



Calvert Catholic Schools
One Family Committed to Christ
Spiritually • Academically • Physically • Socially

Student-Parent Handbook 2022-2023

Updated: October 4, 2022

Calvert Elementary School
357 S. Washington St.
Tiffin, OH 44883
419-447-5790
Fax: 419-447-5798

Calvert Catholic Schools
One Family Committed to Christ
Spiritually • Developing Future Disciples
Academically • Fostering Educational Excellence
Physically • Maximizing One's Potential
Socially • Infusing Leadership and Service
www.calvertcatholic.org

Calvert High School
152 Madison St.
Tiffin, OH 44883
419-447-3844
Fax: 419-447-2922

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All actions by faculty/staff, students and/or parents that reflect negatively on the Calvert Catholic Schools, even if not on school grounds or at a school function, are subject to disciplinary action by the school.

SCHOOL INFORMATION

School Background

Calvert Catholic Schools has a long and honored tradition of providing a quality Catholic education to families in the greater community. The schools' continued successes can be attributed to the firm commitment of its administration, faculty, staff, and greater community. Through strong collaboration and cooperation, the school community works to ensure an effective Catholic educational program.

The handbook presents what is expected from a Calvert Catholic School student. Policies and procedures outlined in the handbook provide a structured, faith-filled learning environment for the school community. Religion, the free exercise of our faith, is at the center of school life. Students are expected to extend their knowledge of the Catholic Faith, its heritage, values, traditions, and to seek a deepened faith and commitment to Jesus Christ through prayer, worship, and living a life of spiritual goodness.

SCHOOL EMBLEM

Seneca Indian

SCHOOL COLORS

Royal Blue & White

CALVERT ALMA MATER

Hail to thee Alma Mater
Hail white and blue
Always to Calvert
Our hearts are true
Through the years
We'll remember
Dear Calvert High
Hail Alma Mater
of days gone by.

CALVERT FIGHT SONG

Cheer Calvert High
From loyal hearts ring our cry
Proudly we hail,
Our high school, dear old Calvert
We are singing, praising, ringing
Cheer Calvert High
Her glory we will proclaim
Our blue and white
Will bring us honor, victory and fame!

General School Information

Calvert Academy & High School

152 Madison Street
Tiffin, Ohio 44883

Main Office Hours: 7:30 AM - 3:30 PM
Phone: 419-447-3844
Fax: 419-447-2922

Calvert Elementary

357 South Washington Street
Tiffin, Ohio 44883

Main Office Hours: 7:30 AM - 3:30 PM
Phone: 419-447-5790
Fax: 419-447-5798

Calvert Catholic Schools

One Family Committed to Christ

- Spiritually • Developing Future Disciples
- Academically • Fostering Educational Excellence
- Physically • Maximizing One's Potential
- Socially • Infusing Leadership and Service

PHILOSOPHY

Calvert Catholic Schools, a Diocesan School in the Roman Catholic Diocese of Toledo, is one family committed to Christ preparing students from pre-kindergarten through high school to enter the world permeated with strong Catholic values.

Spiritually • Developing Future Disciples: We fully engage in the teachings of Jesus Christ and the Roman Catholic Church which we incorporate into our daily lives in and out of the classroom.

Academically • Fostering Educational Excellence: We provide pace setting curriculum and state of the art technology, and offer challenging courses along with specialized training for the success of all students.

Physically • Maximizing One's Potential: We encourage the development of the whole student through involvement in our strong athletic programs and physical education classes in pursuit of a lifetime of health and wellness.

Socially • Infusing Leadership and Service: We reveal natural leadership qualities and equip students with the skills to enhance service opportunities in our school, parishes, and communities to go forth and light the world.

NONDISCRIMINATION POLICY

The Calvert Catholic Schools admit students of any race, color, gender, national origin, ethnicity, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The Calvert Catholic Schools do not discriminate on the basis of race, color, gender, national origin, ethnicity, or disability in administration of its educational and admissions policies and any other school administered programs.

COMMUNICATION

Parent-Teacher Interaction

Parental involvement in a child's educational process is essential to a successful school. As CCS strives to meet the needs of its students, routine parent conferences are held to keep parents informed of student progress and areas of concern. Teachers and parents are encouraged to schedule conferences to express concerns that need to be addressed. Parents should contact the main office of their respective buildings to arrange a meeting with the teacher.

Parent-Teacher Conferences:

Parents of students in grades K-12 will have the opportunity to schedule a time to meet with teachers upon request. The parents of students in grades 6-12 with a D and/or F in any course are encouraged to schedule a conference with the respective faculty member.

Online Classrooms

Individual teachers utilize various tools to deliver online digital content and assignments in the classrooms. Options may include Google Classroom, ClassDojo, others. These tools are used by teachers to effectively communicate with parents and students. Online classrooms effectively prepare students for future post-secondary online learning experiences.

School Website

The school website (www.calvertcatholic.org) is an essential tool for communication. All important school information and news can be found on our school website. Parents and students should check the website regularly for official documents, forms, and special announcements.

Social Media

Calvert Catholic Schools understand that many parents receive information via social media platforms. In an effort to stay current with efficient means of communication, CCS facilitates Facebook, Twitter, and Instagram. While SchoolMessenger and the School Website are the best means for parents to receive important updates, social media will be used to assist with the flow of information as well. Social Media outlets will also be used to share pictures, videos, and other insights into our classrooms, allowing parents to see more of their students' daily lives.

SchoolMessenger Instant Alerts

SchoolMessenger is an instant alert communication tool that allows CCS to communicate with stakeholders through phone message, text message, and email. In addition to school news and reminders, emergency notifications, such as school delays and closings, are made through SchoolMessenger.

Governing Board

The governing board meets monthly to oversee the overall operations of the school. The primary responsibility of the board is to ensure the school is effectively working to achieve the mission of the school.

ADMISSIONS

Grade Placement

When students enter CCS, they are placed into appropriate grade levels based on prior academic records and the age guidelines. Students must turn 5 years of age on or before August 1st to be considered for kindergarten.

Transfer/International Students

Prospective transfer students must complete the Transfer Application and provide current school records prior to being considered for admittance to CCS. Transfer/International students are placed into appropriate grade levels based on their prior academic background. Students must complete the previous grade level before entering the next grade. Students who are deficient in essential academic skills are placed on Student Improvement Plans (SIP).

Academic Alert Program

At the end of the third week of each quarter, faculty members will identify at-risk students, early alert (poor grades, missing assignments, poor communication, etc.) and communicate this information to student/parent/guardian via email. Faculty will always be available to meet with parent/guardian/student. If a student has been identified as “at-risk” a Student Improvement Plan (SIP) will be developed between the faculty member, student and Parent for all students in Calvert Catholic Academy (grades 6-8) and high school (grades 9-12) . Faculty members are required to implement the following process when identifying students who need academic support.

Step 1 Gather Data

- Faculty Feedback (informal/formal)
- Student Work/Grades
- Quarter Grade is D/F

Step 2 Intervention

- SIP (strategies to increase student learning)
- Meeting (faculty, student, & parents)

Step 3 Follow Up

- SIP Revision
- Meeting (faculty, student, & parents)

ARRIVAL & DISMISSAL PROCEDURES

Arrival Procedures

Calvert students are asked to arrive at school at 7:50 AM for the first period beginning at 8:00 AM. Students who are not present at the start of their first period class are recorded absent by first period teachers. Students must arrive before 9:00 AM to participate in extracurricular events and activities.

Elementary students who arrive at school before 7:50 AM must report to the Activity Center. Students arriving before 7:30 AM must report to Extended Day. If students arrive at school after the start of their first period, they are considered tardy and must report to the main office, sign in, and receive a late slip. These students are recorded as tardy.

Dismissal Procedures

The school day ends at 2:50 PM for elementary (kindergarten-grade 5) and 3:00 PM for academy (grades 6-8) and high school (grades 9-12). At this time, students are dismissed in an orderly fashion.

Elementary

At 2:50 PM, elementary teachers escort students to a designated area. K-3 dismiss from the Activity Center parking lot, while 4-5 dismiss from the Church parking lot. Students who ride the bus are escorted to the designated bus pick up area. Faculty members supervise the exit of all elementary students.

Academy & High School

Academy (grades 6-8) and high school (grades 9-12) students are dismissed at 3:00 PM and have the freedom to leave school grounds on their own accord. At 3:00 PM, students make a prompt exit from the school and are not permitted to roam around the school grounds at this time. Students are only permitted to stay after school if they are in a school sponsored club or activity for that particular day. Faculty members supervise the exit of all academy (grades 6-8) and high school (grades 9-12) students.

ATTENDANCE POLICY

Excused Absences/Tardies

An excused absence/tardy is an illness, emergency, or unavoidable official appointment which has been verified with an authentic note signed by parents and/or appropriate authorities. Students are responsible to make up all work missed during the absence within a reasonable timeframe set by the teachers. Students are granted a time period equal to the number of days missed to make up missed work (excused absences).

Procedures for Full-Day Absences

When students are absent from school, the parent or guardian must call the school office before 8:00 AM to verify the absence and the circumstances.

Unexcused Absences/Tardies

When an unexcused absence/tardy fails to meet the above criteria, students are NOT permitted to make up any graded work missed during the absence/tardy. Therefore, any tests, quizzes, or assignments missed due to the unexcused absence/tardy result is an automatic zero in the academy (grades 6-8) and high school (grades 9-12). Elementary teachers may use discretion. Parents are contacted in the case of an “unexcused” absence/tardy.

Excessive Absences

Absences beyond 10 days in a single semester must be accompanied with a note from a physician in order to be considered excused. Students who exceed 15 absences (excused or unexcused) in any given semester may not receive credit for that semester.

Academy and High School Planned Absences

If a student is planning to be absent he/she needs to work with the classroom teacher to make up work assigned during said period of time. The student will be given the amount of time to make up assignments equal to the amount of planned time missed. A planned absence form will be completed for grades 6-12 and this form can be found at the high school office.

Leaving Early

If students must leave early due to illness, emergency, or unavoidable appointment, the following procedure must be followed:

1. Inform the supervising teacher to the circumstances related to the early dismissal.
2. Go to the office and report to the secretary. The secretary will call home for parental permission to leave school grounds and to ensure transportation arrangements have been made.
3. Wait in the main office or sick room until parents have arrived or parental permission is given for alternative transportation.
4. Sign out at the main office.

Students must follow all necessary procedures to report the absence the following day in order to be marked as “excused”.

Skipping School

Skipping or cutting classes is not tolerated. The following are examples of situations that will be deemed as skipping:

- Leaving the school property at any time during the school day without permission from a teacher or signing out at the main office
- Failure to report to any class throughout the school day
- An “unexcused” absence

Consequences for skipping school are serious and may result in detention or suspension. CCS Administrators reserve the right to assign resolution consequences as deemed appropriate.

Tardy Marks

Students are marked tardy for the following reasons:

- Arrive to school after the start of their first period class
- Failure to report to a scheduled class after a class period has begun without a late slip

Excessive Tardy Marks

It is critical for students to arrive at their classes on time to avoid disrupting the instructional schedule. Consequently, academy (grades 6-8) and high school (grades 9-12) students receive one unexcused tardy each quarter without a consequence. The second and beyond unexcused tardies in a quarter will result in detention. Unexcused tardies beyond three, may result in additional consequences. CCS Administrators reserve the right to assign resolution consequences as deemed appropriate.

ASSESSING & REPORTING STUDENT PROGRESS

Academic Standards

Students are expected to work diligently on their schoolwork. If students do not meet the academic standards set by the school, there will be disciplinary action, and they may no longer be permitted to attend CCS.

Academic Integrity

Academic dishonesty is considered a severe behavior infraction. If students are suspected of academic dishonesty, parents are notified, an investigation is conducted, and appropriate measures are taken.

For students to develop the academic skills necessary for future success, it is critical for students to put forth an effort to complete their own work. If students copy other students' work, allow students to copy their work, or pass on other students' work as their own, they are required to make up the work. In such situations, students may receive a zero and receive disciplinary action. CCS Administrators reserve the right to assign resolution consequences as deemed appropriate. If there is evidence of cheating or copying of any academic work in more than one circumstance per academic year the student will not be eligible for an academic letter in that year. Record of this will be kept with the Dean of Students.

CCS strives to teach students how to properly conduct research, summarize and paraphrase information, and cite work from various sources. Students must realize the seriousness of passing on another person's work as their own. If students knowingly plagiarize work, they may receive a zero and disciplinary action. CCS Administrators reserve the right to assign resolution consequences as deemed appropriate. Plagiarism includes but is not limited to the copying of information from any source including the internet or peers.

Assessment Policy

Students who miss a test or quiz due to an "excused" absence are expected to complete the test or quiz upon returning to school. Students have the same number of days to make up their work (test, quiz, assignment) as the number of days they were absent from school.

Course Overview

Each faculty member will provide a syllabus outlining course objectives.

Academic Support

The faculty is expected to work to meet the individual learning needs of our students. Through

Student Improvement Plans (SIP), Reading Improvement Plans (RIMP), Individual Minor Adjustment Plans (IMAP) Response to Intervention (RTI), Individualized Education Programs (IEP), differentiated instructional strategies, and tutoring, faculty members effectively identify at-risk students and implement strategies to ensure academic success.

Elementary, Academy, & High School Grade Scale

The following is the grade scale for the elementary (grades 1-5), academy (grades 6-8), and high school (grades 9-12). High school grade point averages are calculated according to the following scale and equation.

Grades 1-12 Grade Scale

All academic subjects are recorded on the report card in letter form.

| | | |
|-------------|------------|----------|
| A+ = 97-100 | C+ = 77-79 | F = 0-59 |
| A = 93-96 | C = 73-76 | |
| A- = 90-92 | C- = 70-72 | |
| B+ = 87-89 | D+ = 67-69 | |
| B = 83-86 | D = 63-66 | |
| B- = 80-82 | D- = 60-62 | |

High School Grade Point Average

Students are given a grade point average based on the following scale:

| | | |
|----------|----------|-------|
| A+ = 4.0 | C+ = 2.0 | F = 0 |
| A = 4.0 | C = 2.0 | |
| A- = 4.0 | C- = 2.0 | |
| B+ = 3.0 | D+ = 1.0 | |
| B = 3.0 | D = 1.0 | |
| B- = 3.0 | D- = 1.0 | |

Elementary Indicator Scale

+: Commendable

✓+: Acceptable

✓: Progressing

✓ -: Needs Improvement

N: Not Acceptable

High School Class Rank

Class rank will be determined based on GPA and a quality point system. Courses are assigned quality points according to their level of difficulty, ranging from 1.0 to 1.3. Student rank will first be determined GPA; ties in rank will be broken using a student's total number of quality points in addition to GPA.

Quality points ranking is figured using the following calculation:

$$\text{Grade Point} \times \text{Credit} \times \text{Quality Point Value}$$

- The senior with the highest GPA after seven semesters will be valedictorian. If there is a tie, then the senior with the highest GPA and total quality points will be valedictorian and

the senior with the same GPA and second highest quality points will be salutatorian.

Quality points will be awarded as follows:

- Advanced Placement Courses: 1.3
- College Credit Plus Courses: 1.2
- Calvert Physics: 1.1
- All other Calvert courses: 1.0

Academy and High School Semester Grade Calculation

Semester Grade =

| | | | |
|----------------------|---|------|--------|
| First Quarter Grade | X | .4 = | 40% |
| Second Quarter Grade | X | .4 = | 40% |
| Semester Test Grade | X | .2 = | +20% |
| Semester Grade | | | = 100% |

Academy and High School Quarter Grade Calculation

Quarter grades are calculated using a straight average. This method of grading means that small homework assignments are worth fewer points than large projects, quizzes or tests. Because of this, large projects, quizzes, and tests weigh more in the grade calculation.

Academy & High School Honors

Students who strive for academic excellence are rewarded for their efforts. Students who earn a minimum of an A- average (4.0 GPA) in all subjects throughout an entire quarter are recognized and placed on First Honors. Students earning a minimum of a B average (3.5 GPA) in all subjects throughout an entire quarter are also recognized and placed on Second Honors.

Mid-term Exams

Academy (grades 6-8) and high school (grades 9-12) students are given a formal assessment at the end of each semester to assess mastery of content and skills taught. Semester exams represent the content and skills spanning the entire semester and allow teachers to become aware of remedial areas that can be addressed the following semester. Semester exams are placed in the student work portfolios for future reference.

Standardized Testing

Students take several recognized standardized tests throughout their education at CCS. CCS administers the MAP Assessment each fall and spring to students in grades K-8. In addition, students in grade 10 take the Pre-ACT. Students in the graduating class of 2018 and beyond are required to take state end-of-course exams and the ACT.

Academic Requirements for Extracurricular Eligibility

Students are expected to maintain minimum academic requirements for extracurricular eligibility throughout any given academic quarter.

Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility. To be eligible, students must receive passing grades in a minimum of five courses or equivalent, as well as at least a 1.5 grade point average (GPA) in the immediately preceding grading period as well as a passing grade in Religion class. Summer school grades may not be used to substitute for failing grades received

the final grading period or to make-up for lack of enough credits from the preceding grading period.

To be eligible as a beginning ninth grade student, the student must be currently enrolled in school and have received passing grades in the immediately preceding grading period in five of the subjects in which the student was enrolled. This refers to the last grading period of the student's eighth grade year.

*An end-of-quarter GPA less than 1.5 and not meeting the credit requirement of five courses or equivalent, automatically disqualifies students from extracurricular competitions, contests, and performances for the following academic quarter. However, students may attend practices at the discretion of the coach, athletic director, and administration. Final determination of extracurricular eligibility is determined by administration.

Withdrawal Policy

Any student who decides to withdraw from Calvert Catholic Schools before the completion of the 12th grade is considered a student who has withdrawn unless specifically stated otherwise by the administration. Once parents notify the office that the student is leaving for whatever reason, the process to transfer student records begins. A withdrawal form is available by request.

All financial obligations accrued through tuition, fees or other fines must be paid in full before the school will release records to the high school or to any school to which a student may transfer. In general, if the school issues academic credit for the entire quarter in which the child withdraws, the tuition will be charged for the entire quarter. In the event the student withdraws before the completion of a quarter, the balance of the tuition minus the registration fee, other fees and fines, will be returned. Tuition refunds will be prorated based on the number of remaining months, following the month of withdrawal divided by 10.

The transfer of student records of a Calvert Catholic Schools student to another school is conditional based upon the successful completion of academic requirements and full payment of tuition and other fees and fines. The transfer records of a Calvert Catholic Schools student needs either a release form signed by a parent/guardian with the mailing address of the new school or a request form from the new school with parent/guardian's signature declaring that the records may be sent. Calvert Catholic Schools will mail the records to the school. Official records will not be released to the parents.

HIGH SCHOOL COURSE OF STUDY

High School Academic Credits

High school (grades 9-12) students receive credits for each course they successfully complete. Courses that meet daily for one period for one semester are worth .5 of a credit. Students through the class of 2024 must earn a total of 24 credits to receive a high school diploma; students in the class of 2025 and beyond must earn a total of 26 credits to receive a high school diploma.

All credit is awarded on a semester basis. If a student fails one semester of a year long course,

but passes the other, he/she will receive .5 credit. **Arrangements for making up the missed credit must be made before continuing to the next level of a class. Failure to do so may result in a student not returning to Calvert the following school year. Credit recovery options are available at a cost to the family, not to establish athletic eligibility.**

Please refer to the Curriculum Guide for the high school course offerings and specific graduation requirements.

SPIRITUAL LIFE

Discipleship

To foster discipleship, we expect our students, teachers, administrators, and parents to interact with love, kindness, and respect. Each member of our school community is responsible for actively fostering a culture of discipleship.

Administrators

- Administrators hold teachers accountable for fostering a culture of discipleship.
- Administrators model positive interactions within the school by interacting with love, kindness, and respect.
- Administrators support teachers in their efforts to promote a culture of discipleship.
- Administrators support students by preventing and addressing any disrespectful behavior.

Teachers

- Teachers hold students accountable for fostering a culture of discipleship.
- Teachers model positive interactions within the school by interacting with love, kindness, and respect.
- Teachers support students in their efforts to promote a culture of discipleship.
- Teachers support students by preventing and addressing any disrespectful behavior.

Students

- Students hold peers accountable for fostering a culture of discipleship.
- Students practice positive interactions within the school by interacting with love, kindness, and respect.
- Students support peers in their efforts to promote a culture of discipleship.
- Students support students by telling an administrator, teacher, and/or parent of any disrespectful behavior.

Parents

- Parents practice positive interactions within the school by interacting with love, kindness, and respect.
- Parents support the school in their efforts to promote a culture of discipleship.
- Parents support students by informing the school of any disrespectful behavior involving students.

Faith Formation through Service – Service Encompassing All (SEA)

“Blessed is that servant whom his master on his arrival finds doing so (Matthew 24:46).” Simply professing one’s faith is not sufficient, but rather Christians are called to fully live out their faith in all aspects of their life. Christian service that is based on true charity is one such way to live out one’s faith. Students at Calvert are required to fulfill a predetermined number of hours each year and fill out the appropriate corresponding paperwork in the prescribed time. The following guidelines have been established in order to assist our faculty, students, and families in the service portion of the Faith Formation Program.

The number of hours required for students in grades 6-12 is as follows:

Academy

6th grade – 10 hours

7th grade – 15 hours

8th grade – 20 hours

High School

9-11th grades – 25 hours

12th grade – Senior Service Project (approximately 25-30 hours)

The service hours should come from a variety of non-profit sources. Students are encouraged to complete a minimum of 5 service hours per year through the student’s respective parish or a parish designated by the religion faculty member.

Requirements:

- Students are recommended to have completed at least half of the required service hours by the end of the first semester.
- Only 10 hours may come from the preceding summer.
- Once hours are completed, students are responsible for having their direct supervisor sign the appropriate paperwork. The direct supervisor must be an adult and cannot be a family member.

The respective religion faculty member will track the progression of their students on a quarterly basis through the submitted forms. At the end of each quarter, the student will be updated on their service hour progression to ensure open communication exists. If there are any questions from the student and/or parent they are to communicate directly with their respective religion faculty member.

SCHOOL-WIDE DISCIPLINE

SCHOOL-WIDE FACULTY DISCIPLINE AND CLASSROOM EXPECTATIONS

Overview

Calvert Catholic Schools is an environment that welcomes students to learn with an expectation of excellence in all activities in and out of the classroom. All faculty and staff are expected to address discipline concerns from dress code violations to disrespectful actions. It is also

expected that faculty and students verbally welcome students in hallways. In addition to the school-wide discipline expectations in the elementary, academy (grades 6-8), and high school (grades 9-12), each teacher develops their own classroom discipline plan which reflects and reinforces the school-wide discipline expectations.

Christian Values

It is expected that all students, faculty, and staff adhere to Christian values. This is the cornerstone to Catholic education. These values are expected to be followed both inside and outside of school. Students who do not adhere to these expectations will be disciplined accordingly and risk expulsion from Calvert Catholic School.

Classroom Welcome

All faculty will welcome students with a simple “hello” into their classroom each period and ensure proper dress code is adhered to by students. If dress is not correct, students will be instructed to adjust; after multiple corrective statements made by faculty to specific students, students will be sent to the office. Calvert expects excellence in all actions and holds ourselves accountable to our actions.

Emergency Procedures

Refer to the School Safety Handbook for specific emergency procedures.

Incident Reports/Reporting Suspected Abuse

All CCS faculty and staff are mandated reporters. We also require notification to the building Principal and Dean of Students.

Elementary, Academy, and High School Discipline Expectations

School-wide expectations help create an environment conducive to learning. Students are expected to meet these expectations during school hours and during any other school-sponsored function. Students who do not meet these expectations are disciplined accordingly.

Academy and High School Behavior Infraction Consequences

CCS Administrators reserve the right to assign resolution consequences as deemed appropriate. Minor offenses may be defined as two or more tardies in one quarter, not adhering to dress code expectations, or other actions deemed inappropriate for school behavior. Administration may also communicate with the respective coach(es) and/or advisor.

Elementary Behavior Infraction Consequences

Recess detention may be assigned to students who do not meet behavior expectations. Afternoon detentions may be assigned for an accumulation of minor offenses or for a single severe offense.

Promoting a Safe, Positive, Productive Educational Environment

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, Principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our schools.

Bullying, harassment or intimidation, is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. It is intentional and deliberate, including but not limited to: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student.

Severe Behavior Infractions

Severe infractions may result in an automatic Principal and Dean of Students referral, parent conference, and a possible detention, in-school suspension, out-of-school suspension, or expulsion. The following are some examples of severe behavior infractions: *defacing school property, stealing, fighting, profanity, direct insubordination, possessing drugs/alcohol, possessing a weapon, extortion, harassment, cyber bullying, academic dishonesty, cutting class, or disrespecting a staff member.*

Detentions

Detentions may be assigned to academy school (grades 6-8) and high school (grades 9-12) students who do not meet behavior expectations. Detentions can be held at any time, on any day of the week. CCS Administrators reserve the right to assign resolution consequences as deemed appropriate.

In-School Suspensions

The following are circumstances in which students may be placed in an in-school suspension for up to five days: *continuous behavior problems even after a parent conference, severe behavior infraction, or failure to attend an assigned detention.* Academic work is to be completed during an in-school suspension. Students who are assigned in-school suspensions are not permitted to take part in extracurricular activities the day of their in-school suspension (NHS, Student Council, Athletics, Performing Arts, etc.).

Out-of-School Suspensions & Expulsions

If continuous behavior problems still exist after a parent conference and an in-school suspension, an out-of-school suspension and expulsion may be assigned. Academic work is to be completed during an out-of-school suspension. Students who are assigned out-of-school suspensions are not permitted to take part in extracurricular activities the day of their out-of-school suspension (NHS, Student Council, Athletics, Performing Arts, etc.).

Defacing School Property

To ensure a clean and tidy learning environment, it is essential for students to respect and take proper care of school property. Chewing gum, writing on desks/chairs/walls, writing in textbooks, and any other behavior that may result in damaged school property is considered a severe behavior infraction. Potential fiscal charges, for maintenance or repair expenses, may be applied to the students' account, after parental notification. CCS Administrators reserve the right

to assign resolution consequences as deemed appropriate.

Personal Electronic Devices

To help create a positive learning environment and to eliminate distractions from the learning process, electronic devices will be permitted for educational activities during classes at the faculty member's discretion and may be used during lunch free-time. If students do not follow the expectations set by the respective faculty member, they may lose their phone, to be picked up by parent/guardian, and/or receive a detention. If the faculty member restricts the use of electronic devices during class time, the devices must be kept in the students computer bag or locker.

Elementary students are not permitted to have their personal cell phones on them during school hours.

WIFI Hotspot

Students are not allowed to have WIFI Hotspots on during school. Students must use the school WIFI with their chromebooks or macbooks.

Search & Seizure

CCS is a private institution and reserves the right to search students' lockers, school-issued devices, bags, or personal belongings if there is probable cause.

Public Display of Affection

Students understand that any inappropriate display of public affection (including but not limited to holding hands, kissing, hugging, etc..) will not be permitted on school grounds or during school-sponsored events.

Students will understand that inappropriate dancing (including but not limited to bumping and grinding against one another or any sexually based dancing) will not be permitted for any reason.

Student Dress Code

During school hours, elementary (kindergarten-grade 5), Academy (grades 6-8), and high school (grades 9-12) students are required to wear the uniform set by the school.

The administration reserves the right to determine whether grooming or specific items of dress distract from the learning process.

All apparel must be appropriate to the school setting, must not draw unnecessary attention, and must not detract from the educational atmosphere of the school. In general, all clothing must be neat and clean. Faded, worn, stained, frayed, altered, or tattered apparel of any type is not permitted. Pants, skirts, or skorts may not be rolled at the waistband.

Girls Pants/Shorts/Skorts/Skirts/Jumpers

Pants-navy or khaki

Shorts- navy or khaki

Skorts-navy or khaki

Skirt/Jumper-navy or khaki - Must have leggings or spandex shorts under (see legging requirement below)

Girls are permitted to wear leggings (solid color - black, blue, white, gray) with school uniform bottoms

Boys-Pants/Shorts

Pants-navy or khaki

Shorts- navy or khaki – school uniform, no cargo shorts

-Skirts/skorts must be of an appropriate length as determined by the administration and must not be rolled at the waist

-Shorts may be worn as part of the official uniform before November 15 and after March 15

-Shorts may not be worn on Mass days or other special occasions specified by the administration

Boys & Girls-Shirts

Oxford-Style Dress Shirt-white or light blue (short or long sleeves)

Polo Shirts-white or light blue (short or long sleeves)

-Academy and High School gentlemen are required to wear a tie on mass days (Nov. 15-Mar. 15)

-Shirts must be tucked in upon arrival to school

-Only the top two buttons may be unbuttoned

-Undershirts worn under the uniform shirt must be white, short sleeve, and without lettering/illustration

Pullovers/Sweaters/Fleece – worn over school uniform shirt

-V-Neck Pullover or Cardigan-Style Sweater-navy

-Sweater Vest-navy

-School Fleece-navy

-Dry fit Calvert jacket

-Designated Senior sweatshirt

-Crew neck “Calvert logo” sweatshirt – black, blue, gray or white

-Quarter zip “Calvert logo” sweatshirt - black, blue, gray or white in sweatshirt or dry fit material

-All permitted crew neck sweatshirt, sweater or fleece must be worn over school issued uniform shirt

-NO hooded or full zip sweatshirts, and NO long sleeve athletic shirts are permitted to be worn

Shoes

Elementary (kindergarten-grade 5)- clean, good repair, laced, tied, closed toe, no casual crocs

Academy (grades 6-8) & High School (grades 9-12)-designated school issued shoes

Please contact the main office of the middle school and high school building for shoe ordering details.

Other Apparel

Students are not permitted to wear jackets, gloves, hats, or any other apparel that is a distraction to the learning process or deemed offensive to the administration.

Makeup/Jewelry

Academy (grades 6-8) & high school (grades 9-12) females are permitted to wear modest makeup. Elementary, academy (grades 6-8), and high school (grades 9-12) students are permitted to wear modest jewelry. Female students (only) can wear earrings. All other visible body piercings and/or tattoos must be covered. Any makeup/jewelry that is a distraction to the learning process or deemed offensive to the administration is not permitted.

Attire

Students will understand that the following attire will not be permitted on school grounds or during school-sponsored events; tight or form-fitting outfits, low cut outfits that may be considered too revealing, sliced outfits, and/or dresses that may be perceived as too short or too revealing.

Hairstyles

Hairstyles and haircuts must be appropriate for school. For boys, hair length must not reach below the bottom of the collar or below the eyebrows. Boys must be clean-shaven and sideburns may extend no lower than the bottom of the earlobe. Bright hair dye is not acceptable.

Blue and White Day

At the discretion of the Principal(s) and/or head of school, CCS may have a Seneca Spirit Day. The dress attire for this day will be a Calvert top (t-shirt/sweatshirt). Students may wear jeans with no holes or tears. Tennis shoes may be worn. Students are not permitted to wear athletic shorts, joggers or yoga pants.

Dress Code Violations

If students do not abide by the school dress code, their parents will be notified, and they will be sent home to change. Academy (grades 6-8) and high school (grades 9-12) students who have received 3 or more dress code violations in a single quarter receive a detention.

GENERAL POLICIES & PROCEDURES

Cafeteria Lunches

Cafeteria lunches are planned to meet federal lunch program requirements. Arrangements for free or reduced-cost lunches can be made for qualified students through the cafeteria main office. Due to regulations governing the federal hot lunch program, food may not be purchased from outside vendors and brought into the cafeteria for consumption. All food and beverages consumed before school, at lunch, or after school must be confined to the cafeteria.

Emergency Contact Information

Current medical and contact information must be provided to the school. Medical forms will be processed through Final Forms.

Extracurricular Events & Activities

CCS provides various extracurricular opportunities for students at all grade levels. Many events and activities are scheduled throughout the school year for students to enjoy. A list of extracurricular offerings are available through the Athletic Director. Students must arrive before 9:00 AM to participate in extracurricular events and activities.

Field Trips

CCS utilizes scheduled field trips at all grade levels to enhance and supplement our curriculum. Most field trips are day trips; however, some may be overnight excursions. The school community is notified in advance of any upcoming field trips. It is mandatory for all students to attend school-sponsored field trips. Students who do not attend must have a valid written excuse. Separate fees may be collected for field trips to cover transportation and associated costs.

Games & Toys

To prevent distractions during the learning process, students are not permitted to bring games or toys to school unless special permission is granted. Unauthorized items are confiscated and returned to the student at the end of the day. CCS is not responsible for any lost or damaged property.

Student & Family Support Specialist

A professional available to address academic and/or personal student issues. If an issue arises, students are encouraged to seek guidance from the Student & Family Support Specialist who is a school and community resource.

Illness Prevention

Parents are encouraged to seek an examination from a physician if their children have experienced any of the following symptoms:

Fever

If students have a fever of 100.4 degrees, they will be sent home for the day. Students will be required to stay home the following school day. *Students should not return to school until they are without a fever for a 24-hour period.

Vomiting

If students vomit, they will be sent home for the day.

Pink Eye

If students appear to have pink eye, they will be sent home. Students must see a doctor and remain home until they have been on an antibiotic for a minimum of a 24 hour period. A doctor's note and/or a prescription for medication will be required to return to school.

Inclement Weather

School may be canceled due to severe weather conditions. In such cases, parents will be notified through SchoolMessenger by phone message, text message, and email.

Lockers

Elementary (kindergarten-grade 5), academy (grades 6-8), and high school (grades 9-12) students are assigned lockers to keep their learning materials and personal items. It is the students' responsibility to ensure lockers remain neat, clean, and closed. Students are expected to respect each other's property. CCS reserves the right to inspect lockers without notice.

Parking

Parking lots are available for faculty, staff, and student use during the school day. Cars may not be parked in the middle of the lot or in such a way that others are blocked.

School Textbooks

All non-consumable textbooks are loaned to students for use throughout the course of the school year. Students must return the textbooks at the end of the year or upon withdrawing from school so they can be re-issued the following school year. Students are expected to take proper care of the textbooks issued to them. Lost or excessively damaged textbooks must be replaced by the parents of the student concerned. Academy (grades 6-8) and high school (grades 9-12) students utilize digital textbooks for designated classes.

Student Medication

Students who need to take medication during school hours are required to have written permission from their parents identifying the medication, its purpose, and when it should be taken. All medication must be kept by the secretary in the main office. Students are excused to the main office to take their approved medication at the designated times. Students are not permitted to keep medication in their lockers or backpacks.

Student Supplies

At the beginning of each school year, students receive a list of essential supplies they need for their class work. Students are expected to bring these supplies as soon as possible in order to adhere to the class work schedule. When engaged in special projects and assignments, students may be required to purchase additional supplies.

Student Services

Calvert Catholic Schools offers a variety of services to assist the needs of all students. Services include: Aide Services, Occupational Therapy, Physical Therapy, Speech & Language Therapy, Vision Services, Intervention Services, and Counseling Services.

Substance Abuse Policy

CCS realizes the life threatening dangers of the use of illegal and controlled substances. We also recognize and relate to our students the importance of avoiding such substances and the consequences of their use. This policy covers alcohol, tobacco, vaping devices, and any unauthorized and/or illegal drug use. All students enrolled at CCS are required to abide by the substance abuse policy throughout the year, including weekends, holidays, vacation, and summer (12 months per year).

Possession of alcohol, tobacco, vaping devices, and any unauthorized and/or illegal drugs on

school grounds is considered a severe behavior infraction. CCS Administrators reserve the right to assign resolution consequences as deemed appropriate.

Use of alcohol, tobacco, vaping devices, and any unauthorized and/or illegal drugs or paraphernalia on or off school grounds at any time once enrolled at CCS will result in the following consequences:

1st Offense

A first offense, at any time, once enrolled at CCS will result in a **two week denial of participation in current extracurricular activities (practice and competitions). If extracurricular activity is not in season, the next subsequent season will result in a two week denial of participation.** The student must also undergo a school-approved drug/alcohol screening and counseling program at the expense of the family. In the event the cooperating social agency or physician's office cannot schedule an appointment within the week, documentation that such treatment is scheduled will be acceptable. Proof of a screening program is required for any student in this situation to continue at CCS.

2nd Offense

A second offense at any time throughout the year will result in **denial of all extracurricular participation (practice and competitions) for a calendar year from the date of the offense.** Proof of a screening program is required for any student in this situation to continue at CCS.

3rd Offense

A third offense at any time once enrolled at CCS will result in **denial of all extracurricular participation for the remainder of the student's years at CCS.** Proof of a screening program is required for any student in this situation to continue at CCS.

*Substance abuse offenses are accumulative upon enrollment at CCS.

Transportation

Bus transportation to and from school is available through CCS and local public school districts if students qualify. CCS will not provide busing to students who are eligible for busing in their home district. Details can be obtained in the main office of the designated building.

Visitors to the School

To ensure student safety, all visitors (including parents) must sign in at the main office.

BUILDINGS & FACILITIES

Computer Lab and Classroom Workstations

School computers are for academic work only. At no time during or after school are students permitted to use the computer lab for games or any purpose other than schoolwork. Furthermore,

students are not permitted in a classroom or computer lab without the guidance and supervision of a teacher.

Students are allowed to use computers only when given permission. Students must adhere to the policies below or face disciplinary action.

Computer Printer Use & Photocopying

Photocopier

*Students are **not allowed** to use the photocopier.

Computer Use Policies

*The computers are only used for educational purposes related to coursework at CCS.

*Students may only use the computers that they have been assigned.

*Students are not permitted to create their own desktop settings.

*Students are not permitted to download any file or program to computers unless permission is given by a teacher.

*Copyright laws must be adhered to.

*Students are not permitted to adjust the performance capabilities of the computers.

*Students are not permitted to visit any inappropriate sites. They must report inappropriate sites that may have been accessed accidentally to a teacher immediately.

Elevators

The elevators are for official use only. Students are not permitted to use the elevators unless special circumstances arise.

Emergency Evacuations

Emergency Evacuation drills are essential to the safety of our students. Staff and students practice evacuation procedures routinely throughout the course of a school year. Emergency escape routes are displayed in hallways and classrooms. Refer to the School Safety Handbook for specific emergency procedures.

Video Policy

Teachers are encouraged to use videos to supplement instruction. All videos shown in the elementary school must have a general audience rating. Academy teachers may show a PG movie at the teacher's discretion. If high school teachers wish to show a movie with a rating of R, approval from the Principal must be obtained and a permission slip must be sent home stating the name of the movie, how it fits into the unit of study, and why it is rated R (nudity, drugs, cursing, etc.). An "opt out" assignment must be presented in the permission slip for the students who are not permitted to watch the movie.

UPHOLDING CATHOLIC TEACHINGS

Gender-related Matters

Calvert Catholic School will adhere to the Catholic Church and guidelines set forth by the Diocese of Toledo.

Marriage Policy

CCS exists for the formation of youth; therefore, married students are not permitted to enroll in the school. The school atmosphere is not conducive to the adult responsibilities required of a married lifestyle.

Pregnancy Policy

Pregnancy Policy

CCS supports and affirms the teachings of the Catholic Church regarding respect for procreation and human life, and we are dedicated to traditional Christian principles of sexual morality. It should be clearly understood that CCS believes that sexually intimate relationships outside of marriage are inappropriate and sinful. Students who are involved in a pregnancy are encouraged to continue school and are advised against early marriage. Although we never agree with or condone premarital sex, it must be the very nature of the Christian to now forgive, help heal, and support those who find themselves involved in a pregnancy outside of marriage. These persons have a right to expect our understanding and help. Final decisions regarding this policy rest with Calvert administration after consultation with the school priest leader as well as recommendation for the Diocese of Toledo.

Parent Policy

Calvert High School stresses that premarital sex is not a value we uphold, and we have a responsibility to the student body as a whole to inform them that there will be consequences to behaviors we do not endorse. Therefore, students who are pregnant, students who are alleged fathers, and those who are verified parents will not be allowed to serve in any leadership capacity within Calvert High School. They will be removed from offices currently held. Students who choose to raise their babies may not bring their child to school during school hours.

Abortion Policy

Calvert Catholic School will adhere to the Catholic Church and guidelines set forth by the Diocese of Toledo.

Internet Safety Policy

Please read this document carefully before signing. Signatures are recorded on the Final Forms platform.

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to

communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (Aetatis Novae, #2, #3; Rome, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Internet Safety Policy is to provide the school’s approach to Internet safety and security and provides overarching themes for how Calvert Catholic Schools, Tiffin, OH will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). Calvert Catholic Schools, Tiffin, OH recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of Calvert Catholic Schools, Tiffin, OH.

It is the policy of Calvert Catholic Schools, Tiffin, OH to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
- 2) Prevent unauthorized access and other unlawful online activity;
- 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of Calvert Catholic Schools, Tiffin, OH must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Calvert Catholic Schools, Tiffin, OH reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Director of Technology) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following “Definitions” section for the sake of clarity.

III. Definitions

- 1) A user is defined as any student, faculty, or staff member using the technology resources at Calvert Catholic Schools, Tiffin, OH.
- 2) (CIPA) A term minor is defined as any individual who has not attained the age of 17.
- 3) (CIPA) The term harmful to minors means a picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

IV. Internet Terms and Conditions

A. Safety

- 1) Promotion of Internet Safety: To the extent practical, steps shall be taken to promote the safety and security of users of the Calvert Catholic Schools, Tiffin, OH online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- 2) Personal Information: Calvert Catholic Schools, Tiffin, OH encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

B. System Security

1) System Bypasses: Calvert Catholic Schools, Tiffin, OH treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. Calvert Catholic Schools, Tiffin, OH strictly forbids students from accessing another individual's account and/or tampering in any way with the personal emails, files, or data belonging to another person.

2) Hacking: As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online.

C. Inappropriate Material

1) Final Say: The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Director of Technology), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.

2) Material: Calvert Catholic Schools, Tiffin, OH prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyberbullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.

3) Liability: Calvert Catholic Schools, Tiffin, OH makes no warranties of any kind, whether expressed or implied, for the service it is providing. Calvert Catholic Schools, Tiffin, OH assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Calvert Catholic Schools, Tiffin, OH specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

1) Plagiarism: Calvert Catholic Schools, Tiffin, OH's honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

E. Technology Protection Measures

1) Filters: To the extent practical, Calvert Catholic Schools, Tiffin, OH shall use technology protection measures (or “Internet filters”) to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.

2) Research: Subject to staff supervision, Calvert Catholic Schools, Tiffin, OH will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

F. Privacy

1) Monitoring: The Computer Teacher (or Director of Technology) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information ensuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.

2) Supervision by Staff: It shall be the responsibility of all members of the Calvert Catholic Schools, Tiffin, OH staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

G. Education

1) Age Appropriate Training: The Technology Director/Computer Teacher (or Director of Technology) will provide age-appropriate training for students who use the Internet facilities of Calvert Catholic Schools, Tiffin, OH. The training provided will be designed to promote the school’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in this policy
- b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
 - iii. Cyberbullying awareness and response
- c. Compliance with the E-rate requirement of the CIPA

H. Content of Policy

- 1) Current Policy: Signed Internet Safety Policies will be kept on file at Calvert Catholic Schools, Tiffin, OH.
- 2) Updating the Policy: This policy may be updated when new or changing technology warrants.

V. Loss of Privileges

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

Acceptable Use Policy

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (Aetatis Novae, #2, #3; Rome, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document

entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At Calvert Catholic Schools, Tiffin, OH, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in the locker or in a specific place as designated by the school. [Here schools should specify the punishment for students who violate policy.]

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of Calvert Catholic Schools, Tiffin, OH must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Director of Technology) to deny, revoke, or suspend specific user accounts.

III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Director of Technology), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

Safe Communication

1) Personal Information: When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address,

phone number, full name, or any other identifying information.

2) Meetings: Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

3) Digital Communication: Teachers may utilize digital means of communication. This may include, but is not limited to email, social media platforms, and other digital sources (Remind, Class Dojo, ClassHub, Google Classroom, etc.). The preferred method of communication is e-mail when applicable.

Netiquette

1) Behavior: Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

Copyrights

1) Honesty: Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of Calvert Catholic Schools, Tiffin, OH in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Director of Technology). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

Recording devices

1) Messaging: Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).

- 2) Prohibited Areas: Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) Sexting: Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) Permission: Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

Downloads

- 1) Games: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) Viruses: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

Unauthorized Access

- 1) Bypasses: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) Other Accounts: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Google Apps for Education, Microsoft Office 365, Powerschool, Edmodo, or Moodle.
- 3) Mobile Hotspots: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
- 4) Proper Action to Take: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) Internet Access: Students are not permitted to connect to the internet through a source

other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

Other Actions

- 1) Employees: Students should not email or post to webpages or blogs images, photos, or videos of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) Online Activities: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) Defamation: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) Social Networking: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.
- 5) Tampering: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) Inappropriate Material: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) Cyberbullying: Cyberbullying is strictly prohibited.
- 8) Jailbreaking: Students are not permitted to "jailbreak" school-provided devices (or do any similar process that wipes clean the hard drive of a device).

V. Content of Policy

Review and Revisions

- 1) Current Policy: Signed Acceptable Use Policies will be kept on file at Calvert Catholic Schools, Tiffin, OH.

2) Updating the Policy: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

School-Issued Device Policy

Purpose

The School-Issued Device Program at Calvert Catholic Schools is designed to engage, enhance, and extend the learning process for our students.

Ownership of Computer Systems

The systems are the property of Calvert Catholic Schools and are being provided for the exclusive use of its students. Due to insurance and liability issues, the systems should not be lent to other individuals, groups, or institutions.

Asset Management

Calvert Catholic Schools is responsible for keeping track of the computer system it assigns to freshman students and those sent out for repairs. Systems assigned to students will be entered into inventory and tagged. A small number of systems will serve as spares for students. Spares will be temporarily assigned to students whose systems have been sent to Apple for repair.

A student withdrawing from Calvert Catholic Schools will return their system before his/her last day. If not returned, the system will be reported as stolen property and the family will be financially responsible. The school may require the students to turn in their systems at the end of the school year to be upgraded and serviced over the summer.

Repair and Replacement

Families are responsible for the cost of all repairs and replacement, including items lost or stolen. The following items are subject for repair and replacement:

| Approximate Value | |
|-----------------------|---------|
| MacBook Computer | \$1,000 |
| Power Cord | \$70 |
| Hard Cover | \$20 |
| Carrying Bag | \$20 |
| Chromebook | \$250 |
| Chromebook Power Cord | \$25 |

Self Insurance Program

Families are responsible for any and all damages to the computer systems. Each instance of needed repair will be examined and deemed to fall into a tiered repair structure. Students will not receive a replacement computer until payment has been made or an acceptable arrangement has been made with the business office.

MacBook Repair

Tier 1 - \$200

Tier 2 - \$400

Chromebook Repair

Tier 1 - \$100

Tier 2 - \$250

At-Home Internet Usage

Internet filtering will be provided on the system at school. Families are responsible for Internet and security at home. The best security is to require the student to use their system in a “family” area. That way parents can monitor what the students are doing and when the system is being used. Parents should set limits and enforce them.

Privacy

Calvert Catholic Schools retains control, custody, and supervision of all computer systems, networks and Internet services owned or leased by the school. Calvert Catholic Schools reserves the right to monitor all activity by students. No expectation of privacy in their use of school computers including e-mail, stored files, or Internet sites visited should be assumed by the student-users.

All users need to be aware that Calvert Catholic Schools, Tiffin OH has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate according to school policy and that do not meet the educational purposes of the program may result in revocation of privileges. Authorized members of our Technology Department may periodically review material stored on the hard drives. Never put anything in an email or on a hard drive that would be embarrassing, inappropriate, or illegal.

Internet Safety

The Internet provides unparalleled access to educational resources and opportunities for personal growth. As an educational tool, users can learn about virtually any topic. The Internet also contains content not appropriate for high school students. Calvert Catholic Schools will continue to take every step possible to expand the learning opportunities for students within a safe and nurturing environment. Calvert Catholic Schools will continue to teach safe and effective Internet-usage skills. The Internet filtering system will block most inappropriate sites at school

but will not be accessible when students connect at home. We believe the best way to assure your child is having positive on-line experiences is to stay in touch with what he/she is doing.

Power Management

System batteries may or may not last a full day depending on the amount of usage. Students may need to find an outlet during the day to recharge their battery. The following settings and procedures will maximize battery life:

- Batteries must be fully charged at the beginning of each school day. Systems need to be charged every night. A system charges faster when off.
- Reducing the screen brightness will greatly increase the battery life.
- Keep the system in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the system. Never leave your system in a car.

Caring for your System

Enjoy your system and remember it is delicate, electronic equipment and needs to be treated with care. If you take care of the system, it will take good care of you during your four years at Calvert Catholic Schools, Tiffin OH.

Rules For Acceptable Use:

1. Use the system on a hard, stable surface.
2. Cables should be lined up straight when inserting and removing. Hold the plug and not the cord.
3. Students are strictly forbidden from installing any software that can inhibit the proper performance of or negatively affects the operation of the system. It is against school policy to illegally download copy-written music, movies, and software.
4. Any attempts to circumvent the Internet filtering mechanism are prohibited.
5. Do not set books on top of the system. The system should be on TOP of the pile in the locker, or hanging on a hook in the provided computer bag.
6. Keep your system in its case. Treat your system as you would a valuable possession. Do not add stickers, writing, or other marks to the laptop.
7. Do not eat or drink when using the system. The system is not welcome in the cafeteria.
8. If using the system outside, avoid sand, dirt, rain, and high temperatures in direct sunlight.
9. Wipe surfaces lightly with a clean, damp, soft cloth. Never spray liquids directly onto your system.
10. Be patient! Sometimes computers need a few seconds to process data and commands so don't start pounding on the keys if response is not immediate.
11. The primary purpose of the system is for education. Treat the system as a valuable tool for learning.

12. You are responsible for keeping your system safe, secure and undamaged. Take good care of it.
13. Bring your system to class fully charged and ready to go as requested by your teachers. Start each day with a fully-charged battery.
14. Use your system appropriately. Activities unrelated to academics such as instant messaging, non-school related emails, downloading music and/or video, or internet surfing should only occur during those times that are approved by a classroom teacher or administrator.
15. Keep your system in a locked secure place when it is not with you. Keep your locker combination to yourself!
16. Understand that the system belongs to the school and it can be checked at any time or taken away for disciplinary reasons.
17. Keep your password secret. Never sign-on as someone else.
18. If you need help, ASK! Do not ignore a small problem that may turn into a BIG one.
19. Never record anyone's voice and/or image without specific permission.
20. Systems are never brought to Physical Education classes unless requested by the instructor. Keep them locked in your locker.
21. Individual teachers have the option to determine classroom rules beyond the above rules. Follow the Technology Policy, Acceptable Use policy, and School-Issued Device Program Policy of Calvert Catholic Schools.
22. Technology fees will not be refunded once the school year begins.

Laptop Loan Agreement

- Systems loaned to the Student are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all times remains, the property of Calvert Catholic Schools and is herewith lent to the student for educational purposes only for the current academic school year.
- The student may not deface or destroy this property in any way.
- Inappropriate use of the machine may result in the student losing their right to use the computer.
- The equipment will be returned when requested by Calvert Catholic Schools, Tiffin OH, or sooner, if the student withdraws from the school prior to the end of the school year.
- The student may use the machine only for non-commercial purposes, in accordance with school's policies and rules, as well as local, state, and federal statutes may use the system.
- The student may not install or use any software other than software owned or approved by the school and made available to the Student in accordance with this Receipt and Agreement.
- One user with specific privileges and capabilities has been set up on the system for the exclusive use of the student to which it has been assigned. The student agrees to make no

attempts to change or allow others to change the privileges and capabilities of this user account.

- The student may not make any attempt to add, delete, access, or modify other users accounts on the system and on any school-owned system.
- The Calvert Catholic Schools network is provided for the academic use of all students and staff.
- The student agrees to take no action that would interfere with the efficient, academic use of the network.
- Identification labels have been placed on the system. These labels are not to be removed or modified.
- If they become damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the system.
- It is the student's responsibility to regularly back up his/her files to Google Drive or personal flash drive.
- Calvert Catholic Schools is not responsible for any computer or electronic viruses that may be transferred to or from the student's system.

The student acknowledges and agrees that the student's use of the school's property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the school's property and to return the same in good condition and repair upon request by Calvert Catholic Schools.

Parent Responsibilities

Your son/daughter has been issued a computer system to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this system.

- I will supervise my child's use of the system at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet and email.
- I will not attempt to repair the system, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the system.
- I will not load or delete any software from the system.
- I will make sure my child recharges the system battery nightly.
- I will make sure my child brings the system to school every day.
- I understand that if my child comes to school without their system, I may be called to bring it to school.
- I agree to make sure that the system is returned to the school when requested and upon my child's withdrawal from the school.

Student Responsibilities

Your system is an important learning tool and is for educational purposes only. In order to take your system home each day, you must be willing to accept the following responsibilities.

- When using the system at home, at school, and anywhere else I may take it, I will follow the policies of Calvert Catholic Schools and abide by all local, state, and federal laws.
- I will treat the system with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the system to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the system.
- I will not remove programs or files from the system.
- I will honor my family's values when using the system.
- I will not give personal information when using the system.
- I will bring the system to school everyday.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to clean or repair the system.
- I will recharge the system battery each night.
- I will return the system when requested and upon my withdrawal from the school.
- I will keep the system in its always-on case at all times.