

**Delphos Saint John's 2024 - 25**



**Junior High and High School Handbook  
Grade 7-12**

Revised 05/28/2024

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Dear Parent(s)/Guardian(s) and Students,

*We cannot become what we need to be by remaining what we are.” – Max DePree*

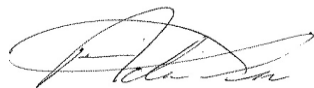
Welcome to St. John’s Junior High/High School. In choosing St. John’s, you have demonstrated a commitment to the values, philosophy, and foundation of a Catholic education.

The Parent/Student Handbook reflects the policies of St. John’s Junior High/High School for the 2024-2025 school year. Please read this document carefully and sign the agreement. This agreement states that you intend to abide by the policies of St. John’s Junior High/High School during the 2024-2025 school year.

The faculty and staff of St. John’s look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Go Jays and God Bless,



Adam Lee ‘99  
Junior High/High School Principal

**"Be it known to all who enter here that CHRIST is the reason for this school. He is the unseen but ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students." Author Unknown**

### **DELPHOS ST. JOHN'S MISSION STATEMENT**

In partnership with parents and our parish community, St. John the Evangelist Catholic School encourages everyone to learn and live a faithful Christ-centered life through our Catholic tradition, while providing an environment striving for excellence.

### **OUR CREDO**

As Catholic School Educators and Students:

- We believe our Catholic School is not only a school, but a community of Faith;
- We believe those entrusted to us are not only teachers and students, but children of God;
- We believe we are not only educators and students, but Ministers of the Gospel;
- We believe the values we teach are not only character development, but a call to Holiness;
- We believe the courses of study are not only academic pursuits, but a search for Truth;
- We believe the purpose of education is not only for personal gain and the development of society, but for the transformation of the world.

### **ST. JOHN'S JUNIOR HIGH AND HIGH SCHOOL PHILOSOPHY**

St. John's, a Diocesan School in the Roman Catholic Diocese of Toledo, is one family committed to Christ preparing students from Pre-School through High School, to enter the world permeated with strong Catholic Values.

**Spiritually** – Developing Future Disciples: We fully engage in the teachings of Jesus Christ and the Roman Catholic Church, which we incorporate into our daily lives, in and out of the classroom.

**Academically** – Fostering Educational Excellence: We provide pace setting curriculum and technology, offering challenging courses along with specialized training for the success of all students.

**Physically** – Maximizing One's Potential: We encourage the development of the whole student through involvement in our strong athletic programs and physical education classes in pursuit of a lifetime of health and wellness.

**Socially** – Infusing Leadership and Service: We reveal natural leadership qualities and equip students with the skills to enhance service opportunities in our school, parishes, and communities, to go forth and light the world.

### **INTRODUCTION**

St. John's has much to be proud of in its long tradition of Catholic Education. The school's continued successes can be attributed to the firm commitment of its administration, faculty, staff, and community. We recognize the need for a partnership to exist so that there is cooperation between students, staff, parents, and the school to ensure the effectiveness of our school programs. When good communication exists, successful results can be achieved.

The establishment of fair and reasonable rules and regulations helps to ensure such results. The Handbook presents what is expected from a St. John's student. Rules exist to protect the rights of all and to promote the common good. Religion, the free exercise of our faith, is at the center of school life and activity. A student is expected to extend his/her knowledge of Catholic Faith, its heritage, values, traditions, and to seek a deeper faith and commitment to Jesus Christ through prayer, worship, and living a life of spiritual goodness.

### **PARENT RESPONSIBILITIES**

The primary responsibility for the education of children belongs to the parents. The attitude of parents toward sharing this responsibility is an important factor in the child's development. Attitudes formulated at an early age tend to reflect those of the parents. A Christian attitude toward God, self and others, responsible conduct, respect for authority, for fellow students and property, joy and a sense of humor, are only a few of the character traits which have their origin in the home.

The following are suggested ways parents can cooperate with the school during these years of the child's formal education:

- 1.) Build regular family worship, religious celebrations, and prayer into the family lifestyle. Provide opportunities for weekly Mass and frequent reception of reconciliation.
- 2.) Support the action of the Principal and Teachers. Avoid criticism of the school in the presence of the child. If there is a question about any action, contact the teacher privately and discuss the matter at school with mutual respect.
- 3.) Insist that your child obey the regulations and principles of Christian and School Conduct. Discipline referrals and/or unsatisfactory marks may indicate a need for a conference with the teacher.
- 4.) Provide proper study facilities and encourage thorough completion of assignments.
- 5.) Talk with your child about school activities and about his/her expectations and progress.
- 6.) Assist your child by your own example to develop a sense of responsibility, accountability, and service to others.

### **STUDENT RESPONSIBILITIES**

Each student is individually responsible for the development of his/her best self. Students at St. John's are expected to:

- 1.) Examine and consider their actions and attitudes in the light of the example and teachings of Jesus.
- 2.) Accept responsibility for his/her own actions and choices.
- 3.) Be considerate and thoughtful of the needs, feelings, welfare of others, and manifest this awareness in action.
- 4.) Do their best in their classes, develop good study habits, and be responsible for the completion of their class work and assignments.
- 5.) Respect the authority of the school staff and other adults and obey their directions promptly.
- 6.) Observe the regulations of the school and classroom and encourage their fellow students to do the same.
- 7.) Take pride in their school, support activities, and participate in them enthusiastically and responsibly.

### **SPIRITUAL AND MORAL DEVELOPMENT**

The purpose of the religion program at St. John's is:

- 1.) To prepare students for a progressively deeper and more mature life and faith.
- 2.) To nurture the heart that awakens a sense of prayer and openness to the word of God.
- 3.) To lead the students to a meaningful participation in liturgical worship.
- 4.) To complement family efforts to transmit the traditions of our Catholic heritage.
- 5.) To foster the formation of a right conscience.
- 6.) To foster the building of a true Christian community both in the school and in the family.
- 7.) To develop in the student's attitudes of service.
- 8.) To promote the dignity of every human person, regardless of race, color, creed, national origin, or economic position.

### **NOTICE OF IMPLIED AGREEMENT**

The registration of a student at St. John's is an agreement on his/her part and on the parts of his/her parent or guardian to comply fully with all policies, rules, and regulations of the school, as outlined in this handbook.

Our school accepts, approves, and adopts the local school policies established in this year's edition of the Diocesan Principal's Handbook, except as specifically modified or extended in this School Handbook, based on our local needs and circumstances. The administration reserves the right at any time to unilaterally revise, modify, delete, or add to all policies and procedures stated in this Handbook or in any other document. This is not an exhaustive or rigid document; rather, it sets out uniform and basic principles of application. The interpretation of the rules in this handbook is the responsibility and right of the administration. We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

### **RELIGIOUS EDUCATION AND CHRISTIAN FORMATION**

The task of religious education and Christian formation is not isolated to those times designated as religious classes or exercises. The whole school atmosphere and its total educational process must be aimed at the same purpose. There can be no discrepancy between the school's religious principles and the school's academic, disciplinary, athletic, cultural, and social policies. The task of Christian education and formation cannot be accomplished by the school alone. The total community (parents, students, and faculty) through their interaction and cooperation must be part of the educational process. In order to assist young people to grow in awareness of their faith and make meaningful commitments in their lives, formal instruction must be supplemented with personal contact, liturgy, social action, and apostolic projects.

Student formation will include the following areas:

- Liturgical celebrations, especially the celebration of the Eucharist and Penance, are mandatory. These celebrations will entail both school wide and small group participation.
- All students must attend one of the following during Holy Week: Tenebrae, Holy Thursday Mass, Good Friday Liturgy, or the Easter Vigil.
- Mandatory Retreats will be provided for each grade level during the school year. Attendance for all students, including those attending a vocational school, is required for Graduation. If a student fails to attend any retreat, they must

participate in an outside retreat approved by St. John's, covering any additional costs. All Seniors must attend the Kairos Retreat to be eligible for Graduation. If students are unable to attend the Kairos retreat, a similar multi-day spiritual retreat must be completed and must be approved by the Director of Religious Education and Administration.

- Service programs will be offered, which provide opportunities for the students to serve the needs of the community.
- Student leadership formation is provided for certain students who have the ability to lead their fellow students.
- Ministry volunteers are plentiful and require faithful commitment.
- Personal contact with students in formal and informal situations should be the aim of the faculty. The personal witness of each teacher is of immense value in the formation of the students' lives.
- All teachers, not only religion teachers, should establish personal interest in the students, know them by name, create a sense of community, respect their individuality, and communicate with them in a mature/professional way.

Parents and the community must be considered as a part of the school's concern, for the school can only build on the home experience. If the students are not motivated and directed by the parents, the school will have little success in fulfilling its task.

**DAILY SCHEDULES**  
**REGULAR BELL SCHEDULE**

Warning Bell	7:50	
Ann/Prayer	7:55	
1 <sup>st</sup> Period	7:58 - 8:43	45 min.
2 <sup>nd</sup> Period	8:46 - 9:31	45 min.
3 <sup>rd</sup> Period	9:34 - 10:19	45 min.
4 <sup>th</sup> Period	10:22 - 11:07	45 min.
5 <sup>th</sup> Period High School	11:10 - 11:55	45 min.
Jr. High Lunch	11:10 - 11:45	35 min.
Jr. High 5 <sup>th</sup> Period	11:48 - 12:33	45 min.
Lunch High School	11:57 - 12:33	36 min.
6 <sup>th</sup> Period	12:37 - 1:22	45 min.
7 <sup>th</sup> Period	1:25 - 2:10	45 min.
8 <sup>th</sup> Period	2:13 - 2:58	45 min.
Ann/Prayer	2:58 - 3:00	2 min.

**MASS AND/OR ONE HOUR DELAY SCHEDULE**

Warning Bell	7:50	
1 <sup>st</sup> Period	7:50 - 7:55	5 min.
Mass	8:00 - 8:45	45 min.
1 <sup>st</sup> Period	8:55 - 9:33	38 min.
2 <sup>nd</sup> Period	9:36 - 10:14	38 min.
3 <sup>rd</sup> Period	10:17 - 10:55	38 min.
4 <sup>th</sup> Period	10:58 - 11:36	38 min.
5 <sup>th</sup> Period High School	11:39 - 12:17	38 min.
Jr. High Lunch	11:39 - 12:13	34 min.
Jr. High 5 <sup>th</sup> Period	12:16 - 12:54	38 min.



Lunch High School	12:20 - 12:54	34 min.
6 <sup>th</sup> Period	12:58 - 1:36	38 min.
7 <sup>th</sup> Period	1:39 - 2:17	38 min.
8 <sup>th</sup> Period	2:20 - 2:58	38 min.
Ann/Prayer	2:58 - 3:00	2 min.

**TWO HOUR DELAY SCHEDULE**

Warning Bell	9:50	
Ann/Prayer	9:55	
1 <sup>st</sup> Period	9:58 - 10:30	32 min.
2 <sup>nd</sup> Period	10:33 - 11:03	30 min.
3 <sup>rd</sup> Period	11:06 - 11:36	30 min.
4 <sup>th</sup> Period High School	11:39 - 12:09	30 min.
Jr. High Lunch	11:39 - 12:09	30 min.
Jr. High 4 <sup>th</sup> Period	12:12 - 12:45	33 min.
Lunch High School	12:12 - 12:45	33 min.
5 <sup>th</sup> Period	12:49 - 1:19	30 min.
6 <sup>th</sup> Period	1:22 - 1:52	30 min.
7 <sup>th</sup> Period	1:55 - 2:25	30 min.
8 <sup>th</sup> Period	2:28 - 2:58	30 min.
Ann/Prayer	2:58 - 3:00	2 min.

**DISMISSAL AT 1:30 P.M.**

Warning Bell	7:50	
Ann/Prayer	7:55	
1 <sup>st</sup> Period	7:58 - 8:30	32 min.
2 <sup>nd</sup> Period	8:33 - 9:08	35 min.
3 <sup>rd</sup> Period	9:11 - 9:46	35 min.
4 <sup>th</sup> Period	9:49 - 10:24	35 min.
5 <sup>th</sup> Period	10:27 - 11:02	35 min.
6 <sup>th</sup> Period	11:05 - 11:40	35 min.
7 <sup>th</sup> Period High School	11:43 - 12:18	35 min.
Jr. High Lunch	11:43 - 12:18	30 min.
Jr. High 7 <sup>th</sup> Period	12:21 - 12:52	31 min.
Lunch High School	12:21 - 12:52	31 min.
8 <sup>th</sup> Period	12:55 - 1:27	32 min.
Ann/Prayer	1:28 - 1:30	2 min.

**SCHOOL CALENDAR 2024/2025**

Thursday, August 15	Teacher In- Service
Tuesday, August 20	Staff Work Day
Wednesday, August 21	First Day of School for Students
Monday, September 2	NO SCHOOL – Labor Day
Wednesday, September 4	School Picture Day
Monday, September 23	2 Hour Delay - Teacher In-Service

Wednesday, September 25	2:00 PM Early Dismissal Teacher PD
Friday, October 4 & Saturday, October 5	Homecoming Game / Dance
Tuesday, October 8	2 Hour Delay - Teacher In-Service
Wednesday, October 16	Children's Festival
Sat., October 19 & Sun., October 20	St. John's Festival Weekend
Wednesday, October 23	2:00 PM Early Dismissal Teacher PD
Friday, October 25	NO SCHOOL – Teacher In- Service
Wednesday, November 6	1:30 Early Dismissal for Parent-Teacher Conferences
Thursday, Nov. 7 & Friday, Nov. 8	Parent-Teacher Conferences – No Classes
Tuesday, November 26	1:30 Dismissal for Thanksgiving Break
Wednesday., Nov. 27 - Friday, Nov. 29	NO SCHOOL – Thanksgiving Break
Friday, December 20	1:30 Early Dismissal for Christmas Break
Monday, Dec. 23- Friday, Jan. 3	NO SCHOOL – Christmas Break
Friday, January 17	NO SCHOOL- Teacher In-Service
Monday, January 20	NO SCHOOL – Martin Luther King Day
Sunday, January 26- Saturday, Feb. 1	Catholic Schools Week
Wednesday, February 12	2 Hour Delay – Teacher In-Service
Monday, February 17	NO SCHOOL – President's Day
Wednesday, February 26	2:00 PM Early Dismissal Teacher PD
Wednesday, March 19	2 Hour Delay – Teacher In-Service
Wednesday, March 26	2:00 PM Early Dismissal Teacher PD
TBA	8 <sup>th</sup> Grade Confirmation
Thursday, April 17	1:30 Dismissal for Easter Break
Friday April 18 - Monday, April 21	NO SCHOOL – Easter Break
Wednesday, April 23	2:00 PM Early Dismissal Teacher PD
Wed.- Friday, April 23, 24, & 25	School Musical
Thurs. – Mon., April 10- April 14	Senior Class Trip
Saturday, May 10	Prom

Sunday, May 18	Commencement at 3:00 PM in the RA Gym
Thursday, May 22	1:30 Dismissal – Last Day of School for Students
Friday, May 23	Staff Work Day

### **ADMISSION POLICY STATEMENT**

St. John's adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Delphos St John's admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students. The school does not discriminate based on race, color, national, or ethnic origin in the administration of educational and admission policies, scholarship and loan programs, athletic programs, and other school administered programs.

St. John's is a family oriented high school and all students, regardless of age (including eighteen years or older), are to reside with their parents or legal guardians. The administration will review each situation contrary to this.

The Principal must approve all students requesting admittance or re-admittance.

### **WITHDRAW POLICY**

Any student who decides to withdraw from 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.

Transfer of records of a St. John's student to another school is based upon the successful completion of academic, service, and disciplinary requirements and full payment of tuition and/or 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 records may be sent. Delphos St. John's will mail records to the school.

Any student who continually violates the Code of Conduct or commits a serious violation of rules, such as possession of weapons, drugs, gross insubordination, sexual harassment etc. may be withdrawn from Delphos St. John's for the remainder of the school year.

In addition, conduct of students/parents/faculty inside and/or outside of school that is detrimental to the reputation of the school, those that are employed, or those that attend,

can be disciplined/dealt with according to our disciplinary code. Which may result in a withdraw from St. John's.

Official records will not be released to the parents.

### **PARENT-TEACHER COMMUNICATION**

It is the philosophy of St. John's that in order for our students to receive the best education possible, their parents, teachers, administrators, and school advisory board need to work together. Parents must feel that they communicate with the DSJ staff in a non-threatening atmosphere. Through this communication, common problems (in various degrees of seriousness) can be solved. Parents and staff members must make the effort to understand what occurs in a system and have reasonable expectations of those with primary involvement in the issue, instead of discussing particulars with friends, etc. who are not directly involved with the problem. Teachers, staff members, and all administration team members will make every effort to communicate with parents in a timely manner. Keeping in mind that providing the best possible environment for learning is the ultimate goal, they are open to discussing all difficulties and will try to deal with concerns in a positive manner.

Preferred Contact Option:

- 1.) An initial step, the Parent or Guardian should immediately contact and meet with the teacher/staff member to discuss the situation. This responsibility to communicate directly with the person involved must be taken seriously. This indicates to the student(s) involved that the parent(s) and the staff are working together, and illustrates the use of communications to solve differences.
- 2.) If the matter is satisfactorily dealt with, the matter is concluded.
- 3.) After the initial meeting, if the concern is not rectified, the concerned party must submit an explanation of the situation, including details from the initial meeting to the administration in writing.
- 4.) The documentation should include the names of those involved and a summarization of the incident. The documentation will be turned over to the building Principal and/or Superintendent, if necessary. A summary of the initial meeting and any resolutions of the problem need to be noted, and all participants must sign the document. Any further actions, including additional investigations, follow up meetings, or reports must be noted and must indicate whether or not the recommendations meet with the approval of all concerned.

## **GENERAL POLICIES**

### **FUNDRAISING POLICY**

At various times students, engage in fundraising activities for the school and its various organizations. All monies raised in these fundraisers are for the benefit of the school and no benefit to any individual student or family. Any unused fundraising credits are not transferable to cash and shall be returned to the school at the end of a student's matriculation.

### **STUDENT PASSES/STUDENT PLANNERS**

Every student will be required to purchase a school planner. Student-initiated passes will be recorded in their planner; **up to ten passes per quarter**, students without their planner, who are out of class, will be sent back to their class. If a student loses their planner, a hall pass will not be issued until the planner is found or the student has purchased a new planner from the main office. Students cannot have more than one planner at any time in the school year.

### **VISITORS – SAFETY AND SECURITY**

All visitors must use the East Door Entrance to the High School, between the hours of 7:30 to 3:30 and report to the office to sign-in and receive a visitor pass. St. John's Junior High and High School welcomes adult visitors and parents, but asks that they do the following:

- 1.) All visitors to St. John's **MUST** check in at the front office immediately upon entering the building. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers during their conference periods provided arrangements have been made ahead of time.
- 2.) At this time, the visitor will be issued a building pass they are required to wear while in the building.
- 3.) Staff and students are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging out" around the building before and after school hours.
- 4.) No visitor may enter a room while a class is in session.
- 5.) Permission will not be granted to have a visitor come to school during lunch or to attend classes with you.
- 6.) Parents are welcome to visit St. John's at any time, but are requested to check in at the office so that proper arrangements are made to insure a quality visit.
- 7.) Prospective students who wish to visit St. John's must make arrangements through the Guidance Department.
- 8.) As many unneeded outside doors as possible are locked during the school day.
- 9.) Portions of the building that will not be needed after the regular school days may be closed off.

### **FIELD TRIPS/OUTSIDE CLASS ACTIVITIES**

During school hours, field trips will be of an educational nature and will require parental release forms completed through FinalForms. Students on field trips are responsible to make up any missed work.

If a student is earning a D and/or F or the student has missed an unacceptable number of school days. The student may not be permitted to attend the Field Trip or participate in any outside classroom function, due to current grade levels and missing days of school.

### **PARKING POLICY**

Students have been given the privilege of parking and driving vehicles on and to school property. The administration reserves the right to search vehicles when circumstances are appropriate for a search.

- 1.) Those students who wish to park on school property during school hours must

- pay \$25 for a parking permit at registration, or pro-rated at time of purchase.
- 2.) This permit will entitle the student to park in a particular reserved spot for the entire year during school hours.
  - 3.) If a student does not have their parking permit clearly visible, hanging from their rearview mirror, their vehicle may be towed.
  - 4.) Report a lost or stolen parking permit to office immediately. A \$5.00 replacement fee will be charged. If you would like to purchase an extra permit for another vehicle, the cost will be \$5.00.
  - 5.) Spots will be awarded by lottery according to class seniority.
  - 6.) Students who wish to apply for a permit must do so by completing the application online through FinalForms. Spaces will be posted on the Monday of the first week of the school year. Spots will be posted outside the school office and become effective on the first day of school.
  - 7.) Students may not park in another student's spot, the aisles/undesignated spaces.
  - 8.) Students who choose **NOT** to obtain a permit may not park on school property during school hours, but may still park wherever legal on any public street.
  - 9.) There is no charge for moped parking, but mopeds should be neatly parked, perpendicular to the cemetery fence in a straight line, the school does not take responsibility for helmets that are left unattended next to a moped.
  - 10.) Student drivers are reminded that the elementary school children are entering in the morning and leaving after school at the same time as the junior high and high school. Many students are walking and crossing the street. **EXTREME CAUTION IS NECESSARY AT ALL TIMES.**
  - 11.) Using an electronic device while driving, reckless driving, and/or speeding will result in loss of driving privileges.
  - 12.) All vehicles must leave in an orderly fashion by turning **ONLY** right from the Second Street Exits.
  - 13.) The back alley to Scott Street is a one-way **ENTRANCE ONLY** route. Exiting by this route will result in loss of driving privileges.
  - 14.) No student is to go to the student parking lot during the day without the permission from the main office.
  - 15.) If students are asked to drive to anything school-related, a phone call home will be made to gain permission. If a parent does not want their student driving to a school event, they can opt out of allowing their student to drive and their request will be honored.

### **DISPENSING MEDICATIONS**

The responsibility of giving medication at school is a serious one, and it is preferred that medication be given at home whenever possible. If it must be given during school hours, Ohio School Law requires:

- 1.) Assurance that the medication container is the one dispensed by the physician or pharmacist and labeled with:
  - a. The student's name
  - b. The name of the medication
  - c. The amount of the dosage and the route of administration
  - d. The time of administration
- 2.) Assurance that a written request, including instructions as to the name of the medication, dosage, time and possible side effects, signed by parent/guardian

- and/or healthcare provider is on file before medication is given.
- 3.) Students who carry asthma inhalers for the use in school must have a specific authorization form, signed by their healthcare provider and/or parent/guardian.
  - 4.) A new request form must be submitted each year and as necessary if there is a change in the medication order. If the doctor changes the dose size, strength, time, or route of administration, a new form must be submitted. Under no circumstances will medication be dispensed without written permission/without a container identifying the student's name, name of medication, and the dosage.

### **IMMUNIZATION/PUBLIC HEALTH**

Students are required to comply with all state health and immunization laws. St. John's will respect your decision as a parent to or not to immunize your child. However, we will need documentation regarding your immunization status to allow your child to attend school. You will need to provide St. John with immunization records or the Vaccination Refusal form, before the first day of school, to be permitted to attend.

If a student is allergic to any medication, bee stings, etc. or has a heart condition, hearing or vision problem, diabetes, epilepsy, etc., parents are to indicate these conditions on the health forms (Physician's and Emergency Medical Authorization Form) and notify the office so necessary precautions can be taken.

Students diagnosed with AIDS will be allowed to attend school only if they are able to meet and follow the health and safety guidelines on file in the main office.

### **ACCIDENT INSURANCE COVERAGE**

St. John's does not provide supplemental accident insurance for students or athletes.

All athletes must submit insurance information when completing athletic forms.

### **DEADLINES**

At various times throughout the school year, students will be given a deadline, in order to turn forms in for events or activities. In order for these documents to be accepted, it will be the responsibility of the student to ensure they meet the deadline; deadlines will not be extended, unless it is an exceptional circumstance.

### **FOOD SERVICE**

- 1.) Cafeteria lunches are planned to meet federal lunch program requirements.
- 2.) Due to regulations governing the federal hot lunch programs, foods may not be purchased from outside vendors and brought into the cafeteria for consumption.
- 3.) Students may not go home for lunch or leave the school premises for lunch.
- 4.) All food and drink must be consumed before school, in the cafeteria during lunch, or after school, and must be confined to the cafeteria.
- 5.) Waste is to be disposed of into proper containers. Tables must be left clean. All dishes, trays, and other utensils should be returned to the proper place.
- 6.) You will be required to maintain a positive lunch account balance at all times to eat in the cafeteria. If your lunch account is at zero (0) you will **NOT** be permitted to eat the lunch provided, and will be issued a meal by the cafeteria for one day only. You will **NOT** be permitted any other options but the meal provided. After that meal has been utilized, you will not be able to eat until

money is placed on your account.

- 7.) All Lunch Money must be turned in or submitted by 10:00 AM each morning to count for that day of school.

#### **USE OF TELEPHONES**

- 1.) Students will be allowed to use the phone in the Junior High and High School Office, during school hours, to call home in some situations, such as an emergency or sickness.
- 2.) Students are **NOT** permitted to use, nor have power on, pagers, cell phones, smart phones, or similar devices during school hours. If a violation has been made, the device will be given to the administration and proper discipline will be enforced, as per the numbered offense.
- 3.) Under no circumstances should a junior high and/or high school student go to the elementary school to use a telephone.

#### **ADDRESS AND PHONE NUMBERS**

- 1.) Parents are asked to keep the school informed of any change of address and telephone numbers, while keeping FinalForms updated of these changes.
- 2.) The school requires an alternate telephone number to call in case of an emergency, if no one is available at the primary number.

#### **MESSAGES TO STUDENTS**

**ONLY EMERGENCY** messages will be delivered to students during school day.

#### **SCHOOL CLOSING/DELAY**

St. John's, utilizes Remind, which sends emails and text messages to parents for notification of closings or delays. This information will continue to be posted to our website and local radio and television stations.

#### **LOST AND FOUND**

A lost and found area is maintained in the main office. Anyone losing or missing personal property should report it to the office immediately. Any items found in the hallways during school hours will be collected and stored in the lost and found.

#### **SCHOOL PROPERTY**

Respect for every kind of property must be a prime concern for all students at St. John's. They should treat it as they would their own personal property, for in a sense, it is, their parents and grandparents sacrificed much to provide the facilities for a Catholic education for their children.

All restrooms, desks, and walls must be kept neat and clean. All paper, trash, cans, etc. are to be placed in the proper containers.

Any damage done to school property will be repaired at the expense of the responsible party or his/her parents/guardians.



All hardback books provided to the students must be covered at all times, with a paper or cloth cover. Students may face disciplinary action until the book is covered.

### **LOCKERS**

Each student will be assigned a locker. This locker is the property of St. John's, and is loaned to a student for the purpose of safeguarding his/her possessions. However, the right to enter a locker for any reasonable cause that may affect the health, safety, and/or welfare of the students is retained by the school administration.

St. John's will not be responsible for personal items lost, stolen, or damaged. Money or other valuable items should never be left in any lockers at school. Students are responsible for the locker, which has been assigned to them. Students are not to change lockers or share lockers. Students are not to peg or intentionally prop their assigned locker open due to the potential damage it may cause. Items that contain advertisements, symbols, words, patches, or pictures that are sexually suggestive, drug or alcohol related, obscene, or profane are prohibited from being posted. Materials deemed offensive or inappropriate by the faculty or staff are not permitted on or in the lockers. Students are fully responsible for the cost of any damages to the locker after it is assigned to the student. It is not until after the final day of school that the student is released from any/all responsibility of the locker. Students must use locks provided by the school. These locks are available in the office for a \$5.00 deposit, which will be refunded when the lock is returned at the end of the school year. Students are responsible for ensuring it is locked at all times.

If a student is using a locker in one of the locker rooms at the school, the student must acquire a lock from the office and keep their locker they are using locked at all times. The school cannot be held responsible for lost, damaged, or stolen items. It will be the student's responsibility to ensure their locker is locked after each use.

### **MOVIE POLICY**

At times throughout the school year, students will be viewing films that are educationally related to the material they are covering in class, as a supplemental to their lesson. These movies may range in rating from G to R. The teacher will notify the student before any film is shown. If a parent would like their student to not view the film, please send a note or notify the teacher and he or she will be excused with no academic, attendance, or disciplinary repercussion. If a Rated R movie is shown in class, the teacher will send home proper permission statements, to be signed by the parents.

## **ACADEMICS**

### **STUDENT GRADES**

Whether a semester/yearlong course, the only grade that affects a student's cumulative grade point average is the final grade earned in that course. Final grades are calculated using a percentage of each quarter and semester test(s) grade(s) earned throughout the duration of the course. **Credits for courses are granted on a semester basis.**

### **WEIGHTED GRADING SCALE**

Starting in the 2024-25 school year, a weighted grading scale will be introduced to recognize students who choose to take challenging courses. These weighted courses are specified following the new grading scale chart. Courses not listed will remain on the traditional 4.0 scale.

<b>NUMERICAL AVERAGE</b>	<b>LETTER GRADE</b>	<b>REGULAR COURSES</b>	<b>WEIGHTED COURSES</b>
100-95	A	4	4.4
94-93	A-	3.67	4
92-90	B+	3.33	3.67
89-86	B	3	3.33
85-84	B-	2.67	3
83-81	C+	2.33	2.67
80-77	C	2	2.33
76-75	C-	1.67	2
74-72	D+	1.3	1.67
71-68	D	1	1.3
67-66	D-	0.67	1
0-65	F	0	0

### **WEIGHTED COURSES**

Approved College Credit Plus (CCP) Courses  
Advanced Placement (AP) Courses  
Advanced Algebra, Trigonometry, Statistics, Calculus  
Anatomy/Physiology and Physics  
Spanish I, II, II

### **INCOMPLETE**

Students receiving an Incomplete in a course have not completed the high school curriculum set forth by the teacher and administration. Students will have two weeks after the end of the Quarter to rectify this Incomplete or the Incomplete will be converted into an F, with the potential to affect graduation. If the Incomplete is not corrected the student will receive a failing grade. Incompletes can affect athletic eligibility.

## **GRADUATION REQUIREMENTS**

All students graduating from St. John's High School must meet the minimum requirements as specified by the Ohio State Department of Education, the Diocese of Toledo, and St. John's High School. In order to receive a high school diploma a student must have completed the following:

- 1.) Received/passed the required credits (24)
- 2.) Passed all Ohio State Department of Education requirements
- 3.) Attended the class retreats each year of attendance
- 4.) Students are required to take enough courses each year that would only allow for no more than one study hall, per semester.
- 5.) Students must meet all academic, financial, service, attendance, and disciplinary obligations and requirements before a diploma will be issued.

Students who are deficient one credit or less, and have enrolled in a make-up course, will not receive a diploma, but may participate in graduation ceremonies. Students who are more than one credit deficient, have not met financial obligations, have not met service obligations, have not met attendance obligations, and/or have not satisfied the disciplinary code do not qualify to participate in graduation ceremonies and will not receive a diploma without permission of the administration. The opportunity to participate in the ceremony is a privilege, not a right.

### **The Following Courses and Credits Are Required for Graduation:**

<b><u>SUBJECTS</u></b>	<b><u>CREDITS</u></b>
Religious Studies:	4.0
English	4.0
Math (Algebra I, Geometry, Algebra II, one other Math course)	4.0
Science (Biology, Physical Science, and one other Science course)	3.0
Social Studies (Amer. Govt., World Studies, Amer. History)	3.0
Senior Seminar/Financial Literacy	1.0
Health/Physical Education	1.0
Fine Art (May be earned in JH, unless seeking an Honors Diploma)	1.0
<u>Electives</u>	<u>3.0</u>
Total Required	24

### **FINAL/SEMESTER EXAMS**

A final/semester exam will be given in all 9 to 12 courses. These exams may take the form of a traditional/formal assessment, a project, an activity, a presentation, or the like, to help determine a student's mastery of the material they have learned throughout the course. This will not be required of Junior High Students and left to the discretion on the Junior High Instructor.

Seniors will have the ability to opt-out of their Final Exams, at the discretion of the instructor, at the end of the Second Semester their Senior year if they achieve the following...

- 1.) Maintain an A- or Better for the Third and Fourth Quarters
- 2.) No Missing Assignments for the Third and Fourth Quarters
- 3.) Maintain 95% or Better Attendance for the Third and Fourth Quarters

4.) No Major Discipline Infractions

Information will be reviewed/confirmed with the information from Power School.

**GRADE CARDS**

Quarter Grades can be viewed online through Power School. Paper copies will not be sent home. If a paper copy is needed, please contact the Guidance Department.

Parents should monitor Power School daily to know student's assignments and test results. You may also request more frequent reporting of student progress, but it will be the student's responsibility to initiate and follow through on this process. With the use of Power School, parents should have access to their student's grades throughout the school year. Paper interim reports will be issued only to those who request them. Students must meet all academic, financial, and disciplinary obligations and requirements of St. John's Junior High and High School **before grade cards will be issued.**

**Grading System:** Teachers are not required to show grade books to students; however, students who request to know their grade can be given this information privately. All teachers will use the following grading scale:

**HOW GRADES ARE CALCULATED**

DSJ GPA is based on a 4.0 scale. However, weighted classes will receive the additional point value.

The Quarter GPA is calculated by multiplying the numerical grade value by the credits attempted for each class and then dividing the sum by the total credits attempted in the grading period. This GPA determines Honor Roll status for that period and is displayed on report cards only.

The Cumulative GPA encompasses all courses completed during high school, as well as approved junior high school courses for high school credit. This GPA is shown on both report cards and transcripts.

**ACADEMIC RECOGNITION**

Beginning at the end of the Freshman year, a student may earn an academic letter, which is awarded at the conclusion of the school year. Students must have a 3.3 GPA for the current academic year to be eligible to receive a letter. Academic letters have the same design as the athletic letter with the word *Academics* stitched in blue. Year one, the student receives the letter; year two, three, and four the student receives an academic pin.

St. John's will no longer name a Valedictorian but will honor the highest performing students with a tiered recognition system as follows:

Cum Laude – 3.5 through 3.69 cumulative GPA

Magna Cum Laude - 3.7 through 3.99 cumulative GPA

Summa Cum Laude – 4.0 cumulative GPA

The students will wear distinct cords at graduation to honor their scholastic achievement.

To be eligible for scholastic recognition, a student must have completed at least four semesters at Delphos St. John's. The student(s) who speak at graduation will be chosen by a committee of staff members, to represent their class.

#### **NATIONAL HONOR SOCIETY**

Students who achieve a cumulative GPA of 3.5 or higher at the end of their Sophomore and/or Junior year are eligible for membership in the National Honor Society. Those who meet this requirement will receive a notification and an invitation to submit additional documents for further consideration.

#### **JUNIOR HIGH AND HIGH SCHOOL ACADEMIC HONOR ROLL**

The Honor Roll is published at the end of each quarter. All grades recorded on the report card count toward the Honor Roll.

- 1.) First Honors: 4.0 GPA
- 2.) Second Honors: 3.5 - 3.99
- 3.) Third Honors: 3.0 - 3.49

#### **SCHEDULE CHANGE POLICY**

All schedule changes must be accomplished at the end of the first five (5) days of school. Requests to drop or add courses due to incorrect schedules, failure make ups, classroom imbalance, or irreconcilable conflicts will be processed immediately by the Guidance Department in the order the request was received. During the five (5)-day period, the following procedure will be in effect:

- 1.) A conference must be held with the School Counselor to discuss the schedule change.
- 2.) A form and/or email detailing the change will be compiled and must be signed by the classroom teachers involved in the change.
- 3.) The School Counselor will request a parent signature and/or email before a schedule will be changed.
- 4.) The form and/or email, with the necessary signatures, is then returned to the Guidance Department, which finalizes the change.

No student may attend a new class or leave an old one until the above process is completed. There will be an additional five-day grace period to begin the second semester. However, second semester changes should be brought to the Guidance Department's attention any time during the first semester.

Courses dropped after nine school days, without counselor/teacher approval, will result in a failing grade in that course. Exceptional cases will be directed to the administration.

#### **SENIOR INTERNSHIP**

Juniors may apply for the Senior Seminar Internship Program during the spring semester. Internships are one semester of the senior year, a maximum of two class periods, and must take place in the Delphos Community. A completed Internship Program Application does not guarantee an internship. Parents and/or students do not set up the internship

experience; all internships are coordinated through DSJ and the designated Internship Coordinator. Seniors who successfully complete the Internship Program will earn up to one elective credit and be recognized at the Senior Awards Ceremony.

### **CAREER CENTER SCHOOL OPTION**

Juniors and Seniors can attend Vantage Career Center and still receive a St. John's High School Diploma if they meet the requirements for both schools, including taking supplemental Religion courses at St. John's.

### **PERMANENT RECORDS AND TRANSCRIPTS**

The student's permanent record and any part thereof, is confidential material, exclusively the property of the school, and are accessible to authorized school personnel only. Official transcripts of records may not be issued directly to students. Authorized personnel will mail the transcripts directly from the school to the requested destination. Transcripts of records and parts thereof will be mailed to schools or outside agencies under the following conditions:

- 1.) The student has granted the school official permission to release the transcripts or parts thereof.
- 2.) Students must meet all academic, financial, service, attendance, and disciplinary obligations and requirements of St. John's High School before a transcript will be issued.
- 3.) Request forms for transcripts are only available in the Guidance Department.

### **COURSE FAILURES**

Students who fail a required course must meet with the School Counselor and make arrangements for making up that course. The School Counselor will require one of two options at their discretion:

- 1.) Retake the course the following school year at St. John's.
- 2.) A recognized correspondence course taken at the student's expense.

Students who fail Religion may need to remediate the class the following year or must make up that course via independent study with the appropriate religion teacher. Students will be charged a fee equal to the going rate of a typical correspondence course. Once make up work is completed, credit for the course will be granted and the make-up grade will be added to the transcript. However, the original failure grade will remain on the transcript and be used to calculate the student's cumulative GPA. The make-up grade will not be used to calculate cumulative GPA.

If a student fails a course for a second time, a conference with the School Counselor, student, and parent(s) will take place to examine the options available to the student to earn the credit necessary for graduation.

### **TUTORING SERVICES**

St. Johns recognizes that at times a student may need additional help with their academic endeavors. Options for tutoring can range from a volunteer adult, teacher, qualified student, at varying times from before or after school, during a conference period, or

during a study hall. If this is an option that you would like to proceed with or find more information about, please contact the Guidance Office for further information.

### **HOMEWORK POLICY**

Proper completion of meaningful assignments is essential to the learning process. Students who repeatedly fail to complete assigned work interfere with effective participation in the learning process. Outside class work represents a substantial percentage of cumulated grades and should not be ignored. It is the students' responsibility to complete all assigned work, as well as to arrange for and complete all makeup work following an absence.

Each teacher will inform students of their homework policies. This will include information about absence makeup work, makeup quizzes, and tests as well as the penalties for non-compliance. If a teacher determines that a student has a chronic problem with assignments, students may be referred to the administration to find a solution. The teacher will notify the parents in such a situation.

### **DUE DATES FOR STUDENT WORK**

When teachers assign classwork to be completed in class and/or at home, they will accompany that work with a due date. It will be the student's responsibility to complete and hand-in that work on or before that assigned date to earn credit. Any work that is handed in after that date will result in **NO CREDIT** earned by the student, because of being handed in past the due date. Any extenuating circumstances will be directed at the teacher for their consideration. Only if necessary, the administration will have final say concerning any late work.

**Junior High** – Teachers in the Junior High will each have their own classroom policy concerning late work and the acceptance of late work.

### **CHEATING/PLAGIARISM/AI POLICY**

Cheating/plagiarism in any form have no place in a Christian Academic Environment. The teacher will deal with students involved in the above. Incidents will be reported to the administration and documented. All instances of Cheating/Plagiarism will be reviewed by the administration with the cooperation of the teacher. Students will be referred to the Guidance Department for appropriate intervention if needed. Individuals exhibiting chronic behavior in this area will be dealt with by the administration. Consequences may include suspension/expulsion.

### **ACADEMIC STUDY HALL RULES AND REGULATIONS**

Students will be expected to be studying, doing homework, or reading a book/ textbook. Students may use laptops/Chromebooks for schoolwork, but will not be permitted to use them for recreational purposes. Sleeping will not be tolerated.

### **ACADEMIC PROBATION POLICY**

St. John's High School takes seriously the responsibility to educate our students. We also expect a like commitment from our students. This would include organization, completion of assignments, and progress toward graduation and grade level promotion. Since the efforts of the student are so important, the administration will closely monitor his/her progress.

**Minimum Standards:**

- 1.) Students are expected to maintain a minimum cumulative Grade Point Average of 1.25.
- 2.) Students must achieve a minimum of five credits per academic semester.
- 3.) Incoming freshman will have until the end of their first semester to establish the proper GPA.
- 4.) Transfer students will also have until the end of their first semester to establish the proper GPA.

If a student is not making progress towards meeting the minimum GPA and credit advancement, then an email and/or phone call will be sent to the parent/guardian to schedule a meeting within 5 business days.

The Academic Probation meeting must include the student, parent/guardian, Administration or Designee, School Counselor, and teacher(s) of those subjects the student is not earning a passing grade. This team will meet to prepare and sign the Individual Academic and Behavior Intervention Contract.

In the event the contract stipulations are not met by the established and agreed upon deadline, then the following actions may occur:

- A recommendation for counseling and/or educational testing to further assess the student's social/emotional, mental, and academic needs.
- The contract may either be re-negotiated or terminated, at the discretion of the Principal.
- A recommendation for dismissal may be considered.
- The requirement to recover credit through online programs at the cost of the parent to enroll at Delphos St. John's High School next school year.

**STUDENT RECORDS**

Teachers, counselors, and administrative staff keep student records. There are two basic kinds of records: directory information and confidential records.

Directory information can be given to any person or organization for non-profit-making purposes when requested, unless the parents of the student restrict the information, in writing, to the administration.

**Directory Information Includes:**

Student's name, address, telephone number, date of birth, photograph, major field of study, honor roll, awards received, and participation in officially-recognized activities and sports; weight, height and other statistics related to the sport may be included for sports activities.

**Confidential Records Contain:**

Educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate to the parent. The only exceptions to this are to comply with state and federal laws that may require release without consent for example, the Homeland Security & Solomon Acts.



Included in the confidential record may be test scores, psychological reports, behavioral data, disciplinary records, and communications with the family and outsider service providers. The school must have a parent's written consent to obtain records from an outside professional person or agency. Confidential information found in a student's record that originates from an outside agency may be released to the parent through the originator and parents should keep copies of such records for their home files. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the School Counselor, in writing, and state which records are desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

### **EARLY GRADUATION POLICY**

Delphos St. John's supports the option of students graduating early; however, students must meet the guidelines below to be eligible. If any one of the guidelines are not met, students will not be eligible for Early Graduation.

1. Students must make an application for Early Graduation to the Guidance Office by August 1 of their Senior year.
2. Applicants must have completed all Delphos St. John's High School credits required for graduation by the end of the 7<sup>th</sup> semester. This includes the passage of all State End of Course Exams.
3. The application must be approved by:
  - a. Parent/Guardian
  - b. School Counselor
  - c. High School Principal
4. Seventh semester graduates whose applications are approved may participate in prom and all graduation functions.

Early graduates may participate in end-of-the-year senior activities. It will be the student's responsibility to stay in contact with his/her counselor or the main office in order to get information about senior and school activities. Although the student is considered a graduate, until the student officially receives a diploma in May, he/she is still required to follow the guidelines and policies outlined in the Parent/Student Handbook.

### **COLLEGE CREDIT PLUS POLICY**

College Credit Plus (CCP) is Ohio's dual credit program where students earn high school and college credit at the same time. Students/parents must adhere to the following to be eligible to participate in the CCP Program...

- As a DSJ student, I must fulfill all high school course and graduation requirements: Dual credit will not be accepted for Religion.

- Students and parents are strongly encouraged to attend the high school's College Credit Plus information session.
- Contact the college and discuss admission requirements which may include assessment testing and minimum GPA.
- Apply for admission at the college of choice by the deadline. Note the funding application requires that the student has received acceptance to the college.
- Schedule a meeting with the DSJ School Counselor to discuss scheduling and graduation requirements.
- Schedule a meeting with the College/University Advisor to provide course selection assistance.
- Student Athletes must remain academically eligible in accordance with the Ohio High School Athletic Association's bylaws.

**CCP FUNDING** - Students who attend a non-public school may apply for CCP funding through their parent/guardian's Ohio ID Account. CCP Funding Application must be submitted each year between February 1 - April 1 for the following school year. The Ohio Department of Education prioritizes funding hours to upperclassmen and available funds vary year-to-year.

St. John's will not cover the cost of CCP coursework; however, parents/students can self-pay if interested. Should a student register for a CCP Course and not apply for funding, St. John's will not cover any course and/or book fees. All fees will be the responsibility of the parent/student. For more information on how to apply for funding please contact the School Counselor.

**CCP TEXTBOOKS** - CCP textbooks purchased by the school are school property. It is the responsibility of the student to secure and return (in good condition) CCP textbooks and materials. If possible, secure a digital copy or rental book. Rental books must be returned to the college after the semester. Any late fee will be charged to the student. If DSJ does not have a copy nor a digital or rental book is available, please ask the bookstore if a USED book is available for purchase. If that is not possible, the last option is to purchase a NEW book. Should the book(s) not be returned in good condition, the parent/student will be billed for the cost of the textbook. The school reserves the right to require the family for reimbursement of the course and textbooks if the student does not earn a passing grade in the CCP courses(s), drops the course, withdraws after the no-fault deadline at the college, does not return the college textbook prior to the return policy or end of the semester. Failure to pay may result in non-participation in graduation and other school activities, at the discretion of the DSJ Administration.

**CCP GRADING** - The final grades earned in the college course are the same grade that will be on the high school transcript and are factored into the high school and college grade point averages (GPA). Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and computed into the high school and college GPA. Successful completion of a three or more credit hour college course will result in a 1.0 Carnegie unit earned at the high school. A two-credit hour college course will earn students .66 of a high school credit and a one-credit hour college course will convert to .33 of a high school credit. Families may be required to reimburse CCP courses if, the

student does not earn a passing grade in the course OR the student withdraws from the course after the no-fault deadline at the college. Failure to pay CCP tuition may result in non-participation in graduation and other school activities, at the discretion of the DSJ Administration.

**CCP PROBATION & DISMISSAL** - A student will be placed on CCP Probation if the student earns less than a cumulative 2.0 GPA in CCP course/s OR they withdraw from 2 or more courses in one academic term. While on CCP Probation, the student may only enroll in one CCP course for one term; may not enroll in a college course in the same subject in which the student previously earned D, F, NC grade (or equivalent). If CCP GPA does not increase to a 2.0 or above during the probation term, the student will be placed on CCP Dismissal.

If you have any further questions please contact the School Counselor.

## **Christian Service Policy**

Service is a requirement for all St. John's students in order to develop lifelong habits. For a complete education, one does not simply learn about faith from a book but learns to live it. The service hours are a laboratory for Christian living. In the end, our hope is for our students to be prepared for a future defined by sacrifice for the good of others.

Service hours for the school year will be required of each grade defined by the following minimum...

### **Primary Hours for the School Year**

7<sup>th</sup> Grade – 5 Hours

8<sup>th</sup> Grade – 7 Hours

Freshmen - 10 Hours

Sophomores - 15 Hours

Juniors - 20 Hours

Seniors - 25 Hours

Total - 70 Hours Over 4 Years – Junior High Hours DO NOT count towards Graduation.

Students will be required to complete a minimum of two (2) hours each quarter. If a student does not complete their minimum of two (2) hours they will receive an I – Incomplete for the Quarter and have two (2) weeks to make up the two (2) hours to meet their requirement. If the two (2) hours are not made up after two (2) weeks, the student will receive an F for the quarter and still be responsible for their missing hours. Should a student fail to obtain their required hours at the end of the school year they will receive an F for Religion and will be required to make-up all of their required hours the following school year, including their Religion Course.

All students will be required to complete these 70 hours of service as a requirement for graduating from Delphos St. John's. All students attending Vantage will need to complete the same requirements. Students who do not meet these requirements will not be permitted to walk at graduation and transcripts/final grades will be held until these requirements are complete.

All additional hours completed each quarter will count towards Service Cords.

Service Cords are earned by a student completing their mandatory 70 hours of service, plus an additional 80 hours throughout their high school career. Hours earned as a junior high student will not be counted towards Service Cords. These cords will be presented at Seniors Awards and can be worn at Graduation.

These service hours are permitted at the start of summer vacation for the following school year and need to be concluded by the end of the school year. However, hours earned during the summer will only count towards Service Cords. All service hours must be completed during the school year. Each high school student will be required to work at least 4 hours and junior high students 2 hours for the Fall Festival, which will not count towards their yearly requirement. Any hours above 4/2 can be counted into the quarterly requirement and towards Service Cords. Bonus hours, those for Service Cords, may be obtained during the summer and/or the school year.

If a student does not meet their 4/2 hours of Festival service, they will receive an "I" - Incomplete for the First Quarter and they will have two (2) weeks after the end of the First Quarter to make up that service by helping the school as directed by the school administration. If a student does not make up their Festival service, they will receive an F for the quarter.

Service means going beyond what is expected of you, this means service cannot be done for one's immediate family. Service is done without the expectation of receiving anything in return; therefore, one cannot be paid or receive any other monetary gift for doing service.

Students must complete and return the Service Hour Log at the end of each quarter to their Religion Teacher, along with their reflection on their time spent doing service and what this meant to them and those they have helped, at the end of each quarter. Signatures are required as verification of completed service. Service logs cannot be signed by the following: parents, anyone living in the same household as the student, other students, a boyfriend/girlfriend of the student.

#### **What is Service??**

- **Outside of School:** Volunteering at the Hospital, Yard Work for Non-Family Members, Babysitting for a Neighbor Without Compensation, Volunteering at Vancrest to Serve Thanksgiving Dinner, Canal Days Children's Tent.
- **For School:** Festival, Hall of Fame Banquet, Benefit Auction, Running Clock at Sporting Events, Tutoring.

- **For Church:** Festival, Serving, Greeting, Eucharistic Ministering, Cantoring, Lectoring, Soundboard Technician.

**What is Not Service??**

- Babysitting a Sibling, Braiding Another Student’s Hair, Doing Yard Work for an immediate Family Member, Serving a Funeral/Wedding with Compensation, Working the Festival Preparation during Festival Week, School Related Activities like Service Day, Festival Setup, Requests from Teachers, Class Related Activities.

This is not an all exclusive list of what is and what is not service. When asking yourself is this service, ask yourself this, “Am I going above and beyond in giving of myself without expecting/receiving anything in return?” If you can answer yes, then it is likely service.

## **ATTENDANCE POLICIES**

### **ATTENDANCE INFORMATION**

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 Junior High/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 High School Office at (419) 692-5371 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 High 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.

### **PROLONGED ABSENCES**

If a student is unable to attend class or school for a lengthy period of time (usually considered more than five consecutive days), but is able to study at home, a call, email, etc. should be made to St. John’s to make arrangements for assignments to be picked up on a designated day by the parent/guardian.

### **UNEXCUSED ABSENCES**

Students with unexcused absences are solely responsible for obtaining and making up any schoolwork missed. However, after the work is turned in, within the allotted time, students will not receive credit.

Unexcused absences usually consist of, but are not limited to one (1) or more of the following conditions...

- 1.) Truancy – No legitimate excuse.
- 2.) Needed at Home, for example, to work on a family farm.
- 3.) Oversleeping and/or missing the Bus.
- 4.) Car Trouble of any kind or being Delayed by a Train.
- 5.) Running Non-Emergency Errands of any kind.
- 6.) Babysitting.
- 7.) Participating in any non-school related activities.
- 8.) Other circumstances, which constitute an Unexcused Absence, will be at the discretion of the Administration.

### **UNEXCUSED ABSENCES AND CONSEQUENCES**

Indicated earlier was our belief in taking student attendance at school very seriously, to attain the full educational opportunity you are given.

Therefore, there are consequences for not following our attendance policy, some of these options at may include:

- 1.) Zero class credit earned for any day you are marked as Unexcused.
- 2.) School Conferences with Student and/or Parent/Guardian
- 3.) Detention
- 4.) Notification to Juvenile Court of a Student's Truancy
- 5.) Notification to BMV by our Superintendent asking to Revoke a Student's Driving Privileges.
- 6.) The Administration Immediately Revoking a Student's Driving Privileges only to St. John's High School for the remainder of the Semester or the remainder of the School Year.
- 7.) Other options, such as withdraw from St. John's may occur

\*\*If a student is marked as an unexcused absence, they will not be permitted to participate in any extra-curricular activities on the day they are unexcused.\*\*

### **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 High School Office to make necessary arrangements and obtain the proper paperwork. 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**

A student who is not in his/her assigned location by 7:55 AM is considered tardy. A student who is tardy will receive a warning on their first offense, after-school detention on their second offense, two after-school detentions on their third offense, and a Saturday School on their fourth offense. Any further tardies earned beyond four (4) during the semester will result in further disciplinary action and a meeting with parents/guardians.

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 should check Power School 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. EXCEPTION: A student, who is in school on the day before an announced test is to be given, will be expected to make up that test on the day the student returns to school.

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.) Twelve (12) Excused Absences = Main Office Mails Parent Letter

### **COLLEGE/MILITARY/JOB SHADOW**

It is hoped that students can visit campuses/military/job shadow locations during the summer, weekends, or non-school days. When this is not possible, students must be in good standing in terms of grades, attendance, and discipline and pick up a form from the Office. Senior students are allowed three (3) visits during their senior year. Juniors are allowed two (2) visits during their second semester. Students will be responsible for contacting teachers for make-up work and completing assignments missed during the absence. College/military/job shadows will not be permitted during the last two (2) weeks of each semester unless approved by the administration.

### **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 11:30 AM 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.

### **WORK RELEASE PROGRAM**

If you are interested in learning more about/taking part in our Work Release Program, please see the School Counselor who will be able to provide you with more details about the program.

### **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)

## **STUDENT CODE OF CONDUCT**

### **STUDENT RESPONSIBILITY**

The overall atmosphere of St. John's Catholic School will be one of love and respect for one another. Where students are serious about growing in personal maturity and being treated as responsible young adults. The major method of discipline at St. John's is the encouragement of self-discipline. Where self-discipline is lacking, a student may be referred to the administration for disciplinary action and/or consequences.

### **POWER OF SCHOOL AUTHORITIES**

The power of school authorities over pupils does not cease when they leave the school premises. Conduct outside of school hours and school property shall subject a pupil to

school discipline if it directly affects the good order and welfare of the school. Since no policy or guideline can take into account all circumstances, the school administration reserves the right to ensure that the order and welfare of the school, both on and off school property is upheld.

### **STUDENTS EIGHTEEN YEARS OF AGE AND OLDER**

Are not exempt from any school rules and regulations, at any time.

### **DEFINITIONS AND DISCIPLINARY CONSEQUENCES**

#### **POLICIES GOVERNING DETENTION**

- 1.) Detentions will be served at the end of the day determined by the times scheduled by the teacher monitoring detention that week.
- 2.) If the detention is not served, an additional detention will be added and served at the next two available detention times. A student who fails to serve a detention will not be allowed to practice, participate in a game, or participate in any extra-curricular activity until the detention(s) have been served. If a student skips or fails to serve a second time the student will face further disciplinary action.
- 3.) Students are to come to detention prepared to complete any assigned work they may be given. It is possible that the students will be doing work for the school maintenance department.
- 4.) Failure to complete any of the assigned work to the standards of the teacher will result in detention or further disciplinary action. Detentions are scheduled without regard to extra-curricular activities or employment. It is the responsibility of the student to make the necessary arrangements such as transportation or scheduling prior to detention.
- 5.) All unserved detention time must be served prior to the end of each quarter. At the end of the year, grades and student records may be held until all unserved detentions are completed.
- 6.) Students will be limited to three (3) detentions per semester, related to a violation of the Code of Conduct (not earned through truancy or tardies). After three detentions have been exhausted, further disciplinary action will occur to avoid violations of the Code of Conduct and deter such behavior.

#### **POLICIES GOVERNING SATURDAY SCHOOL**

- 1.) For the following reasons, but not limited to the following reasons, a student may be issued a Saturday School: more than 3 detentions in a semester, continued tardy/truancy, excessive or habitual attendance concerns, any disciplinary action needed beyond detention that does not merit suspension/probation.
- 2.) Saturday School will be served from 8:00 AM to 12:00 PM. Students should meet in the Main Office prior to beginning Saturday School.
- 3.) A fee of \$15 an hour (\$60 for the day) will be charged to the student and must be paid during sign in. Failure to pay the \$15 an hour fee during sign in will result in an additional Saturday School being given; the student will be responsible for paying both.
- 4.) Failure to attend or arrive on time without a legitimate and/or formal excuse

will result in one (1) day of In-School Suspension in addition to the missed and/or tardy Saturday School needing to be served/completed.

- 5.) Students should come to Saturday School in their uniform prepared to complete any assigned work. Failure to complete the assigned work will result in further disciplinary action.
- 6.) Saturday Schools are scheduled without regard to extra-curricular activities or employment. It is the responsibility of the student to make the necessary arrangements such as transportation or scheduling prior to Saturday School.
- 7.) All unserved Saturday School time must be served prior to the end of each quarter. At the end of the year, grades and student records may be held until all unserved time has been served.

### **POLICIES GOVERNING ALL SUSPENSIONS**

- 1.) If an out of school suspension is served, the student is to be at home during school hours unless the parent/guardian informs the administration otherwise. Parents are held responsible for the student during this time.
- 2.) A suspension penalty will also include ineligibility for all extra-curricular events on each of the days suspension is served. The student will not be allowed to participate in any extra-curricular activities or sporting events during the length of the suspension or until any investigation has been completed. Students may not attend any practices. If given an OSS, the student is not permitted on campus for any reason, unless stated by the administration.
- 3.) While under school suspension, students must get all work missed and homework from Power School. Quizzes, tests, and homework will be made up through the provisions of the suspension.

### **IN SCHOOL SUSPENSION (I.S.S.)**

This consequence can be used in lieu of out of school suspension:

- 1.) Students will be assigned to an area where there is no talking, sleeping, note passing, gum, drinks, candy, food, or electronic devices of any kind.
- 2.) All assignments are to be completed and turned in at the end of the day.
- 3.) Lunch may be ordered or packed, but students must remain in assigned area.
- 4.) The student must make up all missed class work such as notes on his or her own. Teachers are not required to spend extra time getting them caught up. Students will receive 65% of the credit during this time.

### **OUT OF SCHOOL SUSPENSION (O.S.S.)**

This consequence can be used for serious offenses or disciplinary action beyond the merits of ISS:

- 1.) Students will not be permitted on school property at any time unless the administration has approved such actions.
- 2.) Any and all extra-curricular activities will be suspended until the necessary requirements have been met. A student will not be permitted to participate in any way during the length of his/her suspension.
- 3.) Community Service must be completed, a minimum of 2 hours per day given. The Service will be served at the High School from 3 to 5 PM unless otherwise stated by the administration. Service hours may be assigned outside of school and it is the responsibility of the student to make these arrangements and get

approval from the administration prior to starting the hours. Signed documentation must be turned in at the completion of the service requirement. Any assigned work must be completed to the expectations of the administration or further disciplinary action will be taken.

- 4.) Students are not to interact or socialize with anyone at any time during the assigned service hours.
- 5.) All schoolwork should be picked up and dropped off in the main office. All work must be completed. Students will receive 0% for work during this time, due to the serious nature of the offense.

### **EXPULSION**

The exclusion of a student from school and/or school activities by the administration for violation and/or repeated violation of the Code of Conduct contained herein. Expulsions may be imposed for up to eighty (80) school days, which may extend into the next school year. If necessary the expulsion may result in a permanent removal from St. John's, without the option to return/enroll. Students who are expelled will not be able to earn credit for the period of time in which they have been expelled. No student, while under expulsion, shall be on St. John's Catholic School property without administrative approval.

### **SELF-REPORT POLICY**

The goal of the Self-Report Policy is to give the student the opportunity to report his or her own violation of the School and/or Athletic Code of Conduct. The Self-Report option is available to the student on the first infraction of drug, alcohol, tobacco, or other disciplinary offense deemed appropriate by the administration. Self-reporting cannot be used for a second or third offense, as this may signal a larger issue, involving these substances or other discipline issues. The student must self-report their infraction to school administration or a head coach of his or her respective sport. If the administration or head coach address the student before they self-report, this option will no longer be available to him or her.

A self-report infraction, related to school discipline, will reduce that student's discipline for the policy they have admitted to violating. (As each situation will be unique to each student, there cannot be a uniform policy concerning the consequence of the student's action, like there would be with athletics described below.)

A self-report of an infraction will reduce an athletic suspension for the first offense from a 10% suspension of the team's regular season to a 5% suspension (of the team's regular season). However, the head coach may enforce other penalties in addition to the reduced suspension, as he or she deems necessary.

A self-report cannot be used by a student and/or athlete as a method to avoid consequences once the School or Athletic Code of Conduct has been violated and the student and/or athlete has been identified as having violated the Code of Conduct in some way.

St. John's has much to be proud of in its long tradition of Catholic Education. Each student and/or athlete is individually responsible for the development of his or her best self. The administration believes the Self-Report Policy gives the student and/or athlete

an opportunity to develop his or her best self by recognizing his or her mistake and taking on the responsibility to correct that mistake.

### **OFFENSES AND CORRESPONDING CONSEQUENCES**

**NOTE:** These serve as general guidelines, but specific situations could warrant more or less consequences pending an investigation. Students may receive additional consequences if deemed necessary by the administration.

#### **DETENTION:**

- Dress Code Violations
- Minor Disturbance
- Littering
- Food/Beverage/Gum During Class or in the Hallways in contrary to policy
- Inappropriate Public Display of Affection
- Lying
- Missing an Appointment/Detention
- Talking/Disrupting a Class
- Defacement of School Property
- Use of Electronic Device During School Hours
- Use of Book Bags During School Hours

#### **SUSPENSION:**

- Disrespect
- Cheating
- Plagiarism
- Truancy
- Lying
- Bullying
- Harassment
- Use of Drugs or Drug Related Substances
- Defacement of School Property
- Talkative/Disruptive Behaviors During School
- Use of Electronic Device During School Hours
- Obscene Language/Gestures
- Illicit Internet Usage
- Challenging the Authority of a Staff Member
- Illicit Use of a Cell Phone

### **CODE OF CONDUCT**

Over and above the detention system, there are, times when offenses are, in themselves, severe enough in nature to merit disciplinary probation (suspension of 1-10 days, as determined by an investigation) or possible expulsion. Any student who is found to be in violation of the following rules shall be subject to disciplinary action as stated above. The following offenses are serious in nature and will warrant the administration's full attention, to one degree or another. These offenses include, but may not be limited to:

**Rule 1** - Disruption of School - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the Code of Conduct, disrupt or obstruct the educational program, including lunch periods, as well as all curricular and extracurricular activities. Examples of disruption would include but are not limited to unusual dress and appearance, bomb threats, the setting off fire alarms, strikes, or walkouts, the use of stink bombs, the impeding of free traffic to and within the school, etc.

**Rule 2** - Damage to School Property or Private Property - A student shall not cause or attempt to cause damage to school property or private property as it affects the good order and welfare of the school. Examples of school property are, landscaping, athletic facilities, buildings and contents. Examples of private property are, vehicles, book bags, clothing, or other possessions.

**Rule 3** - Assault - A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, or students or visitors while under the jurisdiction of the school. Jurisdiction includes the school day and any school activity. Examples include, hitting, kicking, fighting, throwing objects, or running in the halls.

**Rule 4** - Dangerous Weapons, Instruments and Look-a-Like Weapons - A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon, instrument of violence, or explosive. Objects, which look like weapons, instruments of violence, or explosives, are also prohibited.

**Rule 5** - Unauthorized Possession - A student shall not cause or attempt to take into possession the public property or equipment of the school or the personal property of another student, teacher, visitor, or employee of the school.

**Rule 6** - Tobacco - Use or possession of tobacco or look-a-like substances (e-cigs/vapor) in any form is prohibited, and against the law. Display or possession of tobacco or smoking materials is prohibited.

**Rule 7** - Alcohol, Drugs, Vaping, and/or Drug Paraphernalia/Vaping - No student shall possess, be under the influence of, deliver, attempt to deliver, or cause to be delivered, any form of alcohol, vaping, drugs, drug paraphernalia, narcotics, anabolic steroids, or non-controlled substance which may be considered to be harmful to the health or morals of themselves or others. This will include counterfeit controlled substances or lookalike drugs. A student shall not appear at school or school related events after having consumed any of the above.

“Counterfeit Controlled Substance” is defined in the following ways: (1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark’s authorization; (2) any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process or distribute it; (3) any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; and (4) any substance other than a controlled substance that a

reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

A controlled substance is defined as a drug, compound, mixture, or substance included in Schedule I, II, III, IV, or V (Ohio Administrative Code 4729 - II). These schedules are narcotics, depressants, and hallucinogens, as well as many other types of drugs.

**Rule 8** - Insubordination - A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary consequences, or reasonable directive given by school personnel.

**Rule 9** - Violation of the Law - A student shall not violate any law or ordinance when student is properly under the authority of school personnel. Examples include but are not limited to, sexting (the messaging or any nude or partially nude photograph), drugs, drug related items, etc.

**Rule 10** - Frightening, Degrading, or Disgraceful Acts - A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, or disgrace a teacher, student, employee of the school district, or visitor by written, verbal, or gestural means. Public display of affection is not permitted.

**Rule 11** - Truancy and Tardiness - Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and/or parental consent. Tardiness to school or classes is also prohibited.

**Rule 12** - Publications and Organizations - Publishing or distributing any printed material or promoting organizations, joining any club or organization, which has not been approved by the administration, is prohibited.

**Rule 13** - Forgery and Cheating - All forms of cheating on schoolwork are prohibited. Any form of forgery is prohibited, including parent signatures.

**Rule 14** - Unauthorized Sales - No student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without the prior approval of the administration.

**Rule 15** - Collusion - No student shall assist or aid in any way another student in violating either school rules or regulations or any law or ordinance when either student is properly under the authority of school personnel.

**Rule 16** - Hazing - Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition in this policy.

**Rule 17** - Sexual Harassment - A student shall not engage in any act, which may be considered a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances, which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person. Note: This definition is "in the eyes of the beholder." That is, the recipient of the harassment decides when the actions become harassment.

**Rule 18** – Classroom Removal - When a student is removed from a classroom by the teacher for any reason, and has disrupted the educational process, the following will be applied:

- 1.) 1st Removal = Two detentions
- 2.) 2nd Removal = Two Days In-School Suspension and a mandatory conference with the teacher, student, parent, and principal prior to returning to any class. The student will receive zero credit for all missed work during ISS.
- 3.) 3rd Removal = Two Days Out of School Suspension, a mandatory conference with the teacher, student, parent, and principal prior to returning to any class. The student will receive zero credit for all missed work during OSS and may be removed from the class permanently with a failing grade given for that course.

**Rule 19** – Cell Phone, iPods, and/or any Other Electronic Devices – The use/possession or suspicion of use/possession is not permitted in the school building during school hours. School hours are defined as the regular scheduled school hours (7:50 AM – 3:00PM). All cell phones and electronic devices must be turned off and stored in the students' locker immediately after the first warning bell rings each morning. Cell phones and/or electronic devices will be confiscated by school officials if used or in possession during school hours. Cell phones and electronic devices will not be returned until after school hours. All rules still apply to the unauthorized use of cell phones and/or electronic devices.

The following steps will be adhered to when dealing with ALL electronic device violations:

- 1.) 1st Offense – One (1) Detention, device confiscated, and parent must pick the device up in the main office after school hours.
- 2.) 2nd Offense – One (1) Day In-School Suspension, device confiscated, \$20 fine, and parent must pick up the phone in the main office outside of school hours. In addition, the student must turn the electronic device into the main office prior to the start of class each day for the remainder of the school year. Failure to comply will result in further disciplinary action.
- 3.) 3rd Offense – One Day of Out of School Suspension, device confiscated and parent can pick up the device at the end of the school year.

Any student using/possessing or is suspected of using/possessing another students' cell phone or electronic device, will be held responsible as if it were their own device. In



addition, any student lending a cell phone or electronic device to another student during school hours will also be held responsible for his or her own device.

### **FOOD, BEVERAGES & GUM**

Food and beverages are to be consumed in the cafeteria. Consumption of food is not allowed in the classrooms, hallways, or gymnasiums at any time. Drinks/food will be permitted at the discretion of the classroom teacher. Chewing gum is not permitted anywhere in the school building during school hours.

### **WATER BOTTLE POLICY**

All water bottles will need to be made of clear/see-through material. No colored bottles that are translucent/opaque will be permitted. Students will not be permitted to bring a Yeti, hydro flasks, gallon jugs, or any other containers that are not clear and/or overly cumbersome.

The only liquid students will be permitted to put in these containers is water. Students are not permitted to fill them with any type of sports drink, flavor packet, or anything that would cause a change in the color of the water. Water is the only drink that is permissible for students.

Students will be permitted to refill their containers at our refill stations throughout the day. They will dispense purified water and are environmentally friendly.

### **GUIDELINES FOR JUNIOR HIGH/HIGH SCHOOL DRESS**

#### **Purpose:**

To provide reasonable guidelines for the students, reflecting the values of the St. John's Catholic School community relative to good grooming and personal hygiene. Parents of those students who are dressed inappropriately may be notified and asked to bring the appropriate attire to school. Students may be sent home to change clothes if a parent/guardian gives permission to do so. Since dress code violations result in missed class time, students may be assigned detention by the administration or teacher.

#### **Universal Dress Code:**

The administration reserves the right to determine whether grooming or specific items of dress distract from the learning process. All apparel must be appropriate to the school setting, must not draw attention, and must not detract from the educational atmosphere of the school.

- 1.) In general, all clothing must be neat and clean. Faded, worn, stained, frayed, altered, and/or tattered apparel of any type is not permitted.
- 2.) The school uniform must be worn, until you are off school property. Shirt must remain buttoned up and tucked in.
- 3.) Pants and skirts may **NOT** be rolled at the waistband.
- 4.) Coats, jackets, sweatshirts, gloves, and hats may not be worn during the school day.
- 5.) Clear studs of any kind are **NOT** permitted.
- 6.) Nose, eyebrow, tongue, or any fad type of piercing is **NOT** permitted.
- 7.) Visible tattoos and brands must be concealed in a conservative manner at all times and during all school related events.

### **PULLOVERS AND JACKETS**

Students will be allowed to wear the school-approved pullover and/or jacket as well as the uniform sweaters or cardigans, with their uniform. Students will not be permitted to wear any other outerwear garment, other than those described above.

### **BOOK BAGS, BACKPACKS, PURSES, ETC.**

Book bags, backpacks, purses, and similar items must be stored in your locker at all times. These may only be used to carry school materials (books, pencils and pens, calculator, notebooks, etc.) to and from St. John's and must remain in your locker during the school day.

### **GUIDELINES FOR BOYS**

**PANTS:** Neat dress slacks (no seams, pockets, tags, etc. on the outside of the pants).

**Colors:** Dark blue or navy, black, dark gray. Must fit properly and be worn at the waist at all times, with no cuts in the cuff. A solid black or brown leather dress belt must be worn and fit properly at all times.

**Junior High** – Navy blue twill or pleated trousers are to be worn.

**SHIRTS:** Dress shirts, collared, long, or short sleeved. **Colors:** White, plain light blue or plain pastel yellow. Must fit properly and remain tucked in upon arrival and at all times. Shirts must be buttoned at the cuff (if long sleeved) and the top button must be buttoned at all times. Appropriate neckties must be worn so that they fit tight to the top button of the dress shirt, at all times. White T-shirts may be worn under the dress shirt but cannot have any writing on them and must have sleeves that do not extend past the dress shirtsleeve. No collar extenders will be permitted

**Junior High** – Short sleeved blue or white Polo Knit or Dry-Fit shirt, with two/three-button placket, knit collar and no pocket are to be worn. Shirts must be tucked in at all times. Only a plain white t-shirt is to be worn under the school uniform shirt.

**SWEATERS:** V-neck pullover (long sleeved or vest), cardigan, or monogram sweaters in navy blue, white, gray, yellow.

**FOOTWEAR:** Dress shoes must be a solid color leather or suede shoe. Color choices are brown, black, dark blue, or tan. Absolutely, no athletic shoes, sandals, slippers, work boots, or any type of slip-on sandal or casual shoe will be permitted. Boat-type shoes may be all solid, or the upper top and/or side of the shoe may be a darker shade of black, brown, dark blue, and tan. No stripes, plaids, prints, etc. are allowed on any shoes. Dark dress socks must be worn at all times.

**HAIR:** Hair must be clean and well-groomed. Hair, must be cut above the eyes, the collar, and the ears at all times. No shaved heads will be permitted. No highlighting of hair is permitted. No unnatural hairstyles such as perms, dreadlocks, or the like will be permitted. Sideburns must be trimmed and no longer than even with the ear lobe. Students must always be clean-shaven, no facial hair will be accepted at any time, or the student may be asked to shave during school hours. The hair code may be modified at the discretion of the administration.

**MISCELLANEOUS:**

- Boys may not wear earrings at any time during the school day or on any school related activities.
- Boys may not wear make-up, chains, bandannas, unapproved accessories, or wear jewelry.
- No tattoos or body piercing may be visible.

**GUIDELINES FOR GIRLS**

**SKIRTS:** Must be one of the two official uniform skirts available from an official supplier. (Plaid or Navy Blue) Skirt length must be appropriate for the school setting. Plaid skirts may be no shorter than six (6) inches from the knee (when kneeling). Navy blue skirts may be no more than seven (7) inches (when kneeling). Measurements need to be and will be taken from the front and the back of the skirt. It will be the responsibility of the student and parent/guardian to ensure proper length is always worn.

**Junior High** – Must be the official plaid uniform skirt. Skirt length must be appropriate for the school setting and no shorter than six (6) inches from the knee, when kneeling at all times. Measurements need to be and will be taken from the front and the back of the skirt. It will be the responsibility of the student and parent/guardian to ensure proper length is always worn.

**PANTS:** They must be navy and fit properly at the waist at all times. The cuffs are not to be cut and the pants must be hemmed. A solid brown or black dress belt must be worn at all times.

**BLOUSE:** White or light blue, tailored, button down collar which must remain buttoned, button-up front, cotton/permanent press material, must be worn at all times, and is to be tucked in to the skirt or pants. It may be short or long sleeved. Long sleeved blouse must be buttoned at cuff at all times. Blouses can have no frills or ruffles. No T-shirts may be worn under the blouse at any time. White or beige undergarments will be worn so they are not visible through the blouse at all times.

**VEST:** Navy blue uniform vest must be worn at all times unless a sweater is worn.

**Junior High** – This does not apply

**SWEATERS:** V-neck pullover (long sleeved or vest), cardigan, or monogram sweaters in navy blue, white, gray, yellow are acceptable.

**Junior High** – Girls in the Junior High will not be required to wear a sweater or vest at all times. It may be worn in addition to the uniform.

**FOOTWEAR:** Dress shoes must be a solid color leather or suede shoe. Color choices are brown, black, dark blue, or tan. Absolutely, no athletic shoes, sandals, slippers, work boots, high heels, or any type of slip-on sandal or casual shoe will be permitted. Boat-type shoes may be all solid, or the upper top and/or side of the shoe may be a darker shade of black, brown, dark blue, and tan. No stripes, plaids, prints, etc. are allowed on any shoes. Navy socks are to be worn with the uniform skirt/pants at all times, which can be purchased in the High School office.

**HAIR:** Hair is to be well groomed; it may be highlighted with natural colors only and may not be dyed other colors outside the natural hair color. No extreme haircuts or styles will be accepted.

**MISCELLANEOUS:**

- No more than two earrings per-ear will be accepted.
- Jewelry, if worn, should be simple, conservative, and not distracting to the educational environment.
- No chains, bandannas, or other unapproved accessories will be accepted.
- No visible body piercing or tattoos.
- Heavy or extreme make-up is not appropriate and is not permitted.
  - **Junior High** - Students will not be permitted to wear make-up.

**DRESS CODE EXCEPTIONS**

Students who need to alter the dress code to accommodate individual needs for injuries must obtain permission from the administration.

**NON-UNIFORM/JEAN DAYS**

Jean days must be approved by the administration. Some jean days may require the student to pay to participate. Students who chose not to pay the fee must remain in full uniform.

1. Students are not permitted to wear any shirt referring to alcohol, drugs, sex, or musical groups.
2. Denim pants only may be worn on jean days. No holes, frayed edges, or ragged hems.
3. Girls cannot wear tops that are low cut, form fitting, or halters/midriiffs.
4. No sleeveless shirts, by boys or girls will be accepted.
5. Extra short or tight shorts are NOT allowed. Shorts of modest length must be worn when permitted and/or they must extend past the fingertips.
6. St. John's spirit clothing must be worn at all times during jean days unless stated otherwise by the administration.

**HOT DAYS**

During the first three weeks of the school year, unless the current weather conditions would make this unreasonable, we will practice the following...

1. High School boys will be able to wear a polo or the short sleeve uniform shirt, along with a solid-colored dress short/pants that is khaki, black, navy, or gray, and an athletic tennis shoe or uniform shoe.
  - a. Reminder - Polo shirts do not have to be a certain color and/or pattern, so long as they do not have any sayings or messages on them. Brands and logos on polos are allowable.
2. High School Girls will not be required to wear a vest or sweater, and they will have the option of navy socks or no-show socks.
3. Junior High boys will be able to wear their uniform polo and uniform shorts or a solid-colored dress short that is khaki, black, navy, or gray, and an athletic tennis shoe or uniform shoe.
4. Junior High Girls will not be required to wear a sweater or pullover, and they will have the option of a navy sock or no-show socks.

**Game/Performance Days:** On special occasions, approved by the Administration, with prior notification from the Coach/Advisor, students will be able to wear, their jersey, warm-up, t-shirt, or other clothing, to signify their involvement in an Extra-Curricular event that evening or weekend.

## **JUNIOR HIGH/HIGH SCHOOL DANCE GUIDELINES**

These common policies emerge from our shared mission in promoting the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Students' behavior and attire should reflect this guiding principle.

### **General Regulations**

- 1.) All Guests that do not attend St. John's High School will be required to complete the Dance Guest Form, which can be acquired in the High School Office.
- 2.) Everyone must be at the dance by 7:30 PM. No one will be admitted after 8:00 PM.
- 3.) Anyone who has been asked to leave for discipline reasons will not allowed to attend any future St. John's dance.
- 4.) No Junior High school students may attend a High School dance.
- 5.) Dress code requirements will be at the discretion of the administration/chaperons.
- 6.) Large jackets, purses, and backpacks may be inspected by the administration/chaperones before admittance to the dance.
- 7.) No same-sex couples will be permitted.
- 8.) Any couple must include at least one St. John's Student.
- 9.) For Prom, a couple must include at least one junior or senior St. John's Student.
- 10.) Students leaving the dance may not re-enter.
- 11.) For all dances, it is the student and parent's responsibility to know when the event ends. Parents/guardians who plan to pick up their child must do so within 15 minutes of the ending time.

All dance styles must comply with standards of modesty/safety. The administration and/or chaperons in attendance will be the final judge of the of dance style.

Dancing Guidelines (applies on and off the dance floor): Lewd and indecent dancing such as "grinding" will result in a student being asked to leave the event and may make him or her ineligible to attend all future dances for the remainder of the school year. Parents will be notified. Dancing guidelines include, but are not limited to:

- No straddling legs.
- No front to back touching/grinding.
- No inappropriate or suggestive touching.
- No overt and/or prolonged public displays of affection.
- No mosh pit-dancing in a tight group.

**Students will be required to dance Face to Face.**

The use of any controlled substance or mind-altering substance is not permitted; a testing device is available and may be used if deemed necessary by the administration/chaperons. Any instance of use will result in school disciplinary action and referral to local authorities. Students violating any of these rules may be asked to leave the dance and have their parents phoned. They may also face further disciplinary consequences up to and including expulsion.

### **BULLYING AND HARASSMENT POLICY**

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.

#### **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.

**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.

**PROCEDURE FOR REPORTING SUSPECTED VIOLATION TO THIS BULLYING POLICY:**

Students, Faculty, and/or Staff of St. John's Catholic School may file reports (in person or anonymously) to the administration if they suspect bullying, hazing, harassment, or intimidation.

Such complaints should include reasonably specific information in written format on the following topics:

- 1.) Person(s) involved.
- 2.) Number of times, dates, time, and places of the alleged conduct.
- 3.) The target of suspected hazing, harassment, intimidation, and/or bullying.
- 4.) The type of suspected behavior with additional details to provide clear explanation.
- 5.) The name(s) of any potential student/staff witnesses.

A student/staff member may make an informal complaint requesting anonymity; the investigation of such complaint may be limited as is appropriate in view of the anonymity of the complaint. Any complaint(s) received that may violate this policy shall be promptly investigated.

The administration will review all information and prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of hazing, harassment, intimidation, and/or bullying were verified or are believed to be true. When prohibited acts are verified or believed to be true, a recommendation for intervention, including disciplinary action shall be included in the report. If the investigation finds that such a violation to this policy has occurred, it will result in prompt and appropriate disciplinary action.

Any student found to violate school policy toward bullying and other forms of aggressive behavior would be held to certain disciplinary measures. If the investigation finds an instance of hazing, harassment, intimidation and/or bullying has occurred, it will be considered a SERIOUS OFFENSE and may warrant 1-10 days of suspension depending on the severity of the actions. As a preventive measure, the school will require that all parties (both parents and student) sign a CEASE and DESIST ORDER to affirm the understanding of the severity of the action(s). Counseling may also be required depending on the severity of the action(s).

The following will serve as the process by which the administration will function upon receipt of a complaint:

- 1.) Information will be reviewed and the administration will conduct interviews as needed to clarify any point of concern based upon the information received.
- 2.) Parents will be notified of the open investigation and the potential role their child might play in the situation.
- 3.) The administration will fully examine the reported complaint and the investigation will continue until all questions have been satisfied.
- 4.) Upon completion of the investigation, parents will be provided the option to meet/speak with the administration to discuss in full detail the contents of the complaint and investigation.
- 5.) After review, the administration will assign reasonable disciplinary measures to the aggressor. Counseling may be required (at the cost to the student) depending upon the outcome of the investigation. All measures will be taken to prevent and ensure such behaviors are not repeated. It is the expectation that all parties will learn from the experience and do everything within their power to avoid future issues. If during the investigation the administration finds fact or believes that false reports of harassment, intimidation, or bullying have deliberately been filed for any reason, the student/staff responsible may be held equally responsible for making a false report.

#### **APPEAL PROCEDURES:**

If for any reason a student, staff, or parent is unhappy with any decision of the administration, he/she must then submit to the Principal or designee a written appeal. Such an appeal must be filed in writing within 72 hours of the dated contract and/or punishment handed down. The Principal or designee will arrange a meeting with the complainant or other affected parties as deemed necessary to review and discuss the appeal. A written decision will be provided at this time. **NOTE:** As a general point, new information the complainant believes was overlooked or otherwise ignored should be clearly presented in writing at this time to potentially affect the decision.



### **SEXTING POLICY**

Sexting and/or Sextortion are prohibited at any time on or off school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography or criminal extortion. In accordance with the law, the Delphos Police Department will be notified if any student is found engaging in this behavior.

### **COMPUTER TECHNOLOGY/NETWORKS ADMINISTRATIVE GUIDELINES**

Computer use at St. Johns Junior High and High School is encouraged and made available to students for educational purposes only. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. E-mail, sites visited on the Internet, and information created/communicated on school equipment and/or software is **NOT** private and will be monitored through random checks. The use of the network is a privilege, not a right. The privilege may be revoked at any time for abusive conduct.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff and/or school administrators.

- 1.) Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
- 2.) Network password security is the responsibility of the student. Students may not reveal passwords to other persons.
- 3.) Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) and/or knowingly introduce a computer virus to any school program.
- 4.) Students shall not use and/or alter another person's password, files, and/or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- 5.) Any non-school devices and/or storage media (diskette, CDs, iPods, USB Devices, etc.) must be checked for viruses, games, or other non-approved items and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
- 6.) Students may not attach any device (personal computer, wireless device, network equipment, etc.) to the school network unless authorized by an administrator.
- 7.) Use of all telecommunications is restricted to school related projects and must be supervised by the teacher and/or network administrator. Internet users must complete a Student Network and Internet Acceptable Use Consent Form, which must be approved before using the Internet and/or network privileges.
- 8.) No students shall attempt to establish computer contact into school district restricted computer networks and/or any other unauthorized databases.

- 9.) The use of abusive and/or otherwise inappropriate language in either public or private messages may result in the loss of the sender's and recipient's work and/or disciplinary action.
- 10.) Students may not download files/programs from the Internet to the hard drive unless authorized by a teacher or network administrator.

**PENALTIES:** Penalty for minor infractions may be applied as determined by the teacher, administrator, and/or network administrator.

- 1<sup>st</sup> Offense = Five (5) days loss of computer privileges.  
2<sup>nd</sup> Offense = Ten (10) days loss of computer privileges.  
3<sup>rd</sup> Offense = Fifteen (15) days loss of computer privileges.  
4<sup>th</sup> Offense = Loss of computer privileges for the remainder of the school year.  
Privileges will be restored at the beginning of the next school year. The first violation in the new school year will count as a third offense.

Students receiving the loss of privileges penalty will have their passwords changed during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purposes of completion of a required assignment. A student reinstated under this provision must be supervised at all times. Notification to parents may be made at any penalty level. Building administrators will enforce the Student Code of Conduct when applicable. Penalties for Conduct Code infractions may include Out of School Suspension or Expulsion if warranted.

#### **MEDIA CENTER/LIBRARY GUIDELINES**

All students are welcomed and encouraged to use the school library for leisure reading as well as for study and/or research. While in the library/media center, students are expected to:

- Sign-in/out each time they enter/leave the media center.
- Be respectful of the library resources, facility, and staff.
- Abide by the school district's computer use and internet policy.
- Be respectful of classes using the library and not disturb others.
- Read or study alone quietly. Students who wish to study in pairs or small groups must request to do so, and group study space will be arranged if possible.

Laptop Computers with Internet access are available for student use. Computers in the library are for educational purposes only. This includes research, word processing, or accessing the online card catalog. Games played on the computer are not permitted unless permission is given by the supervising teacher or they are part of the assigned lesson.

Equipment borrowed during the school day must be returned at the end of the day. Failure to do so will result in a fine and loss of privileges.

Operate the equipment properly and make sure all accessories borrowed are returned. The borrower is responsible for ALL the equipment borrowed. Missing items will result in a fine and or replacement fee.

Downloading of programs from the Internet or other sources is not allowed. Changing any system settings on any computers including screen savers, background, etc. is also not permitted. No attempt to tamper with other people's data or gain unauthorized access to accounts or files is permitted.

If an item is lost or badly damaged, the replacement cost of the item will be charged. This policy includes printed materials and equipment.

Books are checked out for a four-week period and may be renewed unless there is a hold on the book. Fines for overdue books can and will be applied.

No food or soft drinks are allowed in the library or the computer lab.

Also available for student use are digital cameras, camcorders, headphones, audio recording equipment.

### **FRATERNIZATION POLICY**

Delphos St. John's maintains a policy that prohibits undue fraternization between employees and students.

Non-permissible fraternization is defined as any behavior (verbal or physical) of a sexual, illegal, or age inappropriate nature. This policy pertains not only to engaging in such behaviors, but also to the suggestion, threat, or invitation toward such behaviors. The relationship between employee and student must always be one of adult to child, governed by the moral standards of the Church, the legal standards of the State of Ohio, and common sense. As such, this policy prohibits fraternization not only during school hours and on school grounds, but also at any time or any place. Normally, employees relate with children within the school setting. Prior consultation with the administration should take place if the employee is with a student outside the school setting.

### **SEARCH AND SEIZURE**

The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his/her possession.

Administrators may search a student or his or her property (including vehicles, purses, backpacks, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the school and students have no reasonable expectation of privacy in their contents or in the contents of any other school property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have **NO** reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeteria, and

classrooms. The school may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken and held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

Before students are questioned by law enforcement as witnesses or suspects in an alleged criminal violation, a building administrator will attempt to contact a parent and a staff member will remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, a building administrator will attempt to contact a parent prior to questioning, and he or she (or a designated School Counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated School Counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

- 1.) General searches of school property may be conducted at any time by school authorities who may be assisted by law enforcement authorities.
- 2.) Lockers belong to the school and they and their contents may be searched at any time.
- 3.) A student and his/her personal belongings on school grounds or at any school activity may be searched when it is reasonably necessary for the maintenance of order, discipline, and safety.
- 4.) School authorities will only conduct a search of a student or personal belongings when they have reasonable cause.
- 5.) Illegal items (firearms, weapons, smoke bombs, etc.) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved shall be notified, along with law enforcement.
- 6.) Items that disrupt or interfere with the educational process will be removed from the student's possession.
- 7.) A student's automobile on school property may be searched. A reasonable attempt will be made to contact the student or parent/guardian prior to the search. St. John's Catholic School is not responsible for the safety of personal property or vehicles brought onto school property.
- 8.) Random searches of lockers and automobiles may include the assistance of dogs trained to detect the presence of drugs or other substances.

#### **BEHAVIOR NOT COVERED BY OTHER RULES/GUIDELINES**

The school reserves the right to punish behavior, which is subversive to the good order and discipline of the school or any of its athletic teams, even though such behavior may not be specified in the written rules.

## **MARRIAGE, PREGNANCY, AND PARENT POLICIES**

### **MARRIAGE POLICY**

St. John's Junior High and High School exists for the formation of adolescent students; therefore, married students will not be permitted to remain at St. John's, since we believe that the high school atmosphere is not conducive to the adult responsibilities, which these students have chosen.

### **PREGNANCY POLICY**

**Philosophy:** The St. John's Junior High and High School community supports and affirms the teachings of the Catholic Church regarding respect for procreation and human life. We are strongly dedicated to traditional Christian principles of sexual morality. It should be clearly understood that St. John's Junior High and High School believes that sexually intimate relationships outside of marriage are inappropriate and sinful. Students who are involved in a pregnancy are encouraged to continue their schooling and are advised against early marriage. Although we never agree with or condone premarital sex, it must be the very nature of the Christian to now forgive, help heal and support those who find themselves involved in a pregnancy outside of marriage. These persons have a right to expect our understanding and help.

The following course of action will be taken for any St. John's Junior High and High School female student who may be pregnant:

A student pregnancy is a condition demanding the greatest care and compassion. While clearly emphasizing Church teaching that sexual intercourse be reserved for married couples, the school will actively assist a pregnant student (and the father) and their parents with the implementation of a Pastoral Care Plan. One of the Priests, the Principal, the School Counselor, and Catholic Social Services, along with other appropriate staff may be included in this Pastoral Care Program. Failure to participate in this special program will result in dismissal from the school. The specific components of the Pastoral Care Plan are on file in the Principal's Office.

The pregnant girl may remain in attendance at school as long as she is able to fulfill the requirements of attendance as determined by the administration. She may return to school after the birth of the baby upon receipt of a signed statement by her physician. Participation in extracurricular activities will be restricted for both the girl and the father of the child until after the birth of the baby. Participation in extracurricular activities may resume after the birth of the child for both the mother and father of the child - if the student/parent(s) of the child have fully participated in the Pastoral Care Plan implemented at the time of the pregnancy. Failure to follow through with the Pastoral Care Program may exclude the student/parent(s) from participation in extra-curricular activities. Permission from the Principal is necessary before the child is brought to school or school function or event. All final decisions regarding participation in extra-curricular activities will be determined by the administration, upon consultation with the Pastoral Care Team.

### **PARENT POLICY**

St. John's Junior High and High School stresses that premarital sex is not a value we uphold and we have a responsibility to the student body as a whole to inform them that

there will be consequences to behaviors we do not endorse. Therefore, students who are pregnant, students who are alleged fathers, and those who are verified parents will not be allowed to serve in any leadership capacity within St. John's High School. They will be removed from offices they are currently holding. Students who choose to raise their babies may not bring their child to school during school hours.

### **ABORTION POLICY**

The Church does not view abortion as a viable alternative or a moral option. "No society can live in peace with itself or on with the world without a full awareness of the worth and dignity of every human person, and of the sacredness of human life." (Jas. 4:1-2) When violence in any form is accepted as commonplace, sensitivities become dulled. Abortion in particular, blunts a sense of the sacredness of human life. Direct abortion is a violent and lethal act, which destroys the life of the unborn child. That is why the Church's prohibition of direct abortion has not only remained firm but has become more forceful and more specific as science has increased appreciation of existence of human life from the moment of conception. When students experience unexpected pregnancies, very often they themselves are in a crisis situation. Pregnant young women, reacting to social pressures and to problems, which seem unmanageable, may seek to have abortions. The community, the students' extended family, should indeed provide compassion, care, and support to help such troubled young people choose life and be secure and happy with that choice. Parents see the Catholic School as the best environment for their teenage children. That environment should be one, which helps the young people learn to exercise sound judgment and to arrive at reasonable, logical, and morally correct solutions to their problems.

- 1.) Any student who vocally supports abortion is to be referred to the Principal. The Principal has the right to demand counseling or other measures deemed appropriate.
- 2.) If there has been brought to the attention of a certified staff member the occurrence of an abortion, the Principal has the right to demand counseling or take appropriate measures as deemed necessary.
- 3.) If a student who has chosen an abortion as a means to terminate a pregnancy voluntarily reveals this action to a member of the school administration, faculty, or staff and shows signs of emotional distress, her confidant(s), the members of the school, her extended family, must adhere to the philosophy of the school by offering compassion and by encouraging her to seek emotional, physical, and spiritual help.
- 4.) If the father of the child who has been aborted is a member of the student body, the Principal has the right to demand counseling/other measures deemed.
- 5.) After all measures have been taken, and the Principal feels that the student is in conflict with the school's Catholic philosophy and policy; the Principal has the right to institute suitable disciplinary action, including expulsion. This action will not be taken without prior consultation with the pastors.

## **EXTRACURRICULAR INFORMATION**

### **CONDUCT AT EXTRACURRICULAR EVENTS**

St. John's students are expected to conduct themselves as ladies and gentlemen at all sports events. The student is there to show support for our school and the team members of our school. A demonstration of this support, in a positive way, should take so much effort that the student has no time to worry about the supposed shortcomings of officials, players, or other people.

Booing, taunting, or deriding an opposing player or fan or a game official is unacceptable on any field or in any gym. Cheers, chants, or signs or gestures that are obscene, mocking, or derogatory are not reflective of the spirit for which we are known.

Students involved in Extra Curriculars are held to higher standards and can be disciplined by the administration, coaches, or advisors before/after games and/or contests for poor conduct, language, or behavior unbecoming a St. John's student.

Conduct detrimental to Delphos St. John's reputation may lead to the student being barred from attending any extracurricular events and/or other disciplinary action.

### **EXTRA-CURRICULAR ELIGIBILITY**

A student must be passing the equivalent of five (5) units of credit (that count toward graduation) each quarter and have a minimum 1.25 GPA for that quarter. Each quarter of the school year affects the next quarter. Fourth quarter grades determine the student's eligibility for the first quarter of the next school year.

This eligibility rule affects all extracurricular activities: sports; cheerleading; school organizations such as Student Council, Mission Society, marching band, concert band, pep band, etc.

Students must attend at least one quarter prior to trying out for any activity that requires an evaluation by staff members.

## **FACEBOOK AND OTHER SOCIAL MEDIA POSTINGS OF STUDENT PHOTOGRAPHS**

St. John's works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. John's adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. John's are forbidden from posting photographs taken at school-sponsored events that include the images of students other than their own on their personal Facebook page. Such postings are a violation of the St. John's adherence to FERPA and the Child Protection Act.

**Hall Pass Record**

Hall Pass First Nine Weeks Name \_\_\_\_\_

Date	Time	To	Staff	Return

Hall Pass Second Nine Weeks Name \_\_\_\_\_

Date	Time	To	Staff	Return



**Hall Pass Record**

Hall Pass Third Nine Weeks Name \_\_\_\_\_

Date	Time	To	Staff	Return

Hall Pass Fourth Nine Weeks Name \_\_\_\_\_

Date	Time	To	Staff	Return