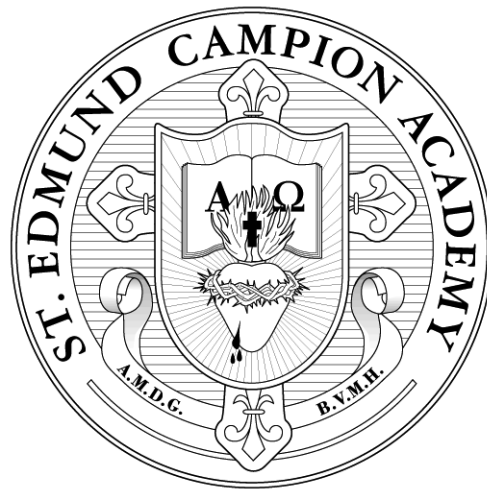


# Parent & Student Handbook 2009-10

St. Edmund Campion Academy  
a complete Classical education in the Catholic tradition



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Dr. Arthur Kunath, Administrator

Please note that the information included in this handbook supersedes all previous editions of the Campion Parent & Student Handbook.



## **Ethos & Aims**

Founded in 1997 by lay Catholics, St. Edmund Campion Academy is a private, independent, coeducational preparatory school, grades one to twelve, with a distinctively Catholic *ethos*. As a small school, Campion provides an education that is marked by individual attention and by a close-knit, talented community of students and parents, teachers and administrators.

Campion assists parents in the intellectual, moral, physical, and spiritual education of their children. Built upon the foundation of a Classical liberal arts curriculum, personal character formation, and close collaboration with parents, a Campion education challenges each student to cultivate intellect and character, leadership and service, faith and reason.

## **Facilities & Location**

Campion is located at 4100 Taylor Avenue in the neighborhood of Oakley in the city of Cincinnati, using space leased from the Oakley United Church of Christ.

## **Spiritual Life**

Campion Academy is consecrated to the Sacred Heart of Jesus and the Immaculate Heart of Mary and trusts its future to the guidance of the Holy Spirit. It is dedicated to St. Edmund Campion, whose steadfast defense of the Faith in face of certain martyrdom makes him an appropriate role model for our age.

At the center of spiritual life at Campion is the Holy Eucharist. Students attend a weekly Mass, and visits to the Blessed Sacrament during the week are encouraged. The Sacrament of Penance is available regularly throughout the school year. Mass may be offered at other times for special events or feast days.

Parents are encouraged to attend daily Mass with their children as well as make frequent use of the Sacrament of Reconciliation at their home parish. This is a key area where the example of the parents is invaluable in the education and formation of the children. In addition to the sacramental life, traditional devotions to the Sacred Heart, the Blessed Mother, and the Communion of Saints all contribute to Campion's rich spiritual life.

## **Admissions Policy**

Campion Academy admits students of all races, colors, national and ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies or other school-administered programs. Campion maintains the right to refuse admission or readmission to students not meeting the

school's academic requirements or standards of conduct. An admission test will be administered for placement.

### **Tuition & Fees**

Campion makes every attempt to keep tuition affordable. Additional fees for curriculum, registration, books and academic testing may also be required. We request that all parents pay all fees promptly. Please contact the school office for a current statement of tuition and fees, a payment schedule, and procedures regarding our refund policy. If you are having a payment problem, please notify the school office immediately for assistance.

### **The School Day**

The school day begins promptly at 8:30 a.m. The school day ends at 3:00 p.m., except for early dismissal at 1:30 p.m. on First Fridays.

### **Arrival Drop-Off Procedure**

The school building will be open from 8:15 each morning. Parents should make every effort to drop off their children at the main entrance of the school between 8:10 and 8:30. Children should not be left unattended outside the building. For safety purposes, parents should never depart until they see that their children have entered the building. Students are expected to be at their desks by 8:25. The school day starts promptly at 8:30. Any student not seated and prepared to start school at 8:30 will be considered tardy.

### **Dismissal & Pick-Up Procedure**

Dismissal will be at 3:00 p.m. daily except First Fridays, which will be at 1:30 p.m. All students must be picked up at the main entrance of the school unless prior arrangements have been made with the approval of the administration. No after-school care is provided. Parents must alert the school if they will be late picking up their children. Special arrangements must be made in advance to insure that faculty members are available and will be present until the parent arrives. A student will be released from school only to his parents or to persons authorized by parents and made known to the school office. If parents arrive after 3:10 p.m. they must park and come into the building to pick up their children from the first floor classroom.

### **Attendance**

Regular and punctual attendance is expected and required of all students at Campion Academy. Frequent absence and habitual tardiness are detrimental to a student and his studies. A parental conference may be requested if there is a problem with attendance or punctuality. Parents are asked to support the school's efforts to promote its tardiness and

attendance policies. Tardiness to school and to individual classes will be handled per the regulations in the Discipline section of this Handbook.

### **Absences**

In case of absence from school for illness or some other serious reason, a parent should call the school office and inform the secretary or leave a voice-mail message before 8:30, informing the school of the student's absence. The parent must also provide a written excuse to the school office, providing the dates and reason for the absence, upon the student's returning to school. Students who are absent from school are expected to make up the work they missed as soon as they reasonably can. Participation in athletics or other extracurricular activities does not excuse a student from academic responsibilities.

### **Extended Absence**

If parents wish to take a student out of school for several days for personal reasons, it is advisable to discuss it with the Administrator (Dr. Kunath).

### **Early Dismissal**

Appointments for doctors, dentists, driving tests, etc., should inasmuch as possible be made outside of school hours, such as on days of early dismissal or vacation days. If it is necessary to leave school during the day, a note, dated and signed by a parent and indicating the reason, must be presented before the beginning of the school day to the student's homeroom teacher. Any work covered during the missed class is the responsibility of the student.

### **Medical Attention**

Campion does not administer any medication without written permission from a parent. Prescription medications will be administered either by office personnel or teachers, but parents must send a note requesting such. The medication must be brought in a container labeled by a pharmacy or physician, with instructions for administration. In case of medical emergency, every effort will be made to contact a parent immediately.

### **Sickness**

Students must be free of fever and communicable disease in order to attend school. This is important for the health of teachers and other students. If your child should exhibit symptoms of an illness or communicable disease while in school, you will be asked to pick your child up as soon as possible. A student with a fever of 100 degrees or above should stay home from school.

## Parent Communications

Should a parent wish to meet with a teacher, he or she should call the school office to schedule an appointment. Alternately, parents may contact the teacher by email. Teacher contact info is located in the annual Campion directory, which is issued to all families in September each year. Teachers are not available before the start of the school day as they are preparing for classes, nor are they available during normal class hours. If a parent would like to meet with the administrator (Dr. Kunath), he or she should call the office to set up an appointment. However, in most circumstances, a parent should first meet directly with a teacher concerning any issues with an individual student.

## School Calendar & Weekly Announcements

A comprehensive school calendar is sent out to all parents in August, prior to the start of each school year. This details all known holidays, in-service days, testing dates, special activities, and annual events. A weekly announcement sheet is sent home each Friday with updates on activities and other important information. Parents should make every effort to read the weekly Friday announcements. The school calendar is also available on the school website.

## Lunch and Snacks

All students must bring their own lunches every day. All refuse, including juice containers should be disposed of in designated wastebaskets. ***No eating or drinking is permitted in the classrooms*** except when the teacher requires it for special reasons, e.g., when the lunchroom is unavailable. Chewing gum is not permitted at any time. There will be no eating in the restrooms. To foster a spirit of responsibility and care for the school, students will be chosen to take turns with cleaning tables and chairs after lunch.

High school students are permitted to leave the school campus during their lunch periods to buy food items from UDF, but they must be signed out by a teacher. Students are not permitted to linger in the store and must return to school in ten minutes or their UDF privileges will be revoked.

If students wish eat or drink anything before the school day begins they may only do so in the cafeteria. All students are still expected to be seated in their classrooms by 8:25 so that the school day can start promptly at 8:30.

## Recess & Physical Activity

In order to allow students a break from their studies so as to refresh themselves, recess sessions are provided in the mornings and afternoons in grades 1-6. All students, grades 1-12 will have an opportunity for recess after finishing their lunches. Whenever

possible, recess takes place outside so the students can enjoy fresh air. Campion encourages students to partake in games to keep them active and exercising.

### **Student Work Duties**

Homeroom teachers are responsible for creating a roster of the following student daily work duties and posting a copy on the office bulletin board: Chalk board clean up, including erasers; classroom floor sweeping and removal of all extra items from the floor; classroom trash removal to hall container; and orderly arrangement of desks; cafeteria clean up; and parking lot clean up. In addition, the high school homeroom teacher will assign a weekly duty for trash removal to the outside garbage cans and sweeping of the first and second floor hallways and steps.

### **Textbooks**

Most books issued at Campion are school property. The care of all books is the responsibility of the student. Students are required to pay for the entire cost of a book that is written in, highlighted, damaged or lost. Teachers may require the students to cover their textbooks for protection. Some books, such as novels studied in literature classes, will be the property of the students once issued and are covered by the Campion book fee.

### **Telephones**

The school telephone is reserved for official business only. The school faculty will place emergency calls on behalf of students to reach their parents in the event of accident or illness. Students who carry cell phones must keep them in their backpacks or lockers turned off during the course of the day. They may only be used during the school day in the event of an emergency and with permission of their supervising teacher or the administrator. If a cell phone rings during the school day, teachers reserve the right to confiscate the phone.

### **Lost & Found**

All items found on school property should be turned in to the school office. Students should first check the lost-and-found box if something has been misplaced. It is important for personal items to be clearly labeled with the student's name. All unclaimed items will be donated to charity at the end of the school year.

### **Student Driving & Parking**

Parents who feel their child is mature enough to drive may certainly permit this. However, Campion reserves the right to restrict the student's driving if problems should arise. Any parent who plans to permit his child to drive to school must send a letter to the administrator (Dr. Kunath), stating that the student is licensed and insured to drive. Students

who drive accept the responsibility for the automobile and its contents when parked on school property or near the school.

### **School Closings**

Upon inclement weather, excessive rain or snow, the school will make every effort to contact parents by 7:00 a.m. that morning, typically by email. If there is reason to believe school may not meet that day for reasons of weather, and you have not been notified by 7:30 a.m., please check to see if St. Xavier High School is closed. If so, rest assured that Campion is also closed. We follow the St. Xavier closing schedule.

### **Field Trips**

On occasion, day trips will be taken during the year in correlation with classes. All students who participate must have a signed permission slip from their parent. Permission slips will be sent home by the sponsoring faculty member.

### **Extracurricular Activities**

Campion's curriculum is enriched with a variety of activities. These may vary some from year to year but typically consist of the following:

- Student theater productions
- Talent variety show
- Bowling (First Fridays at Madison Bowl)
- Ice Skating (Third Fridays at Northland)
- St. Edmund Campion Feast Day (Dec. 1)
- Christmas Pageant
- Campion's Brag – student yearbook
- End of Year Fun Day

### **Fundraising Events**

Funding an independent school is a monumental task. The volunteerism on the part of parents and other supporters of Campion helps in no small way to alleviate financial pressures in order to keep tuition affordable. There are several fund-raising activities throughout the school year that all parents are strongly encouraged to support. These include: the Campion Annual Golf Outing on the third Wednesday in September and the Campion Spring Gala on the last Saturday in April.

## **Academics**

The curriculum at St. Edmund Campion Academy is Classical in content, Ignatian in method, and Catholic in ethos.

### **Classical in Content**

Fads come and go, but the Classics survive and remain to inspire and educate those who study and absorb their lessons. At Campion we operate on the principle that the Classics are orthodox enfolded. Campion Academy's unique Classical curriculum brings intellectual knowledge of the Catholic faith into the heart by introducing students to the great works of Christendom and the pre-Christian masterpieces that influenced and inspired Catholic Europe. Exposure to these works -- from Homer's *Odyssey* to St. Therese's *Story of a Soul* is intended to move the students to accomplish great deeds themselves.

### **Ignatian in Method**

An Ignatian education is dedicated to the development of the whole child who speaks, writes, and acts in the context of what St. Ignatius of Loyola called *eloquentia perfecta* -- perfect eloquence.

### **Catholic in Ethos**

The intellectual, physical and social education of the students at Campion is integrated with their religious and moral instruction. To that end, we seek to foster in the students a display of refinement in manners, speech and dress in accordance with Catholic ideals. Further, school life revolves around the Church and the liturgical year.

### **Study and Homework**

Study is the first priority of students. Studying occurs at school, in the classroom, and at home. The purpose of homework is to reinforce what is learned in class, to prepare for testing, and to develop in the student the ability to study independently. Time spent each school night on homework for the “average” student should be about:

- 1/2 – 1 hour for grades 1-4
- 1 – 1-1/2 hours for grades 5-6
- 1-1/2 – 2 hours for middle school students, grades 7-8
- 2 – 3 hours for high school students, grades 9-12

A regular time (sooner rather than later) and a regular place for homework, study and review (in addition to written assignments) help develop the habits of mind necessary to succeed academically. Students who are absent from school are expected to make up the work they missed as soon as they reasonably can.

The completion of homework assignments in a timely manner is one of the many instituted measures for ensuring a student's satisfactory progression within each course. For that reason, delays in the submission of homework assignments must be rare. The penalties for late homework assignments are up to the discretion of the teacher, but will include both a reduced grade (e.g., -40% for a day-late assignment) and completion of a "blue sheet" in grades 5 and up. Homework which is three days late or three late assignments in a quarter will warrant further corrective action including a "yellow sheet" that must be signed by a parent and may necessitate a parent-teacher meeting. Consistent failure to complete homework assignments could result in a failing grade.

### **Late Assignment Procedure**

If a student is unable to turn in a homework assignment, the following procedure will be followed for students in grades 5 and up:

**Blue Sheet:** Student must fill out a "late assignment report" (Blue Sheet) which he or she will obtain from the teacher. The blue sheet needs to be turned in to the teacher in place of the missing homework assignment. The student is then given until 8:45 of the next school day to complete and turn in the assignment. That assignment will receive the appropriate grade reduction established by the teacher.

**Yellow Sheet:** An "overdue homework notice" (Yellow Sheet) will be issued if a student turns in three Blue Sheets in a quarter. This form must be signed by a parent and returned to school the following day. In addition, if a student fails to turn in an assignment by the third day, he or she will receive a Yellow Sheet. The homework assignment may then, at the discretion of the teacher, receive a 0%. A third Yellow Sheet in a quarter will merit a parent-teacher conference to discuss a remedy for repeated missing assignments.

### **Classes**

Classes are where the spirit of study intensifies. It is the responsibility of a student to be materially, physically, and mentally prepared for study and class work. Students are expected to bring paper, pens, pencils, notebooks, textbooks, and any other required materials to class. Students need regular amounts of sleep as well as breakfast and lunch in order to be able to concentrate. Punctuality and outward appearance in dress and posture are signs of a student's attitude and willingness to work.

## Standard Format for Writing Assignments

In grades 5-12, students will follow a standard format for all writing assignments. The format guidelines are distributed to both students and parents at the orientation session preceding the first day of school. The standard format emphasizes neatness, legibility, uniformity, and taking pride in one's written work. Except when otherwise stated, students are expected to follow the standard format on all writing assignments. If a student does not follow the standard format, the teacher reserves the right to issue a reduced grade or to refuse the assignment until it is presented in the proper form.

## Report Cards

Report cards are issued quarterly. Midterm progress reports are sent home midway between the quarterly reporting periods.

## The Grading Scale

A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D	60-69	1.0
F	0-59	0.0

Letter grades will be issued on report cards for all students. Grade point averages will be computed for high school students only. Some courses, such as Art and Physical Education, will be graded with an E (excellent), G (good) S (satisfactory) and U (unsatisfactory).

## Honors and Advanced Placement (A.P.) Courses

Certain high school courses are designated as either Honors or Advanced Placement (A.P.). Since these courses are more demanding for students, grading is weighted to reflect the higher level of rigor. A course designated as A.P. is an Honors course that has been approved by the College Board as the equivalent of a first-year college course. Juniors and Seniors taking A.P. courses are encouraged to take the A.P. test in that subject area in May. Students who score well on the A.P. exam typically receive college credit for that course.

The Honors grading scale is as follows:

H+	97-100	5.0
H	93-96	5.0
H-	90-92	4.7
A+	87-89	4.3
A	83-86	4.0
A-	80-82	3.7
B+	77-79	3.3
B	73-76	3.0
B-	70-72	2.7
C	65-69	2.0
D	60-64	1.0
F	0-59	0.0

### **Academic Honesty**

Academic honesty is critical to Campion’s mission. By academic dishonesty, students commit an injustice against others, damage morale, and harm themselves by replacing honest effort with fraud. An offense against academic honesty may be committed by:

1. cheating on a quiz or test;
2. plagiarism or the unacknowledged borrowing of the work of an author;
3. using unauthorized aids;
4. copying another student’s homework.

An offense against academic honesty shall be grounds for an immediate Pink Slip (no warnings required). A second offense requires an immediate conference with the student, parents, and teacher. A letter documenting detailed facts of the offense and of the conference will be addressed from the teacher to the parents, and a copy given to the Administrator (Dr. Kunath) and to the Dean of Discipline (Mr. Martino). A third offense will be handled per the regulations in the Discipline section of this Handbook.

### **Quarterly Honor Roll**

Students in grades 9-12 with outstanding scholastic records receive special recognition at the end of each quarter by having their names placed on the Honor Roll, which will be posted in the second floor hallway display case. The following is a list of eligibility for each Honor Roll:

#### **Summa Cum Laude**

A 3.75 grade point average or above

#### **Magna Cum Laude**

A 3.50 grade point average or above

### **Cum Laude**

A 3.25 grade point average or above

### **Promotion and Graduation**

The norm for promotion is the prospect of successful work in the next grade. Reading is the fundamental work of the first three grades and marks in this subject will greatly determine promotion. Promotion in grades four to eight is based upon marks in the major subjects: Religion, English, Reading, Math, Science and History. At the high school level, the required number of credits must be obtained to continue on pace for eventual graduation. The following are the minimum credits required in each core subject in order to graduate from Campion:

- English – 4 credits
- Math – 4 credits
- Science – 4 credits
- History – 4 credits
- Latin – 4 credits
- Religion – 4 credits
- Classical Civilization – 2 credits
- Speech – 1 credit
- Art – 1 credit
- Physical Education/Health – 1 credit

In order to receive credit for a course, the student must earn at absolute minimum a year average grade of D, computed as a 0.75 or higher GPA in that course over four quarters. However, a student will receive credit for only one D per year. D's averaged out over the year in two courses or more will result in summer school for some or all of those courses as determined by the administration.

### **Standardized Testing**

In addition to quarterly grades, standardized testing is administered to assist Campion in its evaluation of student achievement. Testing is only one variable used to determine the student's achievement and is not in itself the sole determining factor regarding grade placement.

The **California Achievement Test** (CAT) is normally administered annually in the spring for all grades. Results are mailed to parents in the summer. The CAT is a national standardized test and results are recorded in each student's permanent record.

The **PSAT** is normally taken in October each year by 8<sup>th</sup> graders, Freshmen, Sophomores and Juniors. This is a standardized test to give students a preliminary idea of how they'll score on college entrance exam tests such as the SAT. The test is also used to determine which students are eligible for National Merit Recognition as well as college scholarships.

The **SAT and ACT** are offered off-site several times each year for Juniors and Seniors. These are the two most common college entrance exams and are requirements for most U.S. and international colleges and universities.

**Advanced Placement (A.P.) Tests** are offered in various subject areas in May each Spring. These tests are administered at Campion. Several courses at Campion use an A.P. curriculum, designed to prepare students to score well in the A.P. tests. These courses include English Language and Composition (Rhetoric), English Literature, Latin:Vergil. Students studying Physics and Calculus may also opt to take A.P. exams in those subject areas. Information on registering for these exams will be given to Juniors and Seniors (and in some cases Sophomores) in the Third Quarter.

**National Exams and Competitions:** Campion students also routinely participate in annual national exams and competitions including:

- The National Latin Exam, grades 7-12
- The Junior National Latin Exam, grades 2-6
- The National Mythology Exam, grades 3-9
- The Medusa Exam, grades 9-12
- The National Geography Bee, grades 4-8
- The American Math Competition, grades 5-12
- The National Spelling Bee, grades 3-8

## **Student Dress Code & Uniform Policy**

The complete school uniform must be worn at all times during school hours with the following exceptions: physical education period, in which case the gym uniform is to be worn; field trips, provided that the faculty guide or the Administrator has specified another appropriate manner of dress. Students should bear in mind that while wearing the school uniform at school or outside of school they are representing St. Edmund Campion Academy and will be seen as a reflection of the school.

### **Uniforms**

Campion's official uniform supplier for all items with the exception of Campion sweaters and gym uniforms is School Belles with the following two locations:

#### **School Belles**

Keystone Plaza  
9695 Kenwood Rd.  
Blue Ash, Ohio  
Telephone: (513) 921-3417

#### **School Belles**

The Shoppes of Taylor Mill  
5050 Old Taylor Mill Rd.  
Taylor Mill, Kentucky  
(859) 581-3111

Purchases from School Belles are expected in order to ensure uniformity. Carefully refer to the annual price list that indicates the exact styles expected. Students must adhere to this dress code.

**Please note:** Campion sweaters and gym uniforms are supplied by Idlebrook. Parents should place orders for sweaters and gym uniforms directly through the Campion school office at the beginning of the year.

### **Uniform Overview**

Girls in grades 1-8 wear a white, round collar blouse, knit shirt, or white dress oxford.  
Girls in grades 1-4 wear a uniform jumper purchased from School Belles.  
Girls in grades 5-8 wear a uniform skirt purchased from School Belles.  
Girls in grades 9-12 wear white oxford blouses or knit shirts and grey skirts purchased from School Belles.

Boys in grades 1-8 wear a white dress oxford or knit shirt and black trousers.  
Boys in grades 9-12 wear white dress oxford shirts with neckties and black trousers.

## Components of a Complete Uniform

The following considerations apply to both boys and girls in grades 1-12:

1. Uniforms must be kept neat and clean.
2. No one is permitted to change into “street clothes” on school property without permission from the Administrator. All students must remain in complete uniform until off school property for the day.
3. Only plain white garments are to be worn under shirts or blouses. No lettering, logos, or images are permitted on undergarments.

### Girls

1. Skirts and jumpers must reach to the knee, grades 1-12.
2. Socks must be white, burgundy or grey, grades 1-12. (No ruffle socks.)
3. Socks must extend at least three inches above the ankle, grades 1-12.
4. Black tights (opaque) may be worn in lieu of socks. In cold weather, black leggings available from Idlebrook may be worn, grades 1-12.
5. Blouses are to be kept tucked in, grades 1-12.
6. It is recommended that girls at the appropriate age wear a plain white camisole or a similar white garment under the blouse.
7. Sweaters are optional, but only the official maroon Campion sweater is permitted. Students may choose from three styles: cardigan, V-neck or crew neck. No sweatshirts, hoodies, or jackets are permitted to be worn in class, grades 1-12.
8. Optional: High school girls may wear black blazers, but they must be worn over the maroon Campion sweater. Blazers may not be worn in lieu of the Campion sweater, grades 9-12.

### Boys

1. Trousers must be black and of the style provided by School Belles, grades 1-12.
2. Shirts are to be kept tucked in, grades 1-12.
3. High school boys are to wear appropriate ties. Logos or advertising of any type is not permitted, grades 9-12.
4. Belts must be black, grades 1-12.
5. Socks are required and must be black or white, grades 1-12.
6. Sweaters are optional, but only the official maroon Campion sweater is permitted. Students may choose from three styles: cardigan, V-neck or crew neck. No sweatshirts, hoodies, or jackets are permitted to be worn in class, grades 1-12.
7. Optional: High school boys may wear black blazers, but they must be worn over the maroon Campion sweater. Blazers may not be worn in lieu of the Campion sweater, grades 9-12.

### **Shoes**

Boys and girls are required to wear comfortable black, semi-dress or gym shoes, preferably with rubber soles. Shoes must be all black, which excludes colored or white

stitching, large logos, etc. Clogs, sandals, crocs and other similar footwear that exposes part of the foot are not permitted. Shoes that draw undue attention are not permitted. Boots and high heel shoes are not permitted.

### **Modified Warm Weather Uniform**

Before October 1<sup>st</sup> and after May 1<sup>st</sup>, boys may wear black dress shorts in lieu of their uniform trousers, grades 1-8.

### **Gym Uniform**

The gym uniform is required for all students, grades 1-12. It is worn only for physical education classes at Campion. A complete gym uniform consists of gym shoes, white socks, maroon Campion shorts, and a grey Campion T-shirt. Maroon Campion sweatpants are optional. Gym uniforms are available only through Idlebrook and may be ordered through the school office at the beginning of the school year. Order forms will be sent home with students in the first week of school. Students may not partake in gym class dressed in their school uniforms. Those not dressed for gym will be given a written assignment.

### **Personal Appearance**

Campion Academy is a training ground for adult responsibility. Appropriate standards of dress and grooming will be maintained. Common sense is an indispensable guide, but the following specific guidelines apply to all students as indicated.

#### Girls

1. No outlandish hairstyles are permitted, grades 1-12.
2. Cosmetics, including eyeliner, eye shadow, mascara, lipstick and nail polish are not permitted in grades 1-8.
3. High school girls may use cosmetics moderately and tastefully, as defined by the teachers and staff, grades 9-12.
4. High school girls may not use brown, blue, black, or green nail polish. No outlandish nail polishing is permitted, grades 9-12.
5. Earrings may not reach more than one inch below the earlobe. Only post earrings are permitted, grades 1-12.
6. Bracelets and anklets are not permitted, grades 1-12.

#### Boys

1. No outlandish hairstyles are permitted. The standard is a style that provides a neat cut and does not attract undue attention, grades 1-12.
2. Skinhead, Mohawk and rat-tail styles are not permitted, grades 1-12.
3. Long hair that completely covers the ears or eyes or reaches over the collar is not permitted, grades 1-12.

4. Bleaching or coloring hair is not permitted, grades 1-12.
5. Boys are not permitted to wear earrings, anklets or bracelets, grades 1-12.

### Boys & Girls

1. Personal hygiene is very important and students' appearance should reflect cleanliness and conscientious grooming, grades 1-12.
2. Other than for girls' earrings, body piercing of any kind is not permitted, grades 1-12.
3. Necklaces are not permitted except for simple chains with small pendants, grades 1-12.
4. Large decorative pins or political pins are not permitted, grades 1-12.
5. Visible tattoos or other "body markings" are not permitted, grades 1-12.

Any question that may arise regarding the appropriateness of a student's appearance is left to the discretion of the administration.

### **Accountability**

Faculty and administration will enforce dress and grooming regulations with pink slip notices sent home to the parents. Egregious or continuous violations may result in a parental conference. Please refer to the Discipline section of this handbook for more information.

## **Behavior Guidelines & Discipline**

At Campion Academy we believe that a prerequisite to a good education is an ordered learning environment. The best discipline has its basis in the love of God, observance of the Ten Commandments and high moral standards. Time-honored Christian values are the basis of the rules of conduct. In their speech and in their actions students are to respect their fellow students and especially their elders.

### **Student Conduct**

Every Campion student should strive to contribute to the good atmosphere of the school by respecting the rights of others, especially their right to learn. A student is expected to conduct himself or herself at all times in a noble manner. That means that students are expected to treat one another with the proper respect. Kindness is the guiding virtue for the treatment of others. The following serve as guidelines for student conduct. The list may not be all-inclusive and the discretion of faculty members and the Administrator is sometimes necessary in determining what is acceptable.

- Truthful, honest behavior is a guiding principle and is expected of all students.
- Students are to sit and stand in a dignified posture.
- Students must limit talking to a moderate tone while in the hallways and restrooms.
- No running in the hallways.
- Loud, vulgar, crude or obscene language is prohibited. Clean and polite language is the norm.
- School property must be treated with respect. Students may not write on desks, walls, or bulletin boards.
- Eating and drinking is not permitted in classrooms during class time.
- Chewing gum is prohibited on school grounds.
- Cell phones may not be used in the school building unless permission is granted by a teacher, and only in cases of emergency. If it necessary for a student to bring a cell phone to school, he or she must keep them in their book bags or lockers during the school day. They must be turned off.
- Radios, CD players, IPODs, MP3 players, video games, computers and any other personal entertainment equipment are not permitted on school grounds or on field trips.
- Students are prohibited from leaving school grounds without written permission from a faculty member.

- All personal items such as sweaters and lunch boxes should be labeled with the student's name.
- Any type of physical assault or threat of assault is prohibited and constitutes a serious offense.

### **Minor Offenses**

In particular, the following infractions are punishable as “minor offenses”:

- Tardiness to school in the morning or to individual classes during the day
- Repeatedly talking out of turn
- Failure to obey teacher's directives
- Showing disrespect to a faculty or staff member
- Refusal to answer when spoken to directly
- Leaving a desk without permission
- Unexcused absence from class or leaving school without permission
- Teasing, bullying, or name-calling
- Disruption of a class
- Failure to use class time well, e.g., working on another subject's homework
- Chewing gum
- Eating or drinking during class time
- Eating or drinking in unauthorized areas of the school building
- Use of foul language
- Misuse or lack of respect for school property
- Writing on desks, walls, or bulletin boards
- Posting on school bulletin boards without permission from a teacher
- Possession of radios, CDs, IPODs, MP3 players, video games, computers or other personal entertainment equipment (these will be confiscated and may only be retrieved by a parent)
- Unauthorized entry or presence in areas that are off-limits
- Flagrant dress code violations
- Lack of class materials (text, pen, homework, notebook, etc.)
- Failure to bring gym uniform for phys-ed class
- Use of the copier without written permission from a teacher
- Throwing food or any other objects
- Use of cell phones in school building unless authorized
- Failure to perform assigned Student Work Duties
- Any other behavior that affects the tone of the school negatively, whether done willfully or thoughtlessly

## Discipline Pertaining to Minor Offenses

The purpose of any disciplinary action is to correct future behavior and possibly uncover the cause of a problem. Communication between teachers and parents concerning issues of misbehavior are of paramount importance. The procedures listed below are intended to keep parents informed of any problem situations that arise in the course of the year. These disciplinary measures are intended to be used rarely but will be used whenever necessary.

The teacher shall make every attempt to solve a minor conduct issue informally at the lowest level. Warnings should be increased from gentle to stern, and in private if reasonable.

**Pink Slips:** Repeated offenses (or serious offenses) will warrant a “Pink Slip” – a *Notice of Misbehavior* – that will be sent home to the student’s parents. The form will detail the conduct problem and must be signed by the parent and returned to the school the next class day. Repeated Pink Slips from the same teacher could necessitate a parent-teacher meeting with the student. Signed Pink Slips will be held by the teacher until the end of the school year, or until their attachment is necessary for issuance of a Red Slip as described below.

**Tardy List:** Timely morning arrival for the first class and for subsequent classes throughout the day is mandatory. Unless an adequate explanation is given, tardiness shall be documented on a Tardy List located in the school office. If tardiness becomes a regular problem, the student will be referred to the Dean of Discipline.

Students who continue to be disruptive after two or more Pink Slips have been issued by the same teacher will receive a Red Slip and be referred to the Dean of Discipline for further corrective action. This step is intended to be rare.

**Red Slips:** A *Notice To Dean of Discipline* (Red Slip) will be issued when a student misbehaves after two or more associated Pink Slips by the same teacher. Those Pink Slips shall be attached to the Red Slip, documenting the previous warnings. The Dean of Discipline will then meet with the student, discuss the matter, and then assign corrective action which may include: reducing lunch to eating alone for only 15-minutes, school clean-up duty, a parent-teacher meeting or any other punishment that the Dean of Discipline deems appropriate. The Red Slip will require parental signature. Red Slips become a part of the student’s permanent record and shall be retained until the student graduates or otherwise departs the school. Parents may, at their discretion, contact the teacher involved, the Dean of Discipline, or the Administrator to further discuss the matter.

**Tardy Red Slips:** A Tardy List will be located in the office for unexcused tardiness. Faculty should make entries on this list which shall include the student's name, teacher's name, date, time, and details of the infraction. The Dean of Discipline will issue a Tardy Red Slip at his discretion, but only after the parents have been notified twice. Normally, if tardiness exceeds 5 times per quarter, the Tardy Red Slip will be

issued. Parents must sign this slip and the student will meet with the Dean of Discipline for corrective action as described above.

### **Serious Offenses**

Some offenses, by their very nature or gravity, are immediately punishable without a previous warning being issued to the student. These include, but are not limited to:

- Blasphemous language
- Cheating or any other offense against academic honesty
- Theft of school property or the personal property of others
- Consumption or possession of cigarettes, drugs or alcohol
- Use of matches or lighters on school property
- Blatant disrespect for faculty
- Serious taunting, bullying, or harassing
- Unjustified physical aggression or fighting
- Possession or use of weapons such as guns or knives
- Any act that is illegal in the state of Ohio
- Behavior off school grounds, including on the Internet, which is scandalous or discredits Campion Academy

### **Addressing Serious Offenses**

Serious offenses and other offenses determined to be “serious” warrant immediate corrective action. Furthermore, minor offenses whose underlying circumstances indicate critical misbehavior such as causing serious harm to others (physical, emotional, etc.) or blatant disrespect for authority, shall be treated as serious.

Serious offenses must be witnessed by faculty or staff before any disciplinary action is taken. No serious measures against the student shall be taken until the following procedure is strictly followed: A “Preliminary Record of Serious Offense” (black slip) shall immediately be issued from the witness (faculty or staff member) to the Administrator describing the offense in detail, including dates, times, other witnesses, location, and other related circumstances. If the Administrator agree that the offense is serious a meeting will immediately be scheduled to include, at the very least, the Administrator and a parent. It is recommended, but not mandatory, that participation in any meeting at this level include the following: the student, faculty or staff member who initiated the action, and anyone else with substantial input. Meeting(s) addressing serious offenses shall be documented including dates, times, participants, and notes. This documentation shall be retained until the student graduates or otherwise departs the school.

## **Suspension or Expulsion**

Suspension or expulsion may be appropriate for any one serious offense or for a number of offenses. Consideration is based on what is best for the particular student and for the student body as a whole. Any behavior off school grounds, including on the Internet, which is scandalous or serves to discredit Campion Academy may also be cause for expulsion. Such decisions are determined by the Administrator, with input from, when requested, other faculty members.

**Note:** The Administrator, at his discretion, may waive all prescribed measures defined above should any offense be egregious or otherwise require immediate elevated attention.

## Guide for Parents

### Parent Volunteer Association

Campion Academy's Parent Volunteer Association (PVA) serves to assist with various school events throughout the year, and to support the school through various means. All parents are encouraged to participate in PVA-sponsored events. There are many ways in which parents can get involved. The school has various extracurricular activities (e.g., First Friday bowling, ice skating) and events (e.g., theatrical productions, Christmas pageant) to meet the needs of our students. Parents can help by assisting with or supervising school-sponsored trips, or by providing time and food for special events.

### What Can Parents Do To Help Their Children at School?

*By Dr. Paul Kienel, Executive Director, Association of Christian Schools International*

**Show an interest in what your children are learning in school.** Discuss with your children the subject material they are learning and the activities they are participating in. It will enhance their interest in education even more if you, as a parent, are involved with their education.

**Train your children to understand that school is a disciplined learning situation.** Very little learning occurs at school if parents do not train their children to "obey those in authority" including their teachers and administrators. Youngsters in school reflect their home training. Students whose parents firmly discipline them in love at home respond well to the normal environment of the school classroom.

**Train your children to be accountable for their time.** It is not an overstatement to say that some students are "time wasters." You will help your children in school and in life if you train them to use their time wisely. Talk to your children about setting specific times each day for homework. Also train them to be on time for school and each of their individual classes.

**Train your children to be accountable for their words.** Children the world over can be cruel to other students by their words. They can also develop an argumentative back-talk manner of speaking with teachers, parents and others. Parents must impress upon their children that words are powerful and that they are accountable for them.

**Train your children to be accountable for their actions.** Teach them to apologize and seek forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with those whom they have offended.

**Support the school rules.** As a parent, you may not always agree with every point of the school rules and regulations, but you should not show less than full support of them to your children. Students are much more prone to violate school rules if they know their parents do not agree with the rules. Students must see the school and home as united.

**Support the school personnel.** On occasion, you may disagree with the administrator or a teacher on some aspect of the school. Don't discuss your points of disagreement with your children. It will destroy the school's ability to be effective with your youngsters. Address any issues you may have directly with the teacher involved or with the administrator.

**Be a good role model for your children.** Children are parent watchers. If your lifestyle is in harmony with the principles that the school is teaching, your children will respond well to the training of the school. If, on the other hand, your lifestyle is contrary to them, your children may be confused and even frustrated by the conflicting role models they see at home and at school.



**NOTE:** The forms on the following pages are for your reference.

## **Standard format for writing assignments**

This is the format in which students grades 5-12 are expected to complete essays.

*Uses the following heading:*

Jane De Chantal [student's full name]  
English Literature [subject]

Mr. Rose [teacher]  
February 1, 2010 [date]

Synopsis: [type of assignment]  
"God Sees the Truth But Waits" [name of story, article, etc.]

### **All writing assignments must be:**

1. Written neatly in legible cursive script (or typed, for grades 7-12)
2. Written in black or blue ink, if not typed
2. Double-spaced after the heading; i.e., everything is double-spaced aside from heading
3. Written or printed on one side of the paper only
4. If not typed, then written on loose-leaf ruled paper
5. Maintain a margin on both sides of the paper

### **Your writing assignments may NOT include:**

1. Doodles, drawings, or any extraneous marks that don't pertain to the assignment
2. Torn corners or missing chunks of paper
3. Frilly tear-outs along the edge of the paper (Use loose-leaf paper!)
4. Wrinkles or folds
5. Excessive white-out, huge cross-outs, or erasures that tear through the page; if a mistake is made, neatly cross out the mistake with a single strike-through line, and then continue.

Take some pride in every piece of paper you turn in to any teacher!



# St. Edmund Campion Academy

## Field Trip Permission Form

To be completed and returned to the appropriate teacher at least 24 hours before the date of the field trip.

Date of field trip: \_\_\_\_\_ time: \_\_\_\_\_

Field trip destination: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

\_\_\_\_\_

Transportation will be provided by \_\_\_\_\_

Total student cost for field trip: \$ \_\_\_\_\_

Student (does/does not) have permission to be out of uniform.

Student (will/will not) be accompanied by a teacher.

Teacher's signature \_\_\_\_\_

I, the parent of the student named below, understand the nature of the field trip being planned, and I am in accord with the purposes of and procedures governing this trip. I understand that adequate and appropriate supervision will be provided. I recognize, however, that unanticipated situations and problems can arise on any trip, school-sponsored or otherwise. We agree to release and hold harmless St. Edmund Campion Academy and its employees and volunteers from any and all liability arising from such activities, including any accident or injury to the student and the costs of medical services.

In the event of an injury requiring medical attention, I hereby grant permission to the supervising teacher(s) or staff to attend my son/daughter. If the injury warrants further medical attention, I expect every effort will be made to contact me to receive my specific authorization before action is taken. If efforts to contact me are unsuccessful, I grant permission for necessary medical treatment to be given.

\_\_\_\_\_  
Student name (please print) Parent (signed) Date

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Please list any special medical conditions are concerns below:

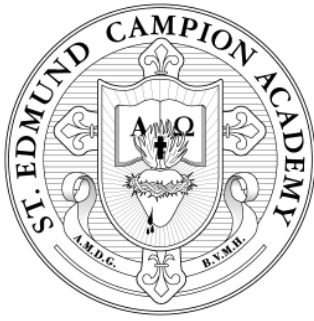


## LATE ASSIGNMENT REPORT

### BLUE SHEET

Any homework assignment that is not submitted on its due date must be documented by submitting this completed form. Three of these reports per quarter will necessitate your parent's signature. You are still expected to turn in this assignment the next school day, although you will receive a reduced grade at the teacher's discretion. Failure to turn in your assignment in three days will result in a yellow slip and a grade of 0%.

<b>Student Name</b>	
<b>Teacher Name</b>	
<b>Course Name</b>	
<b>Description of Overdue Homework (Lesson #, Chapter #, etc.)</b>	
<b>Assignment Dates:</b>	<u>Original Due Date:</u> <u>Actual Submission Date:</u>
<b>Reason for Delay in Assignment Submission</b>	<input type="checkbox"/> I was sick. <input type="checkbox"/> Forgot to bring it to class <input type="checkbox"/> Failed to or could not bring my book home <input type="checkbox"/> Out of town or at a significant event <input type="checkbox"/> Managed my time poorly <input type="checkbox"/> Forgot I had an assignment <input type="checkbox"/> OTHER: _____
<b>Student's Signature</b>	
<i>To be Completed by Teacher</i>	
<b>Teacher Signature</b>	
<b>Teacher Comments</b>	



## PARENT SIGNATURE FORM OVERDUE HOMEWORK

### YELLOW SHEET

The completion of homework assignments within the established deadline is one of many instituted measures for ensuring a student's satisfactory progression within a course. For that reason, late or missing homework assignments should be rare. The student below has received a previous warning.

<b>Student Name</b>	
<b>Teacher Name</b>	
<b>Today's Date</b>	
<b>Course Name</b>	
<b>Reason for Required Parent Signature</b>	<input type="checkbox"/> Homework assignment is 3 days late. <input type="checkbox"/> Homework assignments were late at least 3 times this quarter. <input type="checkbox"/> A homework assignment was not submitted AND student failed to follow "Blue Sheet" procedure. <input type="checkbox"/> OTHER:
<b>Description of Overdue Homework (Lesson #, Chapter #, etc.)</b>  <b>- OR -</b>  <b>"Blue Sheets" ATTACHED</b>	
<b>Parent's Signature</b>	

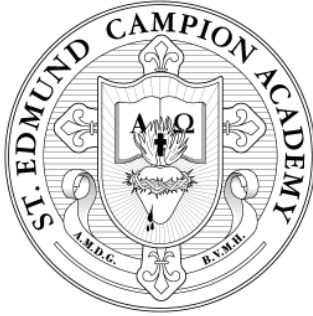


## NOTICE OF MISBEHAVIOR

### PINK SLIP

This "Pink Slip" is being issued on for the specific reasons noted below. This form is to be signed by the parent and returned to the teacher on the next school day. Additionally, this student could also be denied participation in Campion activities for a brief duration. Teachers should hold these completed forms. Repeated misbehavior may be referred to Office.

<b>Student Name</b>	
<b>Teacher Name</b>	
<b>Date of Offense</b>	
<b><u>Location:</u> Classroom, Playground, Lunch</b>	
<b>Description of Offense</b>	<input type="checkbox"/> Repeatedly talking out of turn <input type="checkbox"/> Failure to obey teacher's directives <input type="checkbox"/> Disrespectful to a faculty or staff member <input type="checkbox"/> Harassing, teasing or bullying a classmate <input type="checkbox"/> Use of foul language <input type="checkbox"/> Unjustified physical aggression or fighting <input type="checkbox"/> Misuse of school property <input type="checkbox"/> Leaving desk without prior permission <input type="checkbox"/> OTHER:
<b>Parent's Signature</b>	



## NOTICE TO DEAN OF DISCIPLINE

### RED SLIP

The student listed below has been disruptive. He or she has been warned previously and now requires elevated disciplinary action. The teacher is to attach all Pink Slips documenting any previous warnings, and then forward all to the *Dean of Discipline*.

<b>Student's Name</b>	
<b>Teacher Name &amp; Phone - Email</b>	
<b>Date of Offense</b>	
<b>Location: Classroom, Playground, Lunch Room</b>	
<p style="text-align: center;"><b>Reason for Formal Disciplinary Action</b></p> <p style="text-align: center;">Two or more other <i>Pink Slips</i> Attached</p> <p><u>Note:</u> <i>Dean of Discipline</i> may waive all warning requirements if the incident is egregious.</p>	<p><input type="checkbox"/> Repeatedly talking out of turn</p> <p><input type="checkbox"/> Refusing to obey teacher's directives</p> <p><input type="checkbox"/> Disrespectful to a faculty or staff member</p> <p><input type="checkbox"/> Harassing, teasing or bullying a classmate</p> <p><input type="checkbox"/> Use of foul language</p> <p><input type="checkbox"/> Unjustified physical aggression or fighting</p> <p><input type="checkbox"/> Misuse of school property</p> <p><input type="checkbox"/> OTHER:</p>
<b>Date of Formal Disciplinary Meeting</b> (With the Dean of Discipline)	
<b>Corrective Action Taken</b> (By the Dean of Discipline)	
<p style="text-align: center;"><b>Parent's Signature</b></p> <p>If you prefer to discuss this further, please contact the teacher indicated above or arrange a meeting with the Dean of Discipline.</p>	