



*Where Faith and Education  
Form the Future*

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# Parent/Student Handbook 2023 – 2024

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79 Chapel Street  
Monroeville, Ohio 44847  
(419) 465-2625

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# MISSION STATEMENT OF ST. JOSEPH SCHOOL

St. Joseph School strives to create, with parents,  
a community of faith where students acquire  
lifelong skills and values  
in a distinctive Christian educational environment.

## CREDO

As Catholic School Educators,

we believe our Catholic School is not only  
a school, but a community of Faith;

we believe those entrusted to us are not only  
students, but children of God;

we believe we are not only educators,  
but Ministers of the Gospel;

we believe the values we teach are not only  
character development, but a call to Holiness;

we believe our courses of study are not only  
academic pursuits, but a search for Truth;

we believe the purpose of education is not only for  
personal gain and the development of society,  
but for the Transformation of the world.

# ST. JOSEPH SCHOOL STAFF -- 2023-2024

Pastor.....	Rev. Chris Jesudhason
Principal .....	Mr. Tyler Lauber
Preschool & Pre-Kindergarten.....	Mrs. Joan Cutcher
Kindergarten .....	Mrs. Kim Corder
Grade 1 .....	Mrs. Maureen Dreschel
Grade 2 .....	Miss Zoe Smith
Grade 3 .....	Mrs. Caitlin Palm
Grade 4 HR, Grs. 4 & 5 Religion, UE Math .....	Miss Jennifer Brown
Grades 5 & 6 HR, Gr. 6 Religion, UE Sci & SS .....	Mr. Scott Knisely
Grades 7 & 8 HR, Gr. 7 Religion & UE LA .....	Miss Bailey Bollenbacher
Music .....	Miss Morgan Noon
Art .....	Mrs. Mary Claus
Auxiliary Service Teacher .....	Mr. Kevin Wood
Speech Teacher .....	Mrs. Cheryl Seymore
Preschool/Pre-Kindergarten Aide .....	Mrs. Karen Gerber
Grades K-8 Aide & Phys. Ed .....	Mrs. Laurie Haughawout
Library & Technology.....	Mrs. Ashley Platte
Grades K-8 Aide.....	Mrs. Annette Lauber
Curriculum Enhancement Coordinator .....	Mr. Kevin Wood
Administrative Assistant/ASP Clerk .....	Mrs. Amanda Dixon
Maintenance Supervisor.....	Mr. Ron Schaffer
Maintenance .....	Mr. Kim Christman
Parish Office Manager .....	Mrs. Cherri Schaffer
Business Office .....	Mrs. Mary Ivory



# ADMISSIONS

Preschool and kindergarten through grade 8 registration begins during the month of March. At this time, immunization, birth certificate, and custody papers (if applicable) must be presented. For admission to the preschool program, the child must be 3 or 4 years old on or before August 1. For admission to kindergarten, the child must be five years old on or before August 1. For admission to first grade the child must have had a kindergarten experience or have been waived from the requirement. Students who are not members of the parish are accepted if the classes are not filled. Non-Catholic students will be accepted if there is room and with the condition that they participate in the religion program.

## Non-Discrimination Policy

In accordance with Christian principles, St. Joseph School recruits and admits students of any gender, race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to all students in our school. Our school does not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational and admission policies, scholarships, loans, athletics, fee waivers, and extracurricular activities. In addition, our school is not intended to be an alternative to court or administrative agency ordered, or public district initiated, desegregation.

## Confidentiality

All employees and persons having access to school records shall keep information confidential. The purpose of this handbook is to summarize the requirements and safeguards that govern access to, and release of, student and personnel records and other information to individuals, agencies, and organizations within and outside St. Joseph School. This handbook also is intended to communicate key elements of nondiscrimination policies and procedures for St. Joseph School. The provisions of this handbook are consistent with the policies adopted by St. Joseph School.

# ATTENDANCE

Regular attendance is essential if a student is to have success in school. Obviously, there are times when students cannot and should not be in attendance and their absence is reasonable. Otherwise, it should be a rare occasion that a student is not in attendance.

Section 3321.04 of the Ohio Revised Code provides that "every parent, guardian or other person having charge of any child of compulsory school age who is not employed under an Age and Schooling Certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such child to school". Once a student arrives at school, they must remain in the building unless they have permission from the school office. No parent or guardian has the right to excuse his child or anyone else's child from school for any reason other than those listed below (based on Ohio attendance laws):

1. Illness (a doctor's excuse may be required)
2. Illness inside the immediate family (with limitations)
3. Death in the immediate family
4. Death outside the immediate family



5. Medical appointment (effort should be made to limit these to outside the school day)
6. Court appearance

By law, the school is *NOT* authorized to approve absences such as travel or vacation trips. Parents are responsible for their children and must assume the responsibility for such absences. The school is not responsible for lessons missed. Parents are responsible that the students request missing assignments, complete these assignments and make up tests. The Principal must be notified if a pupil is to miss school for other than personal or family illness.

In the event that a student accrues 6 unexcused days of absence within a school year, parents will receive a notice of the fact. The parent(s) will receive a notice that a doctor's excuse will be required if there are any future absences. At fifteen days of unexcused absences, a conference will be held with the student, parents and Principal. Twenty days of unexcused absences could be considered a reason to repeat the grade. Excessive absence is defined as an absence from school without excuse. Laws apply to students ages 6-18. Excessive absence is defined as missing 38 hours in a month or 65 hours in one year. This translates to six days in a month or 10 days a year. The administration reserves the right to review cases of excessive absence to determine whether a student can be considered for continued enrollment in our school.

Students are given the same amount of days they were absent to make up for their missed class work, tests, or special projects. Students are responsible to make arrangements with their teachers to make up their class work. Grades will be withheld if make-up work is not completed.

## **ABSENCE**

When your child is absent due to illness, please call the school office by 8:00 am or send a written note (***not a verbal student message***) delivered to school by a sibling. As a result of the Missing Child Act, if the school received no advance notice of a child's absence, we are required to notify the child's parents, guardian or other adult responsible for the child.

## **TARDINESS**

A student is tardy if s/he is not in the classroom by 8:05 am and following the teacher's classroom rules. Tardiness is recorded in OptionC, on the student's report card and on the permanent record card. Students arriving more than 15 minutes late must report to the office with an adult to "sign in"; students must also "sign out" when leaving for any reason.

½ day absence: A student is ½ day when arriving after 9:05 a.m. or leaving before 1:50 p.m.

## **VACATIONS**

Vacations which take a student away from his studies for an extended period of time are viewed as less than desirable for a sound education and are discouraged. It is impossible for a student to make up all the instruction given by teachers during the missed class time.

Parents are required to complete a Vacation Form at least one week prior to the absence. Each student is responsible to obtain and complete all make-up work. Make up work must be turned in

within 5 days upon return to school in order to receive full credit. No make-up work will be provided prior to the vacation absence.

## **CLASS INTERRUPTIONS**

When children need to be taken from school for appointments and the like, or when something needs to be given to them, please stop first at the office. A member of the school staff will call for the child or deliver the item.

## **TRUANCY**

A student is considered truant if they are missing from school without parental permission. Excessive truancy or excessive unexcused absences will result in interventions and consequences. Chronic and excessive truant or unexcused absences will require the active participation of the family and possibly legal authorities to remedy the situation.

# **DAILY SCHEDULE**

## **CHILDREN'S CENTER**

Before School	7:00-7:50
Before Preschool	7:00-12:15
After Pre-Kindergarten	10:45-2:50
Afternoon	2:50-5:30

## **PRESCHOOL/PRE-KINDERGARTEN**

Our Preschool program for 3 year olds is held on Tuesday, Wednesday and Thursday mornings from 8:05 until 10:35. 4 year olds attend the Pre-Kindergarten program on Monday, Tuesday, Wednesday and Thursday afternoons from 12:15 until 2:45.

## **KINDERGARTEN**

Our Kindergarten program is held daily from 8:05 until 2:50. These students may ride the bus to and from school.

## **GRADES K-8**

8:05	Classes Begin
11:10 – 11:35	Lunch
2:50	Dismissal

Walkers and bike riders are not to arrive before 7:50 unless special arrangements are made with the Principal in the case of a parent's job situation. Students may enter the classrooms after the first bell at 7:50 a.m. Students are dismissed at 2:50.

# SCHOOL CANCELATION & DELAYS

If Monroeville Public School is delayed or canceled because of the weather, we follow that decision. Families will be notified by the “Instant Connect” system. Please wait for the “Instant Connect” phone call or text, listen to your radio or television for the announcement and refrain from calling the rectory or school. An announced two-hour delay means that St. Joseph School will begin at 10:15am. *Preschool will be canceled and Pre-Kindergarten will run on its normal times on these days.*

## Radio Stations

WHLO 640AM	WNCO 1340 AM
WTAM 1100 AM	WMAN 1400 AM
WCPN 90.3 FM	WMMS 100.7 FM
WNCO 101.3 FM	WLKR 95.3 FM
WGLN 102.3 FM	WKFM 96.1 FM
WCPZ 102.7 FM	WAKS 96.5 FM
WCRF 103.3 FM	WWBK 98.3 FM
WCLV 104.9 FM	WKDD 98.1 FM
WYHT 105.3 FM	WGAR 99.5 FM
WMJI 105.7 FM	WSWR100.1 FM
WMVX 106.5 FM	

## Television Stations

WKYC	Channel 3
WEWS	Channel 5
WJW	Channel 8
WTOL	Channel 11
WOIO	Channel 19
WVIZ	Channel 25
WUAB	Channel 43

**\*\*\*In the event of early dismissal because of bad weather the school follows the directions you give us for dismissing your child. Please keep this in mind when filling out the information form sent home the first week of school.**

## DRESS CODE

**\*\*\*PLEASE NOTE: Through the duration of this dress code “School Colors” refer to the colors of black, brown, white, grey and yellow only!**

Acceptable St. Joseph School uniform shirt, sweater, and sweatshirts are to be in school colors and plain (no ruffles, lace or other embellishments).

Acceptable St. Joseph School uniform skirt, skort, shorts and slacks colors are plain (no ruffles, lace or other embellishments) black, brown or tan or St. Joseph’s plaid. All skirts, skorts, shorts and slacks must be hemmed to *no shorter* than 4” above the knee (hems may not drag on floor when wearing shoes). No jeans of any color (other than jeans day), no yoga pants, no leggings unless worn with a skirt or jumper of appropriate length.

Small, acceptable logos (preferably St. Joseph School logo) on clothing must be in acceptable St. Joseph School uniform colors.

All clothing must be clean and in good repair without holes or frayed hems.

Good Rule: If you think you shouldn’t wear it, don’t.

## **PRESCHOOL STUDENTS**

- From the beginning of October to the end of March, legs must be covered with pants or tights.
- Shorts or tights must be worn under dresses or skirts
- No heel less, toeless shoes or sandals are allowed for health and safety reasons.
- Shoulders, back and stomach should be covered, no low cut, open back strappy or crop tops.
- Socks or footed tights *must* be worn with all shoes.

## **BOYS**

*The boys of grades K-8 will wear:*

- Dress trousers or cords. All slacks must be hemmed. (Gr. K-3 option of elastic waist)
- Dress shorts may only be worn between the first day of school and the last day of October and the first day of April to the last day of school. Shorts are to be no shorter than 2" above knees.
- Cotton or knit polo shirt (short or long sleeve) with collar (No T-shirt style shirts) (undershirts are to be plain and white). All shirts are long enough to remain tucked in clothing at all times.
- Turtleneck knit shirt, long sleeves. Shirts are to be long enough to remain tucked in clothing at all times.
- Sweatshirts (hooded or crewneck) or fleeces may be worn over the uniform shirt during the school day. School colors and acceptable logos only.
- Students may wear St. Joseph T-shirts on Fridays.
- Shoes: sturdy school shoes...example: oxford or loafer, brown or black or athletic shoes (no heel less, toeless shoes or sandals are allowed for health and safety reasons).
- Socks: Socks must be worn and must be above the ankle.
- Hairstyles: traditional and appropriate. Natural hair color only; hair to be off face/collar and out of eyes.
- Jewelry: simple, not distracting
- No fads, if determined by teachers/staff, to be distracting

## **GIRLS**

*The girls of grades K-8 will wear:*

- Jumper, skirt, skort, slacks, dress cords. (All jumpers, skirts, skorts are to be no shorter than 4" above knees)
- Dress shorts worn alone (without a skirt) may only be worn between the first day of school and the last day of October and the first day of April to the last day of school. Shorts are to be no shorter than 4" above knees.

- Cotton or knit polo shirt or blouse, with short or long sleeves, with straight or Peter Pan collar or turtleneck knit shirt with long sleeves (all shirts are to be long enough to remain tucked in clothing at all times).
- Cardigan or pullover sweater worn over the shirt or blouse must be in school colors.
- Sweatshirts (hooded or crewneck) or fleeces may be worn over the uniform shirt during the school day. School colors and acceptable logos only.
- From the beginning of November to the end of March, girls must wear slacks, leggings or tights under their jumpers (legs must be covered).
- Between the first day of school and the last day of October and the first day of April to the last day of school, girls in grades K-8 must wear shorts under their jumper.
- Students may wear any St. Joseph T-shirts on Fridays with uniform bottoms.
- Shoes: dress shoe with 1" heel or less, or athletic shoes (NO heel less, toeless shoes or sandals are allowed for health and safety reasons). Athletic shoes must be worn for physical education (acceptable school colors are preferred)
- Boots (snow or dress) may not be worn in the classroom or for physical education with uniform pants (please see jeans day dress code).
- Hairstyles: traditional and appropriate, natural color only.
- Jewelry: simple, not distracting
- Acceptable St. Joseph School socks will go to the ankle or higher. No-shows are permitted only when worn with flats. Tights and leggings are to be plain and in school colors (no ruffles, lace or other embellishments).
- Light, simple, non-distracting make-up for Grades 6, 7, 8 only
- No fads, if determined by teachers/staff, to be distracting

## **WARM WEATHER UNIFORM POLICY**

During the months of August, September, October, April, May and June, students may wear appropriate shorts or capris of black, brown, tan, or yellow. (All shorts are to be no shorter than 2" above the knee.) Spandex, biker-type shorts or sport shorts are not acceptable for school wear. The basic uniform top of white, black or yellow shirt or blouse will be worn with the shorts.

## **WINTER DRESS UNIFORM POLICY**

During the winter months, boots are to be worn or a SECOND PAIR of shoes to change into is needed. Since Gym class and recess occur outdoors, hat, gloves/mittens, and winter coats are to be worn.

## **SPORTS (Grades 5 - 8) UNIFORM POLICY**

Students must be in school uniform when leaving school (last gym class included). Grades 5 - 8 students in Monroeville sports may change before going to practice. Grades 5 - 8 Team Players may wear Monroeville spirit shirts on game days.

## SCOUTS

Students who participate in Cub/Boy or Girl Scouts may wear their Scout uniform on their meeting day.

## PHYSICAL EDUCATION UNIFORM POLICY

Our physical education classes are held outside unless it is raining, snowing, or snow is on the ground, so the children need to be dressed appropriately according to the following:

- Athletic shoes are to be worn in order to participate.
- In the months of October, November, December, January, February and March, all children must have a coat or jacket in order to participate. This may include a sweatshirt only if it is not being worn while the child is in the classroom.
- During the months of November through February, coat, hats, and gloves or mittens must be worn in order to participate.

## JEAN DAYS

Students wishing to participate in any jeans days are permitted to wear blue jeans or shorts (according to warm weather policy). Dress scarves and boots are acceptable attire for jeans days only. Jeans are not permitted to have holes in them. Students not wishing to participate in any of these days are to wear uniforms.

On the first Friday of each month, we have a Jeans Day for the missions – cost is one dollar due the day the jeans are worn. If the dollar is not submitted on time, a penalty of .50 will be accrued for each day this dollar is not submitted.

Students have the option of paying for the whole year's buck-a-jeans at the beginning of the year. The cost for this will be \$10 and it is understood that, should school be canceled on a buck-a-jeans day for any reason, that \$1 is forfeited.

The third Friday of each month will be a non-food item jeans day. Non-food items are due the Wednesday before the jeans day.

Each student will be allowed a jeans day on their birthday (or birthday celebration day).

***\*\*\* All other concerns regarding the uniform policy will be left to the discretion of the Principal. \*\*\****

## ST. JOSEPH SCHOOL CODE OF CONDUCT

**At St. Joseph School students are expected to:**

- Show respect and obedience to all school authority, property, God his or her education
- Show respect and friendliness by their words and actions for their fellow students and all visitors to the school.
- Show respect for all school property, other students' property and their own property.

- Cooperate with their teachers and classmates, exhibiting behavior that allows every teacher to teach and every student to learn.
- Obey all classroom and school rules.
- Be present and on time every day, except when prevented by illness or other excusable reasons.
- Be prepared for classes by having learning materials needed and all assignments completed.
- Be properly attired and groomed according to the regulations of the St. Joseph Dress Code.
- Use acceptable language.
- Be accountable for their actions when riding the bus, when on field trips, when in church, and on all occasions when representing St. Joseph School.
- Show no physical violence toward anyone.

## TOYS

Toys brought into school must be left in the backpack. The only times these are permitted out of the backpack is during indoor recess or at specific times permitted by the teacher. Toys include, but are not limited to: fidget spinners, playing/trading cards, "slime", stuffed animals, certain computer websites and video games.

## CAFETERIA AND PLAYGROUND RULES

- Show respect for adult supervisors.
- Clean lunch table and floor of any debris when finished eating.
- Students must have permission to leave the lunchroom.
- Walk quietly to and from the social hall (cafeteria)
- Play on designated area.
- No food on the playground.
- Rough games are not permitted.
- No teasing, taking balls, no bullying, no snowballs, no throwing sticks or stones, etc.
- Use all equipment properly.
- Students must have permission to enter building during lunch hour.

## INDOOR RECESS RULES

**In the event students must stay inside because of the weather or playground conditions the following rules should be followed:**

- Lights are to remain on at all times.
- Students may leave the classroom to use the restroom as long as they have permission from the noontime supervisor.
- Use inside voices (no shouting or screaming).
- No playground equipment is to be used.
- Sit down games only.
- Stay in your own classroom.
- If you choose to silently read this may take place in the old 3rd grade classroom. If you are found talking and/or playing in the silent reading room you will be asked to return to your room.

# ST. JOSEPH CODE OF CONDUCT

The following behaviors are unacceptable in the school environment:

- Distracting behavior in church
- Threatening a student or staff member
- Littering
- Failure to clean lunch tables/throwing food
- Teasing
- Inappropriate language or gestures
- Gossiping
- Taking food on the playground
- Disrespect for supervisors/students
- Being out of designated playground area
- Throwing snow or other objects
- Misusing school property
- Gum Chewing
- Bullying
- Rudeness to anyone
- Classroom disruptions
- Shoving
- Unauthorized computer use
- Tripping
- Fighting
- Lying
- Spitting
- Cheating
- Disregard for others' safety
- Stealing
- Damaging school or student property

## CODE OF CONDUCT LEVELS OF DISCIPLINE

Grades K - 8

Teachers or supervisors will determine appropriate consequences for these misbehaviors. Such consequences may include noon detention. If the above misbehaviors are excessive or occur repeatedly, a Code of Conduct WARNING (pink slip) may be given. See *Enforcement Procedures* on pg. 12 of this handbook for Code of Conduct Warning procedures and details.

## SUSPENSION (in school or out) OR EXPULSION\*

The following types of behavior could result in an in-school or out-of-school suspension or expulsion:

- Leaving school grounds without permission
- Assault of school personnel or students
- Possession of weapons, alcohol, drugs or tobacco
- Harassment - physical, verbal or sexual
- Theft
- Insubordination
- Destruction or defacing of school property

\* **Due Process as described elsewhere in the handbook must be followed before a suspension or expulsion is given.**

## BEHAVIOR NOT COVERED BY OTHER RULES

The Principal reserves the right to discipline behavior which is subversive to good order and a positive climate in the school, even though such behavior is not specified in the written rules.



# GLOSSARY OF TERMS

## **Conduct Detention**

One half hour at lunchtime in a supervised silent study setting. The location of the detention is determined by school personnel. Students are expected to serve their detention and be back in class in time for the start of afternoon classes. In the event that a student is late reporting for detention and cannot serve the entire thirty minutes before the end of their recess period, the entire detention must be served again. Parents will be notified of the detention. Detention is served after 3 pink slips. If 12 pink slips are received within a quarter the student may be expelled.

## **In-School Suspension (Principal's discretion)**

Time spent in a supervised study setting outside the regular classroom. It is the Principal's option as to whether the students will receive credit for classroom work during the time s/he is suspended. Parents will be notified of the in-school suspension.

## **Out-of-School Suspension - to be decided by the Principal**

## **Expulsion**

This may be temporary or permanent. The student will not be a part of the school program in any way during the expulsion period.

## **Disregard for others' safety**

Any action which might cause physical harm to another student or member of the faculty.

## **Lack of respect for supervisors/students**

Any verbal or nonverbal behavior which would direct a lack of respect toward any adult or student.

## **Insubordination**

Serious failure of a student to comply with any reasonable request made by school personnel to assist in the educational process or to maintain order.

## **Bullying**

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student has exhibited toward another particular student more than once which:

1. Causes physical or emotional harm to the target or damage to the target's property
2. Places another student in reasonable fear of harm or of damage to property
3. Creates a hostile environment at school for another student
4. Infringes on the rights of another student at school

5. Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education
6. Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying
7. Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
  - a) Wire, radio, electromagnetics, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications
  - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying
  - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

## **BULLYING IS PROHIBITED**

1. On school grounds owned, leased or used by a school or on property immediately adjacent to school grounds
2. At any school-sponsored or related activity, function or program whether on or off school grounds
3. At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school
4. Through the use of technology or electronic device owned, leased or used by a school
5. Through the use of technology or an electronic device not owned, leased or used by a
6. school if the act or acts in question:
  - a. Create a hostile environment at school for the target
  - b. Infringe on the rights of the target at school
  - c. Materially and substantially disrupt the education process or the orderly operation of a school

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

# ENFORCEMENT PROCEDURE

## Code of Conduct Warning

A Code of Conduct Warning slip must be signed by the teacher, the student, the Principal, and the parent. The warning slip must be returned to the Principal the day after it is given; if not, parents/guardians will be notified.

At the third warning notice parent will be called by the Principal. All students will serve a before or after school detention.

At the fourth warning there will be a before or after school detention and a conference will be scheduled with the parent, student, teacher and Principal.

At the fifth warning, the student will serve a one day out of school suspension and a conference will be scheduled with the student, parent, teacher and principal.

At the sixth - eighth warnings up to three days out of school suspension will be served in addition to a conference with the parent and Intervention Assistance Team. If 8 notices are received within a quarter, a child may be expelled.

All enforcement will be at the discretion of the principal

## Academic Warning (Grades 1– 8)

An Academic Warning (blue slip) is given for unexcused incomplete assignments and work not handed in. This must be signed by the teacher, the student, the Principal, and the parent. The warning slip must be returned on the day after it is given along with the completed assignment.

Failure to return the assignment and academic warning slip will result in an additional academic detention. After a second or third Academic Warning, the student will serve an additional detention. Homework passes may not be given to other students, but they may be carried over from quarter to quarter. Each student is responsible for his/her own homework pass. If a student misplaces his/her homework pass, it will not be reimbursed until the next quarter.

## DUE PROCESS

Some instances call for immediate suspension or expulsion. These would include, but are not limited to: acts of vandalism, possession, use or sale of illegal substances or weapons, and assault or battery of a student or staff member. Where disciplinary action is necessary, the following procedures will be followed:

- Formal written notice of reasons for the action will be sent to the parents. Parents will also be notified by telephone in the event of immediate suspension. Notification a statement of the possible consequences and the reason for the consequences.
- An informal hearing may be held at which the student has the opportunity to state his/her case. Since this is an informal hearing, students are not allowed counsel other than guardians or a licensed staff member.
- The pastor will not be involved in the first hearing, but will be available for appeal and final disposition of the case.

- In all cases the pastor remains available as counsel to the Principal, teachers, parents and student and has the ultimate responsibility for expulsion.

## **SEARCH AND SEIZURE**

For the safety and protection of all students within their care and custody, certified staff members have the privilege to search for and seize weapons or other dangerous or illegal objects in areas such as lockers, desks and books. Anything brought onto the school premises by a student in a book bag or on his/her person is subject to a search.

## **HARASSMENT**

Unwelcome, vulgar or offensive racial or sexual innuendo, suggestive speech or conduct (visual, verbal or physical) can create an intimidating or hostile environment. St. Joseph School will not permit any such conduct on the part of teachers, staff, employees, students or anyone on the school premises. If the School authorities learn of any possible racial or sexual harassment, they will investigate any claim thoroughly and act promptly to correct the situation, as necessary.

## **CELLULAR PHONES/IPODS**

Use of cell phones at school is prohibited. If a student needs to bring it to school for use before or after school, it must remain in the backpack (this includes field trips). Cell phones are also not permitted to be charged at school.

Violation of this policy will result in the following:

First offense - Warning given to be signed by student, teacher and parents. Cell phone will be kept by the teacher and returned at the end of the day with the warning

Second offense \_ Warning given to be signed by student, teacher, parent and principal. Cell phone will be kept in the office until picked up by parent.

Third offense - Cell phone will be kept in the office and picked up by parent. Cell phone is banned from the school for the rest of the school year.

## **1:1 LAPTOP POLICIES**

*\*\*\*Please Note: School "Technology Coordinator" referred to within this section is Mrs. Amanda Dixon. \*\*\**

### **GOALS**

St. Joseph School's 1:1 Laptop Program will offer every K—8th grade student an expanded set of new learning opportunities for both collaborative and self-directing learning. Each student will:

- Possess an integral learning tool to gain the 21st century skills required to excel and compete globally

- Be empowered by and engaged with the curriculum
- Increase his/her knowledge and understanding of technology
- Become constructors and designers of information and ideas

## LAPTOP GUIDELINES

### TERMS OF USE

Each student will be issued a laptop and accessories for school-related activities. He/she shall comply at all times with the St. Joseph School Student Technology Acceptable Use Agreement and the Laptop 1:1 Learning Guidelines. Any failure to comply may terminate his/her rights of possession effective immediately and the Principal may repossess the property. St. Joseph is the legal owner of the laptops and reserves the right to conduct random periodic checks to enforce the 1:1 Guidelines.

### TROUBLESHOOTING & REPAIRS

Student laptops requiring repair of any kind must be brought to the school office with the completed Laptop Repair form immediately. Only the St. Joseph Technology Coordinator will troubleshoot, order needed replacement parts, and repair the laptop. If the repair requires the computer to be sent out for service, every effort will be made to provide a loaner until the student's laptop is available. To ensure loaners are available for students who need them, the students need to immediately pick up their repaired computer upon notification. Failure to do so may result in disciplinary consequences.

### DAMAGE OR LOSS

If the assigned laptop is damaged or lost, the student will need to immediately file a Damage/Loss Report at the Principal's office. After an investigation to determine the circumstances of the damage/loss the student/parents may be:

- Responsible for paying the cost of repair for damaged laptop/case
- Responsible for pay the cost of replacing the laptop/case
  - The cost of replacing the laptop/case is \$350.00
  - This is subject to change with current pricing

**Note:** In any case of damage, loss, theft, or vandalism, students will complete a Damage/Loss Report. Once the Principal's office receives the signed Damage Loss Report, the student may then be issued a loaner.

### REPOSSESSION

Students must turn in their assigned laptop, accessories, etc. and pay all outstanding fees when requested. If students do not comply with all terms of the St. Joseph School Technology Acceptable Use Policy and the 1:1 laptop Guidelines, including the timely return of the property, the school shall be entitled to declare the student in default and arrange to take possession of the property.

## TERMS OF AGREEMENT

The student's right to use and possess the property terminates on the last office student day of the current school year, unless he/she is released earlier from St. Joseph School. If the laptop is not returned the cost of replacing will be charged.

## APPROPRIATION

Any failure to return the property in a timely manner, and/or continued use of the laptop for non-school purposes without the school's consent will be considered unlawful possession of St. Joseph School's property.

## COMMUNICATION

Each student will be assigned a school email address and Google account that will act as their way of communicating with teachers and staff. This should be checked regularly. Google will offer teachers and students a way to share ideas and learn from each other.

## WEB 2.0 TOOLS (i.e. Facebook, Chat, Blog, etc.)

Students are not to use SJS laptops to register and/or access social networks.

## LAPTOP USE

- Students are prohibited from altering administrative set laptop configurations or accounts.
- Keep food and drinks away from laptops.
- Clean hands before using laptops.
- Do not use stickers, ink, or any other decorative items on any SJS assigned equipment, other than the SWJS labels that are in place when the laptop is issued.

## BEFORE OR AFTER SCHOOL USE

Laptop use is limited to school areas with adult supervision and permission

- Classrooms
- Technology Labs

**Note:** Hallways and outside are off-limits for laptop use.

## SCREENSAVERS/ACCOUNT PICTURES

Only pre-installed Asus/Google screensavers/account pictures may be used.

## SOUND

Sound is to be muted at all times unless permission is obtained from the teacher for instructional purposes. When a teacher allows sound, student owned headphones/ear buds are required.

## MUSIC, GAMES OR SOFTWARE PROGRAMS

All media use is exclusively for educational purposes. Permission must be obtained from the St. Joseph Technology Coordinator before using any non-school media (i.e. music CD's, DVD's, games,

etc.) Downloading and installing additional software, drivers, or widgets without school permission is prohibited.

## FILE MANAGEMENT

Students are responsible for organizing and maintaining their files. At the end of the school year, all laptops will be collected.

## SAVING

Google will automatically save anything that is under the student's account. Other files the students will be required to save onto their desktop. Students should save large files to a Flash Drive that is only used with their SJS laptop.

## DELETING FILES

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files may result in a computer failure that may interfere with the student's ability to complete class work. If you are unsure about a file on your computer, ask the Technology Coordinator before deleting it.

## INTERNET ACCESS

- Students will have wireless Internet access at school.
- Students are required to follow all Copyright Laws.
- Any form of plagiarism will not be tolerated.
- Any research and information obtained via the Internet should be properly documented and cited.
- Students should not upload and/or download inappropriate video, audio, or other media to/from the Internet.
- Students must not clear their Internet history.

## CONSEQUENCES

### DISCIPLINARY CONSEQUENCES FOR INFRACTIONS

Consequences for computer violations will be in alignment with Discipline Procedures outlined in this Student/Parent Handbook. An Incident Report will be completed and submitted to the Principal.

Examples of various infractions:

- Violation of printing guidelines, unattended laptop, use of laptop in unsupervised area, not following basic laptop use and guidelines (i.e. deleted history)
- Accessing sexual/violent/offensive material, illegal use of file sharing.
- Altering the accounts or configurations, downloading inappropriate video, audio, or media of any kind.

Possible consequences include:

- Verbal warning

- Incident report
- Parent contact by staff member
- Detention
- Loss of laptop privileges for a period of time
- Removal from laptop programs

## PERSONAL RESPONSIBILITIES & PROTECTION

### PERSONAL RESPONSIBILITY

- Students are responsible for their laptop's proper use and maintenance at all times. The purpose of the laptop is for education. Treat it as a valuable tool for learning. Inform school personnel of any problems or concerns.
- Students are to make sure that laptops are fully charged at the start of each day.
- Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable. Students may have to use a computer that is on loan.

### SECURITY

- The SJS identification label must remain on the laptop at all times.
- Laptops should never be left unattended.
- During any time the computers are not in use, they must be in the faculty lounge.
- All laptops are subject to inspection by the Teacher or Technology Coordinator at any time.

### RESPECT COPYRIGHT AND FAIR USE GUIDELINES AND TRADEMARK LAWS

- Students will be taught and are expected to respect U.S. copyright laws and fair use guidelines.
- Do not copy any programs to your personal drives; this can be a copyright violation and is a federal offense.
- Do not make unauthorized copies of text material, audio, video, or software found on school computers.
- Do not give, lend or sell copies of software to others without permission.

### LENDING OR BORROWING LAPTOPS

- Laptops must be kept on the SJS property unless instructed otherwise by the Technology Coordinator.
- Laptops must be kept in the Teacher's Lounge or in Homeroom when not being used in class. They are not to be left in lockers.
- All students must log-out of their Google account when not using the laptop.

### PASSWORDS, ACCESS AND ACCOUNTS

- Protect your files on your laptop by keeping your passwords private– do NOT share your passwords or usernames with others
- Only the Technology Coordinator can set up accounts on the laptops.



## INTERNET SAFETY

The Internet can provide a wealth of information. Unfortunately, there can be inappropriate or potentially dangerous sites. All SJS computers have the SonicWall Filter. If inappropriate sites come through this filter, students should inform the Technology Coordinator immediately.

If students are allowed to take the laptops home to use, parents are strongly encouraged to monitor and be aware of their child's laptop activities. We suggest engaging your child in conversation about their laptop use. Ask questions, let them teach you!

## INTERNET USE

Students and parents are asked to sign an internet use agreement which infers responsible use of this educational tool. Internet is available in all classrooms, in the computer lab and in the library in the elementary school.

St. Joseph School uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with the policy of St. Joseph School. This measure protects against Internet access by adults and minors to visual depiction that are obscene, child pornography or—with respect to use of computers with Internet access by minors—harmful to minors. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes. To ensure enforcement of the policy, St. Joseph School will monitor use of technology resources through direct supervision, monitoring Internet use history, or various software and hardware tools.

## Frequently Asked Questions (FAQ)

***Q: What should students do if the laptop is inoperable?***

**A:** Student laptops requiring repair should be taken to the Technology Coordinator with a completed Laptop Repair Request.

***Q: What should students do if their laptop is lost, stolen, or damaged?***

**A:** If a laptop is damage, lost or stolen, the student and his/her family may be responsible for the reasonable cost of repair or replacement. Loss or theft of the laptop should be reported to the Principal and Technology Coordinator within 24 hours of the occurrence.

- If lost or suspected stolen while at school: immediately report the loss to a staff member, Technology Coordinator, or Principal
- If lost or suspected stolen while away from school: Inform the Technology Coordinator or Principal within 24 hours and file a police report.
- If damaged: take the laptop to the Technology Coordinator with the completed Damage/Loss Report form.

***Q: What “Appropriate Use” guidelines should students follow?***

**A:** Students should follow the SJS 1:1 Laptop Learning Program Handbook, the Laptop Agreement and the St. Joseph Technology Acceptable Use Policy.

***Q: Are students allowed to purchase music from the iTunes music store?***

**A:** No. The filter will block access to the iTunes Store.

**Q: Can students access the Internet from home, if allowed to take home?**

**A:** Students are not required to have internet access at home. However, laptops can connect to wireless networks or via Ethernet. Students do not have administrative privileges and are not allowed to change any configurations on the laptop.

**Q: Can games, music and other software programs be installed, downloaded, or used on laptops or accessed from external drives?**

**A:** Students are not allowed to install or download any type of file without permission from the Technology Coordinator.

**Q: Are students allowed to upload legally acquired music into iTunes?**

**A:** Only with permission from the Technology Coordinator.

**Q: Can students use the CD-RW feature?**

**A:** Students may use this feature for assignment purposes and to back up files.

**Q: Are students able to print from home?**

**A:** The school does not require students to print from home; however, if the print driver is previously installed they may print from home.

**Q: Can students download print drivers?**

**A:** Students are not allowed to download print drivers that are not previously installed on the laptop.

**Q: My laptop has a message box saying updates are available– what should I do?**

**A:** When you see this message take the laptop to the Technology Coordinator and she will install the updates.

**Q: Who should parents contact regarding the 1:1 Laptop Learning Program at St. Joseph?**

**A:** For technology questions you may contact Mrs. Amanda Dixon @ 419-465-2625 or [ajs@msjcs.org](mailto:ajs@msjcs.org)

**Q: What daily maintenance routine should students follow?**

**A:**

- Charge the laptop each night and begin each day with a fully charged laptop.
- Have the laptop ready for each class period unless otherwise specified by the teacher.
- Transport the computer safely from class to class
- Log off your Google account whenever the laptop is not in use.
- Do not leave the laptop unattended. Keep it with you or in a locked/secured place (Teacher's Lounge/Homeroom) at all times.
- Avoid exposure of laptop to extreme temperatures.
- Protect your laptop from moisture, dust and chemicals. Never spray any cleaner in or around the laptop. Do not use a wet cloth to clean the laptop– if any moisture gets under the keyboard the computer will be ruined. If the computer needs cleaned, students should take it to the Technology Coordinator.
- The laptop is your responsibility– do not allow anyone else to use your computer.
- Do not set your laptop on a soft surface, such as a pillow or bed. Always place your computer on a surface that will allow airflow.

## **USE OF COMPUTER NETWORK**

The St. Joseph Catholic School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

You will sign the Acceptable Use and Internet Safety Policy of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Principal. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

## **PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the Principal. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

## **TERM OF THE PERMITTED USE**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

# ACCEPTABLE USES

## Educational Purposes Only

The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

## Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

- Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the net works are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

## Netiquette

All users must abide by rules of network etiquette, which include the following: Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

- Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

- Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

## INTERNET SAFETY

- **General Warning: Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-ages pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of the supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law related to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a Supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **PRIVACY**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

## **UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## **LITURGY AND WORSHIP**

### **MASS**

All children in grades one through eight attend Mass once a week (Wednesday afternoon at 12:30pm) and on holy days and special feasts. Kindergarten will begin attending these Masses at the beginning of the second semester. The teachers work with the students to prepare meaningful liturgies. You are always welcome to attend any of the student Masses.

### **RETREAT**

Middle School students will participate in an all-day retreat at least once a year.

### **SACRAMENTS**

Children in the second grade receive the Sacrament of Reconciliation and the Holy Eucharist. At the present time, Confirmation is administered to students in Grade 8. If you have a child in a sacramental program, you are expected to participate in a certain number of parent meetings in order to help you prepare your child to receive that respective sacrament.

### **SERVERS**

Boys and girls in Grades 5—8 are given the opportunity to be a Mass server. Training is given to boys and girls before they become servers.

### **MISSIONS**

All students are encouraged to be generous in contributing to the missions. Monthly Buck-A-Jeans Days, and mission boxes during Lent are means of supporting missionaries.

## **CURRICULUM**

Our teachers use the Common Core Courses of Study for all subjects. These Courses of Study have the approval of the Ohio Department of Education as well as the Superintendent of the Toledo Diocese. Students receive quality instruction as teachers guide them through student objectives in

religion, social studies, science, spelling, health, language arts, reading, mathematics, music, art, handwriting, and physical education. We also provide instruction in Christian Sexuality in Grade 6.

Qualified students may elect to take high school Algebra offered at St. Joseph School and/or Spanish I at Monroeville High School, if offered.

## **REMEDIATION**

Each classroom teacher is responsible to provide intervention when students have difficulty learning the student objectives. If this intervention involves the services of an Auxiliary Services teacher, parents are notified when such services need to begin. Should a parent/guardian refuse to begin or continue such services, s/he will need to sign a form indicating the school's responsibility to provide intervention and his/her simultaneous refusal to accept this form of intervention.

## **ASSESSMENT**

The Diocese conducts:

- Assessment of Religious Knowledge (ARK) for grade 2-8 AND all staff
- MAP Assessments for grades K-7

## **HONORS**

Students in Grades 2-8 achieve First Honors with all A's in subjects taught on a daily basis (Religion, Math, Language Arts, Science and Social Studies); Second Honors with A's and B's in the same subject areas. Third Honors with A's and B's and one C in the same subject areas. Students in Grades K-1 do not receive letter grades.

The Principal's Award recognizes students who go above and beyond to meet the 20 St. Joseph School Essentials in ALL classes. The Principal's Award is given to students in Grades K-8.

Improvement Honors are given to students who have shown improvement from one quarter to another by moving up from one honor to another or earning honors after not earning honors the previous quarter.

Each year the faculty selects one outstanding eighth grade student to receive the Distinguished Graduate Award. The selection process is conducted based on set criteria and on an anonymous basis.

# **REPORT CARDS—MID-TERM REPORTS— CONFERENCES**

You are able to follow your child/children's grades and progress by viewing OptionC. Report cards are given every quarter. A mandatory parent-teacher conference following the first report card is held. Written progress reports are available in OptionC every mid-quarter.

It is very important that there be open communication between parent and teacher. If there is a concern about your child or with what is happening in the classroom, arrange to speak with the



classroom teacher immediately. Only after consulting with the teacher would you next contact the Principal. Speaking with the pastor would be a final step if it needs to be taken.

## **HOMework**

Homework extends and reinforces the learning begun at school. Parents can do much to promote good study habits by providing a definite time and place for study. The amount of homework a child has will vary according to grade level. A child in grade 1 should have 10 minutes, grade 2– 20 minutes, etc. By the time a child is in 8th grade they should be spending 1 hr 20 minutes on homework.

## **GRADUATION**

A Toledo Diocesan Schools Diploma is awarded at the end of the 8th grade if the student satisfactorily completes the academic course of study. Non-payment of charges may be sufficient basis for refusing to award a diploma when proper steps have been taken on the part of the school to notify the home of the situation.

## **PROMOTION/RETENTION/PLACEMENT**

A student shall be retained if he has two failing averages in major subjects in a semester. Parents/guardians will be notified and consulted in a reasonable time prior to the decision to retain a child. However, the right to retain a student at a certain level is dependent on the school's judgment and, therefore, the parents'/guardians' permission is not required. Placement of a student in lieu of retention may be considered after consultation with the principal.

## **SPECIAL SERVICES**

### **REMEDICATION**

Students who need extra assistance in the basics of reading will benefit greatly from the assistance of the auxiliary service personnel. Classes are held in the Learning Center.

### **SPEECH THERAPIST**

Students needing speech or language therapy have the opportunity of receiving this service through our speech therapist who conducts all of her classes in the Learning Center.

### **SCHOOL NURSE**

Hearing, vision and scoliosis screening are available through a contract St. Joseph School has with the Huron County General Health District.

# HEALTH/ILLNESS/SAFETY

## IMMUNIZATIONS

The laws of the State of Ohio require that all pupils be successfully immunized against poliomyelitis, diphtheria, rubella, pertussis, tetanus, measles, and mumps. A parent must give written evidence that their child meets or exceeds the minimum immunization requirements. This is usually done at first entry into St. Joseph School.

Prior to entering the 7th grade, students must have documentation of two doses of live measles, mumps and rubella vaccine. A student who presents laboratory evidence of immunity to all three diseases shall be exempt from the second dose requirement.

Incoming Preschool students must provide a physician's statement that the child is in suitable condition for enrollment in the program.

## IN-SCHOOL MEDICATION

Ohio law (3313.713) prohibits school employees from administering any non-prescriptive over-the-counter drug, even aspirin. School personnel may administer drugs/medication only when BOTH PARENT AND PHYSICIAN have signed their consent, and the medication comes in the original prescriptive container. Under these circumstances aspirin, for example, would no longer be considered an over-the-counter drug and could be given only to students who have brought in the proper signed consent forms and have a personal supply at school. Cough drops or throat lozenges are allowed *with a signed note by parents*. K-3 will keep them in their classrooms for teacher distribution and students in grades 4-8 may keep them in their desks or lockers.

Forms for signature are available in the school office. All medication must be kept in the office—not in the classroom. (cf. Huron County General Health District Health Manual)

## IN-SCHOOL ILLNESS OR EMERGENCY

In case of illness or emergency, the parents or authorized persons will be notified through the office to come for the child. Parents must report to the school office before taking the child.

No child may leave the school grounds during the school day without written permission from his/her parents and approval from the Principal. Students may be released for medical-vision-dental appointments only if they have a note signed by the parents. This note is to be shown to the teacher and then given to the office. Children should be picked up at the office for these appointments. All students **MUST** sign in or out at the school office.

\*\*\*We encourage parents to make appointments after school hours so the learning process remains uninterrupted.

## **EMERGENCY MEDICAL FORM**

All parents, according to State Law, must complete an emergency medical form and have it returned to the school within the first three weeks of each academic year. It is very important that the school be informed immediately of a change in address or phone number. In an emergency the procedure outlined by the parent on this form will be followed. No child will be released from school if s/he is ill unless the parent is notified and makes arrangements to pick up the child.

## **SAFETY REGULATIONS**

### Fire Drills

Students are to familiarize themselves with evacuation routes and procedures which are posted in all rooms of the building; exit the building in silence; maintain single file lines and remain with the class.

### Lock Down

When a Lock Down is announced, all students and staff are to lock themselves in the classroom or other designated area, remain silent, and out of sight until an all clear announcement is made by an administrator.

### Tornado Drill

Tornado Drill procedures are posted in each classroom. In the event of a drill or actual emergency, proceed in an orderly manner to the designated area. Personal protection is important. Remember to keep heads down, knees drawn up with the back of the head covered with hands. Keep away from glass doors and windows.

### Student Safety Measures

To assure a happy and safe environment, we provide the following:

- Crossing guards;
- Adult supervisors in the Social Center, in the lunchroom and on the playground; Drills in lockdown, evacuation, fire and tornado safety practices;
- Child safety information on a periodic basis;
- Assemblies on fire safety, etc.;
- Fenced-in playground;
- Playground gates closed during school week;
- The maintenance door and the door facing the Carpenter Shop will be closed and locked during the school day.

The safety of our students is one of our primary concerns. ALL DRIVERS ARE ASKED TO ENTER CHAPEL STREET FROM ROUTE 20.

## **BUS TRANSPORTATION (419-465-2093)**

TRANSPORTATION Monroeville Public Bus: The Monroeville Board of Education provides bussing for students who live in the Monroeville Public School District who meet bussing requirements. Questions regarding bus scheduling should be referred to the Transportation Director at (419-465-2093).

Our utmost concern is for the safety of each child. Students must obey at all times the rules and regulations established by the school system and bus drivers. Failure to comply with rules and regulations will result in a written report submitted by the driver to the Transportation Director and St. Joseph Principal. This written report could result in disciplinary action.

## **GENERAL INFORMATION**

### **LUNCH**

Children have the option of lunch service through Monroeville Public School or bringing a packed lunch and purchased milk for \$0.50. Students are assigned to an account in which their lunch money is deposited. Parents may access that account on-line to check the amount in the account or to deposit money into the account. Money may also be sent into the school office via check or cash in an envelope with the child's name. Menus for the month are available on our website.

Lunch prices:

Grades K-4- \$2.75

Grades 5-8- \$2.95

Adult- \$4.40

Milk- \$.50

Reduced Lunch- \$.40

### **VOLUNTEERS**

At the beginning of each school year, a letter is sent home requesting volunteers to serve as room representatives, tutors, library helpers, and learning companions. As your schedule changes check with us at any time to volunteer at 419-465-2625.

### **FIELD TRIP DRIVERS**

Due to regulations passed down from the Diocese of Toledo, any parent that would like to drive students on a field trip or volunteer at the school in any capacity in which there will not be a teacher present at all times, must complete classes, background checks and fingerprinting. This certification will cost \$25.00 which is reimbursable upon request and it remains valid for 5 years. Please see or call Mary Ivory in the parish office at 419-465-4142 to schedule these requirements.

### **GUM**

Students are not to chew gum at any time during the school day.

## **OUTSIDE DRINKS**

St. Joseph School does not allow outside food or drink to be brought into the school building. This does NOT pertain to bringing your healthy snack for break in your lunch box or bringing your lunch. Students can bring in birthday snacks to share with their classmates for their birthday. Students are able to use a refillable water bottle.

## **CLASS PARTIES**

Usually room representatives arrange with the teacher for a simple treat for the children at Halloween, Christmas and Valentine's Day. Extra or surprise parties need the permission of the Principal. Nutritional treats are encouraged. Classes do not hold parties for teacher's birthdays.

## **ACCESS OF RECORDS**

Full rights of access to educational data are given to either parent unless there is evidence of a court order, state statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

It is the responsibility of the parent to make known to the school in writing who has the right to review and inspect records.

## **HARASSMENT**

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in this behavior face detention, suspension, and/or expulsion.

## **FUNDRAISING**

St. Joseph School conducts various fund-raising activities to help defray the cost of a faith-based Catholic education for each student. These are held throughout the year.

## **HOME-SCHOOL COMMUNICATION**

On Thursdays, the youngest child in the grade school in each family takes home items in a family envelope. The envelope needs to be emptied, signed and returned to school the next day. Faculty members have school email addresses that may be used to communicate parental questions and concerns.

## **SCHOOL PICTURES**

School pictures are taken each year in the fall. Information will be sent home before picture day. Purchase of the pictures is optional but if you wish to purchase them, payment must be in before pictures are taken.

## **SCHOOL LIBRARY**

Students in grades K-6 will go to the school library with their class on Fridays. They will take a book out which will be due back in the following week. If a book is lost, the librarian, will send a note home with the child to let parents know that the book is missing. If the book is unable to be found, the student/parents will be responsible to pay for the book. The librarian will find the cheapest version available in good condition and send a note home for that amount due to the school.

## **LOCKER USE**

Lockers are provided in grades 2, 3, 4, 5, 6, 7, and 8 for students to keep their jackets, gym bags, backpacks and lunches. No use of tape, glue or stickers will be allowed on locker.

## **FIELD TRIPS**

Educational field trips are encouraged throughout the year. Transportation may be provided by Monroeville school busses or parent drivers. Teachers and chaperones carry emergency medical forms for all students participating in the field trip.

Students may be assessed a fee to cover the cost of the trip—if fees are charged.

All drivers must leave the school and the destination at an agreed upon time.

Signed parental/guardian permission must be given before students are allowed to participate in any field trip.

Because of space, only Middle School have the privilege of attending Homecoming Assembly at Monroeville School. Written parent permission will be required for this field trip.

For other events at Monroeville School, students need parent permission to be transported to and from the schools.

Seventh & Eighth grade class trip: Tuition and any other financial obligation must be paid up to date in order for seventh and eighth graders to go on their annual class trip.

## **SPORTS ELIGIBILITY**

Seventh and eighth graders who participate in the Monroeville Jr. High Sports program must abide by the Ohio High School Athletic Association (OSHAA) rules. Therefore, at the end of any quarter (9 weeks), students wishing to participate in sports for the following quarter must pass 75% of their courses. We will also correlate our eligibility requirements with the Monroeville Public School requirement which require a 1.3 grade average along with the 75% requirement. Fourth quarter grades determine eligibility for the first quarter of the following term except in the case of incoming seventh graders.

## **EXTRA CURRICULAR ACTIVITY DISCIPLINE CODE**

Students participating in any extra-curricular activity associated with the Monroeville Public Schools will be expected to abide by the “Extra Curricular Activity Discipline Code” of the public school as well as St. Joseph Catholic School Rules.

## **TRANSFER OF PUPILS**

The Principal must be notified of any child transferring to a different school. Records of the child are sent upon the request of the Principal of the new school. Request must be accompanied by a parent signature, giving permission for the release of records. School tuition must be paid in full in order for academic records to be transfer.

## **MOST NEEDED WEBSITES**

Accelerated Reading: <https://hosted338.renlearn.com/110514>

Scrip: [shopwithscrip.com](http://shopwithscrip.com)    [myscripwallet.com](http://myscripwallet.com)

St. Joseph School: [www.msjcs.org](http://www.msjcs.org)

OptionC Grade Book: <https://www.optionc.com>

School Code: 8462