

Diocese of Youngstown  
Elementary School Parent/Student Handbook

St. Joseph School, Canton, Ohio 44708

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<b>I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT</b>
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***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

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

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

***SCHOOL MISSION STATEMENT/PHILOSOPHY***

<b>II. OUR MISSION HERE AT ST. JOSEPH SCHOOL IS</b>
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To help each student;  
Strengthen and develop a personal love for Christ;  
Develop a wholesome self-image;  
And help promote the student to  
Assume personal responsibility for learning.

***PARENTAL ROLE***

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

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

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

- Supporting the school's mission and commitment to Christian principles;

- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

### ***NONDISCRIMINATION CLAUSE***

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

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

### ***NON-CATHOLIC STUDENTS***

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

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

- aware that it is the Catholic position that will be taught.

### ***GUIDELINES AND IMPLEMENTATIONS***

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the Friday of the first week of school. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

### III. SPIRITUAL DEVELOPMENT

#### ***Religious Education Program***

Religion classes are taught daily for at least 30 minutes in all grades.

Attendance at parent education programs is required for those whose children will be receiving the following sacraments:

#### *Eucharist*

Children in Grade 2 receive instructions and have the opportunity to receive the Eucharist in May.

#### *Reconciliation*

Children receive instructions and have the opportunity to receive the Sacrament of Reconciliation in Grade 2. Children in all grades are encouraged to receive this Sacrament regularly. Students in Grades 3 through 8 usually have two scheduled opportunities for Reconciliation throughout the year.

#### *Liturgy*

Grades 1 through 8, and K beginning second semester, assist at the 8:30 A.M. Mass one-day a week. On holy days and other significant occasions, Grades K through 8 celebrate 9:00 A.M. liturgy.

### IV. ACADEMICS

#### ***CURRICULUM***

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The school follows the diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education and Library.

*Kindergarten:* The students in Kindergarten receive instruction in religion, readiness activities in handwriting, mathematics and reading, as well as art, English language arts, health, music, physical education, science, computers and social studies.

*Grades One through Six:* Students at each grade level receive instruction in religion, English language arts, health, mathematics, reading, science, and

social studies. In addition, instruction in art, music, computers and physical education is given weekly.

Grades Seven and Eight: Students in the Junior High receive instruction in religion, English language arts, mathematics, reading, science and social studies. Instruction in art, health, music, computers, and physical education is given weekly. Classes are taught on a departmental basis.

Time Allocations: Class schedules reflect the time allocations given in the Minimum Standards for the State of Ohio. Flexibility is allowed in the weekly schedule in view of the total instructional time over the semester period.

Educational Resources: Classroom instruction is supplemented with a variety of educational and audio-visual materials. These include tapes, transparencies, film loops, filmstrips, and kits of different subject areas, models, slides and a variety of projectors for individual and small group use. Educational television and computers are available in each classroom and serves as enrichment to subject matter being taught at the time.

## **TEXTBOOKS/SUPPLEMENTAL MATERIALS**

Textbooks: The Principal and teachers from approved lists prepared by the Diocesan Education Office select Textbooks.

## **TECHNOLOGY**

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student's parent, and the teacher sponsor. This agreement must be

completed annually

2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
3. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
4. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive.
  - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - c. Use of the network shall not disrupt use of the network by others.
8. There shall be no links from the school home page to a student's personal home page.
9. While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

Computer integration is encouraged in all grades, Kindergarten through Eight.

Enrichment opportunities and applications of the computer are provided in all areas of the curriculum.

## **TESTING**

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

### **TESTING PROGRAMS**

Students in grades five and eight will take the Assessment of Catechesis/Religious Education (ACRE).

Students in grades two, four and seven will take the Iowa Tests of Basic Skills (ITBS) and Cognitive Abilities Test (CogAT).

Students in grades three, five and six will take the Iowa Tests of Basic Skills (ITBS).

Students in grades three and five will take the Off-Grade Writing Proficiency Tests.

Students in grade eight will take the Off-Grade Proficiency Tests in Writing, Reading, Mathematics, Science and Social Studies.

Ohio EdChoice students will also take the Ohio Achievement Assessment test (OAA).

## **HOMEWORK**

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

## **PARENT-TEACHER COMMUNICATION**

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

## **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Parent Conferences: Two scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. If additional conferences are needed an appointment may be made with the teacher for a mutually convenient time. Parent conferences are held at the end of the first academic quarter, usually early November and in February.

## **GRADING/REPORT CARDS**

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

An asterisk on the report card indicates an accommodation and/or modification has been made according to documentation outlined in the student's confidential file.

## **GRADING SYSTEM**

A	100-93
B	92-85
C	84-75
D	74-67
F	Below 67

### Codes for Religious and Social Development:

P	Progressing
NI	Needs Improvement

Study skills needing improvement are indicated for the appropriate subject area(s)

Mid-quarter reports are issued to alert parents to the child's progress as well as

suggest ways that parents may assist the student at home. Areas of difficulty as well as satisfactory progress are noted. Special attention is given in the mid-quarter to effort and conduct.

### ***PROMOTION/FAILURE POLICY***

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined that additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.

### ***COUNSELING SERVICES***

Individual counseling services as well as group guidance counseling opportunities are available. Child, adolescent, and family counseling activities may include short-term counseling at the school during school hours. Community resources are referred as needed. Psycho-educational classroom activities may occur as needed and as requested by school staff. Legal and ethical standards to ensure the protection of children require intervention if there is a safety concern. Incidental intervention (one time) may also occur prior to specific parental permission if it is deemed necessary to act in a timely manner to defend the well-being of the student. Collaboration with all helpers in the student's system (family and professional) is standard practice.

## **V. ADMINISTRATIVE PROCEDURES**

### **ADMISSIONS**

#### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

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

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

Registrants for school will be accepted in the following order:

- a. students of registered participating parishioners whose parish(es) provide the elementary school;
- b. students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
- c. non-parishioner students on a space available basis, after a conference regarding the reason for registration in a Catholic school are held with the parents by the pastor and principal.

Catholic elementary students should attend either their own parish school or, if their parish has no school, the Catholic school which is nearest their home or the Catholic school that could best provide individual needs.

#### **AGE FOR ADMISSION TO KINDERGARTEN**

Children who reach the age of five years by September 30 may be admitted to a kindergarten program.

#### **GENERAL REQUIREMENTS FOR ADMISSION**

Admission is contingent upon receipt of the following:

1. Completion of the application from
2. Presentation of an original birth certificate
3. Baptismal certificate for Catholic students

4. Proof of adequate immunization as required by the Ohio Revised Code
5. Completion of Emergency Authorization Form
6. Proof of custody for students not living with either or both natural parents
7. Social Security number (if U.S. citizen)

#### **ADDITIONAL REQUIREMENTS FOR ADMISSION TO GRADES 1-8**

1. Educational and health records from previous school
2. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

#### **GENERAL CONDITIONS OF ADMISSION**

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

#### **FOREIGN STUDENTS**

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Nonimmigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS.) Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll an F-1 student is available through the particular school office.

Also required of the incoming student is:

- a. I-20 Form (if applicable)
- b. Diocesan Emergency Care Form

- c. State Immunization Form
- d. Local Admissions Forms
- e. VISA

## **CLASS PLACEMENT**

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

## **ATTENDANCE**

### **DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. The Diocese, the Office of Catholic Schools, the school, nor any of its employees are, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. The parent(s) should phone the school giving the reason and the approximate length of absence.
2. A written excuse, explaining the reason for absence, signed and dated by the parent, must be presented upon a student's return to school.
3. Persistent absences may cause serious academic problems (including but not limited to course failure.) The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being

subject to appropriate disciplinary action.

4. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

### ***Tardiness***

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are requested to see that their children cultivate the habit of punctuality. Students are considered tardy after the second bell at 8:15 A.M. The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. If a student has any unexcused tardy, the student will be ineligible for a perfect attendance award.

### ***Absences for Other Reasons***

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. When the student returns, make up work will be given and time limits set. The responsibility for such make up work belongs to the parent(s) and student.

### ***Reporting Absence***

**Please CALL** the school office by 8:30 A.M. if your child is absent. The school will call parents who do not call in an absence. Parents may also leave a message of their child's absence on the school's answering machine. Please notify the school office immediately if the illness is of a contagious nature.

### ***Make-up work due to absence:***

If a child is absent parents may request take-home work. To do so, please call the school secretary and leave your child's name, the homeroom, teacher's name, and the time you will pick up the work. Assignments must be completed and returned to the respective teacher(s) within the time specified by the teacher.

### ***Medical excuses***

Medical and dental appointments should be made outside of school time if possible. A written note must be presented to the office by 8:15 A.M. if the student is to be excused for an appointment during the school day. Students must be signed out in the office by the person specified in the note and signed

back into the school upon return.

### ***Family Vacations***

Vacations taken during school time are discouraged. However, if vacations are taken, parents should give the Principal and homeroom teacher written notification of the child's impending absence. AFTER the vacation the student should contact the teacher to get missed work. Students are responsible for the mastery of material presented during their absence. Work is to be completed within one week of the student's return unless other arrangements are made with the teacher.

### ***Release of students***

Parents must sign students out and/or back in during the course of the school day for appointments or other necessary reasons for leaving the school during the school day.

### ***TRANSFERRING TO ANOTHER SCHOOL***

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

### ***LUNCH/MILK PROGRAM***

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

St. Joseph School's cafeteria participates in the government subsidized lunch program. The price of the lunch is announced in August. Children who carry their lunch from home can purchase a half-pint of milk, the cost of which is also announced.

Reduced or free lunches (through the Federal Program) may be applied for by contacting the Principal. Applications will be approved or denied according to Federal guidelines. Detailed information appears in the St. Joseph School newsletter in the fall.

### ***ARRIVAL AND DISMISSAL***

The first bell rings at 8:00 A.M. Children should be in their classrooms by 8:10

A.M. Classes begin at 8:15 A.M. and end at 2:43 P.M. Grades K - 3 have a fifteen-minute morning recess.

The building is open at 6:45 A.M. All students arriving before 8:00 are to go to the cafeteria where adult supervision is provided. Students arriving **before** 7:45 will be charged a Latch Key fee. All children are to leave the building by 2:45 P.M. unless under adult supervision (i.e. Latch Key, teacher, coach).

## VI. GENERAL SCHOOL POLICIES

### **ADMINISTRATIVE**

#### **STUDENT CUSTODY AND GUARDIANSHIP**

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

#### ***Family/Custodial situations - Relationship with the School***

St. Joseph School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Joseph School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared *by* the parents and *between* the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child. St. Joseph School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the custodial parent of this fact. A certified copy of the Court Order needs to be given to the principal to keep in the student's file. The entire document needs to be kept intact. It needs to have the "This is a True document" stamp as well as the embossed seal on the order. Issues that you do not want the school to know, can be blackened or whitened out. Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. St. Joseph School will, unless instructed by the Court Order, release such records upon request to the non-custodial parent. \* Records include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that **one copy** of communications and information will be sent home with the child and that this will be shared *by* and *between* the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that **one conference** appointment be scheduled jointly if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, misinterpretations.

In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Joseph school's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at

school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

### **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

### **TRANSFER OF RECORDS**

Records are released to another school only when the parents provide a written request for such records (Record Release Form), or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.) However, health records and testing results which have been obtained through state or federally-funded programs will be forwarded.

### **SCHOOL VISITORS**

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds.

## **SCHOOL COMMUNICATIONS**

### ***Principal's Communication***

Every Thursday a student will take home a "Thursday Folder" with information and a newsletter. If more than one child is in a family, the designated carrier will have the newsletter in their folder. Every one must sign and return the folders after they have read and removed the information.

### ***Take-Home Communication***

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

### **TELEPHONE USE/MESSAGES FOR STUDENTS**

The office telephone is not available for pupil use. Allowing a child to use the phone for forgotten homework, a book, etc., breaks down the responsibility that is being taught to the students. For emergency situations, a call may be made from the office with the permission of a teacher.

### **CELL PHONE POLICY:**

At this time, it is a Junior High privilege to bring a cell phone into the building although it **MUST** be turned into the office **ON ARRIVAL DAILY**. It can be retrieved at the end of the school day. The purpose of this privilege is so the student may contact their parent about changes in sporting events, practices or activities. There may be random checks of book bags or desks if we have reason to believe the Junior High students are not following this rule. **CELL PHONES ARE NOT PERMITTED IN GRADES K-6**. If a cell phone is found in possession of a student, the cell phone will be confiscated and a parent must come to the office to claim it.

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

There are a minimum of 178 student attendance days. Within these 178 days, Ohio law provides for **five calamity days** (inclement weather or other non-weather related emergencies) which a school does not need to make up. A school must make up any days over these **five days**. The school has built into its calendar three possible make up days to be used if the school exceeds its five calamity days.

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. Exception is if the host team is in session.

If the Canton City Schools close, St. Joseph School is also closed.

Please listen to the radio (WHBC AM 1480) for this announcement. **Also TV station's channels 3, 5, 8, and 19 will be listing our closings**. If there is an emergency affecting St. Joseph School only, parents will be notified by the room parents.

### **RELEASE OF DIRECTORY INFORMATION**

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

Schools are required to use the *Waiver/Right to Object* form when students are participating in videotaping, audio recording, school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

## FIELD TRIPS

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity.
- If a private passenger vehicle must be used, the principal must approve of this. The following conditions apply for volunteer drivers:
  - a) The driver must be 21 years of age or older.
  - b) The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
  - c) The vehicle must have a valid registration.
  - d) The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
  - e) No driver should take more children than the number of seat belts in a car.
  - f) Each driver should be given directions to the site and rules and procedures for student behavior in cars.
  - g) Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)

The driver needs to complete the Volunteer Driver Information supplied to the driver by the principal.

- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.
- It should also be understood, in light of world conditions and specifically threats of

terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

- Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on the field trips.

As far as possible, school buses will be used to transport students on field trips.

## **GRADUATION REQUIREMENTS/CEREMONIES**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.)

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

## **PARENT ORGANIZATIONS**

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. To support and promote quality Catholic education at the school;
4. To encourage Catholic values of family life;
5. To share with teachers the values that parents are attempting to develop with their children at home;
6. To acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;

7. To unify parents in an effort to raise funds each year for the school.

### ***Parent Groups***

#### **St. Joseph School Consultative Council**

The Consultative Council consists of the Pastor, Principal, a lay teacher, chairperson of the Home and School Association and school parents. This Council devotes itself to the interests of education in the parish school. Business is transacted at an evening meeting 4 times per year.

#### **St. Joseph Home and School**

The Home and School promotes communications between parents and teachers. All parents and faculty are members; meetings are open to all parents.

The primary function of the Home and School is service. It organizes a uniform exchange, hosts the teacher appreciation day luncheon, and enlists room parents for each classroom. The Home and School also conducts fund-raisers annually as well as other activities, the proceeds of which are used for various projects in the school.

#### **Parent Volunteer Program**

There are many opportunities for parents to become involved in activities at St. Joseph School. Parents assist the school in the following capacities:

### ***FUND-RAISING***

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish. Besides the fundraising done by the Home and School Organization, the school itself conducts a fall and winter fundraising drive. The proceeds from these drives go to the school budget.

### ***TRANSPORTATION/PARKING***

#### ***Busing***

St. Joseph School children are transported under the provisions of the Ohio Fair Bus Law. The law provides the elementary school pupils who live more than two miles from the school they attend must be transported to that school by the public school district in which they live. Only children eligible for bus service are permitted to ride the buses.

Although a parent may request, by writing a note to the bus driver, that a child

ride the bus with a friend, it is permitted only if seating is available. Notes from parents requesting a transfer of buses must be signed by 8:20 A.M.

## ***WALKERS AND BIKE RIDERS***

Walkers are to cross at the guarded intersections ONLY. Walkers and bike riders are expected to follow the directions of the crossing guard and safety patrol. Walkers are to use the sidewalks and avoid cutting through private property enroute to and from school. Bike riders are to walk their bikes in the yard.

### ***Traffic Patterns***

#### ***Morning Arrivals***

Buses only use the Columbus Avenue entrance. Cars enter the parking lot through the north gate off Bedford. Children exit cars in the area by the east school door or east cafeteria door. Children need to be ready to leave the car when you stop to keep the flow of traffic moving,

#### ***Afternoon Dismissal***

Buses only use the Columbus Avenue entrance. Cars are **not** permitted to enter the playground area after school. Children are to **WALK** to their cars or designated area as arranged by the parent.

## ***STUDENT RESPONSIBILITY FOR SAFE CONDUCT***

Students are expected to cooperate with bus drivers, crossing guards, safety patrol, and teachers on supervision. Students who choose not to cooperate will receive violations to be signed by parents. St. Joseph School personnel support and cooperate with all bus districts in the issuance of bus violations according to district policy.

<b>VII. FINANCES</b>
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### ***Diocese of Youngstown Tuition Assistance Program***

#### **Application Process & Requirements**

- a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application from (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.

- b. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
- c. The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.
- d. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

### ***SCHOOL TUITION POLICIES***

Tuition is determined yearly by the St. Joseph Parish Finance Board. St. Joseph parishioners pay a percentage of the per pupil cost. Non-parishioners must pay the entire per pupil cost. Tuition is NOT tax-deductible.

The non-refundable registration fee is due at the time of registration for families new to the school. Parents have two options for paying tuition:

- A. Pre-payment of tuition for the entire school year must be made by the first day of school.
- B. If pre-payment is not made, parents must arrange to finance tuition payments through SMART Tuition Management Services

### ***TUITION AND OTHER FEE SCHEDULES***

#### ***Non-Payment Policy***

If tuition payments have not been received by the end of each quarter, your child's report card may be withheld. If tuition is two quarters past due, your child may not report for classes for the following quarter until tuition has been paid or other arrangements have been submitted in writing and approved by the Principal. Report cards and transcripts will be withheld until all financial obligations are met.

#### ***NSF Checks***

It is the policy of St. Joseph Parish that checks returned from the bank identified as NSF will be treated as follows:

NSF check writer will be fined an amount similar to the charges assessed to the parish for handling such NSF checks (currently \$25.00).

#### ***Parishioner Financial Assistance***

St. Joseph parishioners who may find it necessary to request financial aid are to obtain a Student Aid Form from the school office. If the application is approved you will be notified in writing of the amount of the grant. Families receiving a grant are expected to pay the tuition balance. **FAMILIES WHO HAVE RECEIVED A GRANT IN THE PAST MUST APPLY EACH YEAR IF THERE IS A NEED.** Questions regarding the procedure for financial assistance may be directed to the Principal.

## VIII. COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

### ***PARTICIPATION***

Participation in co-curricular and extra curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance. While catastrophic health insurance is available through the Ohio High School Athletic Association (OHSAA), this coverage begins after the first \$25,000. of expenses. All 7-12 athletic programs of the Diocese are to be members of the OHSAA.

### ***TRANSPORTATION OF ATHLETES***

Schools may arrange for the transportation of student athletes by Ohio State Patrol inspected and approved school buses or by licensed public or private bus conveyance. Schools may not arrange for the transportation of student athletes by private cars, vans or other vehicles.

## IX. STUDENT RESPONSIBILITIES & BEHAVIOR

### ***CODE OF CONDUCT***

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a catholic school environment. These basic components include:

- Teachers have the right to teach. No student will stop the teacher from teaching.
- Students have the right to learn. No student will stop another student from learning.

The school observes this Code of Conduct because it is built on fundamental Catholic school teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

## **WEAPONS**

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises. ORC SEC. 2923.1212. A Valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

- A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, numchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.
- Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

<h2><b>X. DISCIPLINE POLICIES AND RULES:</b></h2>
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### ***Student Behavior Code***

*ST. JOSEPH CATHOLIC SCHOOL* is called to be a community based on the shared acceptance of the message and challenge of the Gospel.

- flow from this concept of a faith community,
- foster quality relationships among students, teachers, and parents,
- and assist the students to grow toward true discipleship.

In requesting registration at St. Joseph School, both students and parents agree to comply with and support the discipline policies and regulations.

*St. Joseph students are characterized by:*

- appreciation for the opportunity of a Catholic education,
- reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith,
- an attitude of service to others,
- an effort to develop Christian leadership,
- personal responsibility for learning,
- respect for the right of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning,
- cooperation, consideration and respect for others in speech and actions,
- respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day,
- honesty in speech and in school work,
- respect for school and parish property and the personal property of others,
- playground behavior that ensures the safety of all students,
- good study habits that lead to life-long learning, namely, effort, confidence in their ability, punctuality, completeness and quality of assignments and class work,
- regular attendance and punctuality,
- appropriate behavior on school buses or walking to and from school, cooperation with bus drivers, safety patrol guards, crossing guards and other safety personnel,
- self-care, e.g., good grooming, personal appearance, cooperation with the dress code.

*The students are supported and encouraged to develop a mature Christian character by all faculty and staff members by:*

- personal attention and interest in each student,
- discussion with the student about their growth in character, appropriate behavior and self-discipline,
- notification of parents when there is a concern about character development, self-control or cooperation with school rules,
- parent conferences, both as regularly scheduled, or as requested by either the teacher or parents

- behavior and/or learning contracts,
- conferences with student, parents and other school support personnel,
- conferences with the principal.

*Some consequences that may be employed for lack of cooperation with school rules:*

- detention after school with Parents prior knowledge,
- loss of minor privileges and/or recess,
- removal of the student from the classroom or activity to another supervised area,
- in serious cases, suspension for a period of time, at the discretion of the principal and/or pastor 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 superintendent.

*Situations with specific consequences:*

- St. Joseph School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures include parent notification, suspension for a time from transportation, and loss of transportation privileges.
- Students responsible for stealing, destroying, or vandalizing St. Joseph School or Parish property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. The police will be notified and disciplinary action will be taken if the situation warrants it.
- Truancy will be referred to the Pupil Personnel Office of the public school district of residence. If necessary, the case will be referred to Juvenile Court and/or Children's Services. Truancy is understood to include leaving school without permission, being absent from school without parents knowledge, and being absent from class without permission.
- Students are prohibited from the use, possession, or sale of drugs, drug paraphernalia, alcohol, tobacco, explosive materials or weapons on St. Joseph property, at St. Joseph-sponsored events whether held during or outside of school hours, and on public school buses. Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the students return to school. Intervention by trained professionals may be required as a condition for the student to remain at St. Joseph School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

## ***SUBSTANCE ABUSE***

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
  
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

## **GANGS**

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

## **DISCIPLINE**

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

## **USE OF DISCIPLINARY ACTION**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

## **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

1. Conference with student and/or parent
2. Appropriate verbal reprimand
3. Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
4. Loss of privileges
5. Supervised after-school detention

6. Referral to office
7. Disciplinary contract

## **SUSPENSION**

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the local building administrator to suspend a student from class or school. The diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur.

- 1) Offenses that lead to suspensions include:
  - a) A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police should be informed of these incidents.
  - b) Use/possession of a weapon. Police must be informed.
  - c) Vandalism, destruction or theft of school property.
  - d) First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary).
  - e) Repeated disregard for school rules and regulations.
  - f) Other offenses serious enough to warrant a student's removal from school

## **EXPULSION**

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school records and withdrawal papers will so indicate that.

Unless directed otherwise by the Superintendent of Diocesan Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public school.

## ***STUDENT REGULATIONS AND PROCEDURES***

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

### **STUDENTS AND STUDENT PROPERTY**

#### ***Searches***

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

#### ***Students and Student Property***

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school.

#### ***School Lockers and Desks***

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has exclusive use of the locker or desk but has no proprietary rights versus the school.

### **CARE OF SCHOOL PROPERTY**

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

Since books are expensive both to purchase and for the school to maintain from year to year, parents are urged to help their children be responsible for books used. Books are to be kept covered and clearly identified.

St. Joseph School does not assume responsibility for toys; tape recorders, cameras, radios, and similar items brought to school by a student. Parents are asked to see that these items are kept at home.

### ***LOST AND FOUND***

Please put “name tags” on all clothing. Lost and found articles will be placed in the northwest corner of the cafeteria. Periodically all unclaimed articles will be sent to various missions. Lost valuables (i.e., glasses, watches, keys, and jewelry) can be claimed in the office.

### ***DRESS CODE***

The dress code provides a standard for our students that foster an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

ST. JOSEPH SCHOOL DRESS CODE  
KINDERGARTEN THRU 8<sup>TH</sup> GRADE

BOYS:

SHIRTS: Dress or 3-button knit shirt with collar (long or short sleeves); no decorations; solid colors of white, light blue, navy or burgundy polos. Short sleeve tee shirts worn under uniform shirts must be solid white with no pictures or words. Shirts must be worn right side out.

TROUSERS: Solid navy, black or khaki **DRESS SLACKS**. Belts must be worn on trousers with belt loops. No jeans or jean styles(rivets), extra zippers; no outside pockets(cargo) or elastic bottoms.

SWEATER/VEST/SWEATSHIRT: Crew, V-neck or cardigan sweaters in solid colors of navy, black, white, or SJS sweatshirt, must have a uniform shirt or turtleneck worn underneath sweaters or sweatshirts. **SJS Hoodies are the ONLY acceptable substitution for a navy, black, white or black sweater.**

TURTLENECKS: White, navy, black or burgundy may be worn underneath a shirt or sweater. Turtlenecks may be worn alone only by Primary students in colors of white, navy, black, powder blue or burgundy..

SOCKS: Solid colors of navy, black, white or burgundy. Socks must be ankle length or above – footies are not permitted. No logos or decorations.

SHOES: Dress shoes or solid black leather sport shoes. **Dress shoes should not have wedges or heels higher than 1 inch.** Shoes may be black, brown, or navy in color. Loafers are also

permitted. Sport shoes must be low cut with black shoelaces. Boots are not permitted as school shoes. Athletic shoes may continue to be worn for school and gym. \*\*\**Athletic shoes must be SOLID BLACK if worn as a school shoe. No white or different colored soles or laces and ALL SHOES NEED LACES.*

BELTS: Solid navy, black or brown. *Belts must be worn on trousers with belt loops.* No decorative belts or large belt buckles permitted.

SHORTS: DRESS walking shorts in navy, black, or khaki. Shorts must be worn with school shirt and shoes as specified above.

GYM CLOTHES: *NEED to be purchased through the school.* Gold or maroon SJS tee-shirts, solid maroon or burgundy shorts and tennis shoes are required. Solid colored sweatshirts/sweatpants may be worn during cold weather for Primary grades only.

#### GENERAL APPEARANCE:

- Boys hair should be short and above the eyebrows.
- Hair is to be neatly trimmed and not touching the collar.
- All boys are to clean shaven.
- No fad styles, bowl cuts, streaked or dyed, etc.
- All boys are to be clean shaven.
- No earrings or extra body piercing.
- Shirt collars must be worn down.
- Shirts are to be tucked in at all times.
- Any jewelry worn must be simple, and subject to teachers discretion.
- Appearance of all uniforms must be neat and clean. When an item becomes stained, frayed, torn or discolored, they may *not be worn to school.*
- Proper hygiene at all times.

\*\*\*Please keep in mind that true uniform brand DRESS pants are not usually snug, form fitting or tailored so these styles will not be accepted.

ST. JOSEPH SCHOOL DRESS CODE  
KINDERGARTEN THRU 8<sup>th</sup> GRADE

GIRLS:

JUMPER/SKIRTS: Grades K-3 will wear jumpers; Grades 4-8 will wear skirts. Length of skirt or jumper is to be no shorter than 4 inches off the floor when kneeling. (Navy, Khaki, or Plaid Uniform)

SHIRTS: Dress or 3-button knit shirt with collar; no decorations or lace; solid colors of white, light blue, navy, or burgundy. T-shirts worn under uniform shirts must be solid white.

SLACKS: Dress slacks in solid colors of navy, black and khaki; no knit or stirrup pants; no jeans or jean styles (rivets). No outside pockets (cargo pants). ***Belts must be worn with any slacks that have belt loops.***

SWEATERS/SWEATSHIRT: Crew, V-neck or cardigan sweaters in solid colors of navy, black, white, burgundy or SJS sweatshirt, must have a uniform shirt or turtleneck worn underneath sweaters or sweatshirts. ***SJS Hoodies are the ONLY acceptable substitution for a navy, black, white or black sweater.***

TURTLENECKS: White, navy, black or burgundy may be worn underneath a blouse, sweater or jumper. Turtlenecks may be worn alone only by Primary students (K-3) in colors of white, navy, black, powder blue or burgundy.

SOCKS/LEOTARDS/ HOSIERY: Solid colors of navy, black, white or burgundy. No thigh-highs, and no layering are permitted. Socks must be ankle length or above – footies are not permitted. No logos or decorations.

SHOES: ***Dress shoes should not have wedges or heels higher than 1 inch.*** Shoes may be black brown or navy in color, Loafers are also permitted. Sport shoes must be low cut with black shoelaces. No sandals, open back shoes, clogs, boot shoes, thick-soled shoes, platforms etc. are permitted. ***\*\*\*Athletic shoes must be SOLID BLACK if worn***

***as a school shoe. No white or different colored soles or laces and ALL SHOES NEED LACES***

**BELTS:** Solid navy, black or brown. Belts must be worn with any slacks with belt loops. No decorative belts or large belt buckles permitted.

**SHORTS:** DRESS walking shorts or skorts in navy, black or khaki only; must be worn with school shirt and shoes as specified above.

**GYM CLOTHES:** ***Need to be purchased through the school.*** Gold or maroon SJS tee-shirts, solid maroon or burgundy shorts and tennis shoes are required. Solid colored sweatshirts and sweatpants may be worn during cold weather for Primary grades only.

**GENERAL APPEARANCE:**

- No cosmetics (except for Junior High girls) or nail polish; no dangling, loud or large hooped earrings. If girls wear earrings they must be small post earrings only. No extra body piercing.
- Hair is not to be streaked, colored or dyed. Hair must be off the face.
- Blouses are to be tucked in at all times. Collars are to be worn down.
- Any jewelry worn must be simple and is subject to the teacher's discretion.
- Appearance of all uniforms must be neat and clean. When an item becomes stained frayed, torn or discolored, *they may not be worn to school.*
- Proper hygiene at all times.

***\*\*\* Please keep in mind that true uniform brand DRESS pants are not usually snug, form fitting or tailored so these styles will not be accepted.***

<h2>XI. PLAYGROUND RULES</h2>
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1. At lunchtime recess play with your own grade
2. Keep hands, arms, and feet, to yourself this means no shoving, pushing, hitting, kicking, and NO FIGHTING OR NAME-CALLING.
3. No throwing or playing in snow.

4. No running and sliding on wet blacktop.
5. Stay away from fence and do not talk to anyone outside of fence (if parent is outside of fence let playground supervisor know before you go to fence)
6. Do not go outside (from cafeteria) until your class is called
7. Do not leave fenced in area
8. In cold weather wear coats, hats, gloves, etc. Make sure you coats are zipped before you leave lunchroom
9. In fair weather do not pile coats together; if you take your coat off make sure it does not touch another coat on ground.
10. STAY AWAY FROM Front doors, bike rack, cars, planter, do not play in mulch which is in planter
11. Jump ropes, hula-hoops, and skip-its are to be used in there assigned areas. Jump ropes are for jumping, hoops are for hula-hoops only (not around necks )
12. Four-square balls are for four-square only NO KICKING
13. Basketball is in courts only, no rough playing, NO FIGHTING
14. Kick ball may be played in kickball field. Can only use soft foam balls too many students on playground for regular kickball.
15. Football may be played in assigned areas. Remember this is a parking lot also so Please no tackle, just tap on back or arms
16. Tag is fine but remember just tap on back or arms no rough playing
17. When someone is injured, tell a supervisor, and move away from injured person
18. When bell rings put away equipment and line up as quickly and quietly as possible
19. Please remember the ADULTS are the supervisors. Tell the supervisor when there is a problem. Don't try to fix it yourself.

### ***LUNCHROOM REGULATIONS***

During the noon recess, children MAY NOT leave the playground without the permission of the Principal. Failure to comply with the regulation is considered a serious violation.

It is our goal that all at St. Joseph School understand the importance of correct behavior and proper courtesy on the playground. Violation slips will be issued to offending students, and parents are requested to help their children understand the need for respecting the rights of other children.

## **XII. HEALTH AND SAFETY**

### ***STUDENT HEALTH & SAFETY***

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

#### **ACCIDENTS AND FIRST AID**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student.

#### **ILLNESS**

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

St. Joseph School Clinic is staffed by a registered nurse that administers first aid in cases of injury or illness. The school furnishes an emergency authorization

form, which directs the school's course of action in each individual case. It is essential that the parent notify the school of changes of phone number, address or employment throughout the school year so this data is always up-to-date.

### Health Services

Health and immunization reports are due on or before opening day of school for all new students. During the school year vision and dental screenings, and height and weight measurements are given to all students in Grades PreK, K, 1, 3, 5, 7, and all new students; hearing for students PreK, K, 1, 3, 5 and all new students; postural screening for Grades 5 - 8. Referrals are sent to parents if any student does not meet state standards. Results of screening are available upon request. Any test may be given upon parent or teacher request. (See also Speech/Language/Hearing Services.)

### Contagious Diseases

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, pink eye, chicken pox, head lice and any other communicable disease. If a child has head lice, the prescribed shampoo must be used, all nits must be removed and student must be checked by school nurse before entry back into school. For pink eye the student must be on an antibiotic eye drop for 24 hours and have no discharge from the eye upon return. For chicken pox, all lesions must have a dry crust and must be checked by the school nurse upon return. If the student has positive strep, he must be on an appropriate antibiotic for 24 hours and have a normal temperature. If a child has had a throat culture one day, he/she should be kept home the following day until the results of the culture are known. When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours. Any child with a temperature of 100 degrees must stay home. When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours.

### Dismissals Due to Illness

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the Clinic/Office to wait until a parent or other responsible party can be reached. Students cannot dismiss themselves by calling home, and an ill child may not go home alone.

## **ADMINISTERING PRESCRIBED MEDICATION TO STUDENTS**

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

- A. Authorization to Administer Medication

1. The physician must sign the Physician's Order for Prescribed Oral Medication granting the school permission to administer prescription or nonprescription medication. The parent must complete the "Parent Authorization to Give Medication" form.
  - a. Forms will be supplied by the school
  - b. The medication and signed permission forms shall be brought to the school by the parent.
  - c. The physician's signature must be on the original medication permission.
2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
3. New request forms must be submitted each school year for all medication.

B. Transportation of Medication To and From School

1. The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication.

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.
2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
  - a. Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.
  - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
  - c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form (FORM Med-1)

changes, the parent agrees to immediately furnish to the school a revised form signed by the physician who prescribed the medicine and revised parent form.

C. Labels on Medication

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

- a. on prescription bottle:
    - 1) full name of the student;
    - 2) name of the medication;
    - 3) dosage and time intervals for administration; and
    - 4) name of the physician (required for prescription drugs only).
  - b. on the permission form:
    - 1) possible side effects, any severe reactions; and
    - 2) any special instructions for administering the drug such as storage or sterile conditions.
2. Nonprescription medication should also be in the original container and be accompanied by the completed Doctor and Parent permission form with the necessary details for storage and administration.
  3. The parent is responsible for notifying the school, in writing if the administration of medication is to be terminated.

**CHRONIC MEDICAL CONDITIONS OF STUDENTS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician.

If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

## **INFECTIOUS/COMMUNICABLE DISEASES**

### **DISEASE**

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

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object to their child receiving immunizations must sign an immunization exemption form which is kept in their child's health record.
2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

### **LICE**

1. Head Lice Procedure
  - a. All students infested with head lice are excluded until the head is free of lice and nits.
  - b. A form letter provided by the school office, is sent home with the student being excluded with head lice to:
    - 1) advise parents on obtaining treatment; and
    - 2) inform parents of conditions for readmission to school.
  - c. Readmission to school is permitted **ONLY** after examination by school nurse reveals head to be clear of lice and nits.
  - d. The school nurse (if available) will re-check student two weeks after readmission to school.

## **FIRE/RAPID DISMISSAL/TORNADO/EMERGENCY DRILLS**

Safety drills are conducted periodically to assist the children in knowing what to do in case of an emergency. An extensive emergency preparedness plan is in place for the school.

## **SEXUAL HARASSMENT--STUDENTS**

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment.

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

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) 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;
- a parent/student/principal 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; and/or
- expulsion.

### Sexual Violence

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

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 (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

### **XIII. STUDENTS WITH SPECIAL NEEDS**

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

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school's policies and honor code.

### **XIV. EXTENDED DAY**

#### ***EXTENDED DAY PROGRAM***

A child-care program is available to students attending St. Joseph School. Latch Key is available from the end of the school day until 6:00 P.M. There are hourly rates as well as weekly rates available. The Latchkey program is available only on the days St. Joseph School is open for classes.

Latchkey is also available in the morning from 6:45 A.M. until 8:00. Students arriving before 7:45 will be charged a Latch Key fee. Those arriving from 7:45 on will be supervised in the cafeteria until the bell rings at 8:00.

# STUDENT/PARENT HANDBOOK

I have received a copy of the Student/Parent Handbook. My child and I have read and understand the contents and agree to abide by the policies and procedures contained in this handbook.

## Parent/Guardian

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Student (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grades)

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

***Please sign and return this form as soon as possible, but no later than the Friday of the first week of school. Thank you***

