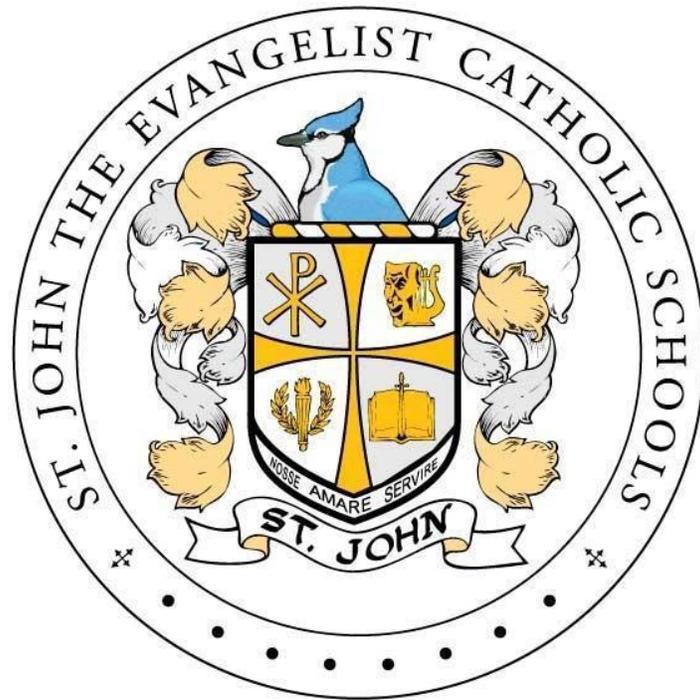


2022-23



PARENT - STUDENT ELEMENTARY SCHOOL HANDBOOK

MISSION STATEMENT

St. John's Catholic School encourages everyone to learn and live a Christ-centered life, which makes our school a "tradition worth keeping."

Belief Statements: "Our Credo"

As a Catholic School
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.

THE ROLE OF A CATHOLIC SCHOOL

In their Pastoral Letter entitled "To Teach As Jesus Did", the National Conference of Catholics stated: "The Catholic School strives to relate all human culture eventually to the news of salvation so that the life of faith will illumine the knowledge which students gradually gain of the world, of life and of mankind. Here, therefore, students are instructed in human knowledge and skills, valued indeed for their own worth but seen simultaneously as deriving their most profound significance from God's plan for His creation. Here, too, instruction in religious truth and values is an integral part of the school's program. ("To Teach As Jesus Did"; #103)

This then is our goal, and it is a gigantic one. It is a goal that can never be realized unless all of us, home and school join forces and work together. We can aid you in the education of your children and are most happy to do all we can for you, but you must never lose sight of the fact that you are the primary educators of your children. That is as it should be.

GOALS AND EXPECTATIONS

St. John's Elementary School Attempts To Provide:

- ❖ A school atmosphere free from disruption and conducive to the educational process.
- ❖ Information to parents/guardians about your child's educational program.
- ❖ Information about your child's progress or lack of progress.
- ❖ Access to your child's records.
- ❖ Information to parents of rules and regulations.
- ❖ Opportunities for meetings with teachers to discuss grades or concerns.
- ❖ A school where teachers and administrators fairly and consistently enforce rules and regulations.
- ❖ Confidentiality of school records.

St. John's Elementary School Expects Parents/Guardians To:

- ❖ Reinforce good Christian values.
- ❖ See that your child attends school regularly and on time.
- ❖ Emphasize discipline and responsibility.
- ❖ Supervise the completion of homework.
- ❖ Attend parent-teacher conferences.

- ❖ Pay fees and tuition on time.

What Parents/Guardians Can Expect Of The Teacher:

It is the responsibility of the teacher to provide a learning environment and meaningful learning experiences. In addition, the teacher must see that the students make progress and that the parents are informed of such progress or the lack of it. A teacher may call parents, text parents, e-mail, write notes or request a conference.

Parents/guardians can expect their child's teacher to formulate fair classroom policies (approved by the Principal) and to support and enforce all school policies. The home can expect that teachers will protect their child's reputation and practice professional integrity by discussing their child's needs only with appropriate staff members.

What Teachers Can Expect Of Parents/Guardians:

Teachers can expect that parents/guardians will be supportive of them at all times. In the event of a question, concern or disagreement, the parent/guardian should contact the teacher for clarification. Each teacher is entitled to respect as a professional educator as well as to his/her good name and reputation in the community. Teachers can expect parents/guardians to assist them in their dealings with students and to volunteer their services when classroom/school needs arise.

What Teachers And Parents/Guardians Can Expect Of Students:

Students can be expected to know and abide by all school and classroom policies. Each student has the responsibility to behave in a way that enhances the learning situation for all students. This implies self-discipline proportionate to his/her age and grade level. Students must accept the fact that learning is their responsibility and not that of their parents or teachers.

Catholic Identity Standards

These seven standards represent particular qualities wanted in our Catholic school graduates. Teachers should infuse their instruction with activities that promote these desired outcomes whenever possible.

1. A devout disciple of Christ formed in the Catholic Faith community, who possesses a solid grasp of Catholic Faith and Morals; who lives a devout spiritual life; who gives witness to Christ by word and deed, and who strives to build up Catholic culture whenever possible.
2. A critical thinker who possesses a Catholic worldview and applies this to the study of any subject; who makes responsible decisions using an informed Catholic moral conscience for the common good; and who is capable of discerning and promoting that which is good in modern media and popular culture, while creatively countering that which is not.
3. An effective communicator who speaks and writes with clarity and listens with compassion, responding critically in light of Gospel values.
4. A self-directed, lifelong learner who possesses a love of learning and desire for truth; and who develops and utilizes one's God-given potential.
5. A collaborative contributor who finds meaning, dignity, and vocation in work; and who respects the human rights of all as defined by God's Commandments and Church teaching, while contributing to the common good.
6. A loving family member who attends to family, parish, school and the wider community.
7. An Informed, discerning and engaged participant in American civic life and culture; who possesses a basic familiarity with the foundational documents of our constitutional republic; as well as understands the importance of these texts to human rights; and who gives witness to Catholic Social Teachings by promoting human dignity whenever possible, both in America and around the world.

Learner Expectations (Adapted wording for ELEMENTARY)

DEVOUT DISCIPLE

- a. I can use my talents to convey God's message.
- b. I can follow God.
- c. I can use the lives of the Saints as role models of discipleship.

- d. I can learn to pray and say “thank you” to God and others.
- e. I can model Christ’s values in my walk with others.
- f. I can learn to love myself and others as children of God.

CRITICAL THINKER

- a. I can consider how my choices convey and reflect God’s message.
- b. I can think deeply about my faith.
- c. I can respect traditions of others.
- d. I can use good judgment in making decisions
- e. I can respect people who are different from me.

EFFECTIVE COMMUNICATOR

- a. I can express my thoughts and ideas through speaking and writing.
- b. I can listen reflectively and engage in dialogue.
- c. I can show empathy for other’s ideas.
- d. I can take turns listening and speaking.
- e. I can present ideas with empathy and compassion for others.
- f. I can listen actively and critically to understand and learn in the light of Gospel values.
- g. I can speak up for others.

LIFE LONG LEARNER

- a. I can search for God’s truth in everything and every action.
- b. I can use the gifts and talents given to me by God.
- c. I can build on my strengths and weaknesses.
- d. I can set goals.
- e. I can accept change.
- f. I am proud of the good things I do.
- g. I know we are all equal and special.

COLLABORATIVE CONTRIBUTOR

- a. I can use the talent given to me to work toward common goals.
- b. I can work with others and share ideas.
- c. I can participate and accept various roles when working as a team member.
- d. I can recognize the need to contribute to my class, my community and the world.
- e. I can show pride in my school.

FAMILY MEMBER

- a. I can respect the ideas and talents of my family.
- b. I can share my love and care in my actions and words.
- c. I can act to help others in need.
- d. I can love my family, church, school and community.
- e. I can model the strong love Jesus had for His holy family.
- f. I can show respect for all those who care for me. (Care givers)
- g. I can respect differences in boys and girls as God given gifts.
- h. I can respect the role of the Religious in the church community.

ENGAGED PARTICIPANT

- a. I can follow the rules.
- b. I can respect community helpers.
- c. I can be responsible for my own actions.
- d. I can learn about and contribute to improving life for others.
- e. I can contribute my talents and knowledge to the world around me.
- f. I can make a difference by taking care of resources and sharing what I have.

g. I can appreciate that our human rights come from God and that our country protects those rights. (Adopted by School Council August 13, 2014)

CHRISTIAN FORMATION

The religious education of our students is the purpose of St. John's Elementary School.

Liturgy

In the liturgy, we realize the continued presence of Jesus and as a faith community we share His love, mercy and forgiveness. The children, under the guidance of their teachers, are expected to help with the planning of the liturgy and participate in the liturgy in meaningful ways. Grades K-6 will attend Mass on Thursdays at 8:00 a.m. There will be occasional "All School Masses". Parents/Guardians are invited and encouraged to attend all School Masses.

Classroom Prayer

Effort will be made to have the entire school community pray together each morning. The children pray the traditional prayers of our Catholic faith and spontaneous prayer, learn to reflect on Holy Scripture, as well as gathering to pray and celebrate special seasons of the Church Year. Students also pray together as a homeroom before the beginning of each day, before the noon meal and before leaving for the day. Of course all day is a perfect time to pray!

Sacramental Preparation

Each year second grade students prepare to receive the Sacraments of Reconciliation and First Eucharist. Parent sessions are held to assist parents in their role of helping children prepare for these sacraments.

St. John's Elementary School strives to be an example of a Christian community, one in which love, trust, and respect are part of our daily lives in following the basic teachings of Christ and the Catholic Church.

Although we accept students regardless of their religious background and affiliation, we expect that all students and their parents will respect our religious purpose. Non-Catholic students will be expected to participate in Religion class discussions and be responsible for all assigned work.

ENROLLMENT POLICIES

St. John's Elementary School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies as well as any other school administered programs.

Admission Policy

The Ohio Revised Code (Section 3321-01 provides that no child may be admitted to Kindergarten or the First Grade of a public school unless he/she is five or six years of age on or before August 1 of the year of admittance. St. John's Elementary and High School follow this guideline.

- Children who become five or six before September 30 are "of age" for Kindergarten and First Grade respectively.
- Children, who become five or six between August 1 and January 1, shall be considered as "underage: candidates for Kindergarten and First Grade.
- Four year olds may be screened when Kindergarten screening is held.
- Back fees/tuition are to be paid in full unless approved by Pastor/Business Manager.

Enrollment of Non-Parishioners

It is our conviction that parents not of our Faith might prefer to enroll their children in a Christian oriented school. St. John's Elementary School will accept these children according to the stipulations listed:

- Children will be accepted on a year-to-year basis. Since the parish school is primarily for the use of parish members, we must limit the acceptance of children of non-parishioners and non-Catholics to rooms where there are still vacancies.
- Children must attend all school and/or class functions including those of a religious nature.

- Children will be expected to participate in the daily classroom Religion period and attend Mass.

Enrollment Policy of Students Expelled by Another School

The Administration of St. John's Elementary MAY decide to accept a student who has been expelled from another school district after considering the severity of reasons for the expulsion, and the parents/guardians are willing to accept the conditions of the probationary acceptance. Each situation will be considered on its individual basis.

(Adopted by School Council June 14, 2006)

Enrollment of Homeschooled Students

Students who are home-schooled may be admitted to St. John's Elementary School on a part-time basis for the subject areas of Religion, Art, Music and Physical Education. Tuition will be prorated. Parents/guardians and students are to abide by our School Handbook and are responsible for transportation of the student. The student will be scheduled for classes which are age appropriate. (Adopted by School Council June 14, 2006)

Leaving/Re-admittance

If a student leaves St. John's Elementary School system and transfers to the local public school, the parents will need to be in consultation with the principal in order to be readmitted.

Documentation

Before admission to St. John's Elementary School, the following must be presented:

- Copy of Certificate of Birth
- Copy of Certificate of Baptism (if applicable)
- Last report card
- Health records/Immunization records
- Results of achievement tests
- A student entering grade one must have completed Kindergarten
- Release form for transfer of records (Grades 1-6)
- If there is a divorce or a separation, custody papers **must** be provided

Name Change

- The official name of the student on all official school records should be the name that appears on the birth certificate. In the case of a change in custody (not adoption), unless and until a school receives a probate court order changing a child's name, the legal name to be used by the school is that set forth in the domestic relations order and decrees.

Probation at Time of Admission

Students new to St. John's Elementary School are automatically on probation for the first year. If the Administration, after consulting with teachers and/or school psychologist, counselor, and/or other professionals, finds enrollment at St. John's is not in the best interest of the student and/or the class/school, the student will be asked to withdraw from the school. This period of probation may be extended at the request of the Administration. During the period of probation, the usual procedure for dismissal need not be followed. Application (yearly) for the readmission of a student to St. John's Elementary School may be denied if there is consistent unacceptable behavior which is deemed detrimental to the best interest of the class/school, or if there is a learning difficulty which requires special and/or psychological services not available in the normal classroom situation. The severity of this condition will have been determined through professional testing. The final decision of acceptance or continuance is the responsibility of the principal who will consider the intellectual, emotional, physical and social needs of the students and how the program of the school can meet those needs.

Immunization

The minimum requirements for pupils enrolling in non-public and public schools are:

- Five or more doses of DPT (or TD vaccine or a combination of these)
- Four or more doses of Trivalent Oral Polio Vaccine (4th dose to be administered on or after the fourth birthday as of 2010-11 school year)
- Two measles (Rubeola) immunizations **must** be given after one year of age.

- Two Rubella immunization **must** be given after one year of age.
- Two Mumps immunization **must** be given after one year of age.
- Three doses of HID
- Three Doses of Hepatitis B
- Varicella
- One dose of varicella vaccine must be administered on or after the first birthday.
- Second dose of varicella. (new as of 2010-11 school year)

WITHDRAW POLICY

Any student who decides to withdraw from Delphos St. John's before the completion of the 12th grade is considered a student who has withdrawn unless specifically stated otherwise by the administration. Once parents notify the office that the student is leaving for whatever reason, the process to transfer student records begins.

All financial obligations accrued through tuition, fees, or other fines must be paid in full before the school will release records to the high school or to any school to which a student may transfer. In general, if the school issues academic credit for the entire quarter in which the child withdraws, the tuition will be charged for the entire quarter. In the event the student withdraws before the completion of a quarter, the balance of the tuition minus the registration fee, other fees and fines, will be returned.

The transfer of student records of a Delphos St. John's student to another school is conditional based upon the successful completion of academic requirements and full payment of tuition and other fees and fines. The transfer records of a Delphos St. John's student needs either a release form signed by a parent/guardian with the mailing address of the new school or a request form from the new school with parent/guardian's signature declaring that the records may be sent. Delphos St. John's will mail the records to the school. Official records will not be released to the parents.

TUITION POLICY

St. John the Evangelist students receive a solid Catholic education that is a proven value. Tuition and Fees are charges to cover a portion of the cost of each students' education. The individual student's tuition only covers about 50% of the annual cost. The Parish general funds, Parish Foundation, mandated services from the State of Ohio and other fundraising activities are budgeted to cover the costs that tuition does not. The registration fee covers the annual subscription cost associated with Progress Book, the school website and the cafeteria program.

For the 2022-23 school year, St John's will be using the FACTS tuition management program for tuition billing and payment plans.

Tuition may be prepaid by June 30, 2022. Prepaid tuition is not required to be done through the ACH program. A payment may be brought to the Ministry Center. If the tuition is not prepaid, the ACH withdrawal options are: weekly, bi-weekly, monthly, quarterly or semi-annually. After the ACH withdrawals have started, the tuition balance is permitted to be paid early and the remaining ACH withdrawals canceled.

Tuition contracts with the family's choice of payment plan and ACH information are due to the Ministry Center by June 30, 2022. Contracts returned after June 30, 2022 will not have a 12 month payment option. Contracts returned in July will have an 11 month payment schedule; contracts returned in August will have a 10 month payment schedule.

If the ACH program is not an option for your family, a signed tuition payment contract is required. You are required to meet with the business manager at the Ministry Center to complete the contract.

Students will not be registered without either a signed ACH contract or a signed tuition payment contract.

Financial Aid

1. Families requesting financial aid must complete the student aid form through FACTS Tuition Management by June 30 prior to the upcoming school year.
2. Funds are limited and will be awarded based on need.

Failure to pay

1. Students may register for the following year only after the previous school year's tuition and fees are paid in full.
2. Students' records will be sent to a new school only after all tuition and fees have been paid.
3. Students will not receive their final report card until all tuition and fees have been paid.
4. Those families that have made no payments prior to the first day of August may not be permitted to enter the new school year.

**This policy was designed to allow us to treat every family in a fair and equitable manner.
It will be enforced, so please make sure you read it carefully.**

GENERAL SCHOOL INFORMATION

School Insurance Coverage

St. John's Elementary School does not provide supplemental accident insurance for students. In the event of an accidental injury, parents/guardians are responsible for all excess costs above and beyond what their family medical insurance does not cover. Parents who wish to provide basic accident insurance for their children, or wish to supplement their family insurance with additional coverage may do so by purchasing a student insurance plan through St. John's Elementary School. Please note that all athletes must be covered by some form of insurance (family and/or student insurance plan) before they can play or practice in a school-sponsored event.

Attendance Policy

Good attendance and punctuality demonstrate that students believe that every minute counts. Students who strive to be both present and on time show consideration to other students and the school. It is the goal of St. John's Elementary and High School for students to be in attendance each school day in order not to miss a significant portion of their education, and it is the goal of the administration, faculty, and staff of the School to strive and reach a 97% Attendance Rate in all Grades, K-12.

Establishing regular school attendance is required by Ohio Law and is a key factor for student success in school. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to advance through school and graduate, to be prepared for higher education and/or entering the workforce. We believe that regular attendance helps develop good character and intellectual growth. It is important to establish good attendance patterns early in a child's school experience.

It is the parent's/guardian's responsibility to notify the Elementary School Office at (419) 692-8561 each morning before 8:30 AM, if your child is going to be absent. If the parent/guardian sends a written note before the absence,

nothing further will be required when the student returns. If the parent/guardian does not contact the school by 8:30 AM, the school secretary will be making contact with the parent/guardian at home and/or work. If a telephone contact cannot be made, notice will be sent by mail.

EXCUSED ABSENCES

Students with excused absences are solely responsible for obtaining and making up any schoolwork missed. After the work is turned in, within the allotted time, students will receive full credit. Generally, students will have one day for every day missed to complete their makeup work.

Excused absences include...

- 1.) Personal Illness - 3 or more consecutive days will require a medical note
- 2.) Doctor/Dental Appointment - Note must be returned confirming the appointment
- 3.) Court Appearance - Note must be returned confirming the appearance
- 4.) Illness in the Immediate Family or Quarantine of the Home - Medical documentation will be required
- 5.) Death of a family member/relative
- 6.) County Fair in Leadership Role or Showing Animals – Requires Note from Parent and/or Advisor. 2 days will be allotted as a non-absence. Any additional days will be excused with a note.
- 7.) Attending Playoff/Tournament athletic events for St. John's students who are participating in such events.
- 8.) Other circumstances, which constitute an Excused Absence, are approved by the Administration.

If documentation is not returned the absence will be converted to an Unexcused Absence.

Students who were absent from school and have the required parent, guardian, or other note MUST report to the Elementary School Office on the day they return to school prior to the start of school. These notes must be submitted within 48 HOURS: TWO (2) SCHOOL DAYS of the absence to be accepted.

UNEXCUSED ABSENCES

Elementary (Grades K-6): Generally any absence not listed on the Excused Absence list will be counted as an Unexcused Absence. Students will still receive credit for making up work missed if done so within the proper amount of allotted time for an absence.

- ★ This will change when a student enters 7th Grade at St. John's, and students will no longer receive credit for making up work missed during an Unexcused Absence.

TRUANCY AND EXCESSIVE ABSENCES

The law states that children who are absent from school without a valid excuse may be charged in Juvenile Court as a Habitual Truant if the child is absent...

- 1.) 5 consecutive days (or about 30 consecutive hours) without a legitimate excuse
- 2.) 7 days (or about 42 hours) in a month without a legitimate excuse
- 3.) 11 days (or about 72 hours) in a year without a legitimate excuse

A student with excessive absences may be charged in Juvenile Court, as a Chronic Truant if the child is absent...

- 1.) 6 days (or 38 hours) per month with or without a legitimate excuse
- 2.) 10 days (or about 65 hours) per year with or without a legitimate excuse

Reasons for student truancy vary with the student and we all need to work together to help create good attendance behaviors. These behaviors will have lifelong effects on our children.

Medical Appointments/Late Arrivals/Early Dismissals

A student with an early dismissal slip must sign out of the main office when leaving the building and must do the same upon return. Students arriving after 9:30 AM and leaving prior to 1:30 p.m. will be charged with a one-half (1/2) day absence. If possible the student is to return to school after an appointment. The student will be required to bring a note from their appointment to ensure it is an Excused Absence.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Elementary School Office to make necessary arrangements. The office and the student's teachers must be notified of such absence two weeks in advance, and makeup work will be provided upon return. It may be possible for the student to receive certain assignments that are to be completed during the trip. Families will receive five (5) excused absences for vacation days throughout the school year. Any days over five (5) will be considered unexcused.

TARDINESS

Elementary (K-6): A student who is not in his/her assigned location by 7:50 a.m. is considered tardy. A student who is tardy five days will receive an after school detention.

All tardies accumulate on a semester basis.

Any student arriving late to school is to report to their respective School Office before going to class. Students arriving after 9:30 AM will be considered a one-half (1/2) day absence unless it is approved to be an excused absence. If the student signs in to school after 12:00 P.M., it will be considered a one-day (1) absence, unless it is approved to be an excused absence.

Habitual tardiness will be handled on an individual basis by the school administration to come up with a plan of action to correct the behavior causing the tardiness.

PERFECT ATTENDANCE

Students establishing perfect attendance (no tardies, early dismissals, appointments, or absences) records during each quarter and the entire school year, will receive special recognition at the end of each of those periods.

MAKE-UP WORK

It is solely the obligation of the student to arrange to make up any material or assignments missed during an absence. Students/Parents should check Progress Book or the approved method of communicating assignments by the student's teacher to obtain assignments given during an absence.

Requests for homework to be collected before the end of the school day need to be made before 9:00 AM. All requests after 9:00 AM may not guarantee all homework assignments.

A student has one day per days absent to make up any work missed. For example, two days missed two days to make up the work.

It is the responsibility of students who know they will be missing class for any reason (field trips, meetings, appointments, etc.) to get from the teacher the work they will miss. Failure to do so will result in no credit for the work.

KEEPING PARENTS INFORMED

- 1.) All Unexcused Absences = Main Office Contacts Parent/Guardian, by phone.
- 2.) Five (5) Unexcused Absences = Main Office Mails Parent Letter
- 3.) Seven (7) or More Unexcused Absences = Parent is Sent Letter, Court is Contacted, and Truancy Charges may be Filed.
- 4.) Eleven (11) or More Unexcused Absences = Parent is Sent Letter, Court is Contacted, and Truancy Charges may be Filed.
- 5.) Six (6) Excused Absences = Main Office Mails Parent Letter
- 6.) Twelve (12) Excused Absences = Main Office Mails Parent Letter

ABSENCE AND EXTRA-CURRICULAR ACTIVITIES

For a student to participate in any extra-curricular event the student must arrive to school and sign in before 12:00 PM of the day of the practice or the event, or he/she will be ineligible to participate. Emergency, appointments, funerals, vacations etc. will be reviewed by the administration.

ATTENDANCE FRACTIONAL DAILY SPLIT:

7:55 AM – 9:30 AM = Tardy

Enter Before 9:30 AM With Formal Documentation = Other-Excused (Non-Absence)

Enter After 9:30 AM = AM Absence

Enter After 12:00 PM = Full Day Absence

Leave After 10:30 AM = PM Absence

Leave After 1:30 PM With Formal Documentation = Other-Excused (Non Absence)

School Cancellation and Delays

Emergency school closing or school delays due to inclement weather will be announced on the School's Remind Alert system and WLIO television. This is usually tried to be done by 6:30 a.m. Our emergency closings coincide with the closing of the Delphos City Schools. Bad weather may also force us to dismiss early. These emergency dismissals will be announced as stated above. Be sure your child(ren) knows what to do and where you expect them to go should an early dismissal be necessary. The oldest child in each family will have the opportunity to call the parent/guardian from the office if she/he is unsure of transportation home.

Daily Schedule

| | |
|------------|---|
| 7:30 a.m. | Doors open for students |
| 7:50 a.m. | First Bell Rings/Opening Prayer and Announcements |
| 7:55 a.m. | Classes begin |
| 8:00 a.m. | Mass for Grades K-6 on Thursdays |
| 10:45 a.m. | Staggered lunch/recess hours begin |
| 2:30 p.m. | Dismissal for students in Kindergarten |
| 2:58 p.m. | End of the day prayer/announcements for K-6 |
| 3:00 p.m. | Dismissal for car riders and early bus riders |
| 3:05 p.m. | Walkers, bus riders, bike riders, car riders who need to cross the street, late line car riders and students needing to go to the high school for a ride home with a brother or sister. |

A written request from parents/guardians is necessary if a child is to go home with a friend after school or in any way changes his/her normal pattern of departure from school.

STUDENTS MAY ONLY RIDE HOME WITH ADULTS THEIR PARENTS/GUARDIANS HAVE PERMITTED AND HAVE EXPRESSED THIS IN WRITING TO THE SCHOOL OFFICE. (Parents/Guardians please do not offer rides to students unless a signed authorization form is on file with the office and your name is on it).

- ❖ If there is anyone your child should not be released to, notify the principal.
- ❖ Students are not to re-enter the buildings any time after 3:30 for forgotten books, papers, etc. Once they have left the school building, pupils should not return unless an emergency arises, or for a school sponsored extracurricular activity. If a child is not able to obtain books or papers for homework assignments due the next day, a note clarifying the situation to the teacher is appreciated. HOWEVER, students may not abuse the understanding of the teacher in such situations. Students need to learn that this is their responsibility.
- ❖ Students wishing to remain after school to help teachers or for other reasons approved by the principal must have written parental permission.
- ❖ Before or after school detentions may be necessary for disciplinary action at times. Parents will be notified ahead of time so arrangements for transportation may be made.

Field Trips

Field trips during school hours are encouraged so long as they are related to and supplement the regular classroom curriculum. They must be properly supervised by the teacher and potentially a group of approved volunteers. Before each trip, the parent may be asked to sign a more specific permission slip indicating permission given to include your child in the trip. General Field Trip permission is given when completing the Demographic Form for your child on the OneView Parent Portal prior to each school year. THERE MAY BE A NOMINAL FEE CONNECTED WITH THE TRIP.

- ❖ A field trip is a PRIVILEGE, not a right of the student.
- ❖ Students who show a continuous disregard for school rules will lose the privilege.
- ❖ In the event that parents may be asked to drive, it is important to take students directly to and from the activity. No side trips (i.e. stopping for food) are permitted.
- ❖ Any parent volunteers participating, must have completed the Diocesan Guidelines for School Volunteers.
- ❖ A student is not permitted to sit in the front passenger side of a car with airbags.
- ❖ Seat belts should be worn by all students.
- ❖ If for some reason a child is not permitted to participate in a field trip, he/she must remain at school with assigned work under supervision of another staff person.

Safe School Policy

The Safe School Ordinance-Section 17-8-110, makes it a first degree misdemeanor to be convicted of Assault, Threatening, Menacing or Battery upon a Teacher, School Employee, Student or any Person in charge of students during school or at any school event on or off campus. It is also a violation of this ordinance to disrupt or interfere with the teaching of any class or activity conducted by the school.

Assignment to Classroom

The assignment of students to rooms is made by the principal of the school after consultation with the teachers. Students will be placed with the best interest of the individual child in mind.

- Special requests for educational reasons regarding classroom placement may be heard but not always granted.

PLAYGROUND/RECESS

Recess

Outdoor recess periods are held each day (weather permitting) for all students in grades K-6. This is such a good time for students to learn to play together and to get the fresh air and exercise which they need. We believe allowing students this "free play" time is an important part of a child's social and emotional development. It

sometimes happens that children, who find it difficult to play with other children, seek refuge in the classroom and hence never do learn how to interact with their peers. Grades K through 2 usually have additional short periods of recess during the course of the day. If a child is well enough to attend school, he/she is expected to go outside for recess. If your child is returning to school after having been quite ill and your doctor feels that the student should not go outside for a day or two, a note from the doctor will excuse the child from having to go outside. The note to this effect should be sent to the child's teacher.

All students have the opportunity to follow a schedule of playing with, on and around the new outdoor activity resources that have been built, purchased and provided to benefit our students' outdoor play time. For example, there will be opportunities weekly for each grade level to utilize the outdoor stage, musical garden, obstacle course, gaga pit and nine square in the air game.

Recess Rules

- ❖ Students must remain on the blacktop/field area assigned to their grade.
- ❖ Students may re-enter the building during recess only in the event of an emergency. If a student enters for any other reason he/she will need to have special permission from the adult monitor.
- ❖ Rough playing such as tackle football, or any game which could easily cause injury to someone is not permitted.
- ❖ Games which result in torn clothing and rolling about on the ground are not permitted.
- ❖ Students should not play on the grass in the convent yard, on the convent porches, or on any street – including First Street – as these are not play areas.
- ❖ Students are not to go to the cemetery during a play period unless accompanied or directed by a teacher.
- ❖ It is not permitted to throw snowballs or play on snow piles. There may be a day designated to bring snow pants to play in the snow.
- ❖ Jump ropes may be used only for jumping.
- ❖ Small children on primary grade playground may not go into the street to retrieve balls. A guard or supervisor should take care of these – especially on Second and Pierce Street.
- ❖ Serious injuries should be reported to the office and all injured children should be taken to the Clinic – or the office if no volunteer or nurse is on duty – unless the child can not be moved.
- ❖ In case of serious injury, emergency procedures will follow. The office is to be notified immediately.
- ❖ Only regulation size balls which can easily be seen are permitted on the playground. Therefore, small balls such as bouncy balls, super balls etc. may not be used.
- ❖ Hard balls for Grades K-3 are not permitted. K-3 use foam footballs, 4-6 may use rubber footballs.
- ❖ Electronic devices, textbooks, pencils or pens are NOT allowed outside at recess time.

Indoor Recess

During indoor recess students are to be seated either at their desks, or on the floor. Students may not draw/write on the whiteboards without teacher permission. Scrap paper will be made available for drawing. Students may not leave their classroom without the permission from the teacher on duty. A normal speaking voice should be used. Certain grade levels will be permitted on a rotating basis to use the All Saints gym for Indoor Recess days. There will be an effort made each indoor recess to provide students an opportunity for physical exercise, supervised by the staff member on duty.

Lunch Program

For the convenience of the students, St. John's Elementary School has a hot lunch program. We encourage the students to make use of the program which provides a well balanced meal for them. Those who do not wish to buy

lunch are free to bring their own lunch from home (excluding fast food meals). They may purchase milk if they wish. No student is to omit lunch. It is important to their physical and mental health that they have proper nourishment. It is not permitted for any student to purchase only snacks at lunch-time rather than the regular lunch.

St. John's Elementary School does abide by its School Wellness Policy.

❖ Lunch prices for this year are \$2.75 for Grades K-5 and \$3.00 for Grades 6-12.

The QSP electronic account system will be used to purchase lunches and other items in the cafeteria.

❖ No snacks will be sold ala carte to Grades K-5.

❖ All students will be offered a Type A Lunch which consists of 5 items. Bread, Meat, Vegetable, Fruit and Milk. However, as we have implemented OFFER vs. SERVE for all grades K-12 each student must take at least 3 of the 5 items offered (one of which must be a fruit or vegetable), but they may take 4 or all 5 items if they wish. Students must have money on their account for this lunch.

❖ Encourage your children to put enough money on their account number at the beginning of each week for all of their lunches to be purchased for that week. Lunch money should be sent to the office in an envelope clearly marked with each child's name and account number, or added online through the online payment option shared at the beginning of the school year.

❖ Children who wish to purchase milk with a packed lunch should be sure to keep enough money on their lunch account to purchase milk with their lunch. Milk price will be 30 cents.

Courtesy in the Cafeteria

❖ Children should speak quietly in line while waiting to be served and speak quietly after having been seated. Please keep the lines moving quickly.

❖ Speak to the children who are sitting beside or across from you and keep your voice in a subdued tone. No one should be standing or moving around in the cafeteria unnecessarily.

❖ All eating is to be done in the cafeteria. NO FOOD MAY BE TAKEN OUT OF THE CAFETERIA and onto the playground or saved until later.

❖ Students will pray the "After meal prayer" with their class before dismissing to recess; the rest of the student body will be silent while the class prays.

❖ Children are expected to stay in their seats until dismissed by the teacher on duty. Take tray, pour leftover milk in a container provided, put paper items in the trash barrel and follow the line of traffic to the window at the disposal. Leave the place where you ate in perfect order for the next one who will eat there.

❖ Stop at the restrooms before going out to play and in most cases it won't be necessary to come back in until the bell ends recess.

❖ Electronic devices, books or pens are not allowed in the cafeteria.

Leaving the School Grounds

No student is permitted to leave the school grounds during the day without the permission of the principal. When a child becomes ill during the day, the instructions given on the Emergency Medical Form/Clinic Slip will be followed. If a child is going to leave early for family or personal reasons, a parent/guardian must send a written note to the school office.

School Visitors

All visitors (including parents/guardians) must report to the school office upon entrance to any of the school buildings. Anyone entering the school after 7:50 a.m. or before 3:00 p.m. will be able to gain access to the school by using the doors on the south side of school (under the awning) and then you will be buzzed into school. You will then report to the Elementary School office to sign in. Non-staff members will need to state their name and purpose for entering before being permitted to enter.

Search and Seizure

Certified staff members may legally check desks, lockers and books. 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 potentially dangerous) or illegal objects if they have reasonable suspicion to believe that such are in the possession of the pupil, especially where the students have no reasonable expectation of privacy: e.g. desks, lockers, coatrooms, books and book bags.

Course of Study

The school curriculum is based upon the Courses of Study adopted by the Diocese of Toledo, mandated by the State of Ohio. Courses of Study are reviewed and revised on a regular schedule. Teachers are expected to teach the Course of Study, and not the text. The Diocese of Toledo has written an authentic Catholic Curriculum with the assistance of the University of Notre Dame's Alliance for Catholic Education. Any outside speakers, field trips, etc. are to be correlated to the appropriate grade levels.

Telephone

In an emergency, students may use the office phone with permission from the principal or office staff. Forgetting books, homework, gym clothes, lunch, etc. do not constitute emergencies. Messages for students called in after 2:30 p.m., may not always be able to be delivered before dismissal. Student cell phone use is NOT permitted during the school day without specific permission from the principal or teacher on duty.

Lost and Found

Students who have left something at school or on the bus, should check the lost and found items that are kept in lockers outside the school office. The lockers are labeled. Money, glasses, jewelry will be kept in the school office.

Book Care

All textbooks that the children use are to be maintained properly. Books are to be carried to and from school in durable bags. All hard-back books are to be covered, **preferably with paper covers**. Fines will be charged for damaged or lost books. A listing of fines will be made available to the parents/guardians and must be paid before the final report card is issued.

Homework

Homework may be expected each day of the week. Homework is explained at school under teacher supervision and completed at home. Assignments are intended as an extension of the learning begun at school, and while it may be written, it could also consist of practice, drill, oral or silent reading or time spent in studying. **It should not be used as a primary method of assessing a student's learning.**

Students in the primary grades (K-2) are capable of practicing reading, studying for tests, e.g. spelling and math facts. Parents of younger children can help establish good homework habits by setting their environment and time each evening when a child is expected to spend time doing homework. Students in the middle and upper grades (3-6) are usually capable of developing a sense of responsibility for their own learning by concentrating their efforts on areas of personal weakness, whether or not these are assigned by the teacher.

Children may be required to stay after school to complete missing or incomplete homework. Parents will be given at least one day's written notice before a child is kept after school. A student may also receive an UNSATISFACTORY or INCOMPLETE on their report card. Consistent failure to complete assignments may result in a lower grade..

❖ In the event that a child is ill, assignments will be made available in the office after 2:45 p.m. if the parents are requesting to come and pick the work up. A brother or sister may pick up the assignments at the end of the day (at dismissal) from the classroom teacher.

❖ Usually a child who is missing school due to illness will not feel up to doing homework, therefore, students will have as many days to make up assignments as the number of days he/she was absent.

- ❖ Parents will be informed of “chronic” cases that involve several late or missing assignments. As a student grows and matures, it is expected that the STUDENT accepts the responsibility to check on missed assignments.
- ❖ For students taking vacations, schoolwork may be made up after the child returns to school, or may be assigned ahead of time to be completed while away.

School Pictures

Pictures will be taken in the fall for the 2022-23 school year. Purchasing of any pictures is optional. The photo company sends information through the school to the parents.

Emergency Drills

Fire Drills are to be conducted monthly. Students are to leave and return to the building in silence and walk to their designated areas. Teachers will report attendance to the principal before being permitted to re-enter the building. Misbehavior during safety drills will not be tolerated.

Tornado and Rapid Dismissal drills are conducted periodically with students moving silently to their designated areas and remaining until dismissed by the teacher.

Lockdown and Intruder Alert drills are practiced on a regular basis in partnership with the Delphos Police Dept.

Child Abuse and Neglect Reporting

St. John’s Elementary School adheres to all guidelines for identifying and reporting suspected child abuse and neglect as specified by the Ohio Revised Code.

Party Invitations

Birthday or other party invitations may not be distributed on school property (in the classroom, on the playground, at lunch time, etc.) unless the entire class is invited.

Treat and Snack Policy

In an attempt to provide safe and healthy options for our students, all treats and snacks for special occasions, i.e. birthdays and holidays, need to be discussed with the teacher prior to the date of the event. Please check with the teacher to see what food allergies, if any, are to be considered. The snack provided should be **one simple, smart and healthy** choice for the class on these special occasions. We recommend the students drink water with their snack. If drinks are provided, they should contain 50 - 100% juice, no caffeine, no soda pop or drinks with excess sugar. Pizza parties are discouraged unless used as an incentive through the school.

***Students with a plan of care for food allergies will only be given their parent approved snack.**

Communication

A Parent newsletter is sent to parents via e-mail when important information needs to be shared. These should be kept for reference. The Remind App, weekly church bulletin, St. John’s website and St. John’s Facebook page are other main sources of communication. A calendar of events is updated regularly on the website.

Right to Information

Both the residential and non-residential parents have the right to school information about their child unless there is a court order that specifically prohibits a parent/guardian from having any contact with the child. This means that the school must and will give information to either parent/guardian: report cards, testing results, attendance data, behavioral referrals and tuition records. **However**, the non-residential parent/guardian is to make such a request in writing to the principal. REMEMBER: St. John’s Elementary School needs a copy of the custody agreement.

Custody information becomes part of the student's cumulative file. **ONLY** the parent or legal guardian has the right to a student's information. This includes conferences held with teachers or administration.

Change of Address/Transfers

Should there be a change of name, address or phone number during the year, please inform the office and also update your Parent Portal on OneView. If you are transferring to another school, you must ask the new school to request that your child's records be sent to them. No records will be released until all tuition or other fees are paid and all school materials returned.

Medications/Illness/Accidents

Ohio law prohibits school personnel from dispensing medicine (including aspirin) to the students without the proper forms. Any medication to be taken must be kept in the school office along with the Parents' Medical Release Form. Cough drops may remain on the teacher's desk with students having parent/guardian signed, written permission.

Procedure to be followed when a student does become ill

- ❖ If not serious, send the student to the Nurse's Clinic to be checked out by the Nurse or Volunteer on duty. St. John's Nurse is on site daily and will check the student during the hours she is present.
 - ❖ If no one is on duty, have the student go to the School Office where parents will be made aware of the problem and advised what steps to take.
 - ❖ If a student is experiencing any symptoms of illness, then please keep the child home from school to help him or her recover and to keep illness from spreading through the school.
- Teachers should make themselves aware early in the year of the students who constantly request to go to the Nurse's Clinic without a real reason and parents will be notified.

Prescribed and Non-Prescribed Medication Policy

Doctors are the only persons qualified to prescribe medications. Pharmacists dispense them. The diagnosis and treatment of illness is the responsibility of a family physician, not the responsibility of your school or any of its employees, including nurses. Both state and federal law restrict what medication may be administered by nurses or other authorized school personnel.

It is diocesan policy to discourage the taking of any oral medication during the school day. There are, however, some unique circumstances which require the cooperation of physicians, parents, and school personnel in overseeing the administration of prescribed medication to students.

The school should not routinely administer any non-prescribed (over-the-counter) drugs, medications, preparations, or remedies without the parents' approval. Responsibility for overseeing the administration of non-prescribed medication rests solely with the parent or legal guardian and the student. The non-prescription form must be completed and signed by parent/guardian.

When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated.

In those special cases where a student possibly needs to take prescribed oral medication during the regular school day while at school, the following rules shall apply:

- ❖ All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of parent/guardian could be interpreted as practicing medicine and is prohibited by law.
- ❖ Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.

- ❖ Whenever a student must take prescribed medication during school hours the appropriate physician request and parent release form must be on file before the student will be allowed to begin taking the medication in school.
- ❖ Medication is to be brought by a responsible person to the school office, in the container in which it was dispensed.
- ❖ For each prescribed medication, the container shall be labeled with the following information: student's name, name of physician, date, name and telephone number of pharmacy, name of medicine, dosage, frequency, and any special handling and storage directions.
- ❖ At school all medications are to be kept in the school office in a secure and safe storage unit strictly not accessible to students.
- ❖ The parent or legal guardian is responsible for seeing that the school is supplied with an adequate supply of medication.
- ❖ Any unused medication not claimed by the last day of school will be disposed of properly.
- ❖ If a school has a nurse, the nurse will oversee the administration of medication. In the absence of a nurse, responsibility rests with the principal or with the person specified by the principal. The nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.
- ❖ A log will be kept for each prescribed or non-prescribed medication on which the school personnel will note at what time the student was seen taking his/her medication.
- ❖ New request forms must be submitted each school year and when the medication or dosage is changed.
- ❖ Whenever a parent comes to school to give medicine to the child he/she must come to the Office to dispense the medicine.
- ❖ All of the above rules relate to the NON-EMERGENCY overseeing or administration of prescribed drugs. In a medical EMERGENCY, the parent/guardian should be immediately notified and appropriate arrangements made for immediate medical attention.

The intent of these procedures is to ensure that no medications will be taken at school without administrative approval. This includes prescription and non-prescription drugs, the only difference being that the administering of prescription drugs required a physician's and a parent's statement; the administering of non-prescription drugs requires only the parent's permission.

The role of the school will be one of cooperation with the parent and student. The school will dispense medication only if there is no other feasible way and all of the above guidelines have been followed. **(Policy adopted by St. John's School Council – October 11, 1995)**

St. John's Elementary School reserves the right to exclude a child from school if, it is judged, a condition is serious enough to jeopardize the health of others. In some cases, a doctor's authorization may be required for re-admittance to school.

Food Allergy Policy

Delphos St. John's recognizes that food allergies, in some instances, may be severe and even occasionally life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shell-fish. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above-listed foods can suffer more serious consequences. St. John's has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

- ❖ Parents may submit written protocols for students with allergies. These protocols should be designed to avoid exposure to foods to which the student is allergic. The Nurse and School Administration will work with parents to implement reasonable protocols submitted by parents.
- ❖ Information pertaining to a student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept as confidential as possible.

- ❖ Delphos St. John's will strive to instruct staff and faculty to recognize symptoms of an allergic reaction and to respond appropriately as necessary.
- ❖ Parents of students with life-threatening allergies must provide Delphos St. John's with emergency medications and a written medical treatment protocol for their student for addressing allergy-related events.
- ❖ Parents are responsible to educate their child about managing his or her allergy at school, identifying "safe foods" by reviewing the weekly lunch menu together.
- ❖ If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals or treats for their child.

Delphos St. John's cannot guarantee that a student will never experience an allergy-related event while at school but we are committed to reducing the risks of an allergy-related event.

Arrival And Dismissal Plans

Traffic Plan for School Arrival

Before school starts students are to enter from either the All Saints Breezeway doors or the South door of school by the Welcome to St. John's sign. Students riding the bus will enter school using the Front/West doors facing Pierce St.

All other doors will be locked. After 7:50 a.m. all doors to the school will be locked. Students, parents and guests must buzz in the South Doors (Door 9) under the Welcome to St. John's sign.

- ❖ Walkers should arrive between **7:40 – 7:50 a.m.** They should cross the streets at the traffic light either on the corner of First or Second Street.
- ❖ Bike riders should arrive between **7:40 – 7:50 a.m.** They should be aware of walkers and ride in such a way that they could stop suddenly, if necessary. Bikes are parked on the south side of the school.
- ❖ All parents are expected to follow the "Traffic Plan", and only drop off their children at the designated areas. (Breezeway Doors or South doors by Welcome to St. John's sign)
- ❖ Parents bringing younger students up to the doors of the school may park along and facing First Street next to the western most basketball pole. When leaving, cars must pull onto First Street to exit the lot. If these spaces are full, please park on the Church side of Pierce Street or First Street and cross at the Traffic Light on the corner.

Once a student walks in the doors of school, cell phones and electronic devices are to be immediately turned off, put in book bags and not taken out or turned back on until the student exits the school building at the end of the day. Students are not to be using such items in bus lines or hallways before or after school until 10 minutes after the second dismissal bell.

Students are to have uniform shirts tucked in upon entering the building.

Dismissal

First bell will ring at **3:00 p.m.** for dismissal of car riders and "early bus" riders, and Second Bell at **3:05 p.m.** for walkers, bike riders, bus riders and students needing to go to the high school for a ride home.

Traffic Plan for School Dismissal

- ❖ Cars enter for First Bell dismissal before 3:00 p.m. via First Street and pull into their assigned parking lane on the South blacktop area. Pull up to the closest available spot in your assigned lane and remain there until all cars are loaded and released row by row by a staff member.
- ❖ Be in place by 2:59 p.m. If you arrive after 3:00 p.m., please park on the CHURCH SIDE OF PIERCE STREET and your children will be dismissed with the walkers and bike riders after the lot is vacated. AFTER THE

3:00 p.m. BELL, late carpool vehicles may drive down First Street and wait in line behind Lane 3 and then pull up to the South Door by the Awning for your students to come to your vehicle once all lanes are empty.

- ❖ Follow directions for EVACUATION. Only one line at a time may move out.
- ❖ If you have business in the school, please park ON THE CHURCH SIDE OF PIERCE STREET AND CROSS AT THE TRAFFIC LIGHTS and tell your children to come out with the walkers' 3:05 BELL.
- ❖ Parking Spots on the School Side of Pierce Street are reserved for Bus parking and loading which will take place in FRONT of the Elementary School.
- ❖ Any children whose cars are parked ON THE STREET or ACROSS ANY STREET will be dismissed with the walkers after the lot has been vacated. Do not encourage your child/ren to "JAY-WALK". It is both illegal and dangerous.
- ❖ Kindergarten children only have the option of a 2:30 p.m. dismissal. Grades 1-8 walkers and bike riders will begin dismissal according to the TRAFFIC PLAN at 3:00 p.m.
- ❖ Only students who go home with High School staff members or a High School brother or sister may exit from the High School doors. All others are to leave from the Elementary school doors as directed.
- ❖ Elementary Students are NOT permitted to exit through the All Saints doors before 3:15 p.m..

Christian conduct is expected from students on the school buses and while waiting in line to leave. Students' actions reflect on the good name of God, their families and St. John's.

Regarding bus riders, if the student receives a misconduct notice or warning, or the school is notified of a problem, the student will be called into the office. On the accumulation of **three (3) notices**, the student may not be permitted to ride the bus for a period of one week or more, may be permanently removed if necessary, and also suspended from School. It is important that parents/guardians stress proper bus behavior for your child's safety and to ensure that your child has bus transportation.

Ohio Department of Education Pupil Transportation Regulations

- ❖ Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- ❖ Pupils must wait in a location clear of traffic and away from the bus stop.
- ❖ Behavior at a school bus stop must not threaten life, limb or property of any individual.
- ❖ Pupils must go directly to an available or assigned seat.
- ❖ Pupils must remain seated keeping aisles and exits clear.
- ❖ Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- ❖ Pupils must not use profane language.
- ❖ Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- ❖ Pupils must not use tobacco on the bus.
- ❖ Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for the student.
- ❖ Pupils must not throw or pass objects on, from or into the bus.
- ❖ Pupils must carry on the bus only objects that can be held in their laps (O.R.C. 3301-83-20-1).
- ❖ Pupils must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. Parents must provide the school bus driver with a signed note in order for the student to be transported to a location on the route other than the regular destination. Students who are not regular passengers on a bus must have a signed note from the parent stating the location on the route for the student to be transported to.
- ❖ Pupils must not put their head or arms out of the bus window.
- ❖ Guidelines will be formulated for the use and storage equipment and other means of assistance required by handicapped pupils.

❖ Proper steps will be taken to collect, store and use medical information related to pupils known to have medical problems which may require driver attention. Our goal is to provide the safest possible environment as we transport students on our school buses. Please feel free to contact your respective bus driver, or myself, if you have any questions.

-Mr. Doug Westrick, Superintendent of Delphos City Schools.

ACADEMIC ASSESSMENT

Progress Reports

ProgressBook acts as an ongoing progress report. These are to inform you of what is going on with your child(ren) in academics and behavior. If you have any questions, be sure to contact the teacher. **ProgressBook should be monitored at least weekly.**

Report Cards

Report cards are issued four times a year. The reports should be examined by the parents/guardians. St. John's Elementary School uses the "A" through "F" grading system for Grades 1-6.

The purpose for evaluating the student both in subject matter areas and in character development is that both parents/guardians and teacher(s) may cooperate in helping the student to reach his/her highest potential. If there are any questions, the child's teacher should be notified.

Grading System And Procedures For Grading

❖ Teachers must keep accurate grading records. This is so necessary when it comes time to make out report cards. It is the only way one has to justify the grades given. It is also necessary to keep these grades throughout the year in order to clarify any questions which might arise.

❖ Grades are to be given for all subjects taught. This includes music, art, physical education are considered part of the Honor Roll.

❖ Grades range from A through F.

| | | | |
|------|--------|---|---------------------------|
| ● A | 95-100 | | |
| ● A- | 93-94 | O | = Outstanding |
| ● B+ | 90-92 | S | = Satisfactory Progress |
| ● B | 86-89 | I | = Improving |
| ● B- | 84-85 | N | = Needs Improvement |
| ● C+ | 81-83 | U | = Unsatisfactory Progress |
| ● C | 77-80 | X | = Not Evaluated |
| ● C- | 75-76 | * | = Intervention |
| ● D+ | 72-74 | | |
| ● D | 68-71 | | |
| ● D- | 66-67 | | |
| ● F | 00-65 | | |

Honor's Program

❖ Teachers are to recognize the students in the classrooms in all subject areas, including conduct and effort.

❖ Publish Academic Honors in the Delphos Herald and Lima News.

❖ Academic Honors:

- Grade 5 & 6
 - First Honors: all A's
 - Second Honors: all A's and B's
 - Third Honors: all A's and B's and max of one C

Conferences

Teacher-Parent conferences are usually held in November, however, parents are always welcome and encouraged to come and discuss their child's progress with the teacher(s) at any time. Conferences should be set up in advance with the teacher. **The proper and first means of addressing an issue regarding your child's work or behavior is to contact the teacher(s). If the problem is still not resolved, then discuss it with the principal.**

National Norm-Referenced Testing

Students in Grades K-2 will be assessed in the fall and spring in Reading and Math using the NWEA (NorthWest Evaluation Association) MAP for Primary Grades. Students in Grades 3-6 will be assessed in the fall and spring in Reading, Language usage, Math, and Science using the NWEA MAP (Measures of Academic Progress). Students will receive a National Percentile Ranking and RIT score for these subjects, and parents and teachers will be offered resources to help students in specific content areas.

CHILDREN SERVICES

Auxiliary Services Program (A.S.P.)

At the present time, the State of Ohio provides Chartered Nonpublic schools with funds for some textbooks, technology and personnel services. These funds are available to schools chartered by the State of Ohio. Curriculum resources are regularly evaluated and updated under this program. In addition, the following services are available to students:

Remedial Programs: Eligible students identified through a process of teacher recommendations, formal testing and/or parent request. Services made available to students may be limited to time and/or grade level, and St. John's believes Inclusion is the best model whenever possible. Testing services are provided via the School Psychologist from Allen County Educational Service Center contracted to work in Delphos City Schools.

Speech Therapy: New students and students referred by the teachers are tested by the therapist and grouped according to need. The therapist issues regular quarterly reports to the parents/guardians.

Elementary School Counselor: A school counselor is available on an as need basis. Mrs. Haehn, a full-time St. John's School Counselor (K-12) will be available every school day. Referral may be made by a teacher or a parent/guardian after consulting with the principal.

School Social Worker: Delphos City Schools now employs a licensed School Social Worker to assist all students in need in the Delphos City School District, including students at St. John's.

Jon Peterson Special Needs Scholarship

Eligible students with an identified special learning need may be able to participate in the JPSN scholarship program offered by the State of Ohio. St. John's Elementary and High School is a Provider School working with families on a Memorandum of Understanding basis to provide special needs that have been identified on a child's Individualized Education Program provided by the Delphos City School District or Child's District of Residence.

Band: Band is available under the direction of the St. John's Band Director, if interest is shown on the part of students in grades 5 – 6, and it is able to be worked into the schedule.

Mass Servers: Assisting the Pastor at Mass gives the students in grades five and six the opportunity to give service to the faith community.

Sports: All extra-curricular sports are made available through St. John's Parish, the City of Delphos or St. John's Athletic programs.

For Grades 4-5-6: Girls Volleyball for St. John's Parishioners

For Grades 1-6: St. John's Elementary Basketball is offered in connection with the High School Boys and Girls Basketball Programs

- Students from Van Wert St. Mary's are also invited to participate in our Elementary extra-curricular activities.
- The City of Delphos offers a Soccer, Football, Wrestling and Baseball program (there are age restrictions). This is publicized on WDOH, on Facebook and in the Delphos Herald and we encourage students to participate in the community programs.

SCHOOL LIBRARY

USE OF SCHOOL LIBRARY

Our school library is to be looked upon as any other library. Therefore, we must insist upon the following points:

- ❖ Students are expected to go to and from the library in a reasonable manner.
- ❖ Students are to choose their books quietly.
- ❖ If the entire class goes to the library all at once, the teacher must accompany them.
- ❖ If teachers send the class to the library in small groups, the students should sign out and back in to the classroom.
- ❖ Students may be sent to work on projects at any time throughout the day as long as no other room has scheduled the library for a class project during that same time period. Do not send down more than 6 students at a time. Arrangement should be made in advance with the librarian.
- ❖ The library is not to be used for social gatherings.
- ❖ Books are loaned for two weeks at a time. The overdue fine is 5 cents per school day.
- ❖ Magazines may be borrowed for 1 week at a time. The honor system is used, and the librarian periodically checks to make sure the magazines have been returned. Students are not to cut or deface the magazines without permission.
- ❖ Students are assigned turns to use the computers during their scheduled library time. Teachers should indicate what they want the students to be working on (for example: multiplication facts, writing poems, etc.).
- ❖ Students may lose the privilege to use the library by abusing the library rules.

DRESS CODE POLICY

All final decisions regarding the implementation of the St. John's Elementary School Dress Code Policy will be made at the discretion of the Principal. As fads and modern trends occur these will be reviewed on an as needed basis. These will be at the discretion of the principal.

Dress Code Violations: Dress code violation notices will be sent home for a parent/guardian's signature. Following three violations an after school detention will be given.

- If a teacher feels a child's attire or appearance is in question, that teacher may bring it to the attention of the principal. The administration reserves the right to specify and make a judgment on proper attire or appearance. If a student comes to school wearing inappropriate clothing, the parents/guardians will be notified and will need to bring in proper attire. Any student who does not comply with these regulations should be expected to be sent home without any questions.

All GIRLS in Grades K-6 are properly dressed for school if the following is observed:

- Hair is well groomed, it's natural color, clean and should be out of eyes. No extreme hairstyles are permitted.
- No facial make-up is worn.
- Girls are permitted to wear **a white only camisole**, t-shirt or undergarment under their school blouses (no colored t-shirts or lettering).
- A maximum of two small earrings per ear may be worn. Small dangling earrings, studs, and small hoops are permitted. Dangling earrings and hoops should be no bigger than ½" in diameter.
- **Uniform Pants:** navy blue twill pleated or flat front slacks are to be worn.
- **Uniform Shorts:** The official uniform shorts, navy blue twill, may be worn during the months of August, September, May, June, and until the Children's Festival in October.
- **Blouses** are to be tucked in.
 - Grades K-4: white, blue or yellow long or short sleeve peter-pan collar
 - Grades 5-6: white or blue long or short sleeve oxford
- **Skirts:** When kneeling skirts and jumpers are to be no shorter than four inches from the floor. Measurements will be taken from both the front and back of the skirt or jumper.
 - Grades K-4: plaid jumper
 - Grades 5-6: plaid skirt
 - Grades K-6: Leggings may be worn under their jumper/skirt. They may be solid gray, navy, or black.
- **Socks:** Knee socks, hose, Bobbi socks, or low socks are to be worn with the standard type of shoe or with tennis shoes. All shoes must have a back. No sandals, slipper or crock shoes are to be worn. Heels must be flat and no higher than ¾". Shoelaces are expected to be properly laced and tied.
- **Belts** are to be worn by all students in grades 3-6. They are to be navy blue, brown or black. No decorative belts are to be worn.
- **Necklaces:** A Christian, religious, or DSJ medallion with a chain may be worn.
- Watches and fitness trackers are permitted. No more than two bracelets may be worn.

ALL BOYS in Grades K-6 are properly dressed for school if the following is observed:

- Hair is well groomed and does not inhibit good vision. Hair length may be tapered in the back and is to be no longer than the top of the collar. When combed straight down, hair is to be off the top of the ears. No extreme hairstyles are permitted; this includes having hair permed. No shaved heads are permitted. Boy's hair must be natural; no artificial coloring may be used.
- Boys ARE NOT permitted to wear earrings in the school building at any time, in school pictures or at any facility where a boy is representing St. John's Elementary School in academics or an athletic function.
- **Shirts:** The short or long sleeve blue or white Lactose knit or dry-fit shirt with three-button placket, collar, and no pocket shirts are to be worn. Shirts are to be tucked in.
- **Uniform Pants:** navy blue twill pleated or flat front slacks are to be worn.
- **Uniform Shorts:** The official uniform shorts, navy blue twill, may be worn during the months of August, September, May, June, and until the Children's Festival in October.
- **Socks** are to be worn with the standard type shoe or tennis shoe. ***Shoelaces are expected to be properly laced and tied.***
- **Belts** are to be worn in grades 3 thru 6 and may be navy blue, black or brown in color.
- Only a white t-shirt is to be worn under the school uniform shirt (no colored t-shirt or lettering).
- **Necklaces:** A Christian, religious, or DSJ medallion with a chain may be worn
- Watches and fitness trackers are permitted. No more than two bracelets may be worn.

All Students in Grades K thru 6

The following articles of clothing are considered part of the official uniform:

- The official sweater is a navy blue cardigan with two pockets.
- The official Blue or Gray SJ jacket may also be worn at all times.
- The navy blue school sweatshirt with the school name on it may be worn.
- A yellow or navy blue V-neck sweater vest
- A yellow or navy blue sweater pullover.
- Tennis shoes must be worn for gym classes.
- All students should observe the rules of personal hygiene and come to school clean.
- Students must obtain permission from the Principal to wear something other than the official school uniform when a student has an injury, which requires clothing other than that of the official school uniform.

The following articles of clothing are NOT considered part of the official uniform:

- Coats, jackets or hats should not be worn in school.
- Hooded sweatshirts of any kind are not to be worn during in-school hours.
- No sunglasses are to be worn during school hours.
- Any markings on the body (permanent or temporary) and any body piercing should not be visible during any school day OR during any extra-curricular activity associated with St. John's Elementary School. (An exception may be made for temporary Blue Jay Spirit tattoos at Athletic contests.)

All Students in Grades K thru 6 Non-Uniform Days

The following attire and rules should be followed by all on non-uniform days.

- On certain designated days where informal clothing is permitted, such as “non-uniform days”, clothing which advertises alcohol, drug slogans, products, or decorated with words or pictures offensive to good taste or Christian morality is NOT allowed to be worn to school. On these days, all other factors of the dress code are to be followed.
- During the months of August, September, October (until the Children’s Festival), May, and June, they may wear athletic shorts on non-uniform days (no frayed, tight or short shorts are to be worn). Shorts are to be LONGER than fingertip length when standing tall and arms straight at sides. Capri pants may be worn.
- **Jean type pants only may be worn on “jean days”** unless specific exceptions are made in advance by the principal to allow other sorts of dress such as sweat pants, wind pants or Capri pants.
- Shoes are to be worn within the guidelines of the regular dress code policy.
- All clothing worn on jean days, hot days, or free dress down days must be clean, neat, without holes, fringes, and fit properly (neither too tight or too baggy).
- Tank tops, spaghetti straps, sleeveless shirts, shirts that are see-through, cut-offs, or shirts that display the shoulders or midriff are not permitted. No skin around the student’s midsection should be able to be seen while the student is standing, sitting, or with arms raised.
- **Modesty** and a clean proper look are to be stressed at all times.

TECHNOLOGY GUIDELINES – INTERNET POLICY

The use of the internet and related technologies must be in support of education and research and consistent with the educational objectives of this school and the Diocese of Toledo. No personal web pages may be maintained or viewed on school property.

Agreement Form

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the Responsible Use of Technology Policy-User Agreement Form that is sent home at the beginning of each school year. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and technology access as stated in this policy and the handbook as follows, including if and when using a personal mobile device is permitted on special circumstances. This signature is obtained in the Parent Portal of Oneview.

ST. JOHN'S ELEMENTARY SCHOOL RESPONSIBLE USE OF TECHNOLOGY POLICY

All Internet access and use of other electronic communication technology is strictly limited to educational purposes. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. St. John's Elementary School will adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Data Acquisition Sites or other Internet Service Providers. The school has right of access to any electronic devices on school property. There shall be no reasonable expectation of privacy.

| |
|---|
| <p style="text-align: center;">Internet Access – Acceptable Use Agreement St. John's Elementary School Delphos</p> |
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With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language. We propose to make use of the most effective, most powerful means to communicate the integration of faith and culture, which is at the center of Catholic values and education.

Pastoral Instruction Document:

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world....." Aetatis Novae, #2, #3; Rome, 1992

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

Internet access is available to students and teachers in St. John's Elementary School. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. Student and staff users will be able to enhance communication and productivity and share information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers, mobile devices and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. On a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

Successful operation of the building network facilities requires use of Internet resources be consistent with the St. John's Elementary School stated mission, goals, and objectives. All of the rules that apply to student conduct in school also apply when the students are off campus on field trips. The Internet offers many opportunities for virtual field trips to distant locations. It is important that students realize they act as ambassadors for their school in such encounters, and our policy states this explicitly.

It is the policy of St. John's Elementary School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent

unauthorized access and other unlawful activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The following guidelines are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. Key terms are as defined in the Children's Internet Protection Act. To gain access to the Internet, all students of St. John's Elementary School must obtain parental permission and may attend a series of required Internet training sessions through their classes. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet – Terms and Conditions

- 1) A User is defined as any student, faculty, or staff member using the technology resources at St. John's Elementary School, Delphos.
- 2) The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators, after consultation with the Pastor and/or Principal will deem what is inappropriate use, and their decision is final.
- 3) The system administrators will make every attempt to honor privacy. There is an acknowledged trade off between privacy and the need to gather information ensuring system integrity and responsible use of the system. A log may be kept of all Internet use by students, faculty, staff, and administration.
- 4) The school administration, faculty, and/or staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- 5) Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior, use of vulgar, obscene or bigoted language or materials will be handled as disciplinary issues.
- 6) Users are not permitted to use the computing resources for commercial purposes, product advertising, or political campaigning.
- 7) Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyber bullying or illegal materials.
- 8) To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. YouTube Videos and Facebook will be unblocked for educational purposes and use only.
- 9) Physical or electronic tampering with computer or mobile device resources is not permitted. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 10) To the extent practical, steps shall be taken to promote the safety and security of users of the St. John's Elementary School online computer network when using electronic mail, chat rooms, instant messaging, social media and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- 11) Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
- 12) Security on any computer system is a high priority, especially when the system involves many users.
 - a. Users should notify a system administrator if a problem or potential bypass of security systems is detected. Users should not demonstrate the problem to others.
 - b. Using someone else's password or trespassing in another's folders, work, or files is prohibited.
 - c. Attempts to log on to the Internet as someone else may result in cancellation of user privileges.
- 13) St. John's Elementary School, Delphos makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. John's Elementary School assumes no responsibility or liability for any phone charges, line costs

nor usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. John's Elementary School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

14) _____ Exemplary behavior is expected on 'virtual' field trips. When 'visiting' locations on the Internet or using communication tools, users must conduct themselves as representatives of their school. They must abide by the rules/policies of any sites they 'visit'. Conduct that is in conflict with responsibilities outlined in this document will lose network privileges.

15) _____ Network systems administration may update technology use policies when new or changing technology warrants.

16) _____ It shall be the responsibility of all members of the St. John's Elementary School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

17) _____ Signed acceptable use forms will be kept on file. Please refer to the Technology Policy in the Parent/Student Handbook.

Any violation(s) may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school diocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action. Publishing photographs, images or likenesses of our students in school publications and on the school's web-site will be beneficial in promoting our school and our students' accomplishments and in sharing our school's experiences with others. Sources of the photos and other likenesses may include students, families, professional photographers and employees or friends of the school. Since web-site images may be seen outside the school, we do not include students' names with photos appearing on our web-site.

Unless you advise the principal to the contrary in writing, St. John's Elementary School will assume that it may use your child(ren's) photograph and likeness without compensation and that you release the school from any claim from its publications.

Re-Adopted by School Council August 10, 2011

Guidelines For Extracurricular Activities

An extracurricular activity is any activity taking place on the parish/school property. Example: programs, dances, club meetings, etc. To insure proper use of the building, the following regulations must be adhered to by all groups:

- ❖ Activities which may interfere with the daily educational programs of the school, or may disrupt activities which may be planned for the following day cannot be allowed.
- ❖ Use of the building for any purpose must be approved by the Pastor or the Principal.
- ❖ All activities must be planned in advance and scheduled on a Master Calendar through the school office to avoid conflicting dates.
- ❖ Each group using the building is responsible for security and maintenance.
- ❖ Activities of the school will be properly supervised by certified school personnel. This includes field trips, classroom activities, rehearsals/performances by school group, and other activities sponsored by the school.
- ❖ Social activities are the primary responsibility of the parents and the students. If the school in cooperation with the parents and students sponsor a school social activity, all areas of responsibility for coordinating, chaperoning, managing of funds, etc should be clearly defined.
- Chaperones must be present for the entire time the activity is taking place, including preparation and clean-up times. If enough chaperones are not available the event will be cancelled.

- Parents or students must meet with the principal to discuss details of planned activity.
- Students share responsibility for clean-up.

Security

- Each group must designate one person who will be responsible for seeing that all windows are closed, doors closed and locked and all lights are out.
- Limit access to areas of the building not designated for use.
- Each group is responsible for reporting damage to the Principal and Business Office.

USE OF DRUGS, ALCOHOL AND TOBACCO

Students involved in St. John’s Elementary School and/or any extracurricular activity for Delphos St. John’s should not at any time use, have in their possession, or participate in the transportation, sale, or furnishing or illegal or “look alike” drugs , related controlled substances, drug paraphernalia, or alcohol. Nor should they at any time use or have in their possession any form of tobacco. Students found to be out of compliance with this policy will be subject to possible suspension and/or expulsion from St. John’s Elementary School. The discretion in consequence belongs to the principal in consultation with the Superintendent/Pastor.

Policies Regarding Student Academics

Placement

A student may be assigned (placed) to a grade level if the student has failed two or more quarters in at least two major subject areas and it is felt that retaining the student in the current grade level would not be helpful and could even be harmful for the student.

Retention Policy

- ❖ Retention is deemed appropriate if the benefits to be expected from repeating a grade outweigh the negative aspects of retention.
- ❖ Relevant factors to be considered are the child’s academic performance (including remedial and tutorial services) and cognitive, personal and social development.
- ❖ Each parent/guardian will be informed of the student’s progress through graded assignments, tests, and ongoing progress reports as the school year progresses.
- ❖ The retention itself shall be proposed in writing to the parents by the end of the third quarter of the year by the teacher, after having a conference with the parents.
- ❖ A final decision will occur no later than TWO WEEKS after the mid-point of the fourth quarter. This decision will be presented in writing.
- ❖ Other good and sufficient reasons such as immaturity and excessive absences of 12 days or more in one school year may be a consideration for retention.

Retention May Occur For Students In Grades K and 2 If

- Failing two major subject areas: Religion, Reading, Math or Language Arts
- Failing in Math or Reading independently may be a consideration for retention.

Retention May Occur For Students In Grades 3 Through 6 If

- Failing of three or more in major subject areas of: Religion, English, Math, Reading, Science, or Social Studies. (Failure in a subject is defined as receiving a grade of “F” for 2 or more quarters).
- Final Decision will be made by the Principal.

SCHOOL WIDE DISCIPLINE PLAN

The School-Wide Discipline Plan establishes the guidelines of behaviors which we expect from our students. A student who violates the Code of Conduct breaches the contract (Parent-Student-School Handbook) and therefore students will be held accountable for their actions.

The Elementary School's Faculty and Staff and our Discipline code this year will be implementing Positive Behavioral Interventions and Supports (PBIS), which is an evidence-based framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. PBIS establishes the foundation for delivering regular, proactive support and preventing unwanted behaviors. Teachers will emphasize prosocial skills and expectations by teaching and acknowledging appropriate student behavior. Teams, data, consistent policies throughout grades K-6, professional development, and evaluation are essential components for these practices to work effectively. The PBIS team, led by Mrs. Haehn, Mrs. Myers, Mrs. McIntyre and Mr. Dubow has identified four positively stated, easy to remember expectations; they have spent two years developing this system prior to implementation. They align with creating the kind of positive school climate the school wants to create. BLUEJAY WAY: Be Safe; Be Responsible; Be Respectful; Build Relationships. All K-6 staff will be emphasizing these expectations and procedures the first few weeks of school, and teachers will be communicating and acknowledging positive behaviors throughout the school year. There is a system to address negative behaviors as well, and once a classroom teacher has documented any negative behaviors and addressed them in the classroom, if the negative behavior persists, the Dean of Students Mr. Dubow will be notified and a Disciplinary Referral will be assigned to that student.

Code of Conduct

The words and actions of all connected with St. John's Elementary School should be a living and visible reflection of one's love of God and neighbor and an inner self discipline. Discipline is fundamental in education, as it is in all of life, to help us peacefully and maturely face the challenges and obligations of living in the family, with our peers and later on in adult life.

Expected Behavior

- ❖ Students will be respectful and honest to all faculty, staff, volunteers and fellow students in speech and action. The teacher, playground monitor on duty, and staff member has the authority to discipline all grades and is responsible for notifying the homeroom teacher of the problem.
- ❖ Students will keep their hands and feet to themselves.
- ❖ Students will refrain from using inappropriate language.
- ❖ Students will adhere to the Discipline Plan of their teacher(s).
- ❖ Students will respect all school, church and student property. Students will not damage property.
- ❖ Students will be honest.
- ❖ Students will remain on school property during school hours.
- ❖ Students will be courteous and attentive to others.
- ❖ Students will complete assignments on time and respect the learning atmosphere of the classroom.
- ❖ Students will listen attentively to any direction, guidelines, or corrections that may be given by any teacher or member of staff.
- ❖ Cheating – an automatic "0" will be given for the respective assignment or test.
- ❖ No gum permitted at any time. Candy permitted only on special occasions with the teacher's permission in the classroom only.

Behavior/Discipline

There are certain behaviors that will not be allowed at school or school activities and may result in loss of privileges, detention, suspension, or expulsion. These may include (but not limited to):

- ❖ Disobedience to or arguing with any person in authority – not doing what is told/expected.
- ❖ Disruptive behavior – anything that stops the teaching/learning process, including incomplete assignments.
- ❖ Leaving school property without permission.
- ❖ Abusive/obscene language, writings, behaviors or actions . . . to include harassment, bullying, disrespect for or ridiculing staff or classmates.
- ❖ Stealing, defacing, or damaging the property of the church, school or others.

- ❖ Possession and/or use of drugs, alcoholic beverages, cigarettes, vaping instruments . . . on school property or at school sponsored activities.
 - ❖ Physical abuse.
 - ❖ Regular uses of personal electronic mobile devices are not permitted to be used in school. There may be special circumstances when they are permitted. Cell phones, and any other personal mobile device are to be off and in the book bag upon entering the building and until 10 minutes after dismissal, including recess time. Cell phones and other personal electronic devices are the student's responsibility. Restitution will be made for stealing or vandalism.
- The Pastor or Toledo Diocese Director of Catholic Education will be consulted in all cases of serious punishment procedures as deemed necessary by the administration.

Behavior at a school sporting event

Students are reminded when attending a school sporting event that they are to stay in their seats and watch the game unless they are going to the concession stand or restroom. Students are also reminded that while at these events they represent God, their family, and St. John's Elementary School and proper behavior is expected.

Harassment Policy

Every effort will be made to make our learning environment free of harassment of all kinds and at all levels of interactions among students, staff, faculty and administration.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. It includes, but is not limited to, verbal harassment (derogatory comment, jokes, or threats); Physical harassment (unwanted touching/striking or intimidating interference with normal work or movement); Visual Harassment (includes derogatory or demeaning drawings or gestures); Sexual Harassment (includes unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature).

Persons who feel harassed should report their concerns to the Principal. An impartial investigation will immediately follow allegations of harassment. Witnesses and evidence will be gathered. A summary of findings will be shared with those involved.

Consequences will follow and may include loss of privileges, detention, in-school suspension, suspension, or expulsion. The decision is made by the Principal in consultation with the Pastor and/or Toledo Diocese Director of Catholic Education.

Adopted By School Council on August 8, 2007

**CATHOLIC DIOCESE OF TOLEDO
BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS**

Introduction

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

A. **Bullying by Definition:** 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 or staff member has exhibited toward another student 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, electromagnetic, 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.

B. **Bullying is Prohibited:**

- (1.) On school grounds owned/ leased/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 location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by a school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by a 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.

C. **Prevention and Intervention Plan:**

Peace Be With You, a Christ-centered Bullying Prevention Program will be a resource available to all St. John's Elementary staff, faculty, parents and students. Bullying incidents will be documented and communicated with the students, parents and teachers of the bully, target and active bystanders for each reported case. Bullies will be given an age appropriate consequence for their actions, and seek forgiveness from the target (with the aide of the School Counselor if necessary). Grades 4-6 students are trained/retrained every year to implement the practices of Clear Listening and offering and accepting Forgiveness. Grades K - 6 will participate in the School-wide "Dragon Slayer" and Blue Jay Way program. Students involved in a bullying incident in Grades K-3 are taught the age appropriate strategies to seek and to offer forgiveness.

In order for the Bullying Prevention and Intervention Plan to be completely effective, all students, staff and parents must report any bullying or other prohibited incident as soon as it occurs to the classroom teacher, school counselor and/or principal. The Teacher is responsible for reporting the incident to the Dean of Students, Principal and/or School Counselor in order for the incident to be documented and resolved. The Counselor will oversee and provide

any necessary services to the bully, target and bystanders involved in order for the proper reconciliation to occur. The Principal will oversee the disciplinary action given to the bully and any active bystanders, which shall consist of an age appropriate disciplinary action that follows the line of consequences stated in the Elementary Parent/Student Handbook, including the possibility of suspension and/or expulsion.

Students, Parents, and Staff will have the opportunity to report incidents online for the Principal and Counselor to see as an anonymous report or simply for documentation purposes. It is most important that the incident be reported as soon as the Principal or online reporting tool can be reached. The online reporting option is offered on Delphos St. John's School Website.

All incidents will be recorded and kept on a referral slip which will include a copy for the parents, homeroom teacher and school office.

Any possible retaliation following a report that would be carried out on a target or another student who may have reported an incident will be reported to the Principal and will result in a suspension.

Any student or staff member making a false report of harassment, intimidation or bullying will be subject to a suspension, and/or expulsion/termination and formal apology to the target. Any parent making a false report will be turned over to the local police.

D. Plan Review and Updates:

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of the anti-bullying prevention and implementation plan within the school.

E. Training:

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

F. Publication and Notice:

The plan shall be posted on the school's website and included in student and employee handbooks.

G. Reporting:

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal.

H. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- (1.) Take appropriate disciplinary action as stated in the plan.
- (2.) Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

CONSEQUENCES

Grades K-4 the Teacher's Disciplinary rules may take precedence.

For grades 5-6, the offenses are accumulated throughout the year i.e. if a student has argued with a person in authority and then shows disruptive behavior, it would be considered a second offense of the School Discipline Code.

PARENTS WILL BE NOTIFIED OF WRITTEN WARNINGS, MINOR VIOLATIONS, AND MAJOR VIOLATIONS.

For Grades K-4:

- ✓ **FIRST VIOLATION:** Student will miss a 15 minute recess (p.m. or lunch).
- ✓ **SECOND VIOLATION:** Student will miss two (2) 15 minute recesses.
- ✓ **THIRD VIOLATION:** Personal contact with parents, student and Principal.
- ✓ **FOURTH VIOLATION:** Conference with parents/guardians, student and Principal. Warning of dismissal if not corrected to an acceptable level (Principal discretion). Possible suspension. (Pastor Notified)

✓ **FIFTH VIOLATION:** Conference with all parties concerned. Student may be Expelled or asked to withdraw.

For Grades 5-6:

✓ **FIRST and SECOND MINOR VIOLATION:** Lunch/Recess detention, i.e. eating alone and missing recess.

✓ **THIRD MINOR VIOLATION:** After School Detention.

✓ **ANY REPETITIVE MINOR VIOLATION:** May result in a conference with parents, loss of privileges, after/before school detention(s), and/or behavior reflections.

✓ **FIRST MAJOR VIOLATION:** After School Detention and Behavior Reflection

✓ **SECOND MAJOR VIOLATION:** Before/After School Detention and Behavior Reflection Assignment.

✓ **THIRD MAJOR VIOLATION:** Possible Parent/School Administration Conference and In-School Suspension or Before and After School Detentions plus Behavior Reflections.

✓ **FOURTH MAJOR VIOLATION:** Conference with Pastor, Principal, Parents and Student. Possible In-School Suspension, Suspension, or Expulsion.

An In-School Suspension (ISS) is noted as the immediate removal of a child from class for a period of time in accordance to the severity. In-school suspension is typically served the next school day(s). Student will need to complete all class work. The child will be required to do school work in a designated place where he/she will be supervised. Homework assignments will be given at the end of the day. Student will receive credit for homework assignments that were due the day of the suspension, but must be turned in BEFORE the suspension starts.

An Out of School Suspension may be used at the discretion of the Principal. There need not be an out of school suspension before expulsion.

In the case of Expulsion, the child is removed from school and is not admitted back to class or school under any circumstances.

In extraordinary cases, there may be immediate suspension or expulsion. Depending upon the seriousness of the violation, the above steps may or may not be followed in the order at the discretion of the Principal or Pastor.

The Principal should be sensitive to personality conflicts, past history, external forces of a student's home environment and all relevant facts and circumstances. In light of this, it is to be understood that such actions for the discretionary decisions are the right and privilege of the Principal and/or Pastor.

Any violation of the following rules will result in immediate referral to the Principal and may result in immediate suspension or expulsion:

❖ Fighting, bullying or forms of abuse.

❖ Stealing.

❖ Possession and/or use of drugs, alcohol, tobacco, weapons, or look alike weapons.

(Look alike guns, knives, pellet guns, zip guns, or anything designed to expel objects may not be brought to school. No hair spray or mouth sprays may be brought to school).

❖ Regular uses of personal electronic mobile devices are not permitted to be used in school.

USE OF DISCIPLINARY REFERRAL SLIPS

✓ Written Referrals will be used for warnings, dress code violations, active bystanders, minor violations, and major violations. This is a communication tool.

✓ The office will keep the pink copy.

✓ The student will take home the referral to be signed and return the white copy to his/her homeroom teacher the next day. The parents will keep the yellow copy.

✓ If not brought back the next day, student stays in at noon recess until the slip is returned or a note is received from the parent stating they saw the slip.

Classroom Motivation

Each classroom teacher will have a set of his/her classroom rules which are posted in the room. Warnings, consequences and incentives are to be noted in the classroom rules.

Grievance Procedure

In the event a serious problem or concern arises at school regarding your child:

- ❖ First contact is to be made with the classroom teacher, or the teacher involved with the incident.
- ❖ If the concern is not settled, the next step would be to inform the Principal.
- ❖ Final step is the Pastor or Toledo Diocese School Superintendent.

2022-23
Parent/Student Handbook
Signature Page

After you have read this handbook, please keep it handy for reference throughout the year. It is required you sign via your OneView Parent Portal account, so we can keep record that you have agreed to follow the policies of St. John's Elementary School.

This is to verify that **I have read** the Parent/Student Handbook for St. John's Elementary School, including the Internet use agreement policies, and I am aware of the rules and policies of the school and agree to abide by these rules. As a parent/guardian of a child(ren) at St. John's I have taken quality time to discuss the policies in this handbook with my child(ren). I will do my part to uphold this as a parent/student of St. John's and assist my peers in supporting it as well.
As part of the handbook, I have read, I understand and I agree to the terms of Internet Use at St. John's Elementary School.

The principal retains the right to amend the handbook for just cause.