



# Parent-Student Handbook 2023-2024

John F. Kennedy Catholic School  
Upper Campus

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**JOHN F. KENNEDY CATHOLIC SCHOOL**  
**Upper Campus**  
Diocese of Youngstown, Ohio

**Administration**

President: Mr. Joseph Kenneally  
Principal: Mrs. Alyse Consiglio  
Dean of Students: Mr. Mark Komlanc  
Director of Educational Planning: Mr. Andrew Lenz  
Director of Finance: Mrs. Joyce Cahill  
Director of Admissions: Mrs. Judi LaPolla  
Director of Communications and Alumni Relations: Mrs. Jillian Phillips  
Director of Athletics: Mr. Al Gregos  
School Chaplain: Father Ryan Furlong

**Accreditation**

John F. Kennedy Catholic School  
is fully accredited by the Ohio Catholic School Accrediting Association

**PARENT-STUDENT HANDBOOK**

Because no handbook can be all inclusive or anticipate every situation, this clause empowers the administration of John F. Kennedy Catholic School to take any measure they deem necessary to insure the smooth operation of the school, the safety of its faculty, staff, and students, and the advancement of all aspects of the educational process as defined by its mission, accreditation, and charter. This includes taking disciplinary action for any behavior that violates the spirit and philosophy of John F. Kennedy Catholic School, even though not specifically stated in this handbook. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

Any aspect of this handbook is subject to change, addition, or deletion by the administration with reasonable notice. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. **This educational contract must be signed and returned before September 1.** Failure to have a signed contract on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling or continuing enrollment in the school.

John F. Kennedy Catholic School reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this Handbook. Policies in this Handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy.

# Table of Contents

School Information	3
Diocesan Philosophy of Catholic Education	5
Parental Role in Education	6
Release of Directory Information	7
Nondiscrimination Policy	7
Annual Admission – Continuing Enrollment	8
Non-Catholic Students	8
School Logo and Images	8
Photography/Video Policy	9
Online Student Blog/Social Media Policy	9
School Visitor Policy	9
School Closing Policy	9
Transferring to Another School	10
Transfer of Records	10
Technology	11
Grading/Report Cards	12
Graduation Requirements	13
Credit Policy	15
Academic Honesty	15
College Counseling Information	16
Transcripts	16
Schedule Changes	16
College Credit Plus	17
Students with Special Needs	18
Admission Requirements	18
Application Policies	19
Foreign Students	19
Attendance Policy and Procedures	20
Participation in Co-Curricular and Extra-Curricular Activities and Athletics	22
Insurance Coverage	24
Student Publications	24
Tuition Assistance	25
Tuition Policy	25

<b>Discipline System</b>	<b>27</b>
<b>Parking Permits</b>	<b>30</b>
<b>Bus Conduct</b>	<b>30</b>
<b>Safety and Security Policy</b>	<b>30</b>
<b>Substance Abuse</b>	<b>31</b>
<b>Harassment/Bullying</b>	<b>31</b>
<b>Search and Seizure</b>	<b>32</b>
<b>Student Property</b>	<b>33</b>
<b>School Lockers</b>	<b>33</b>
<b>Electronic Devices and Headphones</b>	<b>33</b>
<b>Outside Food</b>	<b>34</b>
<b>Dress Code</b>	<b>34</b>
<b>Dances</b>	<b>37</b>
<b>Health and Safety</b>	<b>37</b>

## School Information

### School Seal

The school seal was designed by John Hanchulak (class of 1966) and includes two major symbols:



- The CHI-RO: it is a Catholic School, witnessing the Gospel message of Jesus Christ.
- The torch: it is an academic community pursuing the truth and leading men and women to truth itself.
- The school motto, characteristics of President John F. Kennedy, "Courage, Integrity, Dedication", further delineates the efforts of this faith community.
- The EAGLE, the school mascot, suggests the United States of America, its heritage and its promise of hope for the future.

### School Colors

**Blue:** the color that expresses our unswerving loyalty to God, to the ideals of our Church, and Country, and our School.

**White:** the color symbolizing the deep joy radiating from living the vocation of the true Christian student in all its spiritual, intellectual, physical and social aspects.

## Alma Mater

*Oh JFK we rise to you  
As eagles soaring straight and true.  
Proud white and blue our colors fly  
As signs of strength high in the sky.  
Your faith and courage we'll defend;  
We pledge allegiance to the end.  
In love and trust we will abide,  
With God to bless and you to guide.*

## Fight Song

*Onward our team will march,  
Fighting for victory.  
We'll reach that goal, against our foe,  
To prove our loyalty.  
We'll give a great big cheer for our boys so bold,  
Fighting under White and Blue,  
Kennedy will fight, fight with all our might.  
JFK for you, hey!*

The music of the school song is that of a Naval hymn, chosen because of John F. Kennedy's membership in that branch of the country's armed services. The words were written by Mr. George Voytek, the first band director at the school.

## Diocesan Philosophy of Catholic Education

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum, which meets the religious, academic, personal, and social needs of children.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools and high schools of the Diocese.

### School Mission Statement

John F. Kennedy Catholic School strives to serve the spiritual, academic, and social needs of the students of Trumbull County for the Diocese of Youngstown. Guided by Gospel values and the tradition of courage, integrity, and dedication, we will provide our students with programs committed to comprehensive spiritual formation, academic excellence, community service, and social responsibility. Our intent is to prepare these young men and women to embrace their future as productive and responsible Christian adults.

### School Philosophy

John F. Kennedy Catholic School is a Catholic Diocesan school owned and operated by the Diocese of Youngstown under the spiritual and educational leadership of the Bishop of Youngstown.

To be a part of John F. Kennedy Catholic School is to be a part of a faith community that approaches each day with a shared vision of what life can and should be. The personnel of John F. Kennedy

Catholic School are individuals who are concerned with making personal and professional contributions to young people in order that their horizons be broadened as whole persons for their benefit and that of others, with a goal of forming Christian young men and women:

- who see God as the center of their lives;
- who have developed a Catholic value system that will enable them to assume responsibility for their actions and demonstrate these values through leadership;
- to live their lives free of prejudice and to work for social justice for all;
- who have acquired useful educations that will prepare them for life;
- who recognize their responsibility to society as a whole.

This goal will be nurtured through the community of faith, the curricular program and the extracurricular programs.

## Parental Role in Education

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles
- Supporting the school policies as outlined in this handbook
- Ensuring their children have read this handbook
- Participating fully in school programs that are developed to support the education of their children

## Parent Conduct

Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, coaches, and volunteers, whether on or off school grounds, at school-related events, or on social media.

Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events. Inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from school.

## Parental Custodial Documents

It is now state law (ORC 3313.672) that the main office has a certified copy of custodial court orders in our files as opposed to the front and last page of the custodial agreement. This order must include the

first page with the identifying information on it, all the pages in between, and the last page with the official signature and stamp which says: "This is a true document" and the embossed seal. If there is information that you do not want made known (i.e. financial), you may blacken it out or use white-out to eliminate the information. If you have a change in this document, the main office must have a certified copy of the changes in our file or we will abide by the most recent copy submitted. If we have no documents on file, both parents will be considered to have equal rights.

### **Academic Privacy Rights/Child Custody**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

Non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

### **Release of Directory Information**

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name; student's parent(s), guardian (s) name(s), addresses, phone numbers; dates of attendance; honors; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon a written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

### **Nondiscrimination Policy**

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

The governing board of the Diocese of Youngstown Office of Catholic Schools located at 144 West Wood in Youngstown, Ohio 44503 has adopted the following racial nondiscriminatory policies. The John F. Kennedy Catholic School school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions

policies, employment, scholarship and loan programs, and athletic and other school administered programs. The John F Kennedy Catholic school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

## **Annual Admission – Continuing Enrollment**

Admission to John F. Kennedy Catholic School is on an annual basis. Any student who is offered a probationary contract as part of his/her return to John F. Kennedy Catholic School will not be considered as enrolled until that probationary contract or conditional acceptance has been signed by both student and parent/guardian and returned directly to the main office by the date stipulated on that document or the accompanying letter. Failure to comply will result in the withdrawal or recommendation for expulsion of that student.

## **Non-Catholic Students**

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, prayers, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

## **Spiritual Development**

Through the religious education department many opportunities are provided throughout the school year to express our commitment to the Christian faith. These opportunities include prayer and spiritual development through liturgies and retreats, as well as intellectual development and apostolic work through theological studies and acts of charity and justice. Liturgies are celebrated at Upper Campus or at our surrounding supporting parishes in Trumbull County.

## **School Logo and Images**

Any logos or images of John F. Kennedy Catholic School as well as the name itself are the property of John F. Kennedy Catholic School and may not be used, replicated, or posted in any manner by any individual without the expressed written permission of the school administration.



## Photography/Video Policy

John F. Kennedy Catholic School and its administration reserves the right to photograph and/or video record students for the purposes of marketing or recognition including but not limited to publication in brochures, recruitment materials, newspapers, social media, and the school website. Any parent objecting to the use of their child's image for these purposes must notify the administration in writing no later than the first day of school.

## Online Student Blog/Social Media Policy

John F. Kennedy Catholic School does not actively monitor personal online websites, social media accounts, or e-communications such as email, text messages, Snapchat, X-box chat, Google Hangouts, etc. However, when the administration learns of inappropriate postings including but not limited to defamatory comments or images regarding the school, the employees, other students, members of the Kennedy family or the Diocese of Youngstown in online blogs/social media such as, but not limited to, Twitter.com®, FaceBook®, Snapchat® etc. the school will exercise every disciplinary and legal measure it deems appropriate including suspension and recommendation for expulsion of the student(s) involved. Discipline for improper use of technology may be exercised whether the student was on campus or not at the time of the violation.

## School Visitor Policy

Parents/guardians picking up a student during the day should pull into the circle and call the office. Please conduct business by phone and drop-off when possible.

## School Closing Policy

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. The exception to this is if the host team is in session on the day of the event or for a wind-chill/extreme cold that has passed after arrival time.

If either Howland Local Schools or Warren City Schools are closed due to weather conditions, Kennedy will be closed also. Possible exceptions include early release days. This does not include a closing for reasons other than weather. Every effort will be made to notify families on a timely basis.

School closings due to health events will be dictated by the local or state health department or by order of the governor.

Remote Learning will not be put into effect unless it has been planned and communicated to families in advance.

### **Fire/Rapid Dismissal/Tornado/Emergency Drills**

Practice drills are held throughout the year. Students must follow the directions posted in each room. Students are not permitted to talk during emergency or practice drills and are to remain in the assigned area until a signal is given to return. Students are not permitted to use electronic devices unless otherwise instructed. Electronic devices used during emergencies or drills to simulate emergencies will be taken and disciplinary action will be taken.

### **Field Trips**

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective. Students may be denied participation if they fail to meet academic or behavior requirements. A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity. All school policies remain in effect on all school sanctioned field trips and activities outside of the school building. If a student is guilty of serious misconduct, a parent/guardian will be called to immediately pick up the student or arrange for his transport home at the parent's expense. Any costs for damages or fines incurred by a student(s) on any school-sponsored trip will be the sole responsibility of the family/families involved.

### **Work Permits**

Any student ages 14-17 can receive an application for a work permit from the main office.

## **Transferring to Another School**

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Academic information will be sent to the new school upon a "Release of Student Records" from the new school. All Fees and Tuition must be paid prior to the release of the student's records as well as the return of the student's textbooks, iPad, Chromebook, or other school issued electronic device. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).

## **Transfer of Records**

Records are released to another school only when the parents provide a written request for such records through withdrawal paperwork, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. The school reserves the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.) The student's Ipad or Chromebook along with the charger must be returned before records

are released. However, health records and testing results which have been obtained through state or federally funded programs will be forwarded.

### **Curriculum**

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The school follows Diocesan-approved courses of study. Students are not permitted to substitute an online or virtual class for one that is offered at Kennedy; exceptions include credit recovery and participation in College Credit Plus. Electives not offered at Kennedy will be considered by administration on a case-by-case basis.

### **Class Placement**

The administration reserves the right to place students in classes which are consistent with the results of the student's prior academic records, any admissions/assessment testing and teacher recommendation.

### **Testing**

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religious programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction. In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests.

### **Parent-Teacher Conferences**

Official parent/teacher conference days are included on the school calendar. Parents are notified of the procedure for setting-up appointments and are encouraged to communicate regularly with their student's teachers via email. Parents should contact the teacher with any concerns before seeking intervention by the school administration. Advance appointments are necessary to meet with a faculty member or administrator. Conferences may be conducted virtually or in-person depending on the situation.

### **Textbooks / Supplemental Materials**

Textbooks are provided for student use without charge. The student is responsible for the proper care of each textbook and will return all textbooks in the same condition they were received. A fee will be assessed for lost or damaged books. There may be fees for classes that require consumable supplies.

### **Technology**

Students are mandated to comply with the acceptable use policy of the Diocese of Youngstown Office of Catholic Schools and John F. Kennedy Catholic School (included in forms at end of handbook). Failure to do so will mean loss of computer usage and privileges. JFK classroom teachers rely on use of electronic devices and internet usage therefore a loss of technology privileges may result in exclusion from school. All rules apply whether a student is using a device owned by John F. Kennedy

Catholic School or brings their own personal device. School and diocesan administrators reserve the right to monitor, inspect, copy, review, save, and store any information on devices and computer systems and network at any time without notice, whether using personally owned or school owned technologies. Discipline for improper use of technology may be applied regardless whether the student was on campus or not at the time of the violation.

## Grading/Report Cards

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies. Report cards are issued quarterly. Students and parents are expected to monitor student academic progress online using FACTS Family Portal. This tool will allow parents to view continuous updates regarding student progress. Information regarding the use of and access to FACTS Family Portal is available in the main office.

### Honor Roll

The honor roll is computed at the end of each grading period. The average for that grading period is used. Students who fail any subject or conduct are not eligible for academic honors. All academic subjects taken for credit are considered for the honor roll. Honor Roll is reported as any student with a 3.0 or higher.

### Academic Letter Awards

Sophomores, Juniors and Seniors are eligible for Academic Letters. Beginning Freshman year, students who complete at least two or more honors classes (each year) and earn a 3.7 or above cumulative grade point average are eligible for recognition.

### Junior High School Grading Scale

A	93-100	B	85-92	C	75-84	D	66-74	F	0-65
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### High School Grading System

- **Letter grades with pluses and minuses are shown on the report card to indicate the quality of the letter grade. They do not influence the grade point average.**
- Honors and AP courses carry one additional grade point for grades of A, B, and C. No additional points are given for D and F.
- Grade Point Average is determined by a formula average based on semester grades.

### High School Grading Scale

A+	98-100	C+	82-84	F	65 -0
A	95-97	C	79-81		

A-	93-94	C-	77-78
B+	90-92	D+	74-76
B	87-89	D	70-73
B-	85-86	D-	66-69

All A's are 4 points towards the grade point average (5 points for AP and honors classes)

All B's are 3 points towards the grade point average (4 points for AP and honors classes)

All C's are 2 points towards the grade point average (3 points for AP and honors classes)

All D's are 1 point toward the grade point average

F's receive no credit and no points toward the grade point average

## Graduation Requirements

To receive a Kennedy diploma a student must successfully complete the following courses:

Religion	4 (Theology I-IV)
English	4 (Litcomp, World Lit, American Lit, British Lit or AP English)
Social Studies	3 (Must include US History and American Government)
Mathematics	4 (Must include up through Algebra II and Financial Literacy)
Science	3 (Must include Biology and a Physical Science)
Health/PE	.5 Health; .5 PE (or PE waiver for 2 semesters)
Fine Arts	1 (Visual or Performing Arts)
Introduction to Communication	.5
World Language	2
Philosophy and Ethics	1
Electives	4

**TOTAL** **27 total credits**

Students are required to enroll in a course for every period except for one study hall per grading period. Total credits may be adjusted for CCP and AP courses that require 2 class periods on a per-pupil basis and must be approved by the Director of Educational Planning.

### Additional Graduation Requirements

- Successful completion of core curriculum and necessary electives.
- The return of all textbooks and payment of fees for any lost or damaged books, uniforms, etc.
- Tuition paid in full with no outstanding balances to any school department or organization.
- Behavior in accord with the student handbook. Students who choose to behave in an inappropriate manner risk being denied the privilege of participating in any or all senior activities including commencement and prom.
- Any requirements set forth by the State of Ohio including standardized testing scores, required courses, and any others per Ohio Dept of Education or state legislature.

### Graduation Honors

The distinction of valedictorian and salutatorian will be determined by the faculty academic council after careful review of senior transcripts. The valedictorian and salutatorian shall be selected from the

seniors who have earned the highest cumulative grade point averages at the conclusion of senior year at John F. Kennedy Catholic School. Candidates for valedictorian and salutatorian must be seniors who have attended John F. Kennedy Catholic School for a minimum of four consecutive semesters. Credits earned in summer school sessions or in other academic programs will not be used in determining the valedictorian and salutatorian.

### Ohio Honors Diploma Requirements

In order for students to graduate with a Diploma with Honors from the Ohio Department of Education and receive a Diploma with Honors Seal on their diploma students must meet 7 of the 8 criteria:

ACADEMIC HONORS DIPLOMA	
Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher

<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Academic-Honors-Diploma>

### Advanced Placement (AP) Course Policy

Students and parents must understand that AP classes will be challenging and rigorous, requiring collegiate level work. **Students must agree to the AP Policy requiring students to take the AP exam for all courses in which they are enrolled and provide payment for each AP exam by March 1.** Students will not be permitted to drop the AP classes after Labor Day.

### Graduation Celebrations

Three events will be held to honor seniors each year- Baccalaureate Mass, Awards Ceremony, and Commencement.

- Any senior who is absent from the practice will not participate in the ceremony. (Awards Ceremony, Baccalaureate, Graduation)
- You must attend ALL events; e.g. **missing Baccalaureate results in not participating in the graduation ceremony.**

- Possible exceptions: Representing JFK at OHSAA State Tournament events; documented death in the family; documented illness.
- Examples of “not an exception”: work, routine doctor appointments, salon/barber appointments
- Dates are published months in advance to allow change in student work schedule.
- **Any senior who is not following the dress code regulations will not be permitted to participate in the practice and/or ceremony.**
- There are NO school-sanctioned “skip days.”
- Students participating in or facilitating pranks will be disciplined and may lose the privilege of participating in any school event.
- Seniors who fail a required course for the second semester are not permitted to participate in any graduation celebrations, even if they will still earn credit for the course.

### Promotion/Failure Policy

Students are not permitted to retake any classes at Kennedy they have already taken at Kennedy for credit recovery. The successful completion of a required course is mandatory. **A student who fails a subject during the school year must make arrangements to re-take and pass that subject during the summer school session immediately following that school year at their own expense.** Any student who has not remediated a course failure must meet with the administration before being permitted to return to Kennedy for the next academic year. Academic contracts may be put into place for conditional readmission at the discretion of the administration. Students may be asked not to return based on academic performance at the end of the year whether an academic contract was put into place or not. It is the responsibility of the parent to check student grades and contact teachers throughout the year.

### Credit Policy

Academic credit is earned at the end of each course. Upon successful completion of ½ credit courses, ½ credit will be awarded at the end of the semester. Full credit courses award one full credit upon the successful completion of the course. A student who fails both the first and second semesters will earn no credit for the course. A student who drops a course after four weeks into the semester receives a withdrawal/failure. The withdrawal/failure will be computed into the student’s grade point average.

### Academic Honesty

In placing his/her name on a report, term paper, homework assignment or other composition, a student pledges that the work submitted is entirely his own. Civil law and moral law recognize the rights of an author to his choice of words, his arrangement of words, and his sequence of ideas. Hence a student’s unacknowledged use of any material - copyrighted or not - by another is actually a combination of stealing and lying.

Forms of Plagiarism include:

1. Copying information word-for-word, in whole or in part, without using quotation marks and without acknowledging sources

2. Copying key words and/or phrases without using quotation marks and without acknowledging sources
3. Paraphrasing material and using another's ideas without acknowledging sources
4. Using another's creative work such as art or photography without permission or acknowledgement
5. Representing another person's work as one's own
6. Using work produced for another assignment or class without the current instructor's permission, though not technically plagiarism is similarly cited under this policy.
7. Fabricating or deliberately giving incorrect information about sources. Sources include any audio or visual means of recording information such as printed material, computer files, CDs, and online media.

The academic penalty is zero credit with no option to rewrite the assignment. This could entail a student failing for the quarter if the assignment is a major part of the grade, such as a research paper. There may be additional consequences, such as, but not limited to, National Honor Society, Student Government, or eligibility to be selected as Valedictorian or Salutatorian.

Teachers may use programs such as Google Originality Reports or Turn It In to assign a percentage that constitutes plagiarism and will be included in their syllabus or project rubric.

## College Counseling Information

Career and college information, college catalogs, scholarship opportunities, and college entrance test registrations and preparation materials are available from the Educational Planning Counselor.

Students should submit every scholarship they are offered and indicate ones they accept to the Educational Planning Counselor for recognition at commencement.

## Transcripts

Transcripts requested by a senior for college admission will be sent free of charge. Transcripts requested by alumni or former student will be sent for a \$5 fee per transcript. Forms are available for requesting transcripts and can be secured from the college counseling office or the main office. Transcripts will not be released if the student's financial accounts are in arrears.

## Schedule Changes

The Master Schedule is developed from the student course requests submitted in late winter and is finalized in the summer in order to set student and teacher schedules; including class sizes and sections. Every effort is made to align a student's schedule with state and district guidelines and the student's personal post-graduation plans.



Course schedule changes must be completed **within the first five days of each semester**.

Schedule changes will be made for the following reasons:

1. Student has been scheduled into a course previously passed
2. Student has been scheduled into a course out of sequence (ex. Spanish III before Spanish II)
3. Student did not pass a class that was a prerequisite for another class
4. A Senior is missing a requirement for graduation
5. Student has been academically misplaced
6. A technical error was made in the processing of student's requests
7. Student's ISP or 504 was amended
8. Teacher feels the student is inappropriately placed in a class

Schedule changes will NOT be made for the following reasons:

1. Teacher, lunch, or class period preferences
2. Student is no longer interested in the requested course
3. Student wishes to drop or replace a class to improve GPA
4. Student is failing a course (it is the responsibility of the student to get the help needed to improve class grades)
5. Personality conflicts with a teacher or another student

All requests outside of these parameters must be approved by the administration.

Special circumstances may require a schedule change after the first five days of the semester. These cases will be evaluated individually at the discretion of the administration.

## College Credit Plus

The College Credit Plus Program has been established to permit students in grades seven through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified students to experience course work at the college or university level.

CCP is intended to be a supplemental program to classes taken at John F. Kennedy Catholic High School. It is not to be used as a means to replace classes taken at Kennedy. Juniors are to take their college classes in the morning and report to school by 11:07. Seniors are to take their college classes in the afternoon and are not permitted to leave until 11:07. Students in other grades will work with the administration to come up with a schedule that incorporates both their high school and college courses. Other time frames must meet the approval of the administration.

The college or university, not the high school, determines whether or not a student is admitted to courses in the CCP program.

A student enrolled in the CCP program cannot take more than 30 hours per academic year and not more than 120 college credit hours in high school. An academic year includes three terms; the Summer, Fall, and Spring terms.

John F. Kennedy will record credits earned through the College Credit Plus Program on a student's transcript. The course grades earned in a college course will be used in a student's cumulative grade point average on the same scale as all other advanced standing programs.

Three or more credit hours at the college level equals one credit in the course on the high school transcript.

Students enrolled in the CCP program will have no financial responsibility for tuition, materials, textbooks, and fees incurred. Textbooks and all course materials are the property of John F. Kennedy Catholic School and shall be returned to John F. Kennedy Catholic School at the end of the academic semester. You may be billed for unreturned materials. The cost of the CCP course may or may NOT be covered by the State of Ohio. John F. Kennedy does not reimburse any student for CCP tuition. A student does not receive a reduction in their JFK Tuition if participating in CCP.

Parking and transportation arrangements are the responsibility of the student and/or parent. The academic calendar for the college/university supersedes that of the high school. Courses taken through the College Credit Plus Program count toward athletic eligibility.

Failure to pass or complete a course, including course withdrawals any time after 14 days from the course start date, shall result in all financial obligations defaulting to the student and parent/guardian.

## **Students with Special Needs**

John F. Kennedy Catholic School recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis. Failure to disclose known special educational needs will void the offer of admission/application of enrollment. Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio. Students with disabilities are expected to follow all school policies.

## **Admission Requirements**

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school. Admission is contingent upon receipt of the following:

- Completion of the application form and tuition contract
- Presentation of an original birth certificate if evidence of this is not found on records received from elementary school or school from which the student is transferring

- Baptismal certificate for Catholic students if evidence of this is not found on records received from elementary school or school from which the student is transferring
- Proof of adequate immunization as required by the Ohio Revised Code Completion of Emergency Authorization Form
- Proof of custody for students not living with either or both natural parents
- Educational and health records from previous school

## Application Policies

Admission to John F. Kennedy Catholic School is based on a student's academic and conduct record, completion of forms, and a satisfactory personal interview. Any student that is interested in enrolling and/or transferring to John F. Kennedy Catholic School must adhere to the following Application Policy:

- Interested families must complete the parent/guardian and student application forms.
- A copy of the student's most recent school transcript must be attached to the submitted application forms.
- Evaluation of candidates will not begin until all materials are received.
- Once all materials are received, a tour and interview with at least one parent/guardian and the interested student will be scheduled. If financial aid is requested, applicants must complete the financial aid forms. Families will have 15 days from the date of acceptance to complete these forms. If forms are not completed in a timely manner, those families will not be eligible for any financial assistance.

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

## Foreign Students

The Diocese of Youngstown remains certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons. Since January 30, 2003, all schools in the United States wishing to enroll Nonimmigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS.) Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office. Also required of the incoming student is: I-20 Form (if applicable), diocesan emergency care form, state immunization form, local admissions forms, Visa.

## Attendance Policy and Procedures

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. Once a student is enrolled in the school, the principal/administration and teachers insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

**Excused absences:** personal illness or doctor's appointment, illness in the family, quarantine in the home, death of a relative, family emergency, observance of a religious holiday. **All other absences are considered unexcused.**

- The parent should notify the school by 9 am each day the student is absent and give the reason for the absence.
- Documentation (parent's note, doctor excuse, obituary, etc) specifying the date or dates of absence and the reason for the absence is to be submitted to the office by noon on the day the student returns or the absence is unexcused.
- Students who leave school sick or are absent the entire day are not permitted on campus after school hours (e.g. practice/games, club meetings, attending athletic events, etc.). Any exceptions must be approved by the administration.
- Extended medical absences of 3 or more days must be accompanied by a return to school note from the doctor.
- Arrival between 7:50 and 9 am will be marked tardy. Arrival between 9 am and 11 am will be considered a quarter day and after 11 am is a half day. Students must arrive before 11 am to participate in after-school activities.

When parents wish to take their child out of school for several days (2 or more) for personal reasons, the parents must request permission for the extended absence from the administration via email in advance. During any extended absence students should contact their teachers for any school work that can be accessed ahead of the absence or online during the absence. Failure to do so may result in "0" for assignments.

It is the responsibility of the student to arrange all makeup work for excused absences. The student must obtain the assignments missed during the period of absence through the classroom instructors. The student has the same number of days to makeup the work missed as they were absent (i.e. a student missing 2 days has 2 school days to complete missing assignments). Any tests, quizzes and examinations not taken on the day scheduled must be taken when the student returns to class. Students who do not complete work missed during an absence will earn a failing grade on the incomplete assignments. Missing school during an assessment may result in an alternative assessment for the student.

A planned extended absence may result in the student and parent being required to sign a contract with a due date for all missing assignments, tests, quizzes, and examinations. If any work is not completed by the due date on the contract, it will result in a score of zero on all incomplete assignments.

Persistent absences, excused or unexcused, cause serious academic problems. Persistent absences from school or from a particular class may result in loss of credit for the course due to uncompleted assignments and/or an attendance contract, that if not followed will result in student's exclusion from school.

- The office calls home every day a student is not in school. Make sure your contact information is updated and you are able to receive voicemail messages.
- After 9 total absences, parents/guardians will be notified in writing as a warning.
- After 14 total absences, a meeting will be required between the administration and parent/guardian and student.
- 18 or more **unexcused absences** will result in exclusion from JFK.
- Additional consequences, such as loss of academic credit, suspension or denial from participation in extracurricular or athletic activities, or an attendance contract may be put into place.

### College Day Visits

Seniors are permitted two college day visits during the senior year. Juniors are permitted one college day visit during the junior year. In order to use these days, a written/email request from the parent or legal guardian must be presented to the office prior to the college visit. Written proof of attendance from the college visited must be provided to the office on the day the student returns to school. Additional days may be granted by the administration. These additional days will be based on student's current class grades and prior attendance record.

### Early Release of Students

Students must have written permission or a phone call from their parents to the office to be released early from school. For safety reasons, no emails will be accepted requesting early release. Habitual early release may result in academic struggles; students who leave for early release for illness are not permitted back on campus (practices/games, club meetings, watching athletic events, etc.) that night. Routine appointments, such as dental/orthodontic check-ups and physical therapy, should be made during studyhalls or pre/post-school hours when possible.

### Tardiness

- Students must be present in their first period class by 7:50 a.m.
- Occasionally due to inclement weather, attendance will be held for drivers. Students already in the building must report to their first period class. Holding attendance is not a reason to loiter in the hallways.
- If a student arrives late to school, they must sign in in the main office and receive a pass to class.
- Arrival time between 7:50 am and 9 am will be marked as tardy on the student's permanent record.
- Once a student is tardy three times in a quarter, detentions will be issued each time the student is tardy to school for the 4th time and every time after for the remainder of the quarter.

- Persistent tardiness may result in additional consequences, such as Saturday Detention, loss of driving privileges or lunch detention.

Students have 4 minutes travel time between classes. Students arriving to their class after the bell rings will be tracked as tardy by the classroom teacher. Once a student is tardy to any class three times in a quarter, detentions will be issued each time the student is tardy.

### **Truancy**

Absence from school or class without the knowledge or consent of both the parents and the proper school authority for any period of time is considered truancy. Truants are liable for disciplinary action including detention, suspension, loss of academic credit, expulsion, or referral to Trumbull County Family Court.

Habitual early release or patterns of absence that coincide with school events (Mass, academic testing, etc) will not be tolerated. Disciplinary action including detentions or exclusion from Kennedy may result if there is no medical documentation for habitual early release or patterns of absence. CCP and school-sponsored athletics or extracurriculars do not apply.

## **Participation in Co-Curricular and Extra-Curricular Activities and Athletics**

- Participation in co-curricular and extra-curricular activities and interscholastic athletics is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities as well as interscholastic athletics.
- Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance. While catastrophic health insurance is available through the Ohio High School Athletic Association (OHSAA), this coverage begins after the first \$25,000 of expenses. All 7-12 athletic programs of the Diocese are to be members of the OHSAA.
- Athletics are for students of John F. Kennedy Catholic School only, extending to youth sports in elementary grades. No homeschooled or outside students may participate with the exception of a parish student that has a signed verification form from their parish pastor.
- No outside organization may use the Kennedy name without permission from the President. This applies to youth travel teams and club teams.

### **Behavior of Student-Athletes**

If a student-athlete is ejected from a contest, he/she will be suspended, as per rule 14.1 of the OHSAA bylaws. The school may further discipline the student-athlete; Furthermore, the student-athlete will not be able to sit on the bench/sideline or travel with the team while under suspension, but may attend the suspended contests as a fan.

Coaches and/or administration may limit participation in practice and games if a student-athlete is having academic or behavioral issues.

Student-athletes who owe a detention past the one-week period to serve will not be permitted to practice or play in games until the detention is served.

**Athletic Department Awards**

Athletic Department policy awards varsity letters as determined by the coach of the sport. Criteria is approved prior to the start of the season. Awards are in the following sequence:

1<sup>st</sup> Year: Letter      2<sup>nd</sup> Year: Pin/Certificate      3<sup>rd</sup> Year: Trophy      4<sup>th</sup> Year: Plaque

**Transportation of Athletes**

Schools may arrange for the transportation of student athletes by Ohio State Patrol inspected and approved school buses or by licensed public or private bus conveyance. Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents.

**Interscholastic Athletics**

Fall Sports

- Cross Country
- Football
- Golf
- Soccer
- Tennis – Girls
- Volleyball

Winter Sports

- Basketball
- Bowling

Spring Sports

- Baseball
- Softball
- Tennis – Boys
- Track

**Quarterly Eligibility**

In addition to OHSAA standards, our Diocesan policy states that in order to be eligible for athletics a student must have maintained a 1.0 grade point average for the previous nine weeks. Additionally, students earning an 85% or lower conduct grade will be removed from participation in extracurricular activities for a specified period of time. Students who earn a failing grade in conduct for the nine week grading period shall be ineligible for athletics for the succeeding grading period.

**OHSAA Eligibility Standards**

Eligibility for each grading period is determined by grades received the preceding grading period. Grades 9 - 12: To be eligible, a student must be currently enrolled in school and have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. Grades 7 - 8: To be eligible, a student must be currently enrolled in school and have received passing grades in the immediately preceding grading period of 75% of subjects in which enrolled. This also applies to beginning ninth grade students. For eligibility purposes, summer school grades and/or

tutoring may not be used to substitute for failing grades received during the final grading period of the regular school year or for lack of enough subjects taken the preceding grading period.

### **Residence / Transfer of Schools**

John F. Kennedy Catholic School follows OHSAA Transfer Bylaws and Eligibility rules.

### **Semesters of Eligibility/ Age Limitations**

John F. Kennedy Catholic School follows the OHSAA Bylaw 4-3-3 for semesters of eligibility and 4-2-1 for High School Age Limitation

### **Non-Interscholastic Competition**

Interscholastic athletic eligibility may be affected by participation in non-interscholastic competition. Examples of non-interscholastic competition include but are not limited to: AAU, Sunday school, church, Intramural, YMCA, YWCA, High-Y, shop, FFA, club or city recreation teams, all-star contests, or ANY non-interscholastic competition. Non-interscholastic team play is permitted only between May 17 and September 7. Consult with the athletic administrator prior to any such participation.

### **Recruitment of Athletes**

John F. Kennedy Catholic School expressly forbids the recruitment of athletes from other school systems. A student may be ineligible if recruited by a person or persons to change schools for the expressed purpose of athletic participation.

## **Insurance Coverage**

School insurance is secondary to the primary family coverage. All claims are governed by the terms set forth by the carrier.

- Interscholastic Sports: Coverage is from a deductible of \$0.00 to medical maximum of \$10,000 per accident.
- Student Accident: Coverage is from a deductible of \$0.00 to a medical maximum of \$10,000 per claim.
- A \$1,000 Accidental Death Benefit and a \$5,000 Dismemberment Schedule is included in the above coverage.
- This coverage will honor bills incurred up to one year from the date of the original accident.
- Treatment must begin within sixty (60) days from the date of the injury by a legally qualified, licensed physician, surgeon or dentist (not a member of the insured immediate family).
- The insurance company has the right to disallow any claim that is over and above the "reasonable charge" set forth by the State of Ohio practitioners.



## Student Publications

All material and content (print, video, electronic, etc.) published under the name of John F. Kennedy Catholic School is subject to review by the publication advisor and the school administration prior to printing. The administration and the advisor reserve the right to make revisions of said material.

## Tuition Assistance

The aim of John K. Kennedy's Tuition Assistance Program is to provide the financial help that will enable as many students as possible to receive a quality Catholic education. Each year the alumni association sponsors a campaign to raise funds for tuition grants which are awarded to students with financial need. Families wishing to apply for financial assistance must complete a Smart Aid financial aid form online. The FACTS Grant & Aid Application forms are analyzed and evaluated by an independent third party consulting company and summary reports are forwarded to the school. The Tuition Assistance Committee uses these reports in their decisions regarding distribution of financial aid.

By completing the FACTS financial aid online form families also become eligible for other tuition assistance programs including: Mary Ellen Wolsonovich Cushwa Scholarship, Schultz Scholarship, Wilson Scholarship, Harold Vanhuffel Scholarship, Kennedy Club Scholarship, Diocesan Confederation of Teachers Scholarship, Genevieve Ryan Scholarship, Robert F. and Mary S. Kaminski Family Foundation Scholarship etc. Information on tuition assistance and other special scholarships can be obtained from the school office.

## Tuition Policy

Tuition for the 2023-24 academic year has been set at the following rates:

Tuition Rate	Parishioner Credit	International Student Tuition Rate
K-6 \$6,350.00	K-8 (\$2,000.00)	All Grade Levels \$11,800.00
7-8 \$6,650.00	9-12 (\$1,050.00)	
9-12 \$9,350.00		

Tuition is based on per family which means that all tuition must be paid for all students in the family. Payments cannot be dedicated to individual students within a family plan. Additionally, in order to cover the costs of graduation, seniors will be assessed \$250.00 in the second semester for graduation fees. This fee includes a yearbook, the student's cap and gown, diploma and cover, as well as a portion of the administrative costs associated with hosting the graduation ceremony.

## Payment Plans

Investing in a child's education is an investment in the future. The education a student receives at John F. Kennedy Catholic School ensures this investment. We realize parents need to plan such investments, as we do. John F. Kennedy offers three tuition payment options. Once a payment plan

has been selected, parents are required to complete a financial responsibility form. Families can pay their tuition bills as follows:

1. Full payment of the tuition directly to the school before July 1.
2. Ten monthly payments to be made through FACTS Tuition Management as follows:
  - An initial service fee of \$150.00 will be applied per family.
  - 1/10<sup>th</sup> installment payment by the fifth or twentieth of each month beginning August and concluding May.
3. Quarterly payments as follows:
  - An initial service fee of \$150.00 will be applied per family.
  - 1/4<sup>th</sup> installment payment by the fifth or twentieth of August, November, February and April.

### **Late Payments**

Families who choose the ten month payment plan or quarterly payment plan and miss a payment will be assessed a \$25.00 missed payment fee.

### **Delinquent Tuition from the Previous Years**

All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the Business Office unless a mutually-satisfactory supplemental plan is arranged by August 1.

### **Non-admission of Families Due to Tuition Delinquency**

School families failing to pay tuition according to the agreement which they have made with the Business Office will be informed that their child will not be readmitted to the school. If a student's tuition is not current in accordance with established payment plans, the student will not be allowed to attend classes until the Business Office confirms that the account is in compliance.

### **Consequences of Tuition Delinquency**

If a family's tuition is not current the school reserves the right to:

- Withhold official or unofficial grade transcripts and/or school diploma
- Prohibit the student's participation in extracurricular activities
- Prohibit the student's participate in graduation ceremonies

### **Refund Policy**

- Withdrawal during first quarter - 25% of annual tuition will be charged if the student is in school for at least one day during the quarter. Any amount paid over this percentage will be refunded. No refund for parking passes will be made. All financial aid or scholarships will be prorated on the same basis as the tuition refund.
- Withdrawal during second quarter - 50% of annual tuition will be charged if the student is in school for at least one day during the quarter. Any amount paid over this percentage will be refunded. No refund for parking passes will be made. All financial aid or scholarships will be prorated on the same basis as the tuition refund.
- Withdrawal during third quarter - 75% of annual tuition will be charged if the student is in school for at least one day during the quarter. Any amount paid over this percentage will be refunded. No refund for parking passes will be made. All financial aid or scholarships will be prorated on the same basis as the tuition refund.
- Withdrawal during the fourth quarter - 100% of annual tuition will be charged. There will be no refund for tuition or parking passes.

## Discipline System

The disciplinary system is a learning tool used to assist students in developing into young men and women who respect themselves as well as all members of their community. Teaching students to accept responsibility and consequences for their actions promotes an environment where students and teachers can participate in the educational process without disruption.

All John F. Kennedy students are expected to:

- Respect the religious beliefs of the Catholic Church, its moral principles and its liturgical practices.
- Respect each other and all other members of the community.
- Respect and care for the school property as well as the property of others.
- Respect oneself, including care for one's body, mind and spirit.

## Conduct Card System

All students will receive a percentage grade in conduct on their report cards. All students begin each quarter with a 100% in conduct. Infractions are recorded on conduct cards, issued and signed by the staff member indicating the violation and the number of points that will be deducted from the student's conduct grade. The conduct card will also list any other immediate consequence such as after school detention time, suspension, and/or conference time with the administration. It is never appropriate to further disrupt class time by arguing with a teacher or by refusing to sign the card. The student is not necessarily acknowledging admission of an infraction by signing the card. The signature is an indication of courtesy and respect.

Students fail conduct when their grade falls below 66%. A failure in conduct is a serious breach of John F. Kennedy's School policy and indicates the need for intervention and further discussion with the

student's parent/guardian. Parents may check their child's current conduct grade using FACTS Family Portal.

### **Detention**

Any faculty member may assign a student a detention which may take place before or after school. School detentions are held from 2:50-3:30pm Tuesdays through Thursdays in faculty classrooms on a rotating basis. Failure to serve a detention may result in the assignment of additional detentions. No electronic devices are to be used during detention. After-school activities or employment are not acceptable excuses for missing detention sessions. Lunch detention is an alternative option selected by administration (not the student or parent) when necessary.

### **Saturday Detention**

Saturday detentions are 8 am to 12 pm on designated Saturdays throughout the school year. Campus service hours may be assigned during this time period. Students must arrive between 7:50 am and 8 am and their ride must pick them up at noon. No electronic devices are to be used during detention. Failure to serve Saturday detention will result in in-school suspension.

### **Campus Service Hours**

Students may be assigned Campus service hours as a consequence. This may include physical labor, such as cleaning Upper Campus. Tasks and hours will be managed by the Dean of Students.

### **Suspension**

Suspensions will be assigned as either in or out of school. When a student is suspended, he or she is prohibited from participation in any school activities, including those that may occur on the weekend or vacation days within the suspension period. Students are not permitted to use electronic devices during in-school suspension. Academic work and assessments missed during a suspension period may be completed for full credit following the same guidelines established in the school's attendance policy.

### **Expulsion**

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, school safety, and/or when the student remains incorrigible. When a student has been expelled, official school records and withdrawal papers will indicate expulsion.

### **Basic Infractions**

Disciplinary consequences may include verbal or written warnings, parent notification, detentions, subtraction of points from a student's conduct grade, parent conferences, fines, and extended

detentions. Depending upon the severity and frequency of infractions, detentions assigned and the number of the points subtracted from the conduct grade will vary.

**Basic Infractions include, but are not limited to:**

- Excessive tardiness (see Parking Permit)
- Dress code violations
- Disruptive behavior
- Disregard of classroom or school policies
- Improper language
- Failure to serve a private or administrative detention

**Serious Infractions**

The following actions are examples of behavior considered severe and harmful to the entire school community and will be dealt with accordingly. The consequences of such behaviors may include deduction of conduct points, suspensions, probation, extended detention, financial restitution or expulsion recommendation.

**Serious Infractions include, but are not limited to:**

Gross defiance, physical or verbal abuse and/or threatening words or behavior toward any faculty or staff member at any time

- Possession or use of any weapons or objects which can be used as weapons or which appear to be weapons
- Possession, use, sale or transmitting of illegal drugs or controlled substances, tobacco products, drug paraphernalia, vaping cartridges/pens/etc. or e-cigarettes (even if they do not contain tobacco or illegal substances), or alcohol on or near school property at any time
- Vandalism
- Fighting, harassment or hazing – John F. Kennedy Catholic School has a zero tolerance policy regarding physical violence for all students involved in a physical altercation, including those who participate in response to the actions of others
- Dishonesty in any form, including theft, cheating or lying
- Violation of the school's internet usage policy
- Failure to comply with directives of school personnel
- Possession of obscene materials or electronic files
- Gambling
- Engaging in individual or group activity, on or off campus, in person or virtual (online), that could harm the reputation of John F. Kennedy Catholic School or any member of the community

## Behavior Contract

Students who earn a conduct grade lower than 66% will be placed on a behavior contract. The terms of such probation will be enumerated in a contract requiring student and parent signatures and a meeting with the Dean of Students. Failure to meet the standards of a probationary contract will result in a recommendation for withdrawal and/or expulsion.

## Parking Permits

Parking permits are free of charge but students must register their car in the office with the proper paperwork. For safety reasons, it is imperative that all cars have permits displayed either on the mirror or on the front window dashboard. Cars without stickers are subject to being towed. **A student who is excessively tardy to school may have their parking privileges revoked for the year.**

### Student Parking and Driving Rules:

- No parking in fire lanes. Cars parked in fire lanes are subject to immediate towing.
- No moving car to the staff lot after dismissal.
- Students are to leave the car as soon as it is parked. Students are not permitted in or around the cars during school hours.
- Cars must be locked at all times.
- Students must exit the student parking lot from the front of the school. No student is to drive behind the school to exit the school grounds.
- Reckless operation will not be tolerated.
- Pedestrians and buses have the right-of-way at all times.
- Speed shall be below 5 miles per hour at all times on the school grounds.

## Parking Violations

Any student who parks without a permit will be disciplined by the administration. The school may revoke the parking privileges of students who repeatedly violate the school's parking or driving policies.

## Bus Conduct

Students, while riding a bus, by state law, fall under the supervisory responsibility of the bus driver, whose authority is that of any teacher. Reported infractions fall under school jurisdiction. Infraction of bus rules can result in a loss of riding privileges for up to one academic year.

## Safety and Security Policy

A student or other person who threatens the safety or security of other students or staff in any manner, written or verbal, direct or implied, may be suspended pending expulsion.

## Weapons

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous

ordinance onto these premises. (ORC SEC. 2923.1212). A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises. Any student possessing, using or attempting to use a weapon, a facsimile of a weapon, or who threatens another student with a weapon or object which could be used as a weapon, will be recommended for expulsion. Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

## Substance Abuse

Student involvement in drugs, alcohol, or controlled substance use or abuse shall call for the implementation of any or all of the following procedures: notification of the proper law enforcement agencies, counseling referrals, parent conferences, and after-care follow-up. School related procedures may also involve suspension or a recommendation for expulsion.

### Drugs and Alcohol

No student shall knowingly possess, make, sell, offer to sell, give, package, or deliver any counterfeit controlled substance. Furthermore, possession, use, or being under the influence of drugs and/or alcohol on the school grounds at any time shall result in immediate suspension. Detection of alcohol on a student's breath is sufficient grounds for action. Administration has the right to use a breathalyzer before school events for all students attending. During the suspension the student must complete a chemical assessment through either a local agency or private provider. The student and his family are financially responsible for this assessment. The results of the assessment must be shared with school administration before readmission. Readmission is contingent upon participation in all follow-up activities determined by the assessment.

### Tobacco and E-Cigarettes

No student is permitted to use or possess tobacco in any form including Vape or E-Cigarettes. This prohibition is in effect at all times on school grounds and at school functions, including interscholastic sports activities. All e-cigarettes, including cartridges and chargers, are considered paraphernalia, even if no nicotine is present. Possession or use of e-cigarettes (e.g. vapes) will result in mandatory participation in a smoking cessation program and/or suspension which could lead to expulsion; **purchasing for other students/trading/selling vapes will result in expulsion.**

### Gangs

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.

## Harassment/Bullying

Harassment of any type is not tolerated. The administration investigates all reported complaints of harassment. Students involved in harassing behavior, seriously, in jest, or online will face detention, suspension, and/or expulsion.

Any person in the Kennedy community who believes he or she is the victim of harassment should immediately report the incident(s) and the names of the individual(s) to the administration so that an investigation and appropriate disciplinary action can be undertaken. Furthermore, anyone who is aware of the harassment, hazing, or bullying of another person must report it immediately to the administration or be considered an accomplice in the harassment of the victim.

## Hazing

Hazing activities of any type (including initiations) are inconsistent with the educational process and shall be prohibited at all times. No student shall plan, encourage, or engage in any hazing. All hazing incidents should be reported immediately to the administration for investigation and appropriate disciplinary action.

## Sexual Harassment

The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment. For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. If the allegations are substantiated, disciplinary actions will be taken.

## Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services, the police, and the Office of Catholic Schools will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age.



## Search and Seizure

Search of a student's person and/or personal property on school grounds (e.g. automobiles, etc.) or at school activities may be conducted by the school administration or their designated officials. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action. Additionally, lockers are school property and are subject to inspection at any time. The school will seize any illegal and/or inappropriate items discovered during any search and turn them over to the proper authority.

### School Property

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If classroom library books and/or textbooks are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

### Student Property

Students are responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school.

### Book Bags

Book bags and purses are not to be used during the academic school day and are to be placed in the student's locker. Book bags that do not fit into a locker should be placed in the book bag cupboards located in the foyer to the right of the main entrance of the school or shelving at end of same hallway.

### School Lockers

A locker is assigned to each student at the beginning of the year. Combination locks are available to students for \$5. **Students may not use their own padlock.** The school is not responsible for stolen items and administration is not obligated to use security cameras to check for items stolen from lockers.

### Electronic Devices and Headphones

- Each room will be equipped with hanging pocket stations.
- Upon entering the classroom mobile phones should be silenced and placed in designated slots. (The student's current mobile phone. Not an old phone that takes up space and then they try to use their current phone under their desk. We know that trick.)
- Mobile phones may be permitted during class if being used as an educational tool and only with approval from the instructor. Studyhalls may use mobile phones during last 20 minutes of class period.
- If a mobile phone or any device other than the approved chromebook is used during instructional time **it will be confiscated and kept in the office until a parent/ grandparent/ legal guardian picks it up. You will be contacted as soon as possible to make arrangements.**

- It is not our responsibility for a student to have a mobile phone for an away game or other after school activities.
- If you do not want your student to be without a phone, ask them to follow this policy.
- Multiple offenses will result in complete loss of mobile phone privileges during the school day.
- JFK teachers, administrators, etc. are not responsible for phones that are lost, stolen, or damaged at any point during the day.
- Mobile phones may be used in the hallways or during lunch.
- Smart watches are permitted unless they are a distraction. Teachers may ask students to also place smart watches in pockets during class if they are a problem.

Headphones/earbuds may be required for class but are prohibited in the hallways or bathrooms for safety reasons. Students may not have headphones on their head, cords around their ears, etc. even if there is no sound being played. Headphones may be used in classrooms with teacher permission or during lunch.

## Outside Food

Students are not permitted outside food to be dropped off and delivered to them for lunch (e.g. fast food). The exception would be on days the Dining Hall is closed. Students are not permitted to drink beverages other than water in the hallways and classrooms. Students must finish outside food outside of the building, especially in the morning (e.g. no Dunkin Donuts drinks being carried to lockers, classrooms, etc. Consume them before walking in the building). Students may carry plain water in containers no larger than 60 oz. Students carrying liquids other than water will lose this privilege.

## Deliveries for Students

While it is expected that students may forget items needed for class or extra-curricular activities, we will not deliver flowers or gift packages to students for special occasions or birthdays.

## Dress Code

The dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. It is also designed to reduce competitive dress among students. The responsibility of following the student dress code rests with both parent and student. The school reserves the right to alter such guidelines, as it deems necessary. Final decisions regarding the school uniform rest with the administration.

- Students wear red, white, or navy blue official Kennedy polo (long or short sleeve) tucked into the uniform bottom.
- In cold weather, students are permitted to wear:
  - **Solid color** red (not burgundy), white, grey, or navy blue sweaters over their polo
  - Kennedy pullovers/fleece available in the Eagle's nest
  - Kennedy athletic "swag" earned from participating on a team or club. (e.g. Cheer jacket, basketball warmup, football pullover). These may be crew neck sweatshirts, quarter, or full zip. These items may NOT have a hood (NO hoodies or outerwear jackets with hoods).

- All students may wear solid khaki colored chino pants/shorts. (**No navy blue pants at Upper Campus**). Pants/Shorts with belt loops are required to have a belt worn with them. No cargo/carpenter pants/shorts. Must have a hem (no cut-offs) and may not be distressed or have rips, tears, or holes.
- Female students have the option to wear a Land's End skirt in "Classic Navy Large Plaid". There are several styles available. Pantyhose, leggings, knee-high socks are all appropriate with the skirt. Skirts should fit properly and be of modest length.
- Khaki shorts should have a 5" inseam or longer. This is about mid-thigh or fist-length. Compression shorts worn under khaki shorts must not be longer than the shorts themselves. There is no limit on the months that shorts are allowed to be worn, keeping in mind that while the classrooms may be warm, students should be prepared in case of an emergency traveling to and from school that could leave them exposed to the elements.
- Seniors are permitted to wear their official senior hoodie **with a Kennedy polo underneath after January 1.**
- **Mass days will not require a special uniform.** Students are not permitted to use dress down passes on Mass days. No senior hoodies on Mass days.
- Shoes: Tennis shoes or dress shoes are permitted. Shoes with laces must be tied. Socks should be worn at all times. Slip-on shoes must have hard rubber soles.
  - **NOT permitted:** sandals, flip-flops, open-toed shoes, slides, slippers, backless shoes, Crocs, boots (exception of Timberland-style dress boots), heels.
- Blue Pride Days are every Friday, or Thursday when school is not scheduled on Friday (exception: Mass is scheduled for Thursday, e.g. Holy Week or Friday).
  - Students may wear their regulation uniform bottom and any Kennedy t-shirt, long-sleeve shirt, or sweatshirt/hoodie. Blue Pride days are the only days hoods are allowed, with the exception of senior hoodies.
  - Athletes may wear their jerseys on Blue Pride Days **in-season**. Cheerleaders are permitted to wear their full cheer uniform on Blue Pride days **during Football and Basketball season.**
  - Each team is permitted one "spirit" day to wear their uniform top on a day that is not a Blue Pride day. **Coaches must submit the date and roster to administration to have the day approved.** Teams advancing in the playoffs will also be permitted to wear their uniform or team shirts on game days.

Other regulations:

- No visible tattoos. Includes co-curricular, extra-curricular, and school-sponsored athletic events.
- No hair color that cannot be grown naturally.
- Fingernails should be neatly manicured. For girls, length not to exceed  $\frac{1}{2}$  to  $\frac{3}{4}$  inch beyond the fingertip.
- No hats, bandanas, do-rags, caps, or headbands larger than 1" may be worn inside the building on any day.
- No body piercings. Males may not have any piercings. Females may have pierced earlobes only.
  - Excessive jewelry, in size or amount, is not permitted. This includes gauges, large hoop earrings, etc.
  - Nose piercings are discouraged but may use a clear retainer during school hours.

- Male student specific:
  - Short, well-groomed facial hair is acceptable. (Examples online would be using the 3-11mm electric clipper attachment).
  - Hair must be neat and clean; off the eyes and collar. Faddish styles/trends are not acceptable (e.g. man-buns, mullets, ponytails, long sideburns, mohawks/faux hawks, etc)
- Female student specific:
  - Junior high girls may not wear makeup or have eyelash extensions. High school girls should keep makeup to a minimum.
  - Hair must be neat and clean. Faddish styles/trends are not acceptable.
- Dress down days: Occasionally students will have the opportunity for dress down days. Sometimes these days are school-wide; other times, students may earn or purchase a “pass” to use at their discretion. **Reminder that dress down passes may NOT be used on Mass days or field trips unless specifically instructed.**
  - Shirts must have appropriate writing/logos/images. No references to alcohol, drugs, violence, etc.
  - No spandex or pajamas. Leggings may be worn if they are athletic material, not cotton.
  - No tank tops, midriffs, low-cut shirts, sleeveless shirts, or “cold-shoulder” tops, regardless if there is a jacket over top.
  - Jeans: may be distressed from the mid-thigh down. **No skin may show through the jeans above the knee.** Holes below the knee should be a “slit” and not a gaping hole.
  - Athletic shorts must have at least a 3” inseam (a standard length, for example, Under Armour shorts for girls) and be loose-fitting (no spandex). This includes shorts for gym classes.
- **Face coverings/masks:** When directed by the State or Local Health Departments or Diocese of Youngstown, students, faculty, staff, and visitors may be required to wear facial coverings due to health concerns. Per CDC guidance:
  - Masks must be made of multiple layers of tightly woven but breathable fabric or disposable surgical masks.
  - Masks may NOT have exhalation valves or vents.
  - Masks must be solid color or randomly patterned. They may not have words, with the exception of the school name, mascot, initials, or a student’s given name.
  - During times when a face covering is policy for JFK, there are no medical waivers or “opting out” of wearing a face covering. Students who consistently refuse to wear a mask will be disciplined, including detention, suspension, exclusion from athletics or extracurriculars and expulsion.

Dress professional days: Occasionally students will be required to dress professionally for a class presentation or event (e.g. National Honor Society induction, History Day presentations).

- Males: White oxford shirt with tie. Jacket may or may not be required depending on the event. Dress pants, dress shoes, belt.
- Females: Dresses/skirts should reach mid-thigh or longer and not be skin-tight. Heels should be of appropriate height to easily maneuver stairs while wearing them. Dress pants are also allowable. Shoulders must be covered during a Mass celebration.

Formal dances:

- Males: dress pants, dress shirt, tie and sport coat or full suit or tuxedo, and dress shoes.
- Females: dress that is formal, yet feel comfortable. The front should not be cut below the bust line and the back should not be lower than the waistline. The length, including any slits, should be appropriate for a formal school event. No midriffs.
- No sunglasses may be worn to inside events.

## Dances

The school determines the hours and location of the dance, guidelines for dress, and guidelines about acceptable dancing. All students and guests who attend the dance will adhere to all such decisions made by the school. Students are required to stay for the entire duration of the dance. Students may not go to their car during the event without a chaperone. Students and guests may be subject to a breathalyzer at the discretion of the administration. There are no refunds for students refusing to cooperate with dance rules or unhappy with decisions made by the school.

### Guests:

- Dances are for students currently enrolled at JFK.
- Junior high students are not permitted to bring guests from other schools to dances.
- Some dances may allow for high school students to bring a guest, if the following conditions are met:
  - Guest pass completed, approved by JFK administration and administration of guest's school, including an emergency phone number and permission to treat in case of emergency.
  - Guest must be enrolled in grades 9-12 or no more than one year past graduation. If graduated, the name of the high school must be provided.

## Health and Safety

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

### Illness

Do NOT send your child to school if they are sick, until symptoms have subsided for 24-48 hours. Follow doctor directions on return to school and provide the office with a doctor's excuse upon return if applicable.

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home.

Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

COVID-19 protocols will follow guidance from CDC, Ohio Dept of Health, Warren City Health District, and the Diocese of Youngstown policy.

### **Illness, Injury and Medications**

- A student who becomes ill during school hours must report to the school office.
- In the event of any injury, an accident report form must be completed by the teacher/supervisor and filed in the office.
- All medications must be given to the office along with directions from the doctor.

### **Administering Prescribed Medication to Students**

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply:

#### **Authorization to Administer Medication**

The physician must sign a form granting the school permission to administer prescription or nonprescription medication.

#### **Transportation of Medication to and from School**

The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication. At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.

### **Infectious/Communicable Diseases**

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. In an effort to enhance protection of students:

- All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agent's conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.
- The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

- If a student or anyone living in their household tests positive for COVID-19, or the student has been determined to be a close contact of someone who tests positive for COVID-19, the parent/guardian must report this information to the school administration as soon as possible (no later than 24 hours of receiving the information). The administration will follow state and local health department guidelines on quarantines and return to school.

### **Asbestos Annual Notification**

Kennedy is in compliance with the Asbestos Hazard Emergency Response Act. The health and safety of our students remains our highest priority.