level and/or AP courses taken; + and - designations are calculated in the GPA for all courses regular and honors.
- 2) Unweighted: straight grade calculation with A = 4.0 quality points; + and - designations are not calculated in the GPA.

Colleges refer to both in a "holistic review" admissions process. The weighted GPA provides the academic context of Padua Franciscan and speaks to both academic rigor and student performance against Padua's expectations. Class rank and other academic recognitions are based upon the weighted GPA. The unweighted GPA affords colleges a common measure of student performance utilizing broad-based criteria similar to the use of ACT and/or SAT scores. When colleges refer to the mean GPA of their admitted students, they are using the unweighted GPA calculations (See also TRANSCRIPTS, p. 68)

## GRADUATION REQUIREMENTS

Padua Franciscan High School requires 24 credits for graduation, which follows or exceeds the minimum standards as adopted by the State of Ohio. Credit for graduation is based upon course work completed as an enrolled student at either Padua or transferring from another high school, grades 9 to

12. (Students with bonafide credits earned in grades 7 and/or 8 will not lose that credit, but these will not count in the overall 24 credits required unless granted an exception by the principal of Padua Franciscan High School.) Padua's program of study is intended to be for four years; therefore, early graduation will not be allowed.

Starting with the Class of 2018, in order to receive a diploma from Padua Franciscan High School, students must successfully complete the graduation requirements set by the Ohio Department of Education. As a non-public school, Padua Franciscan has chosen to utilize the Alternate Assessment program; all Padua sophomores will take the high school version of the Iowa Tests each Spring to fulfill this requirement.

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

4 credits in Theology	3 credits in Lab Science
4 credits in English	(Biology required)
4 credits in Mathematics	
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	1 ½ credits in Electives

#### Financial Literacy Ohio Graduation Requirement

E176 Financial Literacy is an online course that meets the high school graduation requirement for Financial Literacy as defined by the Ohio Department of Education. This course will be completed during the student's junior year and will be a pass/fail non-credited course.

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

#### 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 the 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 should expect to average *one half hour of study per day, per subject, resulting in 2-3 hours each night of 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, p. 8)

## HONORS COURSES

Honors courses have certain prerequisites that must be met before a student may apply for an honors course. Specific criteria are published in the most current edition of the Course Catalog. 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.

### ID CARDS

Padua student identification cards with barcodes are issued to each student at the beginning of the school year. Students are required to wear their current ID around their neck with the approved, provided, lanyard at all times while in the building. Each student will be given two IDs, one for their wallet and one to wear at school.

#### ID Guidelines:

- 1) The ID must be properly worn and visible at all times.
- 2) The lanyard provided to students is the only lanyard permitted to be worn.
- 3) If a student is in the building and without an ID, they must report directly to the General Office to pick up a temporary ID. This will result in a 15 minute detention. The Temporary ID must be returned to the General Office at the end of each day it is in use. Failure to return the temporary ID will result in a 30 minute detention.
- 4) If a student does not pick up a temporary ID and is found to not have their ID, a 30 minute detention will be issued.
- 5) If a student is found to not be wearing their ID properly (Tucked in their shirt, in their pocket etc.), a 30 minute detention will be issued.
- 6) If a student alters their ID in any way (coloring/covering the picture, changing the name etc.) The student may be required to purchase a new ID and a 30 minute detention will be issued.
- 7) A student should never be in possession of another student's ID. If an ID is found by a student it should be turned in immediately to the nearest faculty/staff member.
- 8) If a student should lose their ID, a replacement card is available for purchase in the General Office.
- 9) Student ID cards are required for any/all cafeteria purchases and may be required for admission to after-school events.
- 10) Students may also use their student ID cards for free admission to all home athletic events except Hockey

### LEARNING DISABILITY PROGRAM

The purpose of the Learning Disability Program is to educate students to the maximum of their potential, increase the students' opportunities for success, and to prepare for post-secondary education. The classes are unique in that they are taught to the individual needs, goals, and objectives in their educational plans. Because students' learning rates and styles vary considerably, the need for flexibility is established with individual student expectations.

Students are accepted at Padua Franciscan High School primarily on their ability to do satisfactory work in Padua's curriculum and to function within our guidelines and policies. The following items are evaluated in the admissions process to determine a student's ability to succeed at Padua: the entire grade school record (with emphasis on 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade achievement), conduct, effort, attendance, standardized tests taken on the elementary level, and performance on the Padua placement test.

### LEARNING SUPPORT SERVICES

The Padua Franciscan High School Learning Support Program (LSS) encompasses a variety of services, having the common goal to ensure that all students succeed in Padua's college preparatory curriculum by meeting the students' individual needs. The LSS Program includes the following: Learning Disabilities Program, Autism Program, Speech-language services, and SEGO/Accommodation services. Padua Franciscan High School has services that meet the needs of students identified as Specific Learning Disability, Other Health Impairments – Minor, Autism, and Speech/Language Impairment. Behavioral supports and academic modifications are not available to meet the needs for students identified as Intellectual Disability, Multiple Disability, and Emotional Disturbance.

### 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  
\*\*Hours subject to change due to scheduled meetings, testing, etc. \*\*

Library Information: Students can find information specifics and resources (LibGuides, Databases, Passwords, Catalog, etc.) regarding the Padua Franciscan H.S. Library in MyPad > Groups > Padua Library.

Resources & Materials: Print resources (fiction, nonfiction, and reference) are available for students to borrow for a specified loan period. The Library also provides digital resources such as LibGuides and subscription databases for academic research conducted at school or home.

#### Student Use of the Library

The Padua Franciscan H.S. Library is an essential learning hub that provides a wide variety of information resources. The Padua Library serves as a quieter area for study, test-taking, tutoring, group work, club meetings, and relaxation. Students are permitted to use the Library before and after school, during specified Study Halls, and/or as scheduled by the Administrative Team or Counseling Dept. A certified librarian is available to serve students by providing assistance with academic needs, research pursuits, and personal interests. While the Library is a relaxed environment, it is still an academic area, and all Padua rules of conduct are expected to be followed.

#### Student Behavior in the Library

Students who have signed up for the library must remain there for the entire period. Passes to the restroom and lockers will not be given except in emergency situations. Quiet, individual study is expected at all times and all rules, as stated in the Padua Parent/Student Handbook must be followed. Food and drinks are not permitted in the library. Students who do not adhere to the rules of the library may be issued detentions and/or be prohibited from using the library. The library is intended to

provide students and/or small groups a common place to gather for the productive completion of academic and/or extracurricular endeavors.

Fine Waiver & Destroyed/Lost Materials: Students are responsible for all materials that they borrow from the Padua Library. While fines are waived for materials returned before the end of the school year in which they were borrowed, students must pay a replacement cost for any destroyed or lost items. Students receive information regarding unreturned Library materials and replacement costs from the Library prior to the end of each semester. Any replacement fee must be paid prior to the end of the year or it will be forwarded to the Business Office.

## LOBBY

With the addition of two new public entrances for the Padua Franciscan Community, certain behavior and rules are expected to be followed by both students and any individuals who may enter the building.

Please be advised that no food or drink is to be consumed while in either the front Lobby or the back Lobby. The consumption of food or drink is strictly prohibited when using these spaces, and if a student wishes to eat, they can do so in the cafeteria.

All students and individuals are also required to be respectful of any and all furniture that may be placed in either Lobby space. Both entrances are used as dual spaces, and for this reason, any student who is caught using the furniture in a way that is deemed inappropriate will be given a detention. The administration has the right to add additional consequences if behavior deems it necessary.

## 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 Assistant Principal of Young Men or Young Women. Any form of writing or marking directly on the locker surface is prohibited. Blue 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. Noncompliance will result in detentions. No lewd or suggestive pictures are permitted. All lockers decorations will be removed on Friday or the last school day of each week.

## 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 lockers). 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.

If students choose not to lock their locker, the lock itself must be kept on the hook inside the locker; otherwise, it may cause the locker to jam.

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 Assistant Principal of Men or Women.

The school is not responsible for any loss or damage to books or personal property. Therefore, articles of great value (e.g., jewelry, and electronic devices, 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 four-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](http://www.paduafranciscan.com/MedTrack). Please direct questions to the Director of MedTrack, ext. 171.

### MEDTRACK MEDIA CENTER

Students are not allowed in the MedTrack Media Center without adult supervision. No food or drinks are allowed at any time.

### 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.

### MYTRACK

Beginning with the Class of 2021, Padua Franciscan is offering several MyTrack programs to assist students both with class scheduling and with career exploration in popular career fields/college majors. Currently, there are MyTrack options for Business, Computer Science, Engineering, Law and Studio Art. Details concerning required course sequence and course descriptions are provided in the current edition of the Course Catalog. Students should keep in mind that these MyTrack course sequences are elective, as such. MyTrack is intended for the discernment of future careers/college majors and does not replace the core academic program.

In order to take full advantage of the opportunities afforded by MyTrack, students should identify themselves as interested in MyTrack during the incoming Freshman Registration Nights in March of each year. However, students may take advantage of a portion of the academic benefits of MyTrack throughout their high school career. Students should note that the scheduling of specific courses out of the recommended full sequence may not always be possible due to issues of class scheduling.



Each MyTrack program has a designated program advisor/principal instructor who will provide for student involvement in enrichment activities not related to scheduled classes. Such activities are mandatory and include participation in the activities of an associated club, competitions, field trips, speaker opportunities, and the like. Padua Franciscan, on its part, will provide to active participants in the full MyTrack program preferential scheduling of those courses indicated as part of the MyTrack sequence. The student's assigned counselor must always be involved in a student's decision to participate in MyTrack as the core of the program is a designated structure of elective course choices targeted on a given college major/career path.

Identified MyTrack students also committed to a major musical ensemble (Orchestra, Symphonic Band, Chorale) are expected to complete the minimum two-year performance credit of the vocal or instrumental sequence in grades 9 and 10 prior to entering their academic MyTrack requirements. There are pathways for music students to enter a MyTrack course sequence, except for Studio Art, in grade 11. Interested music students should consult with their counselor for details. Music students are expected, however, to participate in required MyTrack clubs and activities throughout grades 9 and 10 as a demonstration of their genuine interest in MyTrack.

### 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. Service hours to school, church, and community are an expectation of continued membership. Membership is also both an honor and a commitment. Therefore, an incident of academic dishonesty or non-participation in the service requirement by sitting members may be grounds for immediate dismissal from NHS.

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

1. Only current Juniors who meet the criteria are eligible for NHS.
2. Students must first meet a basic cumulative grade point average of 3.5 or higher at the end of the 1<sup>st</sup> semester Junior year.
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. Known incidents of academic dishonesty could be grounds for non-eligibility of applicants.
6. Transfer-in students must complete one full semester to be eligible for consideration.

### 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 3<sup>rd</sup> quarter.

We expect that all parents will take advantage of these opportunities to talk with the teachers. Parents should bring their child to the conference. Private conferences of about five minutes are held between the 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. No appointment is necessary.

## PARKING AND DRIVING

The front driveway is a one-way road, from east to west, at all times.

The **right lane** is the student drop off lane. Please drop off students anywhere along the sidewalk.  
The **left lane** will now be for through traffic only. Please do not drop students off from the left lane.

Padua Franciscan considers driving a car a privilege. It is a serious responsibility to drive on the properties of St. Anthony and Padua because of elementary and high school student pedestrians. Students are expected to drive slowly and with caution.

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 \$150 per year. Students must complete a parking form in MyPad. Additional information may be required as well (car registration, driver's license etc.).

a. During 2023-24, Padua is offering a Ride Share Plan. It is a cost-saving and environmentally-friendly parking option for students. The Ride Share Plan came out of Padua's Franciscan mission to care for creation and reduce our carbon footprint. The normal cost of a parking pass is \$150. In the Ride Share Plan, two students share one parking space. Each student will pay only \$75. Each of the two students will have a parking tag for his/her car. The parking tags will have the number of the shared parking space. It does not matter which student drives on a particular day. The only stipulation is that they park in the shared parking space. Twenty parking spaces will be reserved for Ride Share participants. Interested students should register with Mrs. Toothman in the G.O. The application process will be open August 9 to August 31.

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.

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 Assistant Principal of Men or Women.

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. 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, buses should have the right-of-way. Those waiting to pick up students should not park beyond the posted sign in the front of the building.

15. Motorcycles, large trucks, vehicles with plows or any other vehicle that may be deemed a safety hazard are not permitted in the parking lot.

16. The racing of engines, squealing of tires, and/or playing loud music is prohibited.
17. Handicapped parking is provided in the center of the front parking lot for only those vehicles that have a registered handicapped tag displayed.
- 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.
- Serious or repeated offenses will result in school suspensions and/or suspension of driving privileges or, if necessary, towing.
18. At the start of the 2nd quarter of the school year, quarterly prorated parking rates may be approved for students who apply for parking permits during the school year.

### 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.

### PLAGIARISM (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 but may request a half-day absence from the Assistant Principal of Young Men or Young Women.

The Padua prom is a specific school-sponsored event at a specific place during a specific time. This information is established yearly and provided to the students. Padua assumes no responsibility for the safety of students who choose to take part in other activities before or 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. For clarification, please contact the school.

### 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.

### Progress Grade Reports

The Administration of Padua Franciscan regularly reviews academic progress of students at specific intervals during the quarter to identify concerns early and develop academic responses. Parents are

strongly encouraged to regularly monitor academic progress/grades utilizing our online grade platform called MyPad. Parents will receive a reminder to check MyPad at the Mid-Quarter point at the end of the sixth week of each quarter. This Progress Report will include an interim grade and teacher comments specifically for students with a C- or lower.

## **Campus Ministry**

Pastoral support services are available for every student in the school. These services include individual and group spiritual programming, including mentoring and leadership opportunities in liturgy, retreats, service, and other prayerful opportunities in line with the Franciscan charisms of the school.

### **Retreats**

Retreats are an important part of our program of Franciscan 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. Retreats are scheduled within the scope of a school day, with additional opportunities given for extended day or overnight retreats. Seniors must make a retreat during their senior year prior to graduation. Any senior who, due to extenuating circumstances, is unable to attend his or her scheduled retreat must make alternate arrangements with Campus Ministry. Other retreat options sponsored by Campus Ministry may be made available to students, but students must first fulfill their class retreat requirement. Students may be charged to cover the cost of optional retreats.

### **Franciscan Service Program**

As a Franciscan Community, we PRAY, CARE, **SERVE**, and BRING PEACE. Answering our personal call to be disciples of Christ, we are reminded in a special way of Jesus's parable in Matthew 25:31-40, which forms the basis of the Works of Mercy. We are also challenged by our Church to put our Two Feet of Love in Action: "[...] social justice (*addressing systemic, root causes of problems that affect many people*) and charitable works (*short-term, emergency assistance for individuals*)" (United States Catholic Conference of Bishops). We therefore ask of our Padua students, throughout their four years here, to serve and advocate for the most vulnerable and marginalized populations in our communities. Indeed, our patrons St. Francis and St. Clare of Assisi, who modeled their own life and teachings after these themes of Catholic Social Teaching, serve as a particular inspiration for our Franciscan community. We invite students to keep these models in mind as they prepare to complete their Franciscan Service requirement, as outlined below.

**Bruins are required to complete charitable service or advocate for social justice - each year - throughout their four years at Padua Franciscan High School. Details of the program for the 2023-2024 Academic Year are below.**

**Freshmen** are able to complete **ALL of their 20 required hours** by serving in **any** of the following categories:

- a. Padua service opportunities through Admissions, Advancement, or other departmental opportunities
- b. Parish or Church Community volunteer and service opportunities
- c. Campus Ministry sponsored service ministries:
  - i. St. Herman's House of Hospitality Ministry
  - ii. St. Anthony School Mentorship Ministry
  - iii. Mount Alverna Wisdom Keeper's Ministry
  - iv. Cleveland Food Bank Ministry
- d. Opportunities for Social Justice Engagement such as advocacy around the consistent ethic of life, the Social Justice Summit with the Diocese of Cleveland, etc.
- e. Neighborhood and community service and social justice organizations that work with the most vulnerable in our communities (Matthew 25) - students may consult the list of agencies on the Padua website.

**Sophomores** are able to complete **only up to half (10) of their required 20 hours** by serving in the following categories:

- a. Padua service opportunities through Admissions, Advancement, or other departmental opportunities
- b. Parish or Church Community volunteer and service opportunities

**The other 10, (or all 20, if they choose):**

**Sophomores** are able to **complete ANY/ALL of their required 20 hours** by serving in the following categories:

- a. Campus Ministry sponsored service ministries:
  - i. St. Herman's House of Hospitality Ministry
  - ii. St. Anthony School Mentorship Ministry
  - iii. Mount Alverna Wisdom Keeper's Ministry
  - iv. Cleveland Food Bank Ministry
- b. Opportunities for Social Justice Engagement such as advocacy around the consistent ethic of life, the Social Justice Summit with the Diocese of Cleveland, etc.
- c. Neighborhood and community service organizations that work with the most vulnerable in our communities (Matthew 25) - students may consult the list of agencies on the Padua website.

**Juniors and Seniors** are **required to complete ALL of their 15 hours** by serving in **only the following categories:**

- a. Campus Ministry sponsored service ministries:

- i. St. Herman's House of Hospitality Ministry
  - ii. St. Anthony School Mentorship Ministry
  - iii. Mount Alverna Wisdom Keeper's Ministry
  - iv. Cleveland Food Bank Ministry
- b. Opportunities for Social Justice Engagement such as advocacy around the consistent ethic of life, the Social Justice Summit with the Diocese of Cleveland, etc.
- c. Neighborhood and community service organizations that work with the most vulnerable in our communities (Matthew 25) - students may consult the list of agencies on the Padua website.

**Juniors and Seniors are *required* to complete ALL of their 15 hours by serving in only the following categories:**

- a. Campus Ministry sponsored service ministries:
  - i. St. Herman's House of Hospitality Ministry
  - ii. St. Anthony School Mentorship Ministry
  - iii. Mount Alverna Wisdom Keeper's Ministry
  - iv. Cleveland Food Bank Ministry
- b. Opportunities for Social Justice Engagement such as advocacy around the consistent ethic of life, the Social Justice Summit with the Diocese of Cleveland, etc.
- c. Neighborhood and community service organizations that work with the most vulnerable in our communities (Matthew 25) - students may consult the list of agencies on the Padua website.

**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 Catalog issued annually in January.

The student's assigned 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 the third Friday of March. 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.

Class schedules may be altered only during the designated days in August or within the first week of a Semester, unless special written permission is obtained from the Vice Principal.

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 both the teacher and the 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 prior approval of the Vice Principal. 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.

## 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, police, and/or other authorities.

Padua Franciscan High School employs a school resource officer (SRO) to assist with the overall safety and security of the school. In specific situations (and when necessary), the SRO will read a student their Miranda Rights. If this is done, an administrator will call home to inform a parent/guardian.

## SEMESTER EXAMS (see also EXAMS.)

Semester exams are given the final four 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 their student's assigned 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

Prior to posting, all items to post must receive approval from the Assistant Principal of Young Men or Young Women. Students and student organizations should post materials primarily on the hallway bulletin boards throughout the building. Students may also post materials in halls and classrooms. Only blue tape may be used to hang signs.

### SNOW DAYS

Padua Franciscan High School's decision to close is not in conjunction with other school districts. Padua families will be notified by SchoolMessenger announcing a calamity day. Additionally, Padua will post closures on local radio and television stations. Because our students reside in numerous municipalities, Padua may be closed in cases when Parma schools are in session. Students and families will be notified of snow or calamity days via social media and phone blast messages from the school.

### 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 banned from attendance at future Padua events.

### 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 Assistant Principal of Young Men or Women.

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 Assistant Principal of Young Men or Women, 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 Assistant Principal of Men or Women.

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 may request to see their school records by contacting the student's assigned 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 former 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, Credit Flex, and PSEOP/CCP (includes transcripts from former high schools for transfer students)
- activity records of extracurricular activities
- state-mandated testing: IOWA Tests as alternate assessment for end-of- course exams
- national and standardized test scores, including the High School Placement Test (HSPT),

PLAN, ASPIRE, the PreACT, 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, SEGO or other accommodation plans

Special Education records are not part of the student's permanent record at Padua Franciscan High School. Parma City School District keeps records of all student ETRs and IEP/ISPs from Padua; copies can be obtained by written request of the student from the Department of Pupil Services.

### 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 and NAIA Eligibility Centers

The Counseling 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 Counseling Department files are destroyed in total two years after the student's graduation date.

As a general policy of Padua Franciscan, discipline records will only be released to a parent or guardian of a minor, a student of legal age, or as requested by a court order. School personnel, particularly counselors with college and/or scholarship applications, may be asked to disclose information related to a student's discipline records. It is the policy of Padua Franciscan High School to not release such information except for as stated above. For example, for students submitting the Common Application, counselors will mark the response "School policy prevents me from responding."

### STUDENT SUPPORT GROUPS

The Counseling Department offers students the opportunity to participate in regularly scheduled groups. Currently, this is offered as a Grief Support Group, as well as a Stress-Busters Group. These support groups are educational rather than therapeutic. In a casual setting, students can come together to learn how to deal with issues they may be encountering, whether for a short period of time or over a longer term, perhaps for life. An essential component is knowing that they are not alone, that other students are encountering similar life stressors and that there are trained adults available to them. Indeed, as

professional school counselors, we believe that we are providing students with necessary life-skills and tools, that this service assists parents as the primary agents of formation of their children's healthy emotional and psychological well-being.

Students will be individually interviewed and invited to participate in a support group by one of the counselors conducting the particular group. It will always be a student's choice to participate. Any parent who does not wish their child to participate in a support group may contact the student's assigned counselor or the Campus Minister.

### 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 specific parts of the building, with an approved pass. 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.)

Students must report to their assigned study hall before going to appointments with counselors, teachers, etc. 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 non-cafeteria study hall, which is held in a classroom, will also provide for these options, albeit in a more limited manner.

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 Brewin' Café is a privilege 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. Students are expected to maintain a respectful level of volume.
6. Use of personal electronic devices is not permitted, including cell phones and digital sound players. (see DISCIPLINARY POLICIES: Cell Phones)

#### General Policies for Non-Cafeteria Study Halls

Classroom study halls are a necessary part of Padua life (especially during periods 5 through 9).

1. Students must be in assigned seats at the beginning of study hall.
2. Proctors will determine how and when students may relocate in the classroom for the specific study options and when they may begin to utilize their pass privileges.
3. Students may work quietly together or talk quietly together.
4. Students may not go to the cafeteria from their study hall during periods 5 through 9.

### 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](http://www.paduafranciscan.com) by mid-June.

## TECHNOLOGY ACCEPTABLE USE POLICY

All users of Padua Franciscan High School's technology resources and the school network must sign the *Padua Franciscan High School Acceptable Use Policy Contract* and abide by the rules defined in Padua's *Technology Acceptable Use Policy* as listed and defined in this document. By signing this contract, you are agreeing that you have read and understand the policies stated in this document, and you are accepting responsibility for all actions as outlined in this policy. \*Your signed contract will be kept on file\*

### General Understandings for School Computer Use

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, and for the equipment itself is essential.

The various Padua networks and programs (including the Internet) as well as school computers, Chromebooks, and other loaned equipment that are made 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. *Use is intended for academic purposes.* 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 in this document are in effect for all computers throughout the building as well as devices loaned to students.

### Privacy and Safety

The Padua network is neither private nor confidential. Padua Administration and teachers reserve the right to inspect student files and email at any time and will take the necessary steps if there has been a violation of the school's Technology Acceptable Use Policy.

Be sure to read the *Acceptable & Required Behaviors* and *Unacceptable Behaviors for School Computers and Chromebooks* lists so expectations are clearly understood. If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise offensive material, or if a student feels a computer or his/her Chromebook has been tampered with, the student should notify a teacher or an Administrator immediately so that appropriate actions may be taken.

For the safety of our students, a password will be assigned to each student:

- **Each student will be assigned a unique password that he/she is required to use on school computers, Chromebooks, and all devices loaned to him/her.**
- This password 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. It is the student's responsibility to contact a teacher or an Administrator immediately if a password has been compromised.
- Students with more than one account shall log on to a computer with the appropriate class

account ONLY. For example: Students must log with their assigned classroom accounts in the Computer Labs for computer classes. Acceptable & Required Behaviors for School Computers and Chromebooks

***The computers at Padua Franciscan High School are to be used for academic purposes only. Since Padua Franciscan strives to have students take full advantage of both the equipment and the computer experiences provided to them while in a safe and academic manner, the following behaviors are considered acceptable and required.***

**Students may select their Padua Google Account Avatars from a group of images approved by the PFHS Administrative Team. A resource page with approved images is available on MyPad.**

**Important Note: The following list is not an all-inclusive list of appropriate and required behaviors. Students should also be aware that additional information may be listed under the *Chromebook Specific Policy* of this document.**

- Students are required to access their assigned Gmail accounts daily for school and teacher communication. (They may access this Padua assigned Gmail at school during approved and designated times or any time at home.)
- Students are required to know and understand the *Chromebook Specific Policies* in addition to the general computer policies. See *Chromebook Specific Policy* regarding the following topics: Chromebook Intended Use, Ownership, Insurance, Google Management, Identification, Care, Use at School, File Management, Gmail, Daily Requirements, Technical Support, Loss/Repair/Theft, Loaners, Software, and Virus Protection.
- 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, and exe.
- Students may use the Cafeteria and Library computers before and after school as well as during Study Halls. Please note that academic use takes priority over any other use.
- Students must be sure to log themselves off when finished on school computers. If an account is found logged on that is not your account, log it off. Do not use this account.
- Printing in the Cafeteria or in the Library is permitted but is for academic use only. Printing personal topics, personal graphics, sports brackets, fantasy sports, birthday messages, etc. will result in consequences. All printing is logged by Student ID.
- Chromebooks must be in silent mode at all times unless otherwise indicated by a teacher or staff member for the purpose of his or her particular class or session. Students should bring earbuds for personal use or when permitted to use them by a classroom teacher.
- Students may use their Chromebooks in the following areas: Cafeteria, School Library, classrooms (with teacher permission), and school hallways & lobby (before and after school).
- Students must sign off or put Chromebooks in sleep mode when Chromebooks are not in use.
- Students may access their assigned Gmail accounts with teacher approval or when they are not in class.

**Unacceptable Behaviors for School Computers and Chromebooks**

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

**Padua Franciscan strives to have students take full advantage of both the equipment and the computer experiences provided while in a safe and academic manner, the following behaviors are considered unacceptable and will be dealt with swiftly and judiciously.**

**Important Note: The following list is not an all-inclusive list of inappropriate uses and activities. Students should also be aware that additional information may be listed under the *Chromebook Specific Policy* of this document.**

- Students may never use school computers, Chromebooks, and/or any equipment loaned to them to threaten, harass, insult, or defame others.
- Students may never use school computers, Chromebooks, and/or any equipment loaned to them to review or transmit indecent or harassing material. (Transmitting indecent material includes but is not limited to 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.)
- Students may never use school computers, Chromebooks, and/or any equipment loaned to them to copy or transfer copied homework, test material, or project material to other students unless given explicit permission by a teacher. This is considered academic dishonesty and would be dealt with accordingly.
- **Students may not bring computer games to school, nor are they to spend time playing games during any time of the school day, including Study Halls and Lunch.** Teachers may make exceptions for academic purposes, i.e. quiz sites.
- Students may not charge Chromebooks at school.
- Students may not modify network or Wi-Fi settings at school.
- Students may not attempt Chromebook repairs. See the Help Desk for any Chromebook issues.
- Students may not send any messages across the network or Padua domain to any other school devices.
- Students may not attempt to bypass content filtering or security by using a portable application proxy server, or any other means. This action will result in severe consequences.
- Students may not send messages of any kind during class instruction without the explicit permission of a teacher or staff member.
- Students must never reveal full names, phone numbers, home addresses, social security numbers, credit card numbers, passwords, or any other personal information regarding themselves or other people.
- Students may not occupy themselves in writing personal letters, journals, blogs, social networking sites, or sending personal email messages on the school's computer without the explicit permission of a teacher or staff member.
- Students may not go into any chat rooms other than those set up by teachers or mandated in other distance education courses.
- Students must not open, use, or change computer files that do not belong to them.
- 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.

- Students may not access or utilize *personal* email accounts. (Students are only permitted to access the Padua assigned Gmail account given to them during approved and designated times at school or any time while at home.)
- Students may not borrow Chromebooks from other students or loan Chromebooks to other students.
- Students may not log in or attempt to log in to computers or Chromebooks as a teacher, administrator, systems operator, or another student.
- Students may not damage, deface, mar, or in any way harm Chromebooks, loaners, computer hardware or furniture, including but not limited to the monitor, keyboard, CPU, headphones, printers, desks, trays, chairs, glass, etc. (Also refer to *Chromebook Specific Policy > Care of Chromebook.*)
- Students may not do or attempt to do damage or mischief to the software, including the introduction of viruses or any form of hacking or any other activity deemed inappropriate by the systems operator or site coordinator.
- Students may not destroy or tamper with another's computer, disk, and/or USB flash drive.
- Students may not copy or attempt to copy licensed software.
- Students may not intentionally waste limited resources.
- Students may not employ the network for commercial purposes.
- Students may not access chat rooms, forums, message boards, journals, instant messaging, blogging, AIM, email, games, on-line games, shopping or auction site (i.e. eBay) unless for academic reasons approved by the class instructor for educational purposes.
- Students may not print personal topics or pictures for non-school/non-academic purposes.
- Students may not download information for personal use during classroom instruction.
- Students may never download inappropriate information.
- Students may not change and/or add software of any type to a school computer.
- Students may not change any settings to a school computer (including backgrounds).
- Students may not execute applications from the Internet without teacher permission.
- Students may not engage in hacking, spamming, and/or phishing activities.
- Students may not use Chromebooks in the classroom unless it is part of the instruction and under the supervision of the teacher.
- Students may not install or download any apps or additional software on Chromebooks.
- Students may not print from their Chromebook in school. When necessary assignments may be printed from Library or Café computers.
- Students may not use the camera and or recording functions on Chromebooks (this is only permissible for educational purposes and requires prior permission and supervision from a teacher or staff member).
- Students may not use Chromebooks in the following areas: Chapel, all athletic areas, locker rooms, bathrooms or while walking in the school.

### Disciplinary Consequences

Non-compliance with the *Technology and Chromebook Acceptable Use Policy* will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

Students are responsible for their actions while operating school computers and Chromebooks as well as for all materials sent by and/or stored on devices loaned to them. Students who do not cooperate with Padua's Technology Policy and who engage in unacceptable behaviors may be subject to one or more of the following sanctions: (1) detention, (2) temporary and/or permanent suspension of Chromebook privileges or Internet access, or (3) suspension or expulsion from school. Such actions may have a detrimental effect on the student's academic record.

All student computer activities are monitored. If a student's account is flagged for policy violations, a warning is issued. If the student fails to respond to email warning within 24 hours, their account will be temporarily suspended. Repeated violations will result in account restrictions and possibly additional sanctions.

Electronic mail, network usage, and all stored files (including cloud storage) shall not be considered confidential and may be monitored at any time by the network administrator, school administrators, and/or teachers to ensure appropriate use.

**Padua Franciscan High School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.**

### Chromebook Specific Policy

#### Intended Use

*The Chromebooks issued to students by Padua Franciscan are intended for academic use only* and are to be treated in a fashion similar to textbooks. The Chromebook is not to be used for personal entertainment, social media, gaming, personal business, etc. Any attempts to access blocked sites, attach to the guest Wi-Fi, or bypass security will be considered a violation of the *Padua Technology Acceptable Use Policy*.

Refer to the *Disciplinary Consequences* section in regard to violations.

#### Ownership

Ownership of the Chromebook belongs to Padua Franciscan High School through the duration of its use here at the school.

Students will retain their original Chromebook each year while enrolled at Padua Franciscan High School and will receive ownership upon completion of 12th grade.

The device will be treated in a similar manner as other school-owned educational tools such as textbooks; therefore, all Padua Franciscan High School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the device.

Each Chromebook will be associated with a student that matches the serial number on the unit in order to track and maintain individual use.

Any student's Chromebook may be inspected at any time. Additionally, Administration and teachers have management software that allows screen inspections at all times. This includes the viewing of email, assignments, the revision history of assignments, etc. The purpose for inspection will be to check for proper care, use, and maintenance as well as to identify and respond to inappropriate use and materials on the device.



Students are responsible for lost or damaged devices due to accidental drops damage and any form of misconduct. (See *Insurance* below). Please take extra caution to secure your Chromebook while in the classroom, in transit, and during after school activities.

#### Google Management Console

Each Chromebook issued at Padua will have a special license established with Google which allows the administration the ability to control access to the internet and allow for administrative control over the fleet of Chromebooks. This is helpful to protect our students as well as to manage classroom lists and instructional groups and many other administrative features.

At the end of the 12th grade year, should the student decide to keep the device, the management console will be removed from the device.

#### Student Identification of Chromebooks

Chromebooks will be labeled in the manner specified by the school.

#### **Under no circumstances are students to modify, deface, remove or destroy identification labels.**

Records will be kept of serial numbers and correlating a student with a Padua Franciscan Identification Label located on the outside of the Chromebook.

Chromebooks must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not the property of Padua Franciscan High School. Compliance checks will be done by the technology team, teachers, and school administration.

A Chromebook is assigned to each student. Students may neither loan their Chromebooks to other students nor may they borrow Chromebooks from other students.

#### Care of Chromebooks

- Protect Chromebook screens, which can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke or push the screen.
- Do not lean on top of the Chromebook.
- Do not lift the Chromebook by the screen.
- Chromebooks should never be shoved into a locker or wedged into a book bag, which may break the screen.
- Do not carry Chromebooks while open. Chromebooks must always be closed when transporting.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not use window cleaner or any type of liquid or water on the Chromebook.
- Never use any product containing any alcohol, ammonia, or other strong solvent to clean Chromebooks.
- Do NOT spray or wipe Chromebooks with any ammonia/household cleaner/water and/or cleaning cloth/wipes.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Individually packaged pre-moistened eyeglass lens cleaning tissues can be purchased to clean the screen. These are very convenient and relatively inexpensive.
- No food or drink should be placed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Chromebooks should be shut down when not in use to conserve battery life. (Closing the lid puts it to sleep automatically and locks the screen.)
- Chromebooks should be SHUT DOWN in addition to just signing out at least weekly to allow for necessary updates. Closing the lid only puts the device to sleep!
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop. Never store your Chromebook in a car for this reason.
- Always bring your laptop to room temperature prior to turning it on.
- When not in use, Chromebooks should be stored in lockers.
- Students are responsible for securely storing their Chromebook during extra-curricular events.

### Using Your Chromebook at School

New students will be trained on how to use the Chromebook at the beginning of each school year. Additional training opportunities will be available for all students throughout the school year.

**The Chromebook is required for use at school each and every day.** Students are responsible for charging their Chromebook at home each night and for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

A teacher or staff member has control over when and how Chromebooks are to be used in the classroom or similar settings. Chromebooks are not to be used in the classroom unless it is part of the instruction and under the supervision of the teacher. Students may be permitted to take notes on their Chromebook, but this will be determined by the individual class teacher.

### Acceptable & Required Behaviors and Unacceptable Behaviors

Be sure to read the section on *Acceptable & Required Behaviors and Unacceptable Behaviors for School Computers and Chromebooks* listed in this document which covers school computers, Chromebooks, and all devices loaned to students.

### Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save (or create a back-up file) to an external memory device such as a mini-SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

### Padua Student Gmail Accounts

Part of the Google Platform is that each student will be assigned a google Gmail account. The accounts are set up with the "paduafranciscan.net" user domain.

Students are required to access this Gmail account daily for school and teacher communication. It is also the means by which students can contact teachers and administrators.

Use of email as a group chat or for non-academic purposes or activities not sanctioned by the instructors or school administration is prohibited.

All students will be issued passwords for their Google Account at the beginning of the school year, and the Padua Franciscan Technology staff will retain a master list of passwords.

Students are not permitted to login to anyone else's account.

Students may select their Padua Google Account Avatars from a group of images approved by the PFHS Administrative Team. A resource page with approved images is available on MyPad.

If it is deemed necessary to email the entire student body or an entire class (i.e. Juniors) students should first seek permission from a teacher, moderator or administrator before issuing said e-mail.

Email access will be through a Google Gmail system managed by the school and only allows use within the Padua user domain. Emails from users outside the paduafranciscan.net are restricted to school determined addresses. Contact technical support if there is a valid reason to unblock an external email.

Accessing personal Gmail accounts is a violation of the *Padua's Technology Acceptable Usage Policy* and is rendered unnecessary by the issuance of a Padua student account as well as access to Google drive.

The interface is heavily monitored by Padua network administrators and is subject to filtering of inappropriate content and the Discipline Policies of Padua Franciscan High School.

#### Daily & Home Student Chromebook Responsibilities

**All students are required to take their Chromebooks home each night throughout the school year for charging. Students need to charge their Chromebooks each evening.** All students need to bring their Chromebooks fully charged to school each day. **Charging at school is not permitted.**

The protective cover of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. **Avoid placing the Chromebook in a book bag or carrier where heavy items such as books may press against and damage the screen.** Do not toss the bag or drop the bag if your Chromebook is inside. Be sure to read the *Care of Chromebook* section.

Parents and students are fully responsible for the devices off school property.

#### Technical Support, Maintenance, and Repairs

Padua Franciscan will provide technical support and service on the operational end of the device and will be responsible for maintenance. Chromebooks that fail to work properly will be serviced by Padua Franciscan High School. *Students must not modify, upgrade, or attempt to repair device issued under this policy.* These same rules apply to Chromebook loaners.

Student Chromebooks, original boxes, and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation.

Students are responsible for keeping their Chromebooks clean and free of cosmetic damage. Students are responsible for keeping the hard covers on the Chromebook at all times.

If a student is restricted access to an academic site necessary for class, he or she should contact the teacher with details about the site. The teacher will then contact the Director of Technology for approval.

#### Loss or Repair or Theft of Your Chromebook

The Chromebook Help Desk is located in the Padua Library. Students are encouraged to take their Chromebooks to the Help Desk if they are having any problems, including missing screws, hardware issues or problems with Google Apps.

Normal Help Desk hours are 7:30 am to 2:35 pm on Monday through Friday.

All repairs or replacements for Chromebooks and charges are handled directly through the school's Help Desk. All students are allowed one free repair for the year, however, that does not include repairs for defacement or negligence.

All repairs are subject to Help Desk and administrative approval, and if damage is found that is outside the bounds of what can be considered "accidental", the student will be responsible to pay for the necessary replacement parts.

If repair is needed due to malicious damage (whether to an assigned or loaned Chromebook) further sanctions may result. Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

If extended service is necessary, a loaner Chromebook will be issued to the student until his/her Chromebook can be repaired or replaced.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data sync to Google drive so documents and class projects will not be lost.

Chromebooks lost at School can be reported to the General Office, Library, or Help Desk.

Loss or theft of the device must be reported to the school immediately. In the event a Chromebook is stolen, a copy of the police report must be submitted by the first subsequent business day following the theft. It is the family's responsibility to report theft to the local police department.

However, in the event the Chromebook cannot be recovered, a new one will need to be purchased through the school.

Padua will not freely replace lost or stolen Chromebooks or chargers and the student will be required to purchase a new Chromebook or charger through the Help Desk.

Replacements for lost chargers must be done through the help desk as using third party charging adapters violates manufacturer's warranties. Replacement chargers are \$35.00.

#### Loaner Chromebooks

A student who does not have use of their Chromebook at any point during the day (left at home, not charged, dead battery, lost...) may be issued a loaner for the day. Unless the student's Chromebook is being sent out for repair, the availability of a loaner is *not* guaranteed. Students can obtain a loaner at the Help Desk between the hours of 7:30 am to 2:35 pm on Monday through Friday (a Student ID will be required).

**Loaners issued due to mechanical failure or damage resulting in an insurance claim will not result in disciplinary action, unless it is determined the damage was caused by willful neglect or misuse of the Chromebook.**

**Those issued a loaner for any other reason will be given a warning. Repeat violations of this policy will result in further disciplinary action including detention or suspension.**

Loaners are to be returned to the Help Desk by the end of the end of the school day. If the student must catch a bus, or if the library is closed, Chromebooks should be returned to the General Office by the end of the school day on which the loaner was issued.

### Software on Chromebooks

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. It is important to shut down completely on a regular basis or the Chromebook may perform erratically and become unstable until it is restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

**Students should not attempt to install additional software or apps on their Chromebook.**

### Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design. This is one of the many benefits of this platform.

### Consequences and Disciplinary Actions

Disciplinary consequences are listed and defined in a previous section of this document covering school computers, Chromebooks, and all devices loaned to students.

**All students and their parents/guardians are required to sign the *Padua Technology Acceptable Use Policy* contract. By signing this contract, you are agreeing that you have read and understand the policies stated in this document, and you are accepting responsibility for all actions as outlined in this policy. \*Your signed contract will be kept on file\***

### TESTING

Padua Franciscan High School is a registered testing center with both the College Board/SAT (center # 36-515) and the ACT Corporation (center # 204050). Students must register online through each testing service and comply with all of their registration and identification requirements. Schedule of national testing dates are also available online. Advanced Placement exams are registered for and given at Padua through the Counseling Department during the second semester. Fees apply in all cases and are a student responsibility. (Students participating in the Free and/or Reduced Lunch program are potentially eligible for a fee waiver for the SAT, the ACT, and AP exams. Students so qualified should meet with their counselor at the start of the school year.)

Padua is also a registered testing center for the PSAT and the PreACT. All freshmen are automatically registered for the PreACT. All sophomores are automatically registered for the PSAT for practice purposes and all juniors are automatically registered for the PSAT/NMSQT. These tests are given on the designated PSAT testing day in October. Fees are taken care of by Padua.

### 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 and Padua specific extracurricular and sports activities. A statement of successful completion of state mandated testing is also provided.

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. An Official Transcript Request form is available on our website under the "Alumni" tab. 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 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 most scholarship applications automatically include a request for 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 Counseling Department Secretary before transcripts will be sent to colleges/scholarship providers to complete online applications.

Padua Franciscan High School normally provides transcripts to colleges electronically. These transcripts do not include either ACT or SAT test scores. It is the responsibility of the student to ensure that all colleges and other applicable agencies receive a copy of their individual test scores.

## TRAVEL OPPORTUNITIES FOR STUDENTS

Annually, Padua offers international and domestic tours for students, normally through a third party. Detailed information about these trips is provided at the initial meeting. They normally take place either during spring break or summer vacation. 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 offering the trip. The administration makes the final decisions on the eligibility of all student participants. Students who have already graduated will not be permitted to participate in any travel opportunity. In most cases this rule also applies to students on disciplinary probation.

## TUITION DISCOUNTS AND SCHOLARSHIPS

Tuition for the 2023-24 school year is \$14,100.

Registration of \$150 paid in March 2023 (Incoming Freshmen).

Registration of \$150 is due in May 2023

An Enrollment Fee of \$600 is due May 15, 2023 (for all students)

A Technology Fee of \$250 is due July 31, 2023 (for all students)

Payment Options for Tuition Balance:

A. Full Payment by July 31, 2023 - Directly to Padua Franciscan High School

B. Full Payment by July 31, 2023- Payable through MyPad (Blackbaud Tuition Management)

BBTM enrollment required prior to May 15, 2023

C. Monthly payments (11 months July-May)- Payable through MyPad (Blackbaud Tuition Management)

BBTM enrollment required prior to May 15, 2023

D. Monthly (10 months Aug.-May) Payable through MyPad (Blackbaud Tuition Management)

BBTM enrollment required prior to May 15, 2023

The Registration and Enrollment Fee must be paid in full no later than May 15, 2023. If not received by that date, we must assume that the student is not returning, and the student's course selections will be canceled. 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 \$1,500.
- 2) Scholarships and discounts do not apply to the \$750 (Enrollment and Registration) Fees due in May. All scholarships and discounts will be applied to the tuition balance.
- 3) **PREPAY DISCOUNT: IF FULL TUITION IS PAID BY JULY 31, 2023 \$250 MAY BE DEDUCTED. PLEASE NOTE THAT THE FULL TUITION PAYMENT MUST BE RECEIVED IN THE BUSINESS OFFICE BY JULY 31, 2023 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 July 31st deadline. The prepay discount will be forfeited if the payment is not in the Business Office on or before July 31, 2023 at 3:00 PM. (For example, if the payment is mailed and it is received on August 1, 2023, 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 7th, 2023 . Parents or guardians canceling enrollment after July 8, 2023 will be held accountable for an amount equal to the Enrollment Fee (\$600).

**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 8th . Parents or guardians canceling enrollment after July 8 will be held accountable for an amount equal to the Deposit (\$600).

#### Academic Scholarship

Students who score a CSQ of 100 or higher on the High School Placement Test and maintain an "A" average (93-100%), in core subjects, during the entire seventh grade and the first semester of eighth grade and have satisfactory marks in conduct and effort are awarded the Academic Scholarship of \$1,000 for their freshman year. This scholarship is renewable annually, as long as the student maintains a minimum 3.30 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 the Vice President 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 FACTS application for evaluation, which is available on our website.

All families who have completed the FACTS 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

FACTS is an outside service that evaluates all financial aid applications for Padua Franciscan High School, as well as many other private schools in the area including Padua Franciscan High School. The application is due November 15<sup>th</sup> every 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 Scholarship

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 the Instrumental



Director at (440) 845-2444 ext. 165. Vocalists should contact the Vocal Director 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 \$1,500.

### 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 assigned 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 tutorial assistance available from their current 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 eighth grade students must be arranged through a parent. Please call the Admissions Office at (440) 845-2444 ext. 123, at least one week in advance of the anticipated visit. Visitation dates for current eighth graders are Monday through Friday, beginning on September 11 through April 26. Some dates during this time will be unavailable and will be posted online.

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, to make arrangements at least one week in advance of the anticipated visit.

Seventh grade students may shadow in the spring beginning February 20 – April 21.

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.

Catholic elementary students must wear their uniform on the day of the visit. Public (or other) school students 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.

## VISITORS - OTHER

Visitors to the building must report directly to the Receptionist for a visitor's pass. This pass must be displayed for the entirety of the visit and returned to the Receptionist before the visitor leaves. No visitor is permitted to interrupt classes or the educational environment. Anyone who causes a disturbance may be asked to leave the property and may be prohibited from coming on the property in the future. Persons, other than a student's parents, who are coming to drop off or pick up a student, must wait outside of the building or in the lobby.

## WAIVER OF PHYSICAL EDUCATION REQUIREMENT

Under Ohio law, eligible students may obtain a waiver of the two physical education units (0.5 credit total) required to obtain a high school diploma. To be eligible, students must first complete an application form and submit it to their assigned counselor. Award of the actual waiver is based upon successfully completing two full seasons of either OHSAA sanctioned interscholastic sports or cheerleading, or participation in one of the three options of our Marching Band program-instrumentalist, Dance Team, or Color Guard. These may be combined in a single school year. Details are outlined in the Physical Education & Health section of the current edition of the Course Description Catalog.

The key provision of the Waiver program is "successful completion of two full seasons." That confirmation shall be made by either the Athletic Director or the Marching Band Director. The Counseling Department shall keep records of students' completion of the two-season requirement and ensure proper posting to the student's transcript.

In accordance with Ohio law, students completing the requirements of the PE Waiver shall be required to complete a one semester/0.5 credit elective in lieu of PE to meet their graduation requirement. Again, please refer to the current edition of the Course Description Catalog for further information as to elective options.

## 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.

## ADMISSIONS

Students are accepted at Padua Franciscan High School primarily on their ability to do satisfactory work in Padua's curriculum and to function within our guidelines and policies. The following items are evaluated in the admissions process to determine a student's ability to succeed at Padua: the entire grade school record (with emphasis on 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade achievement), conduct, effort, attendance, standardized tests taken on the elementary level, and performance on the Padua placement test.

## DISMISSAL

- Academic Dismissal
- Disciplinary Dismissal

## NON-DISCRIMINATION

It is the policy of Padua Franciscan High School to admit students of any race, color, religion, national or ethnic origin, or with disabilities to all the rights, privileges, programs, and activities available at the school. We do not discriminate on the basis of race, gender, color, sexual orientation, national or

ethnic origin, or disabilities in the administration of educational or admissions policies, scholarship or aid programs, nor in the employment of staff.

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 7<sup>th</sup>, but prior to the first day of school, will be held accountable for the \$600 Enrollment Fee.
4. **In the event of a student's withdrawal from Padua Franciscan High School after the school year has begun, the \$250 Technology Fee is not refundable and 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 (excluding the prepay discount) are forfeited pro-rata on a quarterly basis, unless otherwise specified by the source of the reduction. The prepay discount is forfeited in its entirety if the student withdraws.
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.