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2025-2026

Student Handbook

Rev. 8/25

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I. INTRODUCTION

This handbook is designed to acquaint our students and their parents with the philosophy, policies and regulations of Elyria Catholic High School. In this way, students, parents, administrators, teachers and staff can work together in the educational process. Registration of your student is considered an agreement on the part of students and parents to cooperate with the school. In addition, student enrollment at Elyria Catholic is on an annual basis; therefore, an invitation to return to Elyria Catholic for the following academic year is contingent upon the parent's and the student's adherence to our philosophy of Catholic education and our school's policies and regulations.

As a Diocesan owned and operated school, we adhere to Diocesan policies. These rules and regulations are not all-inclusive. During the course of the year, these policies and procedures may be revised, added to or deleted. Elyria Catholic has the right to amend this handbook without notice. Written notice will be given in those cases. Any mid-year changes and updated information will be communicated to parents via the weekly newsletter.

It is the right of the administration, after consultation, to make the final decision about an issue/incident that may not be specifically stated in these pages.

Contact the school office between 7:00 a.m. - 3:30 p.m. for additional information or in an emergency.

II. SCHOOL IDENTITY

Elyria Catholic is a comprehensive high school chartered by the State of Ohio Department of Education, State of Ohio and accredited by the Ohio Catholic School Accrediting Association.

Founded:	1948
Patroness:	Our Lady of Grace
Colors:	Green and White
Mascot:	Panther
Motto:	Wisdom is the Crown of Learning

Mission Statement of Elyria Catholic High School

To empower young adults to identify and use their God-given gifts to **learn, worship** and **serve** within the Catholic tradition.

The Pillars of Elyria Catholic High School

1. **Excellence**
2. **Compassion**
3. **Faith**
4. **Tradition**
5. **Community**

ALMA MATER

Hail, all hail, the Green and White
Guide us always by thy light:
Ever grateful we will be,
For the knowledge gained from thee.
Give us faith and courage too,
United in thy purpose true;
Loyalty that never dies,
Hail, Elyria Catholic High.

FIGHT SONG

Fight, Panthers, fight!
Elyria Catholic's proud of you!
Come on and win, Panthers win.
Your might and main will pull you through!
Rah! Rah! Rah!
Fight, green and white,
and send our foes upon their way,
and bring us victory bright,
and make this our big day.

III. RELIGIOUS FORMATION

A. Service

Freshmen and Sophomores are required to complete a minimum of 20 hours of service for the school year and 5 of those hours must be a Corporal or Spiritual Work of Mercy. This means having a minimum of 10 hours completed by the end of Semester 1 and a minimum of 20 hours, including the required amount of Works of Mercy hours, by the end of Semester 2. All required reflections must also be completed.

Juniors and Seniors are required to complete a minimum of 20 hours of service for the school year and 10 of those hours must be a Corporal or Spiritual Work of Mercy. This means having a minimum of 10 hours completed by the end of Semester 1 and a minimum of 20 hours, including the required amount of Works of Mercy hours, by the end of Semester 2. All required reflections must also be completed.

What qualifies as a Corporal or Spiritual Work of Mercy will be reviewed in Theology class. This information can also be found on the Elyria Catholic website under Campus Ministry.

All service must be for a non-profit organization in alignment with Church teaching. This includes schools, churches, and many charitable organizations. Service hours are not counted if you are working at any for-profit business, even if you do not get paid (example: volunteering at your uncle's car wash business). Any other service that does not fall into those categories (for example, assisting a family member or neighbor) must be **pre-approved** by your Theology teacher.

If students do not complete the service hour requirements each semester, they will receive no higher than a D- in their Theology class for 2nd and/or 4th quarter.

Starting with the Class of 2028, students who accumulate over 200 service hours during their time at Elyria Catholic and complete the required reflections will be awarded a silver cord to wear at graduation. To qualify, students must meet with the campus minister each semester to track their progress towards this goal.

B. Retreats

Each student at Elyria Catholic is required to participate in the retreat program. If a student does not participate in their scheduled retreat, it is the student's responsibility to make arrangements to attend another approved retreat at their own expense before the end of the school year. Failure to complete a retreat without alternate arrangements will result in a grade reduction to a D- for the student's semester theology grade and will prevent seniors from participating in Baccalaureate and/or Graduation.

C. Religious Services

Opportunities to celebrate the Eucharist and Reconciliation are made available to all students throughout the year. All students, regardless of religious affiliation, are required to attend scheduled liturgies, prayer services and retreats. Liturgies before sport seasons, drama productions, and other major school events are encouraged and celebrated together with parents and students.

IV. ADMISSIONS POLICY

Elyria Catholic High School is a co-educational institution which permits students of any race, religion, disability, color, nationality, or ethnic origin to all the rights, activities and programs that are available. Additionally, Elyria Catholic does not discriminate on the basis of race, gender, age, sex, religion, disability, color, nationality, or ethnic origin in our academic policies, employment practices, athletic, scholarship or financial programs.

Acceptance to the school is based on past school achievement, behavioral and academic records, standardized test scores, and responses to the essay questions on the application. In certain circumstances, a personal interview may be required prior to acceptance.

Students in special education or those students with IEP/Services Plans who are seeking admittance to Elyria Catholic will also need to provide a copy of their ETR, IEP and/or Services Plan for review by a member of the Elyria Catholic intervention team to ensure that Elyria Catholic can meet the needs of the student.

V. SCHEDULING

A. Registration Fee

A yearly non-refundable Registration Fee is required by all students attending Elyria Catholic High School.

B. Scheduling Procedures

1. Parents will be informed at the start of second semester via the weekly newsletter and scheduling packet of the course selection/recommendation process. Detailed information can be found in the Course Offering Booklet located on our school website. **Please note that students will not be allowed to schedule if tuition is not current and registration fee is not paid.**
2. Schedule changes will be implemented before the published schedule change date at no charge. At the start of the school year, courses can be dropped up until the fifth day of scheduled classes for a fee of \$60. A change for second semester must be made before the second day of the second semester (\$60 drop/add fee applies). If a student chooses to withdraw after the fifth day of classes, the grade will be

recorded on his/her transcript a WF and will be calculated as an “F” into the grade point average.

C. Curriculum Offerings

A detailed description of academic offerings is listed in the Course Offering Booklet and is posted under the Academics tab on the EC website.

D. AP Classes

Any student taking an AP class at Elyria Catholic is required to take the AP test or submit a portfolio for AP Art classes and to pay for the cost of each exam.

E. College Credit Plus

Students are offered the opportunity to earn college/high school credit through enrollment in courses offered by a college. The student must attend a CCP meeting and meet all eligibility requirements for participation set by the college of choice. Elyria Catholic High School offers several college credits courses on-site through Lorain County Community College. The State of Ohio offers free tuition if funding is available for courses taken. Students may also take advantage of credit in escrow courses for which the student is responsible for paying all costs. Credit in escrow courses will be recorded on the Elyria Catholic High School transcript if the student has their transcript sent to EC, but is not included in the students GPA. For more information, please contact the Counseling Department.

F. Credit Flexibility

Elyria Catholic High School recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their individual learning styles and interests. As a model of education options, credit flexibility has been adopted by the Board of Education in the State of Ohio as a method to motivate and increase student learning by allowing access to more resources. Students may earn high school graduation credit by demonstrating subject area competency through the completion of traditional coursework.

It will be the provisional policy of Elyria Catholic High School to welcome applications for credit flexibility from its students. Each application filed appropriately on the school's submission form will be acted upon by the Credit Flexibility Advisory Committee. Credit flexibility forms are now available in the Main Office as well as on the website under the **Academics tab**.

VI. GRADUATION REQUIREMENTS

A. Academic

The required courses are:

4 credits in English

4 credits in Mathematics

4 credits in Theology

3 credits in Science

3 credits in Social Studies

2 credits in Foreign Language

1 credit in Fine Arts (0.5 Performing Arts and 0.5 Visual Arts)

0.5 credit in Health

0.5 Personal Finance

0.5 credit in Physical Education*

1.5 credits of Electives

Total: 24 credits

*Physical Education waivers meet State of Ohio graduation requirements but have no credit value. To fulfill the waiver a student must participate in two seasons of a sport, marching band, cheerleading or color guard. Students who elect to use the waiver will choose a .50 class elective to replace PE credit.

B. Additional Graduation Information

1. Seniors may participate in Baccalaureate and Commencement ceremonies if all credits necessary for graduation are completed, and outstanding financial obligations are met.
2. If a senior fails a required course during the first semester and/or second semester, they are required to earn the necessary credits prior to graduation in an approved program before the student can participate in Baccalaureate or Commencement ceremonies.
3. Students must meet the scoring requirements on the IOWA or ACT test as set by the Ohio Department of Education. Students must meet testing requirements for graduation as mandated by the State of Ohio.
4. Seniors are given a calendar of end-of-the-year events. They are expected to be present for all activities in order to graduate. If a senior is uncooperative in terms of school regulations and policies and/or blatantly disrespectful, the administration has the right to deny the privilege of participation in the Baccalaureate and Graduation exercises.
5. Baccalaureate Mass, Awards and Commencement Dress
 - a. Caps and Gowns (NO DÉCOR ON CAPS)
 - b. Gentleman: Dress pants, dress shoes (no tennis shoes), dress shirt & tie. Facial Hair must be neatly trimmed.

- c. Ladies: White or light-colored dresses or skirt & top. Dresses/skirts should not exceed the length of the gown. White (ONLY) shoes/dressy sandals. No flip-flops, tennis shoes or nose rings will be permitted.
- d. Only school issued regalia along with Eagle Scout, Gold Award, Elyria Catholic Service Cords and HOBY are to be worn.

C. Honors Diploma

Students must meet all but one of the following criteria unless it is a minimum graduation requirement. Applications for an Honors Diploma are due to the counseling department **prior to the last day of junior year.**

1. 4 credits of English
2. 4 credits of Math (Algebra I, Geometry, Algebra II, and one additional higher-level course)
3. 4 credits of Social Studies
4. 4 credits of Science (2 credits of Advanced Sciences with laboratory experiences that are of the 11th/12th grade curriculum)
5. 3 credits World Language (three credits in one language or two units of two different languages)
6. 1 credit Fine Arts (.5 Performing Art and .5 Visual Art)
7. An unweighted cumulative GPA of 3.5 on a 4.0 scale up to the last grading period of Grade 12
8. Minimum Composite Score of 27 on ACT (excluding optional writing score) or combined 1280 on the SAT
9. Earn two additional diploma seals, not including the Honors Diploma seal. See your counselor for the different seal requirements.
10. Experiential Learning

***Students can use the Strength Demonstration Replacement to replace one of either the ACT/SAT, GPA or World Language requirement. The options include: earning 12 total College Credit Plus credit hours, earning a 3 or higher on three different AP course tests, score a 6 or higher on all WorkKeys tests, score a 50 or above on the ASVAB exam or complete 250 hours of work-based learning.

D. Academic Awards

1. The *Valedictorian* is a senior student who has the highest cumulative point average at the end of the seventh semester. The *Salutatorian* is the senior who has the next highest cumulative point average at the end of the seventh semester. To be eligible for this honor the student must attend Elyria Catholic High School for a minimum of four semesters. The administration will rule on any exception to this norm.
2. The *Gold Cord* is awarded to any senior who, at the conclusion of the eighth semester, has a cumulative grade point average of 3.4.

3. An *Academic Letter* is given to any student who maintains a 3.4 quarter average for any three quarters of an academic year. If a student has a 3.4 quarter average or above for each of the first three quarters, they will have the additional privilege of attending the Academic Recognition Ceremony in the Spring. A "Lamp of Knowledge" appliqué is awarded to a student who has received an academic letter in a previous year.
4. Academic Honors: Honors certificates are awarded at the end of each semester based on the semester average.

Honors:	1st Honors	3.9 or Above
	2nd Honors	3.400 - 3.899
	3rd Honors	3.000 - 3.399

E. Service Award

Service Award: Silver Cord Recognition for Service Hours (**Starting with the Class of 2028**)

Students who accumulate over 200 service hours during their time at Elyria Catholic and complete the required reflections will be awarded a silver cord to wear at graduation. To qualify, students must meet with the campus minister each semester to track their progress towards this goal.

VII. GRADING

1. There are four grading periods in the course of the school year.
2. A grade of **incomplete** (I) indicates that requirements have not been met because of excessive absence due to extenuating circumstances. An incomplete quarter grade must be made up within an agreed upon time.
3. **Class rank** and cumulative grade point averages are computed at the end of each semester. Cumulative GPA is based on SEMESTER GRADES.
4. Semester grades are computed by the following formula: (See grading chart at the back of this document)
 - 40% of Qtr. 1 letter grade + 40% of Qtr. 2 letter grade + 20% of semester exam letter grade = Semester I grade.
 - 40% of Qtr. 3 letter grade + 40% of Qtr. 4 letter grade + 20% of semester exam letter grade = Semester II grade.
5. Students must receive passing grades for two of the three grades given in a course each semester in order to pass the course.
6. **College Credit Plus** (CCP) students receive high school credit. CCP courses are included in the GPA as weighted; however, **Credit in Escrow** courses will be recorded on the Elyria Catholic High School transcript if the student has their transcript sent to EC, but is not included in the students GPA. Credit in Escrow classes are classes for which students do not receive state funding.

* AP, CCP courses are weighted 1.0 quality point higher than the letter grade per semester; Honors courses are weighted at 0.5 quality points higher than the letter grade per semester.

GRADING SYSTEM

A+	98 - 100%	C+	82 – 84.99
A	95 – 97.99	C	78 – 81.99
A-	93 – 94.99	C-	75 – 77.99
B+	90 – 92.99	D+	73 – 74.99
B	87 – 89.99	D	71 – 72.99
B-	85 – 86.99	D-	70 - 70.99
F	0 – 69.99		

A. Semester Exams

1. Exams and/or final projects are administered to all students at the close of each semester.
2. Exemptions for the second semester will be determined on an annual basis. Only seniors are given the privilege to be exempt when they achieve at least an A- or above in both quarters of the second semester of a subject. Individual teachers may choose to require all students to take exams.
3. In order to preserve the integrity of semester exams and provide consistent application for all students the following exam policy will be applied:
 - a. Students may not take an exam before the designated exam period.
 - b. A student who misses one exam due to illness will take the exam during the scheduled make-up exam period.
 - c. If a student misses more than one exam, the student will make up the missed exam at 3:00 on the first regular school day following the exams.
 - d. No student may take more than three exams per day unless approved by Administration. Additional days will be added if necessary.
4. Vacations do not warrant exemptions from exams. Students who are not present for exams due to a vacation are required to take the exams when they return from their vacation. Parents need to contact the Assistant Principal for Academics one week in advance of their leaving to make arrangements for the administration of the final exams.
5. Students who fail to report for an exam without a legitimate excuse will receive a failing grade on the exam.

B. Academic Warnings

1. The purpose of an academic warning is to notify the student and their parents that they are failing or in jeopardy of failing a particular class. The teacher will notify the student and parent/guardian if a student is getting a D+ or below at the midpoint in the quarter and two weeks prior to the end of the quarter.
2. Parents and students are encouraged to continuously check academic progress through PowerSchool.

C. Academic Probation

A student who earns a 1.69 average or below or 2 Fs for a semester will be placed on Academic Probation for the following semester. Students placed on Academic Probation will be required to attend a meeting with their school counselor, the Assistant Principal for Academics, the Assistant Principal for Student Life and all teachers of classes in which students earned an "F," and at least one parent or guardian to discuss specifics of the Academic Probation designation.

At the end of the semester, a student on Academic Probation will have their academic record reviewed and evaluated. At this point, one of the following actions may/will be taken:

1. The student may be removed from probation.
2. Since Academic Probation is not designed to extend beyond two semesters, the Administration will review the student's progress and issue a decision based on the student's commitment to their academic plan. The student may be dismissed for insufficient commitment, which is defined as failure to comply with the prescribed remedial improvement plan.

D. Credit Recovery

All credit recovery courses must be **pre-approved** by the Counseling Department.

1. Students may recover credit through either Summer School or a course pre-approved by the administration at their own expense.
2. A student may not retake a course for the purpose of improving a "passing" grade.
3. All failed core courses which are necessary for graduation must be retaken for recovery credit. Students must complete 100% of each course and earn a 70% or higher based on the Elyria Catholic grading scale.
4. All credits must be remediated by August 1st in order to return as a student at Elyria Catholic.
5. Seniors who fail a 7th semester course must submit recovery credit grades to the Counseling Office by May 15th in order to be considered for graduation.
6. Seniors who fail an 8th semester course necessary for graduation must recover the credit by August 1st in order to receive their diploma.
7. Credit Recovery classes assist with meeting graduation requirements, but do not change OHSA eligibility guidelines.
8. NCAA prospective athletes should consult with their school counselor to ensure they are enrolled in an appropriately eligible class to meet the clearinghouse eligibility.

VIII. ATTENDANCE

In order to begin the school year, a student must:

- Be current with all vaccinations
- Have Final Forms completed in full by parents and student
- Be up-to-date with all tuition obligations

To fully benefit from the program at Elyria Catholic, regular attendance is required. It is the student's responsibility to make-up all missed work when absent. It is strongly recommended that parents/guardians consider the school calendar when planning vacations since vacations are still considered absences.

EXCESSIVE ABSENCES

A student may be placed on Attendance Probation for excessive absenteeism. **Ohio Law states that excessive absences are considered 38 or more hours in one school month and 65 or more hours in one school year, whether they are considered excused or unexcused absences.** For this reason, it is important that a student submit medical documentation when absent for a doctor/dentist visit or illness when possible.

Should attendance and/or punctuality become an issue, an attendance conference with the student, their parent/guardian, and Administration will be held to determine the reasons for the excessive absenteeism/tardiness. The student may be placed on an attendance contract and be required to participate in attendance interventions. If a student's attendance does not improve after the attendance conference, and the student meets the state criteria for habitual truancy, the student may be expelled from Elyria Catholic High School.

A. ATTENDANCE POLICY

Regular attendance and punctuality are essential for a student's positive learning experience. In accordance with Ohio law, Elyria Catholic High School requires students to demonstrate regular and timely attendance. Parents and students are responsible to comply with the school's attendance policies.

In the event the school determines a student has excessive absences or tardies, the school may take any of the following actions, or combination thereof, in its sole discretion:

- Discipline the student in accordance with the discipline policy;
- Have a conference with the parents/student;
- Place the student on an attendance contract;
- Deny the student any student privileges including but not limited to attendance at school activities, parking privileges, etc.
- Refuse to readmit a student the following year; or
- Dismiss a student

1. **Attendance Procedures**

- a. **Tardiness:** Student must arrive for school and be present at the morning meeting by 8:00 a.m. Students who arrive after this time will be listed as tardy regardless of the reason.
- b. **Absence:** If your child will be absent from school, parents/guardians are required to:
- c. Email the school attendance office at attendance@elyriacatholic.com by 8:00 a.m. on the day the child will be absent. If you fail to provide the school notice of your child's absence, we will contact you to verify your child's absence. This may include contacting all available emergency contacts.
- d. A doctor's note is required for absences exceeding 3 days.
- e. If a child has a chronic condition or illness that causes regular absences, you must reach out to the Assistant Principal for Student Life or the Dean of Student Engagement for further discussion.

2. **Excused Absences**

There are legitimate reasons for a student to be absent from school. Any student who is ill should not attend school. In addition to personal illness, students will receive an excused absence from school for the following reasons: family member death, family serious illness, emergency medical/dental need and any other circumstance that is sufficient in the sole judgment of the school administration.

Any absence that does not meet the criteria of an excused absence will be considered an unexcused absence and the student will not be permitted to make up missed school work for a grade.

3. **After School Activities**

A student is not permitted to attend any after school activities (i.e, sports, school play, dance, club meeting, etc.) on a day the student is absent from school.

4. **Missed Assignments Due to Absence**

Students are responsible for making up all missed assignments due to absence. Upon return, missed assignments must be completed and returned to the respective teacher(s) within the number of days missed plus one additional day. Failure to complete assignments within the allotted time may result in zero credit for the missed assignment or test.

B. Absences and Tardies Defined.

1. **Excused Absences (Included in the allowed hours a student can miss)**

Students are excused from school for the following reasons:

- a. Personal or parental illness
- b. Death in the immediate family
- c. Medical appointments: Please email attendance@elyriacatholic.com before school on the day of the request stating the time and type of

appointment in order to be dismissed. A doctor's note is required to verify the appointment from the dentist/doctor upon the student's return. **With a doctor's note, the hours missed do not count towards the total absence hours allowed. Failing to produce this documentation will result in the hours counting towards their total absences.** (Parents are requested to schedule all medical and dental appointments during vacation, free days, or on weekends if at all possible.) A **Pre-Arranged Absence Form** must be completed for scheduled medical procedures that require multiple days absent. Medical documentation must be submitted to the Main Office upon return to school.

- d. Family Vacations: In general, students take vacations on the days indicated as "vacation days" on the school calendar. Vacations taken with parents/legal guardians are excused absences when the student follows the pre-arranged absence process. Failure to follow this process may result in an unexcused absence(s). School work is due upon return from family vacations. **These vacation days, taken when school is in session, are included in the 65 hours allowed per year.** (See Excessive Absences)
- e. County/State Fair Participation: A parent is to notify the school if their student is participating in a local fair. The student is responsible for missed school work.
- f. College Visits:

Two days for college visitation during school time are reserved for sophomores, juniors and seniors in good academic standing. The school administration has the right to deny the second day if the student is careless about attendance and/or tardiness or if the student has missed several days of school.

 - It is the student's responsibility to meet all requirements in order to take an excused college day. Failure to meet any of the requirements will result in an unexcused absence.
 - Procedure: A student must obtain the Pre-arranged Absence Form from the main office and return it to for review by the Assistant Principal for Student Life and Assistant Principal for Academics two days prior to the absence.
 - Students must obtain official visitation documentation from the college (signed letter, note card, etc. of a contact person with their telephone number) to verify the appointment/visit upon their return to school.
 - Any additional college days taken over and above the permitted two days will be unexcused. There are several three-day weekends throughout the year for college visits. For additional college visitations, parents must set up an appointment with an administrator to gain excused-absence status.

2. Unexcused Absences (Included in the hours a student can miss)

Students who have an unexcused absence are not permitted to make-up work missed or turn in assignments due that day. Students are **not excused** from school for the following reasons:

- Absence from school without notification from a parent/legal guardian within 24 hours of the absence
- Vacations taken without affirmation that parents/legal guardians will accompany the student
- Family vacations scheduled on the days of semester exams
- Non-school activities (work, senior pictures, etc.)
- Visiting another school
- Senior Skip Day – this is not an authorized day by Elyria Catholic High School

In determining excused from unexcused absences, the administration has the right to make the final decision.

3. Tardiness (Included in the hours a student can miss)

- a. Students are expected to be on time and present for the morning meeting in the Coliseum by the 8:00 a.m. bell. Any student who is late for school in the morning will not be excused unless the public-school bus transporting the student is late.
- b. Students arriving after 8:00 a.m. but before 8:20 a.m. will receive an unexcused tardy.
- c. Students arriving after 8:20 a.m. will have their tardy considered as a class cut, which may result in a Wednesday School.
- d. There are no consequences to a student for the first two tardies each quarter. For each tardy after, students will receive a detention. If a student receives six detentions for tardiness within a quarter, they will receive a Wednesday School detention.

Classwork may not be made up if it is an unexcused tardy or class cut.

4. Extracurricular Participation

If a student leaves ill during the school day, they are not permitted to return back to school for any reason, including athletic events, practices and extra-curricular activities.

In order for a student to participate in or attend after school events (i.e. sports or social events), he/she must be in school by – **8:20 a.m.** on a regular school day and may not leave early. Failure to meet this requirement will result in forfeiture to participate in or attend the event. If the infraction is later discovered, the student will forfeit the privilege to participate or attend the next practice, event or activity. This rule applies to practices, games, rehearsals, and all extracurricular

activities such as sports, non-class retreats, dances, marching band and drama. The administration will rule on extenuating circumstances.

5. Calamity Days

Calamity days are determined by Elyria Catholic High School. Notifications will be made through social media, email and television.

IX. MEDICAL INFORMATION

It is the policy of Elyria Catholic High School to inform faculty of medical concerns noted on health records.

A. Medication Use at School

Students may not carry any medications on their person, in their purse, backpack, or coat. This includes prescription and over the counter medications. The only exceptions are epi-pens and asthma rescue inhalers. If a student needs to take a medication at school, the proper form must be completed by the parent and the physician and the medication must be brought to the school in its original bottle with the student's name on it by the parent. Forms can be found on the school website: Student Life/Parents/General Info & Forms. Medications will be dispensed to the student in the Clinic by the school nurse or Main Office personnel.

B. EPI-PEN

If the student requires an epi-pen due to allergies, the medical authorization form needs to be completed by the parent and the physician. The student should carry their epi-pen with them at all times. There should be an extra epi-pen sent in and kept locked in the Clinic just in case the student has a reaction and has forgotten their epi-pen.

C. Asthma Rescue Inhaler

If a student requires a rescue inhaler for asthma, the medical authorization form needs to be completed by the parent and the physician. The student should carry their rescue inhaler with them at all times. There should also be an extra inhaler sent in and kept locked in the Clinic just in case the student has an asthma attack and has forgotten their inhaler.

D. Food Allergies

Parents are expected to provide the school with up-to-date information regarding a student's allergies. The school nurse gathers the medical concerns and shares the medical plan with the faculty and staff that works with that individual student. Students are to take as much responsibility as possible for avoiding allergens.

X. DISCIPLINE CODE

The purpose of the discipline code at Elyria Catholic High School is to set the minimum standards of cooperation and respect expected of our students for themselves, for each other, for the faculty, staff and administration. Failure to comply with the code will result in detention, possible suspension, and/or disciplinary probation. Continued refusal to comply with the demands of the code, or to cooperate with the administration and faculty - on the part of parents and students - may result in expulsion.

A student must show general cooperation with the policies and personnel of Elyria Catholic. Any continued and deliberate infraction of rules and/or serious misconduct (in the areas of outright disrespect, theft, vandalism, drugs, drinking, firecrackers and weapons) may prevent a student from graduating with their class. A student must serve all detentions and/or suspensions before he/she is permitted to participate in Baccalaureate and Graduation activities.

Students are subject to the discipline code for all actions that directly affect the good order, efficiency, morale, and welfare of Elyria Catholic. Areas of disciplinary control shall include:

1. While in the school or during remote learning, on school grounds, or in sight of school premises during and immediately before or immediately after school hours (including schools where the student is not in attendance) and on school field trips
2. While engaged in or attending school-related activities on or off school grounds
3. While on school grounds, at any time when the school is being used by school or school-related groups
4. While engaged in any off-campus activity that will directly or indirectly be detrimental to the image and reputation of Elyria Catholic; repeated offenders may be dealt with more severely. Therefore, it is to be clearly understood and agreed as a condition of enrollment that the rules, regulations and policies of the school apply to our students during the school day, before and after regular school hours, weekends, and all vacations.

ELASTIC CLAUSE

Because it is impossible to foresee all problems which may arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit and philosophy of Elyria Catholic High School even though not specified in this Code of Conduct.

A. Disciplinary Violations

The administration will determine the type of discipline ranging from detentions to expulsion from school. In all cases of suspension and expulsion, the administration will notify the parent/guardian immediately.

1. **Abusive Communication**
A student shall not use vulgar, profane, or abusive language toward any person, nor communicate in any form (textual, social media, etc.), which is vulgar, profane, obscene, abusive, threatening or intimidating.
2. **Cause or Attempt to Cause Physical Injury**
A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to any person.
3. **Electronic Devices Usage**
The use of electronic devices, (earbuds, Smart Watch, Smart Frame eyeglasses, electronic games, headphones, personal devices, phones, and speakers) is not permitted during school hours from 8:00 a.m. – 2:55 p.m. Students may not use devices during study halls and lunches. Students must leave the devices in the wall pocket if they leave the classroom for any reason.
Placing an “extra phone” or a case in a pocket to deceive faculty or staff falls under Defiance or Violation of Directives or Request.
4. **Defiance or Violation of Directives or Requests**
A student shall comply with directives and requests of authorized school personnel. Willful refusal or failure to follow or comply with an appropriate directive given by a staff member, or acting in defiance of staff members, including failure to serve discipline that is issued by staff.
5. **Damage, Destruction or Tampering with Private or School Property**
A student shall not intentionally or by careless act cause or attempt to cause damage to school or private property.
6. **Disruption of School**
A student shall not cause, urge, encourage or engage in conduct that may cause the disruption or obstruction in the mission, learning process or function of Elyria Catholic High School
7. **Dress Code**
A student shall follow the rules of the dress code contained in this handbook.
8. **Elevator/Lift**
The elevator is not for general use by students. When needed for medical reasons, a pass may be obtained from the Main Office. Unauthorized use may result in suspension.
9. **Forgery**
A student shall not forge a parent's or anyone's signature on any school form or document.
10. **Hall Passes**
Students shall not be in the halls during class time without their school planners. Students will find the hall passes to be used for each quarter in the back of their school planners. Students must have their teachers fill out the appropriate information in order to be issued a pass. Students are limited to the column of passes in the handbook per quarter. Once the passes are exhausted, no passes will be issued.

11. **Inappropriate Physical Contact**
Students shall not engage in inappropriate physical contact, including a public display of affection.
12. **Theft**
A student shall not steal, attempt to steal, or have in their possession stolen property.
13. **Trespassing**
A student shall not be present on school property without the permission of authorized school personnel. A student who is suspended shall not be present on school property or attend school related functions without the permission of the authorized school personnel.
14. **Truancy, Tardiness, Class Cut**
A student shall not be absent from school, or from any portion of the normal school day, without school authorization.
15. **Unauthorized Duplication, Possession, or use of School Property**
A student shall not duplicate, attempt to duplicate, be in possession of duplicated school property (i.e., keys, quizzes, tests, etc.), or be in possession of any school property without proper school authorization.
16. **Unauthorized Student Movement**
A student shall not leave his/her assigned school area at any time without proper authorization. A student shall not be in the halls or outside the school building without proper permission or authorized pass.
17. **Weapons or Dangerous Instruments**
A student shall not bring, use, or possess any firearm, destructive device, knife or other dangerous weapon, instrument or look-alike.
18. **Parking Violations**
Student parking on school property is a privilege, not a right. All students shall follow the regulations on page 29.
19. **Inappropriate Use of AI (Artificial Intelligence)**

B. Special Discipline

1. **Academic Integrity**
Elyria Catholic High School students are expected to act with integrity at all times. Academic dishonesty, therefore, is considered a serious violation of this expectation. In an effort to discourage academic dishonesty of any kind, a record of major incidents will be kept by the Assistant Principal for Academics. Parents will be notified of any incidents of academic dishonesty. Consequences may range from a verbal warning to expulsion.

Academic dishonesty includes, but is not limited to:

- Unauthorized sharing of one's own work and/or representing of another's work as one's own
- Copying answers on a test

- Creating/using unauthorized materials during formal assessment
- Plagiarizing written assignments from any source
- Providing another person with information that is not their own
- Misuse of electronic technology to assist in the improvement of a grade
- Use of Artificial Intelligence (AI)

2. Drinking and/or Drugs

A student shall not have in their possession any drugs and/or drug paraphernalia.

A student shall not possess, sell, or use any controlled substances or look-alikes:

- on school grounds
- during remote learning
- at a school function or school-sponsored event on or off school grounds
- on school buses, vans, motor vehicles going to and from school or events

Any student selling or transmitting drugs/alcohol shall be referred to the legal authorities and will be immediately suspended from school with the possibility of expulsion.

Any student violating the controlled substance policy other than selling or transmitting will be immediately suspended from school, during which time a chemical dependency assessment must take place at an adolescent chemical abuse problem / clinic / hospital. Failure to comply with such assessment and the recommendations will result in expulsion. In addition, any repetition of this offense during the four years the student is enrolled at Elyria Catholic may lead to expulsion.

If two members of the faculty/ staff/ administration independently express concerns based on specific behaviors, or physical symptoms, that, although alone, may not be considered conclusive evidence of chemical use, abuse or dependency, the school administration reserves the right to administer an alcohol or drug test at the time of a suspected violation. A student may be required to undergo a chemical assessment. Failure to comply with such pre-assessment and the subsequent recommendations may result in expulsion.

Students involved in athletics or extracurricular activities in which they represent Elyria Catholic are also subject to the discipline of that activity.

If an administrator has reason to believe a student to be in possession of items not appropriate for school as determined by the administration, they may be asked to empty their pockets/purses or personal property on school premises.

3. Smoking

Students shall not have in their possession any tobacco products, electronic cigarettes, vapes or illegal instruments or pipes. Smoking, nicotine pouches and/or chewing tobacco by students is not permitted:

- a. on school grounds (including parking lots)
- b. during remote learning
- c. at a school function or school sponsored events on or off school grounds,
- d. on school buses or other school vehicles.

If an administrator has reason to believe a student to be in possession of items not appropriate for school, they may be asked to empty pockets, purses or other personal belongings.

4. Nicotine and Drug Testing Policy

In order to provide an environment that is healthy for students, we must maintain strictly enforced rules concerning the possession and use of mood-modifying chemicals. Students may not consume, sell, deliver, transmit or have in their possession alcohol, cigarettes or products with nicotine, any mood-modifying chemicals, vapes/electronic cigarettes, controlled substances, look-alike drugs, or drug related paraphernalia while in school or on school property or while attending a school activity. Students suspected of being under the influence of alcohol will be subjected to a Breathalyzer test administered by a member of the administration. Students may not be in school, on school property or in attendance at a school activity after consuming any controlled substance or mood-modifying chemical.

Elyria Catholic High School requires all students to participate in our drug testing program. Every student will be tested in the fall of each school year. After the initial test, students will be randomly selected for retesting throughout the remainder of the school year. If the school becomes aware of a student's involvement in a drug-related incident (e.g. signs of intoxication at a school function, possession of vaping device on campus), the school may require the student to complete a drug test during the next random testing.

DRUG SCREENING METHOD: The means of screening will involve a hair-sampling method. A small amount of head hair is usually taken as a sample by trained personnel with two people present. Therefore, it is expected that students will wear a hair style that allows for a sample of head hair to be collected. In general, the amount needed is the thickness of a shoelace tip. The collector of the hair sample collects the sample, seals it in tamper proof packaging, and sends it to Psychemedics Corporation, a licensed clinical laboratory with expertise in hair analysis. The sample will be identified only by a number. Psychemedics will never know the identity of the person who provided the hair sample. The hair sample will be tested for nicotine, cocaine, opiates,

phencyclidine, amphetamines, marijuana, and Adderall. The Principal/Assistant Principal will receive the results of all drug tests from Psychomedics. If a student's drug test is negative, no specific notification will be made to the parents or student.

If a student's test is positive, the following procedure will be followed:

- First positive: The Assistant Principal will meet with the student and their parents, collaborating with the family to develop action steps to address the student's nicotine and/or drug use. The student will be required to complete a follow-up drug test during the random testing until two consecutive tests yield negative results. The family will acknowledge in writing that any further positive test during the student's Elyria Catholic career will result in intense outside counseling by a chemical abuse counselor at the parent's expense.
- Second Positive: If a student test is positive a second time, the student will be placed on a disciplinary contract.

Elyria Catholic High School recognizes that nicotine and drug dependency is a treatable disease and will extend to the student and their family all the support that is available. This support may be internal or external but essentially requires following the intervention steps.

5. Harassment, Vandalism, Physical Abuse, Threats

Students will be subject to school discipline, including possible expulsion, for any harassment, vandalism, physical abuse or other disruptive behavior toward any student or school personnel.

6. Conduct at Games/Extracurricular Activities

Activities/Misconduct On and Off Campus

Behavior at games and extra-curricular activities must be in line with the philosophy and mission of Elyria Catholic High School. Elyria Catholic students must sit in their own stands. Good sportsmanship should be exhibited at all times. Cheering should follow the cheerleaders' direction. There is no room for booing or attention-getting behavior at our games. Support our team's effort, respect opponents and referees.

Any conduct off school grounds that may endanger the health or safety of the student within the school community or adversely affect the educational process is not tolerated. A full range of disciplinary penalties may include, but not be limited to: detention, suspension, expulsion, or removal from extracurricular activities.

7. Misuse of Technology

When an internet issue is brought to school's attention the following steps will be followed in accordance with the local jurisdiction:

1. A complete investigation will take place by administration
2. All parties will be interviewed
3. Parents will be notified
4. Written report of the investigation will be filed with the proper authorities

If necessary, disciplinary action will take place that may include: suspension, expulsion and/or referral to local authorities.

Internet issues include, but are not limited to:

1. Any pictures/videos of students displaying behaviors that do not follow school's mission
2. Any written material, cyber bullying, or harassment that does not follow school's mission
3. Any illegal or inappropriate visual postings that display the school's name, insignia, etc.
4. Any postings demeaning to the image or reputation of Elyria Catholic High School, including disparaging comments about faculty, staff, administration, coaches, or other students
5. Any unauthorized recording of videos with a cell phone or electronic device during school hours or at school sponsored functions
6. It is illegal to post or transmit pictures of minors without parental permission

8. Social Media Policy

Derogatory remarks, comments or pictures posted on any social media site or made by a student toward anyone, including adults, will not be tolerated. This also includes derogatory statements, pictures and videos made by sending email, text or posted to Facebook/Twitter or any other social media website. Any student found in violation of this policy will face disciplinary action. The coach/moderator and administration will determine appropriate consequences, which may include denial of participation or dismissal from the extracurricular. Final determination will be made by the administration. Participation in any extracurricular is a privilege and not a right.

C. Disciplinary Consequences

1. Detentions

- a. School detentions issued by the Administration will be served within 3 days of receiving the detention. Detentions issued by the classroom teacher are held with that teacher.
A 24-hour notice must be given to the student to serve detention. Students will be notified of their detentions.
- b. If a student fails to serve the detention when scheduled or make alternative plans with a teacher or Administrator, they will automatically be assigned a Wednesday detention.

2. Wednesday School

- a. Students may be assigned Wednesday School for:
 - not serving an after-school detention
 - receiving six detentions for disciplinary infractions
 - arriving tardy to school, after 8:20 a.m.
 - parking illegally on school property
- b. After the third Wednesday School, a disciplinary-probation conference will be held with the student, parent/guardian, and Assistant Principal for Student Life.
- c. School appropriate attire is required during the Wednesday School. No one is excused from a Wednesday School without the prior approval of the Administration.
- d. If a student misses an assigned Wednesday School session and is not excused, he/she will be assigned a three-day out-of-school suspension.

3. Suspension

- a. Suspensions are treated as unexcused absences. The first time a student is suspended for any reason and regardless of the length of the suspension, the student will be permitted to make up missed work and missed evaluations during the time of the suspension minus 25% of the total grade for those assignments. 25% will be deducted from the student's scores on evaluations/assessments. The time frame for making up missed work is entirely at the discretion of the respective teachers.
- b. A student who is suspended may not participate nor be in attendance at any extracurricular activities/functions on the day(s) of suspension. You may not return to campus unless permitted by Administration.
- c. If a student is suspended more than once in an academic year, he/she will not be permitted to make-up any missed class work.

4. Disciplinary Probation

A student will be placed on disciplinary probation for disciplinary reasons. During the probation period, the student will be placed on a disciplinary contract. The student is expected to demonstrate improvement in the areas of the contract and failure to do so is a violation of the probation.

All terms and conditions of the probation are solely the judgment of the administration and require complete written acceptance by both the parent/guardian and the student.

Students on probation who violate any of the rules of the school involving smoking, drinking, or drugs, or who are suspended for any offense, may be asked to withdraw from Elyria Catholic.

The student will attend regular sessions with the Assistant Principal for Student Life to evaluate the student's progress on probation and to discuss any difficulties that may arise. Parents will then be notified of a student's progress or lack of it. Violation of any of these conditions may result in a request for transfer immediately or at the semester.

5. Expulsion

Expulsion of a student from school is a serious matter. In some cases, the principal may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal.

D. Parent/Guardian Conduct

Parents are expected to protect the reputation and values of Elyria Catholic High School. Communication regarding issues with staff, faculty, students or fellow parents shall be respectful and well-mannered. Additionally, negative and derogatory remarks regarding members of the EC community and other issues should not be posted on social media, but dealt with through dialogue with a member of Administration.

The education of your child is a partnership between families and the school. If the administration feels that the partnership is irretrievably broken, Elyria Catholic High School reserves the right to request the withdrawal of a student. Elyria Catholic requires all families and students to follow and support the policies contained in this handbook.

XI. DIOCESAN / SCHOOL POLICIES

Elyria Catholic's Pregnancy Policy and Student AIDS Policy are on file in the Main Office due to the length and detailed nature of these policies.

A. Weapons Policy

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, Elyria Catholic's policy expressly prohibits the use, possession, sale, or discharge of any weapons, look-alikes, an object that is indistinguishable from a deadly weapon, dangerous ordinances and instruments or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, teachers, administrators, volunteers and other personnel in the school or parish.

An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the Principal or other administrator should immediately contact the police department and the Diocesan Education Office before confronting the individual. A model disciplinary process should include immediate in - or out-of-school suspension, pending investigation and resolution.

This policy in its entirety is located in the Main Office.

B. Bullying, Sexual Harassment and Sexual Violence Policy

Elyria Catholic High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, and respect. In light of this, every person has a human dignity which Elyria Catholic High School is committed to enhance and protect. We believe that all individuals are “created in the image and likeness of God.” For these reasons, the Elyria Catholic High School community is one in which all faculty members, students, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment.

Examples of harassing behavior include, but are not limited to the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, impedance, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted, including electronic avenues (cell phone / Internet).
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

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

The above list is not meant to be all-inclusive, but is intended to provide counseling as to what may constitute bullying or sexual harassment.

Allegations of bullying or sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

Possible disciplinary actions may include, but are not limited to, any or all the following:

- verbal warning/reprimand and apology to the victim
- peer or guidance led mediation
- a parent/student/counseling/administration conference
- written warning/reprimand and parent notification, entered in the student's file
- detention or removal from selected school activities and/or extracurricular activities
- behavior/probation contracts, possibly requiring professional intervention
- suspension
- expulsion

Sexual Violence

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence occurs, the principal, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Children Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples. In each one of the above examples, the Department of Children Services and the police will be contacted immediately.

C. Student Threats/Violence Policy/Child Abuse

Elyria Catholic High School has adopted the following policy regarding threats made by students to others:

- Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the principal.
- In appropriate cases, the police should be notified immediately.
- If the police are notified, the student should be kept in the principal/s office under supervision.
- The parent/guardian of the student who has made the threat shall be notified immediately.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
- The student should be removed and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.
- The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writing, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims. Please refer to the release form that follows.
- The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school. The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of the follow-up

assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the student leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

D. Alcoholic Beverages/Smoke Free

Alcoholic beverages are not permitted to be consumed on school property unless proper Ohio Liquor Law Ordinance permits and liability insurance are procured through the Diocesan Insurance Department. Elyria Catholic is a Smoke Free campus.

E. Artificial Intelligence (AI) Policy

Intent: Students may, at the administrations and faculty's discretion, learn how to use artificial intelligence (AI) text generators and other AI based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute Elyria Catholic's AI use policy, in addition to the requirements of our Code of Conduct:

Students shall not use AI tools in connection with any assignments, quizzes, tests or exams unless explicitly permitted and instructed and in such case, students must follow the instruction for AI use:

- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

Instructors Will:

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools

XII. DRESS CODE

The dress code is meant to help the students look neat, learn self-discipline and provide the best academic environment Elyria Catholic feels it can in accordance with its mission and goals. The student dress code is in effect from the time a student arrives in the morning until they leave the building at the end of the day. Also, wherever they go, students should be aware that they represent Elyria Catholic High School and their appearance should reflect well on the school. Any student violating the dress code receives a detention. Additionally, students in violation of the dress code will need to rectify the issue, if possible, before returning to class. This may involve calling a family member to bring proper clothing to school. Any classes missed will be considered unexcused absences. It is the responsibility of all students, as well as their parents, to cooperate with the school and to conform to the spirit as well as the letter of the dress code. Please do not allow your student to leave for school in violation of the dress code. The administration, faculty, and staff have the right to determine what is appropriate.

All school uniforms should be laundered regularly to promote good hygiene and prevent the spread of germs.

ALL STUDENTS:

1. Students may wear black or khaki/tan dress pants that are of the proper size and fit with a belt. The pants should have no outside patch pockets in the front or back. No cargo pockets, rivets, zippers or fad styles are allowed. Jean material, corduroy or stretch pants are not acceptable.
2. Seasonal uniform: From the start of school until October 1st and from May 1st until the end of the school year, khaki shorts (no cargo style) with a belt are permitted.
3. Students may wear a dark green or gray sweater vest, cardigan, or V-neck sweater embroidered with the EC logo with their uniforms. These can be purchased from Schoolbelles.
4. Gray and green Elyria Catholic crew neck sweatshirts with the embroidered EC logo and the black EC nylon ¼ zip up (this does not include team warmups for any sport) may be worn over the uniform top throughout the school year and are available for purchase in the Spirit Shoppe.
5. Students must wear solid black, brown, tan, navy, or gray dress shoes with backs and not exceeding the ankle bone, with dress socks. Tennis shoes or athletic shoe look-alikes are not acceptable. Socks must be black, navy, hunter green, white or gray and solid in color.
6. No facial or hand tattoos are permitted. If the administration determines that a student's tattoo is inappropriate for our Christian school environment, they will be required to cover the tattoo during the school day, any school activity or athletic activity.

7. Backpacks/side bags may not be carried between classes during the school day.

BOYS:

1. Boys may wear white, long or short-sleeve dress shirts with a collar. A white crewneck t-shirt, with no writing, may be worn under the dress shirt. A conventional tie that is in good taste must be worn with the dress shirts. **On Mass days and for special events (as noted in the weekly newsletter), boys must wear white dress shirts with the EC tie purchased from Schoolbelles. No sweaters, crewnecks or pullovers may be worn with the dress uniform.**
2. Boys may also wear dark green or white polo shirts embroidered with the EC logo purchased from Schoolbelles. A white crewneck t-shirt, with no writing, may be worn under the polo shirt.
3. Length of hair must not hang over one's eyebrows. Hair must be at least ¼ of an inch long. No shaven heads allowed. Sideburns may not extend beyond the bottom of the ear. Hair must be of natural color. No unnatural colors (oranges, purples, greens, grays, etc.) or combinations (blonde with black, brown with red, etc.) or attention-getting fad styles are permitted. Facial hair will be expected to be kept short and neatly trimmed.
4. Jewelry and accessories brought or worn to school must be in good taste and reflect the philosophy of Elyria Catholic High School. One stud earring in each ear may be worn. Dangling earrings are not allowed. Clear spacers for other piercings are not permitted.

GIRLS:

1. Girls may wear short or long-sleeve embroidered white oxford shirts purchased from Schoolbelles. **These shirts are mandatory for Mass days and for special events (as noted in the weekly newsletter). No sweaters, crewnecks or pullovers may be worn with the dress uniform on Mass days.**
2. Girls may also wear the banded polo shirt in white or dark green (this polo does not have to be tucked in), embroidered with the EC logo purchased from Schoolbelles. A white t-shirt, with no writing, may be worn under the polo or oxford shirts.
3. Girls may wear a uniform skirt purchased from Schoolbelles in navy/green plaid or forest green. **Please note the length must be no shorter than 3 inches above the front and back of the knee. If a student receives three write ups/warnings for skirts that are too short, they may only be allowed to wear pants – no more skirts for the remainder of the year.**
4. Girls must wear socks covering the ankle bone or tights in solid navy, black, hunter green, white or gray. Solid black, navy blue, dark gray or hunter green leggings with matching socks are permitted with skirts.

5. Hair should not hang over one's eyebrows. Hair must be of natural color. No unnatural colors (oranges, purples, greens, grays, etc.) or combinations (blonde with black, brown with red, etc.) or attention-getting fad styles are permitted.
6. Extremes in jewelry or makeup are not permitted. Pierced jewelry may be worn in the ears as well as a small nose stud. Clear spacers for other piercings are not permitted.

SENIORS ONLY:

1. Senior boys are permitted to wear solid color dress shirts with a tie. Long sleeve crew neck, V-neck, cardigan sweaters or vests may be worn over visible dress shirts with ties only or polo. Fleece material garments of any kind may not be worn. No turtleneck styles, sweatshirts or hoodies are permitted as sweaters.
2. Senior girls may wear long sleeve crew neck, V-neck, or cardigan sweaters or vests over the EC embroidered white-collared blouse or polo. Fleece material garments of any kind may not be worn. Sweaters must be long enough to cover the hip/waistline. No turtleneck styles, sweatshirts or hoodies are permitted as sweaters. No cropped-style sweaters. No sweater may be longer than mid-thigh.
3. College sweatshirts may be worn on Spirit Days starting in January.

A. Uniform Requirements When Injured

If students are in a sling or cast due to an upper body injury, they are permitted to wear an EC pride top with uniform from the waist down.

If students have a lower body injury, they are permitted to wear an EC pride top with appropriate and comfortable bottoms. In the case of a foot injury, students can wear comfortable shoes with their EC uniform.

A doctor's note with the time duration (end date) or communication from the athletic trainer is required for these accommodations.

B. EC Spirit Day

On designated days, students may wear "official" EC team/club jerseys, t-shirts or sweatshirts. The purpose of these days is to reflect pride in our school by wearing tops representing participation in, or support for, extracurricular activities. All apparel worn on Pride Day must have been purchased through the school via the bookstore, official school club, or the Athletic Department. Dress code pants, skirts, socks and shoes remain regular dress these days.

C. Dress Down Day

On designated days, students may wear school appropriate jeans (no holes), sweatpants (non-sagging) and shorts or gym shorts and athletic shoes. All shorts must be **no shorter than 3 inches from the front and back of the knee**. Leggings are permitted only if their shirt reaches fingertip length. All shoes must have a back. All shirts must cover the shoulder, be in good taste, and school appropriate. Bare midriffs are not permitted. If a student's attire is deemed inappropriate by

administration, they will be asked to call home for a change of clothing. Any time missed from class will be considered unexcused.

D. Guidelines for Senior Pictures (EC Composite)

When seniors are selecting clothes for their senior picture, the EC Dress Code for Boys and Girls is followed in the areas of Shirts/Blouses, Hair/Shaving, Jewelry/Accessories as stated in the handbook.

Also note: Girls must wear shirts/tops that cover the shoulder and upper arm; no bare shoulders or cleavage will be accepted.

XIII. GENERAL SCHOOL INFORMATION

A. Announcements (Morning Meeting)

1. Morning announcements are read during morning meeting. Requests for morning announcements are to be submitted to the moderator the day before the announcement is to be made.
2. Afternoon announcements are for large-scale cancellations only. Any exception must be approved by administration

B. Cafeteria

Lunch is offered daily for each student through AVI Food Systems, Inc. Students may bring a lunch from home. A microwave is available for all students. Beverages, snacks and desserts are also available for purchase in the cafeteria. Money can be added to a student's lunch account via www.payschoolscentral.com. Students may not go below a zero balance as there is **NO CREDIT** issued. If a student is not able to purchase lunch, a healthy alternative will be provided. Any senior that has a balance with AVI must have this balance paid in full before they receive their cap and gown for Baccalaureate/Commencement.

Cafeteria Regulations

1. Students are expected to clean their own area after eating lunch.
2. No food or drink other than water is to be taken out of the Cafeteria.
3. **Electronic devices are not permitted to be used during lunch periods.**
4. Throwing food in the cafeteria will not be tolerated.
5. **No food purchased from fast food/pizza outlets may be brought in or delivered during the lunch periods. Administration will make the decision as to what happens to any and all food delivered to Elyria Catholic, including holding the food in the office until the end of the school day.**

C. Chromebooks

Students are responsible for the general care of the Chromebook they have been issued by the school. **No personal devices can be used at school without written permission from Administration (Principal or Assistant Principals).**

Chromebooks that are broken or fail to work should be brought to the Technology Office so that they can be repaired and necessary charges assessed as soon as possible.

Fee Schedule for damages

- No charge for the first accidental damage for four years.
- No charge for a repair covered under manufacturer warranty for one year.
- No charge for first battery replacement for four years if technical failure
- Screen repair \$35-50 depending on model and shipping cost
- Keyboard repair \$50
- Hinge repair \$60
- Lost or broken/damaged charger \$30, can be purchased in spirit shop
- Lost, stolen, or needing complete replacement of device \$325

D. College Representatives' meetings During the School Day

A student wishing to meet with a college representative during the school day must obtain a pass from the Counseling Office. A student may obtain a maximum of two passes per school year. It is recommended to arrange meetings at alternate times so a student does not miss the same class more than one time.

E. Field Trips

In connection with the curricular program, opportunities for cultural or academic enrichment are provided. Field trips, however, are considered a privilege and, therefore, can be denied any student for poor attendance, grades, behavior, or any other reason deemed appropriate by administration. Students will be held to the same rules they follow when regular class is in session and accept full responsibility for his/her actions

F. Fire, Tornado Drills, Rapid Dismissal, Shelter in Place and Lockdown

State law requires fire, evacuation, lockdown drills, tornado drills and shelter-in-place drills at regular intervals. It is essential that all obey orders promptly, move QUICKLY AND SILENTLY by the prescribed route. If a parent/guardian opts to not have their child participate in any safety drill or training, materials can be provided upon request.

G. Hall Passes

Students have opportunities to use the restroom during their lunch periods and in between classes. Students who need to use the restroom or go to a locker during a class period must receive permission from their teacher by having their student planner signed and carried with them to their destination. During a study hall or resource period, students may only visit faculty or staff members when presenting a pass from the faculty/staff member.

H. ID Cards

At the beginning of the school year, students are issued ID cards that enable them to attend athletic events and social events with any discounts available to students. Administration reserves the right to deny the use of the ID card.

I. Illness at School

When a student becomes ill during the school day, he/she must report to the school nurse. **Please do not call/text your parents on a cell phone and have them call the office to report that you are ill.** Permission from parents or guardians must be obtained from the nurse or Main Office before the student is allowed to leave the school property.

In more serious cases, parents' permission will be obtained to take a student to the hospital for further attention. In case parents cannot be reached, a guardian or relative must be contacted. If a student needs emergency hospital care, the information on the emergency medical authorization form is followed. If no one is available, an administrator will accompany the student.

J. Lockers

1. Each student is assigned a school locker for storage of materials related to school activities. A student who uses a locker understands that the locker is the property of the school and is made available for his/her use. A locker should be kept in order at all times. The school maintains the right to regular inspection of its lockers and may enter any locker at any time with or without notice. There can be a monetary fine at the close of each semester for damages done to lockers. Only school issued locks may be used on the lockers and are available in the Main Office.
2. Students are responsible for the appearance of their lockers. Students are permitted to have appropriate signs, photos, and other decorations on the inside of their lockers. Only magnets should be used on the lockers. No tape is permitted. Administration reserves the right to determine the appropriateness of the materials.
3. Articles or materials not related to school work should not be brought to school or kept in the school's lockers. Large amounts of money or valuables should be brought to the Main Office for safekeeping.
4. The school is not responsible for the loss or damage of materials stored in lockers.

K. Motor Vehicle Regulations

1. Students may drive to school. There are spaces in the near lot closest to the school that are reserved for seniors which are chosen by lottery system. There is a \$50 parking fee for the seniors that park in the near lot. There is an additional

fee of \$30 to paint your spot. Seniors that would like to park in the far lot are required to paint their spot and pay a \$50 fee. This fee must be paid before the students paint their spot. Students that can park in the near lot and are not painting their spot will need to be pay the parking fee before the first day of school. If not paid, the student will lose their space and it will be given to the next student on the lottery list.

2. Students who drive to school are required to fill out an information sheet on Final Forms. If students have more than one car, they must report all license numbers on the information sheet. When the form is completed, the student will be issued a tag that needs to be visible through the front windshield. All cars on the school property must have a visible tag.
3. Students must park in the marked lines. Cars parked in fire lanes, staff, visitor, or restricted areas will receive school consequences and could lose parking privileges.
4. A Wednesday School will be assigned for unauthorized parking in the near lot.
5. Students who park in the far lot are not permitted to move their cars to the near lot or field house afterschool for the safety of students at dismissal.
6. Student athletes or students participating in evening events should park behind the field house or in the far lot to allow visitor/spectator parking in the near lot.
7. Driving to school is a privilege. Any student who does not follow driving and parking guidelines or is reported driving dangerously on the school campus may lose their driving privileges and face disciplinary action.

L. Parent Conferences

1. A parent conference day is scheduled after the first quarter and also in the early spring. Parents/guardians are encouraged to meet with teachers of courses that are difficult for their children at this time.
2. Parents/guardians may contact a teacher at any time via email or phone call to the Main Office.

M. Parent Drop-Off and Pick-Up from School

1. Morning Drop Off
 - The building is open for students starting at 7:00 a.m. at which time they must report to the cafeteria to wait until they can access the academic wing of the building at 7:45 a.m.
 - All automobiles entering the near parking lot off of Poplar Street must follow the drive along the football field and then take the drive back up along the school.
 - Vehicles turning left onto Poplar Street should drop off their student(s) near the plaza.
 - Vehicles turning right onto Poplar Street should use the turnaround in the front of the plaza to drop off students.
2. After School Pick Up

Between 2:55 and 3:15 p.m. automobiles are forbidden to pick up or drop off a student(s) along the driveway near the Performing Arts Center or the turnaround by the plaza. This lane needs to be open for the safety of the students walking to the far parking lot, emergency vehicles, and school buses. Students should be picked up in the far lot from 2:55 -3:15 p.m. or in the turnaround after 3:15 p.m.

N. Pregnancy and Paternity Policy

Elyria Catholic is a pro-life institution and all possible means will be employed in assisting a student, in respecting a student's dignity, accommodating the student in completing the course of studies, graduating with her/his class and continuing within the school setting in as normal a manner as possible. Each case will be handled individually by the administration. Once the student seeks counsel with the administration, the guardian will be contacted to assist the family in a strictly confidential manner (e.g. individual, professional counseling).

O. Records/Transcripts

For information regarding student records, transcripts, etc., contact the Counseling Office during the school day.

P. SCHOOL FORMS

1. Legal Custody Form – A certified copy of the entire court order including the case number and those sections referring to visitation rights and contacts with the school must be on file in the Main Office.
2. Final Forms – All parents and students are required to sign off on all posted Final Forms. **Students may not begin school until final forms are completed.**

Q. School Dances

School dances are held for the benefit of Elyria Catholic students. **Students may not attend a school dance if they have outstanding discipline or excessive absences from school. This also applies to the signing of permission forms to other school dances.**

1. Tickets must be purchased by the posted deadline.
2. When students are permitted to bring a guest, students are required to complete a dance guest application, due to the Main Office three (3) days prior to the dance.
3. No junior high or elementary students are allowed to attend any dances. No person over 20 years-old may attend.
4. All school rules and regulations apply during the dance.
5. Once a student leaves the dance, they may not return.
6. If students leave before the designated time or are late to the dance, parents will be notified.

7. Dance and dress styles must be in line with the philosophy and mission of Elyria Catholic High School.
8. In the event a student chooses to bring a date, the date's biological sex must be opposite to that student's biological sex. (All attendees must be at least a freshman in high school and shall not be older than 20 years of age).

R. School Hours

The building opens at 7:00 a.m. No student should arrive before this time. Students must report to the cafeteria if arriving prior to 7:45 a.m. Students that need to stay after school must be supervised by a staff member in the academic wing. **Students that are not being supervised in the academic wing are to be seated outside the main office and need to be picked up by 4:00 p.m.**

S. Study Hall Regulations

1. Each student will have an assigned seat. Students are expected to be in their seats when the teacher takes attendance.
2. This time should be used for individual study activity which does not distract others, produce noise or require moving from seats. Students should have something to study to occupy time when assignments are completed. Students are not permitted to sleep during study hall. Please note that study halls in the cafeteria or auditorium may be open-style study halls where students can work with one another once attendance has been taken, at the discretion of the moderator. It is still expected that students not be loud or a distraction to others trying to work independently.
3. Students having appointments with student support staff, school counselors, teachers, and office staff must present an excuse pass (or email) to the study hall supervisor. These students must have a written excuse pass (or email) signed by the person with whom they have an appointment.
4. All school rules apply in study hall. Students are not permitted to play cards in study hall.
5. Students are to remain in the study hall room until the period is over. In an emergency, a study hall supervisor will issue a pass.
6. Electronic devices, other than Chromebooks, are not permitted to be used in study halls.
7. Food and drinks are prohibited in study halls.

T. Textbooks and School Issued Materials

All textbooks and school issued materials (ex. calculators, cameras, etc.) are loaned to the students yearly. All textbooks are to be covered at all times. If textbooks or novels are lost or damaged, students will be responsible for the full replacement cost of the book. We will however accept a replacement book if purchased at a lower price from another vendor. The item must be identical to the original, with matching

International Standard Book Number. Students are responsible for the full replacement cost of all other school issued materials that are lost, stolen or damaged

U. Tuition Payment

1. The Registration Fee is non-refundable.
2. Yearly tuition and related information is sent home to the parents/guardians in a letter from the Finance Office each year. All stipulations contained in that letter apply throughout the school year. Must come to school to discuss outstanding tuition and fees before a student may return.
3. Seniors who do not have all of their tuition and any other outstanding payments or fees paid in advance of graduation will not participate in the Baccalaureate or Commencement ceremonies or have their transcripts released. Diplomas will also be held until all balances are paid. Outstanding tuition or fees will also preclude a senior from taking final exams if proper arrangements have not been made with the Finance Office.
4. Students in grades 9, 10, 11 must be up to date with tuition payments one week prior to semester (mid-term/final) exams. Families who cannot complete tuition payments must make arrangements with the Director of Finance.
5. No student will receive report cards, transcripts **and access to PowerSchool** until all financial obligations are met. No student will be permitted to begin a new school year until all prior year's financial obligations are met, **including athletic fees which are billed separately by the sports season.**
7. Scholarships Available: Parents may contact the Finance Office to obtain information regarding scholarships and tuition assistance. This information is also available on the school's website.

V. Transcripts

Official transcripts may be obtained by contacting the Counseling Office. A \$3 processing fee must be paid when the request is made. No transcripts will be released if there is still outstanding tuition and/or fines.

W. Transportation

Elyria Catholic does not currently provide busing service for students. Contact your local school district to check on transportation availability.

X. Visitors

The intention of our visitation program is to offer a prospective student the opportunity to spend a day on our campus and within our community. A visiting student should have a serious intent to attend Elyria Catholic. In order to visit, the visitor's parent/guardian should contact the Admissions Office at least 2 days in advance. We reserve the right to deny any visitation request and to restrict visitors on certain days of the year.

Y. Withdrawal Policy

Before a student officially withdraws, a conference should be held with the student, parent / legal guardian, and the Admissions Director. The student's parents must complete the Withdrawal/Transcript Request form and submit it to the Admissions Director.

- A. Student returns his/her ID card, textbooks, Chromebook and supplies that are property of the school to the Admissions Office.
- B. If tuition is paid in full (to date), official grades and health records are sent to the new school.
- C. If tuition is not paid, the transfer request is sent to the new school with health records, standardized test results and a note that official grades will follow when financial obligations (greater than \$2,500) are met.

The education of your child is a partnership between families and the school. If the administration feels that the partnership is irretrievably broken, Elyria Catholic reserves the right to withdraw a child. Elyria Catholic requires all families and students to follow and support the policies contained in this handbook.

XIV. ATHLETICS

ATHLETIC DISCIPLINE CODE

The Athletic Department is dedicated to teaching our students the standards of Christian living and to teaching them to live according to these standards. As a group recognized by the OHSA, cheerleaders are under the authority of the Athletic Department. Therefore, all rules and regulations apply to them.

Elyria Catholic student athletes are bound by the policies and regulations stated in the EC Student Handbook, the guidelines of the EC Athletic Department, OHSA Sports Regulations, and the expectations of coaches in each sport. Failure to follow any of the above may include, but not be limited to: probation, suspension from a game/games, suspension from a team, suspension from athletic participation. Coaches will deal with minor rule infractions, the Athletic Director with more serious infractions, and members of the Administration and the Athletic Director with most serious infractions. Please refer to the athletic handbook for the policies specific to drug, alcohol and tobacco usage by student athletes. At all times, the good of the student athlete and the reputation of Elyria Catholic High School will be prime considerations.

A. Eligibility

Elyria Catholic, although recognizing the OHSA eligibility standard for athletics, feels the need to establish its own standard beyond that of the OHSA. All incoming ninth graders must have received passing grades in a minimum of four subjects in the immediately preceding grading period. High School students must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the

immediately preceding grading period and be registered in five courses in the current quarter. Students need to inform their school counselor that they participate in athletics when taking CCP classes or making a schedule change. Any athlete dropping a class must see the athletic director before dropping the class.

Athletic eligibility is determined by the grades received the preceding grading period that is quarterly, as mandated by the OHSAA. At the conclusion of each quarter grading period (first, second, third and fourth quarters), an athlete's grades will be monitored, as are all students. If an athlete earns a GPA below 2.0 and has less than two F's in a quarter, the athlete shall be placed on athletic academic probation and are able to practice and play in contests while on academic probation. Athletes with a GPA below a 2.0 and have 2 or more F's will be placed on academic probation and will not be able to participate in practices and contests during the probationary period.

Athletic academic probation is for the first 3 weeks of the next quarter. At such time, the student-athlete must have above a 2.0 GPA in our student information system for the current quarter. If at this time, the student-athlete has not progressed beyond a 2.0 GPA, the student-athlete shall be rendered athletically ineligible for the remainder of the season of the sport he/she is currently involved in.

The following procedure will apply: A student-athlete's eligibility or ineligibility takes effect five school days after the present grading period, with one exception: OHSAA Bylaw 4-4-2 which states "eligibility or ineligibility for the first grading period commences with the start of the fall sports season."

The Athletic Director is responsible for monitoring all athletic ineligibility and reporting.

B. Attendance at school

To participate in any athletic practices or games, the student must arrive by 8:20 a.m. on the day of the event.

C. Suspension

If a student is suspended from school for disciplinary reasons, he/she may not participate in athletic practices or events during the days of suspension.

D. Ejection for Unsportsmanlike Conduct

According to the OHSAA Sports Regulations:

Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football). If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench,

enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSA Tournament Regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final. Any student that has been ejected from a scrimmage or contest will meet with the Athletic Director regarding possible further consequences which include additional contests may be missed.

E. Physical Discipline

Realizing the importance of setting a Christian example for athletes, the Athletic Department of Elyria Catholic High School, in accordance with the policies of the Diocese of Cleveland Board of Education and the dictates of the Christian faith, shall not use physical force when dealing with an athlete.

XV. EXTRACURRICULARS

A. Athletic Program

Elyria Catholic offers the following: Baseball, basketball, bowling, cheerleading, cross country, flag football, football, golf, gymnastics, ice hockey, lacrosse, soccer, softball, swimming, tennis, track, volleyball and wrestling.

B. Clubs/Organizations

Elyria Catholic offers more than 30 extra-curricular clubs and organizations including: Academic Challenge, Altar Society, Ambassadors, American Sign Language, Art Club, Band/Color Guard, Board Game Club, Dance Team, Dungeons and Dragons, ECHO (Yearbook), Environmental Club, EC.EXE Robotics Club, Esports, Film Club, Flag Football, Key Club, Mulieres Clarae Dei, Music Ministry, National Honor Society, Pall Bearer Ministry, Panther Pride Productions, SADD, Socratic Club, Student Senate, The Panther's Claw, Theater Club, Veritas and many more. Any student who wishes to begin a new club may contact the Assistant Principal.

C. Eligibility

Extracurricular eligibility is determined by the grades received the preceding grading period that is quarterly. At the conclusion of each quarter grading period (first, second, third and fourth quarters), a student's grades will be monitored. If a student earns a GPA below 2.0 and has less than 2 F's in a quarter, the student shall be placed on extracurricular academic probation. Students may participate during this probation time. Students with a GPA below a 2.0 and two or more F's will be placed on probation and will not be able to participate during the probationary period.

Students' extracurricular academic probation is for the first 3 weeks of the next quarter. At such time, the student must have above a 2.0 GPA in **Power School** for the current quarter. If at this time, the student has not progressed beyond a 2.0 GPA, the student shall be rendered ineligible for the remainder of the quarter of the activity they are currently involved in.

A student's eligibility or ineligibility takes effect five school days after the present grading period ends.

D. Attendance at school

To participate in any extracurricular activities, the student must arrive by 8:20 a.m. on the day of the event.

E. National Honor Society – Our Lady of Grace Chapter

The purpose of the NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Membership is an honor bestowed on a student. Invitations to apply will be extended at the beginning of the first quarter each year to all juniors and seniors who have met the cumulative GPA requirements of 3.6 and above for a minimum of four high school semesters (including at least one semester of attendance at Elyria Catholic High School). **Beginning with the Class of 2028 the GPA requirement will be raised to 3.8.**

The NHS induction ceremony will take place in early November to recognize all newly selected members.

Selection Procedure:

1. A five-member NHS Faculty Council is appointed annually by the principal.
2. All juniors and seniors who have attended Elyria Catholic High School an equivalent of one full semester and have a weighted grade point average of 3.6 or higher are eligible candidates for our NHS chapter. (NOTE: The minimum weighted GPA requirement for NHS admission will increase to 3.8 beginning with the Class of 2028.)
3. The advisor will meet with the juniors and seniors who are eligible and explain the CRITERIA (leadership, character, scholarship, service) and the application form and recommendation requirements. Late applications will not be considered.

4. All selection procedures will be communicated by the advisor to the candidates prior to the selection process. Please note that the NHS Advisor is not a voting member of the NHS Faculty Council and does not directly participate in the final selection process.
5. The NHS Faculty Council will meet to review, assess and document additional criteria gathered from faculty, staff, applicants, and letters of recommendation to determine qualification for membership. A personal interview may be conducted to assess a student's reason for becoming a member of the NHS. A majority vote of the council is necessary for selection.
6. Candidates will be notified regarding selection or non-selection on or before October 18, 2024. Any student denied admission during their junior year will have the opportunity to reapply in September of the following school year if they maintain a qualifying cumulative GPA.

Retention in the NHS Organization:

1. Once inducted, members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. To retain membership, students must maintain a 3.6 cumulative grade point average and continue to demonstrate evidence of leadership, character and service.
2. If a member's cumulative grade point average falls below a 3.6, he/she will be given a written warning. If the cumulative grade point average remains below standard at the end of the subsequent semester, the student may be subject to further disciplinary action by the faculty council, including suspension or removal from membership. Graduating seniors must maintain a 3.6 cumulative GPA to wear a National Honor Society sash during the graduation ceremony.
3. All members are required to participate in the NHS Peer Tutoring service program and must participate in at least two other NHS service projects throughout the year as deemed necessary by the NHS Advisor.
4. NHS students are required to complete 15 hours of service per semester.
5. NHS members will pay a one-time chapter fee of \$15 to defray expenses associated with the Induction ceremony, annual chapter fees, and purchase of consumable materials.
6. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to insubordination, stealing, destruction of property, cheating, truancy, possession, selling or being under the influence of drugs or alcohol at school or school-related events or in the community. Bullying, harassment, physical abuse, and making threats either in person or in social media will also be grounds for an immediate dismissal hearing.

F. Homecoming Court

Eligibility: A senior is eligible for selection to the Homecoming Court if they satisfy the following conditions:

1. Has been a student of Elyria Catholic during their junior and senior year.
2. Has a GPA of 2.0 or better through their sixth semester.
3. Has not been tardy to school more than 20 times during the prior school year.
4. **In addition, starting with the class of 2026, a student may not have more than 65 hours of absences from school during their junior year.**
5. Has not earned a Wednesday School for accumulation of six detentions during their junior year.
6. Has not been suspended in school or out during their junior and/or senior year.
7. Has not been on disciplinary probation during their junior and/or senior year.

Responsibilities:

Being elected to the Homecoming Court means fulfilling the following obligations:

1. Attending the pre-game gathering with the alumni on the day of the homecoming football game (a football player does have permission to stay with the team).
2. Attending the homecoming football game and being presented and accompanied by parents/guardians.
3. Attending the homecoming dance.
4. Being available for pictures when required.
5. Attending the homecoming game the following year to assist with crowning the next queen/king.