

# St. Joseph Catholic School



## HANDBOOK

2021

2022

ENTER TO LEARN

~  
LEAVE TO ACHIEVE

~  
LIVE TO SERVE

## **ST. JOSEPH CATHOLIC SCHOOL MISSION STATEMENT**

The mission of Christian education at St. Joseph Catholic School is to teach the Truth of the Catholic faith and impart quality education in a Christ-centered atmosphere. This mission is designed to educate the child academically and spiritually, for now and for the future, so that he/she may serve both God and society.

## **ST. JOSEPH CATHOLIC SCHOOL GOALS AND OBJECTIVES**

The philosophy of St. Joseph Catholic School is based on a fundamental principle of respect for each student as a unique person and child of God with individual gifts and abilities. Through education and immersion in faith, our students will develop character and responsibility. Developing a proper conscience through Christ-centered studies and atmosphere, children will be instilled with moral values based on scripture and traditions of the Catholic faith.

## **ACADEMIC GROWTH**

### ***Auxiliary Services***

St. Joseph Catholic School participates in programs funded by the State of Ohio to enable the school to meet the minimum standards to provide needed benefits and services to students including: speech and language, school nurse, textbooks and educational equipment.

### ***Conferences***

Formal parent/student/teacher conferences are held during the first and third quarters. The conference affords a time of mutual communication regarding the progress and growth of the child. Additional conference time may be called for at the request of the parent or teacher. Please note, teachers will return phone calls/emails when a break in the day allows.

### ***Curriculum***

St. Joseph Catholic School follows the State of Ohio Learning Standards in all academic subjects and the Diocese of Toledo Religion Course of Study. These courses of study list specific objectives to be mastered in respective subject areas. At each grade level students receive instruction in language arts, religion, mathematics, music, reading, physical education, science/health, social studies and technology.

### ***Grading Scale***

#### **ACADEMIC ACHIEVEMENT Grades Two-Eight**

A 93-100 B 85-92 C 75-84 D 66-74 F 65 or below

#### **DEVELOPMENT KEY Grades Kindergarten –One EFFORT**

O Outstanding S Satisfactory U Unsatisfactory I Incomplete

### ***Homework Policy***

The purpose of individual assignments for class and home is to strengthen the student's grasp of curricular objectives. Homework usually consists of completing a lesson begun in school or projects that might require additional time outside the classroom. Assignments are left to the judgment of the individual teacher and are the responsibility of the student to complete.

## **Honor Roll Grades 2-8**

Students in grades 2-8 can earn Honor Roll status with the following:

**First Honors:** All A's major subjects; No grade below B in minor subjects; No grade below S in Conduct and Effort

**Second Honors:** All A's and B's in major subjects; No grade below B in minor subjects; No grade below S in Conduct and Effort

**Achievement Award:** No grade below a C in major or minor subjects; No grade below S in Conduct and Effort

### ***Instructional Program***

St. Joseph Catholic School implements the Diocese of Toledo graded Course of Study in compliance with the State of Ohio Standards. At each grade level students receive instruction in Religion, Mathematics, English/language arts, Reading, Science, Health, Social Studies, Music, Technology, Physical Education and Art.

In compliance with the Diocese of Toledo, assessment is mandated in the for the following:

MAP K-8 (Measurement of Academic Progress) Fall and Spring

ARK 2-8 (Assessment of Religion Knowledge) Spring

### **Third Grade Guarantee Assessment**

Third grade students are required to reach the promotion score set by the State of Ohio in English/Language Arts (ELA) unless they are exempt for retention. MAP test scores will be used as an alternate assessment to the state test.

### ***Kindergarten Program***

St. Joseph Catholic School offers a full day Kindergarten program. Students entering Kindergarten must be five years of age by September 30. Children will be assessed through a kindergarten screening process in the spring to determine readiness.

A valid birth certificate, Immunization record, and a Social Security Card must be presented at the time of registration.

### ***Liturgies***

Students in Kindergarten-Grade 8 attend Weekly Mass on Friday mornings. Students also participate in seasonal prayer services, Stations of the Cross, Eucharistic Adoration and other faith-based services. Students are expected to participate and show complete respect and reverence.

### ***Preschool / Pre-K Program***

St. Joseph Catholic Preschool and Pre-K Programs gives each student the opportunity to experience creative hands-on learning and to develop social skills in a Christian environment.

St. Joseph Catholic Preschool and Pre-K offers an all-day program. Children must be three years to five years old and potty trained. Classes are limited to 12 students.

A valid birth certificate, Immunization record, and a Social Security Card must be presented at the time of registration.

A physical check-up must be obtained and presented to the school prior to the first day of attendance.

### **Grade Lock**

Parents may view and monitor their students' progress through the online grade book in Grade Lock. Parent login access is issued by the school Technology Director.

### **Promotion and Retention**

Promotion is based on satisfactory completion of the respective grade level work.

Retention is considered in individual cases after thorough discussion by the teacher, parents, and principal. Parents will be notified by the end of the 3<sup>rd</sup> nine weeks if a student is being considered for retention.

Retention may be considered for the following reasons: 1) Failure in any two subjects; 2) Excessive absence

### **Eighth Grade Graduation**

In order to receive a diploma from St. Joseph Catholic School and eighth grade student must meet the following requirements: Cumulative 7<sup>th</sup> and 8<sup>th</sup> grade point average of 2.0 in core academic subjects (Math, Science, Social Studies, English/Language Arts, and Religion). The student must also maintain a grade of S in Effort and Conduct.

### **Specials: Art, Music, Physical Education, Technology**

All students in grades Kindergarten – Eight will receive instruction in music, physical education and technology weekly.

### **Special Services**

Supplemental instruction for qualifying students is available through Title I reading services and individualized or small group tutoring.

Speech therapy and Occupational Therapy is available for qualifying students

## **ADMINISTRATION**

### **School Advisory Council**

The function of the Education Advisory Council is to assist the Pastor and Principal in formulating and defining school policy. Local policies must be in keeping with the diocesan and state policies. The council is composed of St. Joseph Catholic School parents and St. Joseph Catholic Church parishioners.

### **Faculty and Staff**

St. Joseph Catholic is staffed by a qualified faculty. All teachers are certified according to the Standards of the State of Ohio. The school staff includes lay teachers, administrative assistants, custodial personnel, and other educational personnel who provides assistance in various areas of the academic program.

Professional competency and growth are stimulated through monthly faculty meetings, continuous professional development, and principal and diocesan leadership.

### **Pastor**

In the Diocese of Toledo, the Pastor oversees the school in his appointed parish. He, along with the principal and with consultation of the Local Education Advisory Council, establishes the school's policy on matters not already determined by state and diocesan regulation.

### **Principal**

The educational leader of the school is the Principal. The Principal is directly responsible to the Pastor and Diocesan Senior Director for Catholic Education for the organization and administration of the instructional and disciplinary activities of the school and for stimulating creative and innovative teacher-learning situations. The Principal assumes leadership in establishing good relationships with the children, parents, teachers, staff, parish and the local community. The Principal-Minister oversees the spiritual development of students and staff in conjunction with the Pastor.

## **ADMISSIONS**

### **Enrollment**

St. Joseph Catholic School admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities of the school. St. Joseph Catholic School will not discriminate on the basis of race, color, or ethnic origin.

### **Parental Responsibilities**

Full recognition of Catholicity confirms that parents are the Primary educators of their children. Catholic education continues the harmonious development of the spiritual, moral, social, physical and intellectual abilities of the child that start in the home. Therefore, parents and school personnel work together as part of the faith community responsible for the child's Christ development.

Registration for students from Preschool-Grade Eight begins in March of each year. All new students must present a birth certificate, Immunization record and Social Security Card at the time of registration.

### **State Scholarships**

St. Joseph Catholic School is a state scholarship provider and participates in the State of Ohio EdChoice Expansion Scholarship and Jon Peterson Scholarship Programs. Criteria for these scholarship are available in the school office or at the Ohio Department of Education website: [education.ohio.gov](http://education.ohio.gov). All student services, programs and activities provided or offered by St. Joseph Catholic School are available to scholarship recipients.

### **Transfer Students**

Students entering the school after the first grade are accepted on a probationary basis, quarter by quarter for one semester. During this time the staff evaluates the student's ability to adapt to the various aspects of the school program: the Catholic, Christian environment, behavioral expectations,

the academic structure and any other demands of the total school program. At the end of the academic probationary period, the student will either be fully admitted or the parents are assisted in finding a more appropriate academic setting.

### **SCRIP Program**

The SCRIP Program is a financial opportunity for families to either gain tuition discounts or contribute to the parish and school budget. Summer purchases will be applied to the September tuition bill. SCRIP cards can be purchased online, in the school office, or after designated Sunday Masses.

### **Tuition Assistance**

Student must be registered at St. Joseph Catholic School prior to applying for any tuition assistance through the various funds available. All requests for tuition assistance is kept confidential.

### **Tuition Policies**

No child who is a member of St. Joseph Catholic Church will be denied a Catholic education at St. Joseph Catholic School due to verified inability to pay.

Certain tuition participation guidelines must be followed by all families:

- Tuition contracts will be sent home in May with your upcoming school year tuition bill.
- This contract is to be signed and returned along with the registration fee by the assigned date. Registration fees are non-refundable.
- The registration fee is for all students regardless of scholarship assistance.
- Tuition is paid directly through the FACTS program.

Refunds: The school is divided into a quarterly basis both academically and financially. A student attending any part of an academic quarter is not eligible for a refund of that particular quarter. Refunds are based on future quarters only. If a child is expelled, there is no tuition refund granted.

### **Withdrawal**

If a student must withdraw from St. Joseph Catholic School, written notification should be sent to the school office as soon as possible. It is the duty of parents to see that all tuition and fees are paid prior to the withdrawal date. Official school records will not be released until all financial obligations have been fulfilled. The child must collect any personal items; return all school-issued textbooks and school property including library books. When the student enrolls in the new school, parents must submit a written records release to the school office. Records will be released when all of the above conditions have been met.

## **ATTENDANCE**

### **Absences**

Students are expected to be present and on time for classes throughout the school year.

When a student is going to be absent from school, the parent or guardian **must notify the school by phone by 8:15 AM** on the morning of **EACH** day of absence.

**IMPORTANT:** If the school has not been contacted by 9:00 AM, the school will contact the parents. If the school is unable to connect with the parents, local authorities will be notified.

-Any consecutive absence, which exceeds 16.5 school hours absent from school, requires a written physician's excuse.

- An unexcused absence is defined as any absence without a legitimate excuse approved by the school.

-An excused absence is one that is justifiable, and the student is free from blame. It includes, but not limited to:

Personal illness

Quarantine of the home

Death in the family

Such good cause as approved by the Principal

*-Vacation days are not excused unless parents have submitted the Vacation Request form to the office by the designated deadline.*

-Cumulative yearly absenteeism (excused or unexcused) exceeding 55 school hours will result in written notification by the principal and may result in recommendation for counseling with the Crawford Juvenile Court Truancy Office.

**-After 66 cumulative school hours excused or unexcused, will requires a physician's excuse in order to be considered an excused absence and for the student to return to school.**

### **Early Dismissal**

Students are required to be in school a designated number of hours per day. **EARLY DISMISSAL HOURS WILL BE COUNTED TOWARD CUMULATIVE ABSENCES.** (Students who are transported by a local school district bus that arrives prior to the end of the school day, will not have hours counted against them.)

If your child is to be dismissed early, a written notification should be sent into the school office the morning of the early dismissal. Phone calls to the school for an early dismissal should be for emergency situations only.

### **Extended Absence/Illness/Vacation**

Students with extended absence due to chronic illness will be handled on an individual basis.

Vacations during the school year are highly discouraged and not permitted during any standardized testing period.

**Parents must complete a Family Vacation Form** to be filed with the office two weeks prior to the vacation to qualify as an excused absence. Forms are available in the school office or on the school website.

Upon returning, students will be permitted to make up excused missed work. Missed work will not be assigned in advance unless it is the teacher's preference.

The number of days the student has to complete assigned work will be the same as the number of days of excused absence.

Only one vacation request will be approved per school year.

### ***Leaving School Grounds***

No student will leave the school grounds during the school day unless accompanied by a parent who signs them out in the office.

### ***Sign In and Out Policy***

A Sign In/Out log is kept in the office. Parents must sign their student in if they arrive after the 7:50 AM bell. Parents must sign-out their student if they leave for an appointment, then sign them back in upon their return.

### ***Tardiness***

A student is considered tardy if they are not in the classroom by 7:55 AM. When a student is tardy, they must report to the office. Cumulative throughout the school year 10 tardy violations will become one (6.5 hours) unexcused absence. Additional intervention may also result at the principal's discretion.

### ***Time Schedule***

The school day K-8: 7:50 AM-2:40 PM.  
Preschool: 8:00 AM -2:30 PM

Arrival: Parents may drop their students off at the Convocation Center door beginning at 7:30 AM. Students arriving between 7:30-7:45 AM should report to the Convocation Center for supervised morning care.

Morning Care: Morning Care is available each morning for students in Preschool-Grade 8 on regular school days from 7:30-7:45 AM for no fee. Breakfast is available for \$1.00.

*\*If qualified for Reduced breakfast your cost is \$.30, or Free.*

Dismissal: Students are dismissed at 2:40 PM.

Parents/guardians or other designated approved persons listed for Emergency Contact picking up their children should drive into the parking lot behind the school to form a pick-up line. Parents/Guardians should remain in their vehicle and students will be dismissed by a staff member

Students not picked up by 3:00 will be sent to After Care and parents will be charged accordingly.

### ***After Care***

To help our working parents, St. Joseph Catholic School offers after school care from 2:50-6:00 PM. Supervision is provided by a school employee and a light snack is provided. The cost

is \$25.00 for one child per week; \$40.00 for two children per week; \$50.00 for three children per week. This cost is paid weekly to the school secretary. If you are not paid in full by the end of the month, your child will not be allowed to attend, until balance is paid in full.

## **General Policies**

### ***Behavior***

St. Joseph Catholic students desire to learn; therefore, they may not deprive their classmates of the right to learn, and students may not deny teachers the right to teach.

In all classrooms, students will:

- Obey specific classroom rules.
- Have required classroom textbooks and supplies.
- Respect teachers, fellow students, property and self.

### ***Code of Conduct***

In living out the spirit of St. Joseph Catholic's philosophy of education, students are expected to contribute to the caring atmosphere of the school. As disciples of Gospel values, they should be kind, fair, positive and considerate at all times. Students who misbehave, choose to do so, and must accept the consequences of their actions. Diocesan schools enter into an implied contract with the parents of the students that the school will educate their children as long as the latter abide by the school's academic and disciplinary standards. A student who violates these norms breaches the contract, justifying action to be taken including detention, suspension or expulsion.

Violation of Code of Conduct and Corrective Measures:

- The supervising teacher/staff member shall speak with the student or students involved.
- If not resolved, the Principal shall be asked to intervene.
- Parents/guardian may be contacted.
- If there is no improvement in behavior, the principal will be informed a second time and a conference with parents/guardian will be held. A student detention may be given.
- If the conduct persists, the student may be given an in-school suspension. This is a grave penalty for repeated offenses.

### ***Detention:***

A lunch recess detention or afterschool detention will be assigned for repetitive minor behavioral offenses or repetitive missing schoolwork. After school detentions begin at 2:50 PM and end at 3:20 PM. Parents need to arrive promptly to pick up their child. During detention students are to sit silently and complete any assignment as specified by the staff member issuing the detention.

### ***In-School Suspension includes:***

Separation from all students for the entire day; completion of all material required being covered that day in the classroom.

After accumulating three in-school suspensions, a hearing will be held with the Principal and Pastor to determine additional corrective interventions or possible expulsion.

#### *Due Process:*

Communication of all concerns and questions related to a child or actions taken by school personnel due to a child's choices in school will adhere to the following steps:

1. Parent/guardian is asked to speak to the person responsible for the child at the time the infraction occurred. This meeting will take place in a professional manner and discussed privately with those involved.
2. If further discussion is needed or concerns continue, parents may request a meeting with the school principal.
3. If a satisfactory solution is not reached, the Pastor will be consulted.

#### *Expulsion*

Expulsion is a grave penalty for repetitive behavior offenses or serious misconduct.

Expulsion procedures:

- The Principal gathers the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and parent/guardians.
- The Principal confers with the Pastor for agreement to recommend expulsion.
- The Principal makes recommendation in writing to the Diocesan Senior Director of Catholic Education who will conduct a formal review to the extent needed and will inform the Principal of concurrence or non-concurrence with the recommendation.
- If the Diocesan Senior Director of Catholic Education concurs with the recommendation of the Principal, the parents/guardians will be notified in writing by the Principal that the decision to expel is final and the effective date of expulsion (there is no appeal of a decision to expel); or, if the Diocesan Superintendent does not concur with the recommendation of the Principal, the Principal shall implement the recommendation of the Diocesan Senior Director of Catholic Education and notify the parents/guardians of those recommendations in writing.
- All written communications to the parents will be sent by certified mail.

#### **General Behavior Expectations**

It is the belief of the administration and staff that all students desire a safe and orderly environment in all areas of the school. Therefore, the following behavior is expected:

- No fighting, pushing, shoving or line jumping.
- No use of foul language.
- Be on time for class, Mass, or detention.
- No running in hallways or cafeteria.
- Keep hands, feet and objects to yourself.

- Respect adults, students and property.
- No littering.
- No throwing of any object.
- No gum chewing.
- No iPods, electronic games, or cell-phones.
- Bullying or intimidation will not be tolerated.
- No skateboards, rollerblades or tennis shoes on wheels.
- No yelling or excessive loudness unless specifically instructed by a teacher.
- Be kind to others.

#### **Serious Misconduct**

The following acts are considered serious misconduct:

- **Disruptions:** Repeated disruptions in the classroom or school environment that hinders instruction.
- **Damage/Theft:** Stealing or damaging school or church property or the property of others.
- **Un-Christian Behavior:** Lying, cheating, obscene speech or gestures, degrading or malicious behavior, abusive treatment of fellow students.
- **Weapons:** Possession, handling, transmitting or concealing any object which could be used or viewed as a dangerous weapon, including fireworks.
- **Tobacco:** Possessing, using, or attempting to use, or transmitting tobacco or tobacco products of any type.
- **Alcohol/Drugs:** Possessing, using, transmitting, concealing, or under the influence of narcotics, alcoholic beverages, un-prescribed drugs, or any other controlled substance.
- **Assaults/Fights/Threats:** Behavior in a manner which could cause physical injury to self or any other person, or threaten to cause injury.
- **Truancy/Tardiness:** Absent from class without teacher permission, leaving the school grounds during the school day without adult permission and supervision. Excessive absences and tardiness (See attendance policy)
- **Repeated Misconduct:** Repeatedly violate the regulations of the school or the reasonable directions of the staff.
- **Insubordination:** Failure to comply with the directions of authorized school personnel during the period of time the student is under the authority of the school. A student shall not be unruly, profane, grossly disrespectful, or refuse to submit to reasonable discipline from the staff.
- **Hazing:** Organizing, participating in, or coercing another to do any act of initiation.
- **Profanity and/or Obscenity:** Written, verbal, gesture or other means, to annoy or humiliate others or disrupt the education process.
- **Forgery-Falsify:** in writing, the name of another person, times, dates, grades, addresses, or other

data on school forms or correspondence directed to the school.

- **Sexual Harassment:** Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to suspension or expulsion. Sexual harassment is an activity that is unwanted or unwelcome, including but not limited to unwanted touching, verbal comments, name-calling, propositions, or bodily contact.

### **Bullying**

Bullying, harassment or intimidation will not be tolerated at St. Joseph Catholic School.

### **Cafeteria**

St. Joseph Catholic School provides a daily hot lunch and participates in the Government and USDA Lunch Program. Qualifying families may participate in the Free/Reduced lunch program. Applications are available at Back-to-School Night or by contacting the Cafeteria Director throughout the School Year. The cost for lunch is \$2.75 per day. Chocolate and 2% white milk are available for packers for 50 cents each.

*\*If qualified for Reduced breakfast your cost is \$.40, or Free.*

#### General Lunch Guidelines

- A written note from a physician is required for any dietary restrictions.
- Packed lunches should be ready to eat. Please do not send food that needs microwaved or prepared. Please, no outside fast food.
- All food must be consumed in the cafeteria.
- Lunch must be eaten while seated. Clean up after yourself; take tray to return area.
- Soda or any carbonated beverages are not permitted in packed lunches from home. Please refer to the packed lunch guidelines sent home at the beginning of the school year.
- Line up quietly when instructed for recess.
- Students may not remain in the cafeteria unsupervised.

### **Change of Address**

Parents are required to keep the school office current on the address, phone number, and legal guardianship of their students. Copies of such legal documents are to be given to the school office.

### **Communications**

Each Friday, the oldest child in the family will bring home a Friday Folder with important communications from the school, including a weekly newsletter. Please review all materials, sign the envelope, and return the envelope each Monday with your student.

Teachers and the principal can be contacted through email or by calling the school office and requesting the appropriate extension.

### **Dress Code**

Appropriate school dress attire helps foster a positive learning environment. A dress code establishes a unique identity for St. Joseph Catholic School and creates a feeling of pride and self-esteem. Students who arrive to school out of dress code must wear clothing provided by the school or parents will be called to bring appropriate clothing.

#### **Dress Code for Grades K-8**

All clothing must be clean, modest and appropriate for school. Clothing is to be without designer labels or logos of any kind, with the exception of a school logo.

**Pants:** Solid navy, khaki, or black dress pants. Pants should be fitted, hemmed, or cuffed and not dragging on the floor. Belts are required to be worn through belt loops. **No denim or colored jeans, cargo pants, corduroy, stretch pants or pants with extra adornments.** Pants must not be baggy or sagging below the waist.

**Shirts:** Red, grey, navy blue, white or light blue collared shirt, blouse, or turtleneck. Shirts must be tucked in at all times and have no hand pockets. Plain, white t-shirts may be worn underneath shirts.

**Sweater/Sweatshirts:** Navy blue and white cardigan style sweaters and navy blue or St. Joseph School sweatshirts may be worn in cooler weather.

**Shorts/Capris:** Solid navy, khaki, or black dress shorts or capris pant may be worn from April 15 to October 15. Shorts must be no shorter than 2" above the knee.

**Skirts/Jumpers/Skorts:** Solid navy, khaki, or blue/green uniform plaids may be worn and no shorter than 2" above the knee.

**Tights:** Solid navy, tan, black or white may be worn with jumpers, skirts or skorts and should be worn on cold or chilly days.

**Socks:** All socks (for girls and boys) should be above the ankle and worn at all times. Knee socks are permissible.

**Shoes:** Athletic shoes or dress shoes must be closed toed and have closed backs. All laced shoes must be tied. Heels limited to 2".

**Hair:** Hair for all students must be clean and neatly groomed. Hair is not to be spiked, colored, or be of an extreme or distracting nature. No shaved designs are allowed. Boys' hair is not to be longer than the top of the collar and must not cover the eyes. Facial hair is not permitted. Hats are only permitted outside the building or on special spirit days.

**Make-Up:** Heavy make-up is not permitted. Girls in Grades K-6 and all boys are not permitted to wear make-up of any kind.

**Jewelry:** Should be conservative and tasteful. Long, dangling earrings or hoops may not be worn for safety purposes. Only

two piercings per ear may be visible. Boys are not permitted to wear earrings. No alarms or musical watches.

**Piercings and Tattoo's:** No visible tattoos or additional piercings.

#### Jeans Days

St. Joseph Catholic School will schedule a jeans day on the last Wednesday of each month. No bare midriffs, tight-fitting clothes, leggings, low-cut tops, skinny pant/jeans, or jeans with holes.

#### Physical Education Days

Students may wear solid navy, black or St. Joseph Catholic spirit wear t-shirts, sweatshirts and sweatpants. During shorts season, shorts should not have stripes or visible logos.

### ***Enrichment Opportunities***

**Field Trips:** Field trips are pre-planned learning experiences that occur occasionally throughout the school year in specific grade levels. students. At times, parents are asked to provide transportation. Parents who volunteer must complete the Diocesan Insurance Compliance Form and must have a seat belt in their vehicle for each student being transported.

The Ohio Child Restrain Law (2011) requires that any child four years of age OR weighing fewer than 40 pounds who is transported by car under the control of a nursery school, kindergarten, or day-care center shall be secured in a child restraint system that meets federal standards. In the State of Ohio, all front seat passengers must wear safety restraints (1986). If parents drive children for school sponsored events, the children must be appropriated restrained. Based on the best information presently available, preschool, kindergarten, and elementary **students should not be transported in the front seat of a car having dual air bags.**

**Assemblies:** Throughout the school year, assemblies of an educational manner will be presented to the school body.

### ***Gender Related Policy***

Please refer to the Diocese of Toledo Policy Statement on Gender-Related Matters.

### ***Guardianship***

Each parent, as a natural guardian of their children is presumed to have full authority regarding tuition, record release, and enrollment unless a court order restricts authority. It is the parents' responsibility to provide the school with the court documentation regarding shared parenting or any restrictions.

#### Name Change

In case of a change in custody (not adoption), unless and until the school receives a court order changing a child's name, the legal name on file will be used.

#### Non-Residential Parent

St. Joseph Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-residential parents. In the absence of a court order to the contrary, the school will provide the non-residential parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the residential parent to provide the school with an official copy of the court order.

### ***Health and Safety***

The promotion of health for each student at St. Joseph Catholic School is the basis of the school's health program. Individual health records are kept on file and monitored by a School Nurse.

#### Emergency Medical Authorization

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form each year as required by law. **Please inform the school of any changes needed on the form throughout the school year.**

#### Medicine

Medication is defined as medicines including those prescribed by a licensed health professional authorized to prescribe drugs AND non-prescribed (over-the-counter) drugs, preparations, and/or other remedies (for example: cough drops, topical solutions, etc.)

Only medication is its original labeled container with the student's name, name of physician, date, name and telephone of pharmacy, name of medication, dosage, frequency and any special handling and storage directions will be administered. In addition, a form must be filled out by the prescribing physician and be on file in the school office. Forms are available in the school office. A log of administered medicine is kept.

Medication is to be brought to school **ONLY** by a parent or responsible adult to the school office. Students **ARE NOT** permitted to transport medication to school.

The parent/guardian is responsible for seeing that the school is supplied with an adequate supply of medication. Any unused medication by the last day of school each year will be destroyed by the school if not picked up by the parent.

Before any prescribed medication may be administered to any student during school hours, we must have a written statement from a licensed health professional authorized to prescribe drugs accompanied by a written authorization from the parent. Before any non-prescribed (over-the-counter) medication may be administered to any student during the school day, we must have written authorization from the parent/guardian.

#### Sick Child at Home

Any child who is showing signs of illness such as vomiting, fever, injury or symptoms of a communicable disease should be kept home from school. Students need to be fever free, without taking fever-free reducing medication, for 24 hours before returning to school.

#### Sick Child at School

If a student shows any of the above signs at school, parents will be notified to pick up their student. If there is ever a problem that is deemed life threatening, emergency medical personnel will be called as well as the parent/guardian.

#### Immunizations

Careful records of your child's immunization record dates are kept on the student's school records. Children without the required immunizations are not permitted to attend school. Parents/Guardians objecting to this requirement must submit in writing an explanation of their objection. The Principal will make the determination as to whether the child may attend.

No student at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than 14 days unless immunization documentation has been provided.

#### **Internet Safety Policy**

All students and parents must sign the St. Joseph Catholic School Internet Acceptable Use Policy.

#### **Money and Valuables**

St. Joseph Catholic School is not responsible for money or valuable items that children bring to school.

Toys and electronics from home should not be brought to school.

If parents send money to school with their child it should be placed in a sealed envelope that is marked with the child's name, the amount of money enclosed, and the purpose of the money. Students are to give the envelope to their teacher upon arriving at school.

#### **Office Hours**

Parents can call the office at 419-683-1284 or visit the office from 7:30 AM-3:00 PM on regular school days. Summer hours will be limited in June and July.

#### **Parental Responsibilities**

Parents have the primary responsibility for the education of their children. Having a positive attitude toward sharing responsibility is an important factor in a child's development. A Christian attitude toward God, self and others, responsible conduct, respect for authority and others, joy and a sense of humor are only a few of the character traits that are rooted in origin in the family home. The following are suggestions of ways parents can cooperate with the school:

- Build regular family worship.
- Support the actions of the teachers and principal.

-Avoid criticism of the school in the presence of children and on social media. If there is ever a question or concern, contact the school immediately.

-Encourage your child to obey the principles of Christian conduct.

-Encourage completion of assignments.

-Promote excellent attendance.

#### **Pictures**

School pictures are taken each fall. Purchase of the pictures is optional. A school yearbook will be offered for purchase in late spring.

#### **Principal/Pastor Retains the Right**

The principal and pastor retain the right to adjust any policy as appropriate and deemed necessary.

#### **Recess**

All students in Kindergarten-Grade 8 receive a 15-minute lunch recess. Students in grades K-5 receive a 15-minute morning and afternoon recess. Students are expected to follow posted recess and playground rules and the recess monitor.

#### **Sacramental Preparation**

Sacramental preparation is held in cooperation with the parish religious education program.

The Sacraments of Reconciliation and Eucharist are celebrated in second grade for the first time. Students receive instruction during the school religion class.

Confirmation is received by 7<sup>th</sup> and 8<sup>th</sup> grade students and takes place every two years, and changes locations with Sacred Heart, Bethlehem.

#### **Safety Drills**

Drills are conducted regularly as a safety measure and as required by law. Protective measures and techniques are taught and practiced in each classroom. St. Joseph Catholic School's Safety Plan is on file with the State of Ohio and local authorities and is in complete compliance. A copy of the school's Safety Plan is available for review by contacting the school office.

#### **Search and Seizure**

Certified staff members have the legal right to check lockers, desks, coats, and bookbags if they have reasonable grounds to believe that there is an illegal object in the possession of a student. Anything brought onto the school premises by a student is subject to search.

#### **Solicitation**

Individuals are not to use the school environment as a place to sell items unless they have prior approval of the Principal. All approved soliciting must be done without applying any pressure to other students.

## ***Student Activities***

**Athletic Programs** are designed to follow the mission statement of the school. Our focus for all student-athletes is for them to develop and practice new skills, experience competition and participation in sports. All involved in the athletic program, are expected to conduct themselves at all times in a way that reflects our Catholic Identity. Available sports programs are reliant on the number of students and whether we can combine with another Catholic school to make a team.

Student-Athlete Responsibilities:

- A. Must be a student at St. Joseph Crestline or Sacred Heart School.
- B. Must be in the grade levels of 5-8.
- C. Must meet the following eligibility requirements:
  - a. Have a cumulative midterm/quarterly grade of C average or better and no F grades.
  - b. Acceptable participation in class, and completed homework assignments.
  - c. In attendance at school on game day (funeral, dr. appointments excluded).

Parent Responsibilities:

- A. Provide transportation for student-athlete to practice and games.
- B. Sign required forms prior to start of practice season.
- C. Pay registration fee prior to start of practice season.
- D. Obtain student physical prior to start of practice season.
- E. Show respect and Christian behavior towards coaches and teams.

Sports Suspension Policy: Students suspended from school may not participate in practices or games during the suspension. They may not attend the games or be on school property on the day of their suspension. If suspensions are during the week and the game is on a weekend, they may not participate in the weekend games.

**Parish Altar Servers** in grades 4-8 may also assist the Celebrant during school liturgies.

**Student Council** representing the student body will be established each year. Elections for officers and class representatives will be held in the fall.

## ***Telephone Use***

Telephone use in the office will be limited. Permission must be obtained by the office staff. The calls should be limited to those of an emergency nature.

Cell phones are not permitted to be used by students in the school at any time. Cell phones brought to school and seen by a staff member will be held in the office and parents will be notified to come to the office to reclaim it.

Bus transportation is provided by Crestline Exempted Village School. Parents must contact the Transportation Office of the district of residence to arrange transportation.

St. Joseph Catholic School supports any necessary disciplinary action taken in accord with specific district procedures in cases where a student's conduct is detrimental to the safety of himself or others on the bus. Students are expected to cooperate with the bus driver at all time.

## ***Transportation***