

ST. JOSEPH CATHOLIC SCHOOL GALION



STUDENT/PARENT HANDBOOK 2021-2022

Revised: March, 2021

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MISSION STATEMENT

St. Joseph Catholic School of Galion believes each child is to be valued as an individual deserving respect and love. We, in partnership with parents and all stakeholders, encourage each student to grow spiritually, academically, physically, and socially. We aspire to develop each student to his or her fullest potential by promoting the Catholic faith, nurturing the mind, developing the body, and improving social skills.

STATEMENT OF BELIEFS AND VISION

- We believe St. Joseph School is both a school, and a community of faith;
- We believe those entrusted to us are both students, and children of God;
- We believe we are both educators, and ministers of the Gospel;
- We believe the values we teach are both character development, and a call to holiness;
- We believe our courses of study are both academic pursuits, and a search for truth;
- We believe the purpose of education is for personal gain, the development of society, and the transformation of the world.

NON-DISCRIMINATION

St. Joseph Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students of the school. It does not discriminate on the basis of its educational policies, admission policies, or athletic and other school-administered programs. All actions by faculty/staff, students and/or parents that reflect negativity on St. Joseph Catholic School, even if not on school grounds or at a school function, are subject to disciplinary action at the school.

ACCREDITATION

Ohio Department of Education

Ohio Catholic Schools Accrediting Association

Right to Amend

Due to today's ever-changing society, St. Joseph Catholic School reserves the right to amend this handbook during the school year. Notice of the changes will be sent to the parents who will be required to sign an updated acknowledgement form, indicating they have read, understand, and agree to the changes.

FACULTY AND STAFF

Administration

Pastor
Principal
Office Manager
School Secretary

Fr. Paul Fahrbach
Mr. C. Michael Follett
Mrs. Brittany Baker
Mrs. Heather Sallee

Educators

Preschool Teacher
Kindergarten
Grades 1-2
Grades 3-4
Grades 5-6, Technology
Grades 7-8
Music
Religion 5-8, Tutor

Mrs. Teresa Sallee
Mrs. Cathy Mahoney
Miss Christina Acernese
Mrs. Katherine Yetter
Mrs. Robin Adams
Mr. Jeremy Shull
Mr. Nate Sherer
Mr. Ted Baker

Supporting Staff

Intervention Specialist
Cafeteria Manager
Maintenance
Nurse

Mrs. Kate Holzer
Mrs. Jennifer Johnson
Mr. Pat Temple
Provided by Galion Health Department



ADMISSIONS

Admissions & Registration Policy

Catholic schools are different by design. They desire more than simply providing students with raw academic data. Instead, Catholic schools seek to form and develop all aspects of the human person. The academic potential of a person is only productive and useful when the rest of the human person has been properly developed and formed. This is the goal of St. Joseph Catholic School.

The policies and regulations that St. Joseph Catholic School have adopted are the result of a century-long history that is specifically designed to enable the spiritual, academic, and personal formation of its students. These policies are based on the teachings of the Catholic Church and a deep understanding of the human person. If there is any institution that knows and understands the human person, it is the Church. The Catholic Church benefits from over two thousand years of collected wisdom from those who lived life like us and were informed by Divine revelation.

New Students

Families who are considering enrolling their children are encouraged to get to know our school. A great place to start is with this handbook. We encourage prospective families to meet with the faculty and staff to better understand our philosophy of education and to become familiar with our school environment. The standards and expectations of our Catholic school are likely to be different than that of other schools, especially public schools.

Before a student is admitted to the school, the parent(s) or legal guardian(s) must meet with the principal and, at times, the pastor as well. The purpose of this meeting is to determine whether or not these policies coincide with the family's needs. There will be a letter of reference submitted by someone who knows the entire family. As long as both parties agree on this matter, St. Joseph Catholic School welcomes all students.

Registration

Registration begins in spring. Before a student is officially registered, the following tasks must be completed:

- All registration forms must be completed and turned in to the school office
- A payment plan must be set up via FACTS
- Records from any previous schools must be received (in event of a transfer student)
- Birth certificate (submit copy)
- Social Security number (submit copy)
- Record of immunizations
- Any necessary guardianship papers must also be presented at that time
- Families new to the school must meet with the principal and/or pastor

By August 1st of the current school year, all children registering for Kindergarten must be five years old and those registering for first grade must be six years old. Pre-School students must be three-years-old by August 1st. Pre-School students must also be potty trained.

Withdrawal Policy

Upon withdrawal from school, all school property must be returned and fees and tuition owed must be paid in order for records to be released. **Records will be sent to the new school only upon written request of the parent or guardian.**

ACADEMIC PROGRAM

Curriculum

The school curriculum is based on the courses of study issued by the Superintendent of Catholic Schools for the Diocese of Toledo in cooperation with the consultants and representative faculty members from various schools throughout our diocese. This curriculum complies with the standards and expectations of Ohio's Catholic Schools and the Ohio Department of Education.

Academic Acceleration

The goal of St. Joseph Catholic School is to provide, as much as possible, the opportunity for individualized education in order to allow students to be challenged at each and every grade level according to their abilities.

In the event that a student is thought to be sufficiently advanced in a subject matter, he/she may be referred to the principal for evaluation for possible accelerated placement. Final determination of whether or not it is in the child's best interest to be advanced will be the discretion of the principal in consultation with the school teaching staff, other educational specialists, as well as the child's parents/guardians.

Combined Classrooms

In order to maximize learning opportunities, combined grades will utilize teachers' aides. Additionally, combined Science, Religion, and Social Studies classes will implement a Year A / Year B system. For example, in Year A, a fifth grade Religion curriculum may be taught, and in Year B, a sixth grade Religion curriculum may be taught.

Language Arts

Language Arts encompasses all components of the subjects of English and Reading. Language Arts instruction emphasizes the writing process in order to develop basic grammar, mechanics, and usage skills. It also includes oral communication, listening skills, spelling, literature, and handwriting. Reading emphasizes comprehension, study skills, and vocabulary development.

Math

Math instruction includes an individualized approach through small and large group activities using a variety of resources. Supplemental materials and computer programs may also be used to enhance the math curriculum. We also offer Algebra as an elective for our 8th grade students. Map test results along with a pretest offered will determine placement in this class that is taken for high school credit.

Science

Although memorization has its place in education, the Science curriculum is hands-on and lab-centered. Students in grades 5-8 participate in a Science Fair.

Computer Education

Education about computer technology is done by integrating it into every classroom. This is why the school has a variety of computers throughout the building, both desktop units and mobile devices. Classrooms are equipped with SMART Boards and other electronic devices in an effort to make the students' learning as dynamic as possible.

As students are introduced to technology, the goal is not to take away from the hard work needed for teaching and learning the core subjects but to creatively assist the teacher and student in the process. In addition, students will be instructed in the skills of keyboarding, word processing, and computer programs. Additionally, the school utilizes Google Docs and this allows a student to more easily work on an assignment both at home and at school. The school takes necessary measures to ensure privacy.

ACADEMIC PROGRESS

Progress Reports/Interims

Progress reports are sent home every nine weeks with an interim report approximately four weeks into every grading period. Parents are urged to contact the teacher at any time if they feel there is a problem. Parents can also keep track of their child's grades by using *ProgressBook* through NCOCC.

Report Cards/Grading System

Students in **Kindergarten** will receive an "I" when a concept has been introduced, a "D" when the student is developing the concept, and an "M" when the student has mastered the concept.

Students in **Grade 1** will receive an "O" for outstanding progress, an "S" for satisfactory progress, and an "N" when improvement is needed.

Students in **Grades 2-8** will receive letter grades based on the following scale:

A+: 100+	A: 93.5-99.9	A-: 92.5-93.49
B+: 91.5-92.49	B: 85.5-91.49	B-: 84.5-85.49
C+: 83.5-84.49	C: 77.5-83.49	C-: 76.5-77.49
D+: 75.5-76.49	D: 70.5-75.49	D-: 69.5-70.49
	F: 0-69.49	

Report cards are sent home quarterly with the students. Parents should discuss the academic progress with their child to encourage them to be successful.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled with all parents after the first and third quarter. Please review the school calendar for a schedule of parent/teacher conference days. Please be aware that parents can schedule a conference with a teacher throughout the year.

Homework

In order for students to achieve their God-given potential, they must dedicate time most nights of the week for doing homework. This only becomes possible when parents are also dedicating the necessary time and energy to ensuring their child is working each evening with the various school subjects. Beginning this practice in the younger years is essential for the child to gain the discipline and habit for this in the later years of school. The following are guidelines for helping students and parents with this:

- *ProgressBook* is available at <https://pa.ncocc.net>.
- Students are assigned homework and teachers will put these assignments on *ProgressBook* as well as utilize daily assignment books/agendas. Additionally, our students are expected to read every night. This begins with approximately 10 minutes per night for our youngest students, and increases by 10 minutes per grade. The rule of thumb is as follows:

Kindergarten - 10 minutes of homework; Grade 1 - 20 minutes;
Grade 2 - 30 minutes, Grade 3 - 40 minutes; Grade 4 - 50 minutes;
Grade 5 - 60 minutes; Grade 6 - 1 hour, 10 minutes; Grade 7 - 1 hour, 20 minutes; and, Grade 8 - 1 hour, 30 minutes.
- Whether or not a student finishes his/her homework in school, a parent should review it with their child. Parents should also sign daily homework organizers as provided by the teacher.

STANDARDIZED TESTING

Kindergarten Testing

All students entering Kindergarten may participate in a screening process to determine readiness for kindergarten.

Religion Test (ARC)

A Toledo Diocesan test is given annually to students in Grades 5 and 8.

Seasonal testing (MAP)

This electronic test is given at least three during the year (fall and spring) to students in Grades K through 8. The test measures students' mastery of concepts in reading, language use, and mathematics. Science knowledge is also measured for the upper grades.

Advancement/Retention Policies

Promotion is based upon the recommendation of the teacher in accordance with the student earning a general average of 76.5% or higher and not failing any of the following subjects: Language Arts, Math, Science, and Religion.

Each case of retention is treated individually and discussed by the teacher with the principal and the parents. Parents will be given prior notification if their child is in danger of failing. If a student has special needs that cannot be met by the school and the school administration determines there is another local school better equipped to handle these needs, then that child will no longer be able to attend St. Joseph Catholic School for as long the needs of the student are greater than the resources of the school.

Extra-Curricular Activities

Although our primary focus is excellent academic achievement, the students are also presented with extracurricular opportunities such as poster/essay contests, musical performances, a Christmas program, basketball, Catholic Schools' Week activities, and Science Fair.

Arrival and Dismissal

Daily Schedule

- 7:30 a.m. - Doors open, early arrivals wait in the cafeteria, and breakfast is available, all students will enter from the North Liberty Street doors. At this time their temperature will be taken and a picture of your child and it will be housed on Mr. Follett's computer for no more than 24 hours. Any student with a temperature of 100 degrees or more will be quarantined until their parent or caregiver can pick them up in the clinic area of the office.
- 7:55 a.m. - classrooms are open for students
- 8:00 a.m. - bell rings and students are required to be in cafeteria for morning prayer
- 8:15 a.m. - classes begin
- 11:11 a.m. - lunch rotations begin
- 11:38 a.m. - recess rotations begin
- 12:02 p.m. - classes resume
- 3:10 p.m. - dismissal will occur through the southwest doors leading into our parking lot. Younger students can await their older siblings inside the door for them to pick them up.

Alternate Dismissal

Parents must contact the school office to give permission for their child to return home in a way other than his/her normal routine. The change needs to be in writing via a note or an email message to the office (office@sj saints.org) 24 hours in advance if possible. Student(s) will only be permitted to leave with individuals listed on the authorized pick-up list.

ATHLETICS

Public School Sports

Ohio law permits students in private schools like St. Joseph Catholic School to participate in sports programs at their home school district.

Parish-Sponsored Sports

All parish-sponsored sports are managed through CYO (Catholic Youth Organization).

Eligibility

Students need to keep a continuous grade point average (GPA) of at least a "C-". A student immediately becomes ineligible to participate in a parish-sponsored sport (practices and games) when his/her GPA falls into the "D" range and then becomes eligible again once his/her GPA returns to the "C" range. Aside from missing practice, the student will have to sit out at least the next game for failing to meet academic standards.

ATTENDANCE

Student attendance in Ohio schools is regulated by law, and as an accredited school in the state, St. Joseph Catholic School must comply with these regulations. As a result, parents are expected to abide by the school calendar.

Absence

According to Ohio Administrative Code, absence from school is legally permissible only for the reasons listed below. Absence for any reason other than those cited below is presumed illegal and constitutes truancy:

- Personal Illness
- Illness in the immediate family
- Quarantine of the home
- Death of a relative
- Work at home due to the absence of parents or guardians
- Observance of religious holidays
- Family emergency or circumstances which, in the judgment of the principal, constitutes good and sufficient cause for absence from school.

If a student is **absent** from school, a parent/guardian is required to notify the school office before 8:15 a.m. the morning of the absence. Additionally, a dated note signed by the parent/guardian is to accompany the student when he/she returns to school with an explanation for the absence.

If the student arrives to class after the 8:00 **tardy** bell, he/she must report to the office for an admittance slip. A dated excuse note, signed by the parent/guardian, is required to admit the child to school. Repeated tardiness can result in notifications to the proper authority for possible educational neglect on the part of the parents/guardians. For every unexcused tardy, a student will lose recess privileges for a day and will sit in our library during noon recess monitored by the teacher on duty. If the student arrives after 9:45 a.m. or leaves prior to 1:30 p.m., the tardy is then classified as a half-day absence. The software used at St. Joseph Catholic School, NCOCC (North Central Ohio Computer Cooperative), designates "tardy" as meaning arriving late or leaving early.

Unless a student is absent for two or more consecutive days, missed work will not be sent home. The student is responsible for completing missed work in a time period equal to the number of days absent. These days include weekends, holidays, snow days, and the like. **The due date will be noted on each assignment and/or agenda.**

Any child who has been absent with a communicable disease must submit a statement from a doctor or the city health department granting permission to return to school. In addition, unless accompanied by a note from a medical doctor stating otherwise, all children healthy enough to attend school will be presumed to be healthy enough to participate in all school activities, including gym, outdoor recess, and music.

Although **vacation** during school days is discouraged, the administration will consider family vacation time. An ***Extended Absence Form*** must be submitted to the principal no later than 14 days prior to the absence. If you travel to an area that is designated as under quarantine, you will need to self quarantine for 14 days upon return.

CALENDAR, CLOSINGS, & DELAYS

For **closings and delays**, with regard to hazardous weather conditions or other emergencies. These notices are made public through various websites and broadcasts of the local radio and television stations. Parents can check WMFD, WBCO, the school Facebook page, text alerts, and email alerts.

Holy Trinity Students

Holy Trinity will provide bus transportation whenever St. Joseph Catholic School is in session.

COMMUNICATION

Homework Assignments & Grades

Homework assignments and grades will be posted on *ProgressBook*. Each family is given a login to access their student's information so that they can monitor and encourage their children.

Communication

Each family will receive text message reminders about important events and various changes that require quick notification.

Communication Policy

Parents/guardians should communicate any questions or concerns to the office, and the office will then leave a message with the teacher. Teachers can be contacted via email and will respond either before or after school. Therefore, texting teachers during school hours is prohibited.

DISCIPLINE PROCEDURES

Behavioral Discipline

The moral obligation of loving, disciplining, and training of children rests first with their parents. This God-given task is both their responsibility and privilege. The mission of the school is to assist and build upon what the parents should already be doing for their children before school, after school, and during the summer. The school does, however, set a minimum expectation for every child which might be more stringent than what the child experiences at home. We strongly encourage our students to use manners, please, thank you, etc.

The teachers in the school are dedicated to finding the best means of guiding and teaching your children, and in this way helping you, the parents.

It is very important that a child be thoroughly convinced that his/her parents support the school and that they expect the school to hold the child accountable. We can best encourage the children by working together, resolving whatever misunderstanding might arise, and by supporting each other.

St. Joseph Catholic School is aware of the importance of the Gospel teaching as transmitted through the Catholic Church. It is the fundamental element in the education process as it helps the student toward his/her choice of living a responsible and coherent way of life. This is the primary reason for the discipline code. The following is a good starting point for a code of conduct by which to live:

- "However you want people to treat you, so treat them." (Matthew 7:12)
- "Take no revenge and cherish no grudge." (Lev 19:18)
- "Encourage one another and build one another up." (1Thes 5:11)
- "In all things, show yourself to be an example of good deeds." (Tit 2:7)
- "Respect those who are laboring among you and who are over you in the Lord and who gives you instruction." (1Th 5:12)
- "They shall do no wrong and speak no lies, nor shall there be found in their mouths a deceitful tongue." (Zep 3:13 NAB)
- "Immorality or any impurity or greed must not even be mentioned among you." (Eph 5:3)

- “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” (Eph 4:29)

Expected Behavior

- ✓ Accept the leadership and authority of the principal, teachers, other staff members and adult volunteers.
- ✓ Respect and cooperate with teachers and other students.
- ✓ Show care and respect for school and personal property.
- ✓ Be regular and punctual in attendance.
- ✓ Practice habits of good health and cleanliness.
- ✓ Show respect to others by keeping your hands and feet to yourself.
- ✓ Walk in the hallways and speak quietly while in the building.
- ✓ Remain on school grounds until dismissed by school personnel.
- ✓ Behave in an acceptable manner going to and from school.
- ✓ Be honest, courteous, and respectful in all that you say and do.

Unacceptable Behavior

The following is a sample list of some of the more serious, unacceptable behavior and the consequences that can follow (which are given numbers and coded below). The exact response by the school depends on things such as the severity of the particular infraction, whether it is a repetitive issue, the perceived intent and knowledge of the student, etc.

- ✓ Possession or use of anything, intended or designed for bodily harm, while on school grounds or sponsored events. (4-5-6-7-8-9)
- ✓ Using, furnishing, selling, possessing, or being under the influence of any alcoholic, narcotic, hallucinogenic, or similar substance. (4-5-6-7-8-9)
- ✓ Tampering with fire fighting equipment or emergency alarm systems. (4-5-8-9)
- ✓ Committing an act of defiance, either in language or action, against any school personnel. (1-2-3-4-5-6-7-8)
- ✓ Using, furnishing, selling, possessing of tobacco products on school grounds or sponsored events. (4-5-6-7)
- ✓ Willfully defacing or damaging school property. (4-5-6-7)
- ✓ Leaving class, school, or school grounds without permission. (2-4-5-6-7)
- ✓ Forging, falsifying, or altering school forms or other written notes. (2-4-5-6-7)
- ✓ Cheating, plagiarism, or other forms of academic dishonesty. (2-3-4-5-6-7-8)
- ✓ Fighting, bullying, profanity, obscenity, stealing, and gambling. (2-3-4-5-6-7)
- ✓ Misconduct, being disruptive, or dress code violations. (1-2-3-4-5)
- ✓ Possession of cell phones or other personal electronic devices during the school day. (1-2-3-4-5)
- ✓ Unexcused tardiness. (1-2-3-4)

Consequences

1. Teacher/Student conferences
2. Telephone call home
3. Referral to principal
4. Detention (with 24 hour notice)
5. Parent called to school
6. Loss of field trip privileges
7. Out-of-school suspension
8. Expulsion from school
9. Police notified

Drugs/Alcohol/Tobacco

Any student involved with dangerous substances including illegal drugs, tobacco, look-a-like drugs, inhalants, and the misuse of prescription and legal drugs may face disciplinary actions, including expulsion.

Personal Electronic Devices

Students are NOT permitted to contact parents/guardians/friends during the school day by phone, text, or any applicable mode of technology. A staff member may choose to contact a parent in the event of a genuine emergency. This means that between the hours of 8:00 and 3:10, a student is not allowed to have any device which would allow him/her to call or text his/her parents, friends, etc. Such devices must be left with the homeroom teacher. If a student leaves such a device in his/her locker, and is found using that device at any time during the school day, then the device will be suspended from the student's use for an amount of days decided by the principal. The device may be kept in the office during that suspension time as per the parents' choice, but the device is not allowed to be with the student during the school day.

Firearms

The possession of any type of firearms, weapons, and other dangerous or illegal objects jeopardizes the safety and protection of students. Students who bring such objects to school are subject to expulsion for eighty-five days and, upon the determination, may not be permitted to return.

Bullying Policy

Students are taught to respect one another and treat each other with kindness according to Christian principles. Any student that uses threatening language either verbally or in written form (including "cyber bullying") towards another student on school grounds will receive disciplinary action that can result in suspension or expulsion. Students are asked to report threats to an adult immediately so that correct information can be obtained and appropriate action taken.

Bullying is defined as follows: an intentional written, verbal, or physical act that a student has exhibited toward another student more than once and the behavior causes mental or physical

harm to the other student and creates an intimidating, threatening, or abusive educational environment.

Academic Honesty

Cheating of any type will not be tolerated. Students who choose to cheat will receive a failing grade, detention, suspension, and/or expulsion. Each student has the responsibility to protect his/her work and not share it in or out of class.

Detention

After-school detention is in a classroom or in the office. Students must report at 3:10 p.m. and stay until 4:10 p.m. on designated days, unless otherwise agreed upon between school and parent. Students must bring paper, writing utensils, and books to study. Likewise, they must remain quiet and busy for the entire time.

Suspension

In-school suspension requires a student to spend the day in school, but out of the regular classroom. The student is required to complete the day's assignments during that period.

A student who is suspended **out of school** will have an amount of school work to do during their day home that will be taken for a grade. A suspended student may not enter school grounds during school hours and is suspended from ALL school extracurricular activities occurring each day of the suspension.

Due Process

Suspension Procedures

1. The principal or his/her designee may suspend.
2. Suspensions will not exceed ten days for one infraction.
3. The principal will give notice of intended suspension to the student, stating both the reasons and the length of time for the suspension.
4. The student will then have an opportunity to appear at an informal hearing before the principal or his/her designee and has a right to explain his/her actions. The hearing may occur upon the presentation of the notice.
5. After the informal hearing, the principal will send a written notice of suspension to the parents. If the suspension is longer than one day, parents will be given an opportunity for a conference to discuss the reasons for the suspension and the guidelines to be followed during the suspension period.
6. Suspensions may be in-school (with class credit) or out-of-school (without class credit). Work assigned during suspension must be completed satisfactorily in order for the student to be removed from suspension.
7. Students will not be allowed to attend or participate in any extracurricular activities during suspension.

Emergency Removal

Expulsion Procedures

1. Only the principal may expel.
2. The principal or his/her designee will give the student and his parents or guardian written notice of the intended expulsion. The notice will include the reasons for the intended expulsion.
3. The student and parents or guardian have an opportunity to appear at a hearing before the principal or his/her designee to explain the student's actions.
4. The hearing will be within forty-eight hours after receiving the notice of expulsion. The principal or his/her designee shall set the date, time, and place of the hearing and notify the parents or guardian by telephone or in writing. The student will not be permitted to attend school until the final determination regarding expulsion has been made.
5. Within forty-eight hours after the hearing, the principal or his/her designee will transmit in writing the final determination to the student and the parents or guardians.
6. The student and parents/guardians who are not satisfied with the final determination may appeal to the local superintendent (pastor) in writing within forty-eight hours of the notice of final determination.

Withdrawal Option

In cases leading to expulsion, the principal or his/her designee may give the parents the option of withdrawing their child from St. Joseph Catholic School in lieu of impending expulsion.

DRESS CODE

Students in Kindergarten through Grade 8 are expected to be in dress code unless informed in writing of an alternative-dress day. A basic guideline for the expected dress of students follows. If you have any questions as to the attire you and your child have selected, bring the clothing item to the school office and have it checked before your child wears it to school. It is the responsibility of the parents to make sure their child complies with the school dress code.

Acceptable attire must be appropriately sized and fitted. No baggy, sagging, or tight clothing is permitted. Clothing that is distressed or has rips/holes is not to be worn. Shorts will be permitted when weather is appropriate. Additionally, please note that during the winter months, the students often go outside to play. Please dress your child appropriately for cold weather.

Our school Mass is held each Thursday at 9:00 a.m. Dress code shorts, skirts, and skorts are permissible. However, please be mindful of the length requirements.

Personal Appearance/Accessories

No makeup is permitted for students in Grade 6 or below. Modest makeup is acceptable for 7th and 8th grade female students. Female students may only wear one earring per ear, and no dangling or hoop earrings are permitted. Boys' haircuts must not cover eyebrows nor extend

over the shirt collar. Designs cut into hair are not permitted. No mohawks of any type are acceptable and no unnatural hair coloring is permitted. Decorative scarves are not part of the dress code.

Tops

Polo shirts, oxford shirts and blouses, turtlenecks, sweaters, polo dresses and jumpers in solid colors including white, navy, and red are permitted. All shirts must be tucked in and appropriately fitted for attending school. A shirt with a collar must be worn every day. If a sweater is worn, a shirt with a collar must be worn underneath. Particularly in cold weather, students may want to wear a sweater or jacket. This is allowable; however, this must also adhere to dress code standards. Sweaters and jackets must also be in a solid color without a hood or writing, and must be white, navy, or red. Each student is required to purchase a Spirit Wear t-shirt which will be worn on field trips and spirit days. Spirit wear attire that is a jacket or sweatshirt for warmth is acceptable any day of the week.

Bottoms

Pants, shorts, skorts, capris, skirts in solid colors including khaki, navy, and black are permitted. Cargo and skinny pants/shorts are not acceptable. Shorts, skorts and skirts must be to the knee in length or within no more than 2" of the knee. As a rule of thumb, kneel down on the floor; the bottom of the hem should brush the floor. All bottoms with belt loops must include a belt for students in Grades 5 through 8. An extra belt may be sent in, this could prevent the necessity to contact a parent about this issue.

Legwear

Leggings and tights may be worn under skirts and dresses in solid colors including white, khaki, and navy. Socks must be worn. They must match each other and be in solid school approved colors including white, khaki, navy, red, and black. All socks must be visible, ankle height or higher. "No show" socks are not acceptable. School-appropriate boots, clean and in good condition, may be worn. In the warmer months, sandals may be worn. They must have a back strap and socks must be worn with them.

Gym

Your child is expected to wear tennis shoes on gym days.

A **gym uniform** is required for students Grades 5 through 8. The uniform consists of a gray top and black shorts and must be ordered through the school.

Violations

If your student comes to school dressed in violation of the dress code, a notice may be sent home for your signature. If your family has a third violation, whether or not it is the same student, you will be expected to bring appropriate clothing to school immediately following a phone call from the school office.

FIELD TRIPS

- 1) Field trips are a valuable educational experience for students. The school staff plans field trips that are cultural in nature and/or coincide with the subject matter being taught.
- 2) A student is expected to attend the field trip if he/she will be in school that day.
- 3) All field trips require a permission slip. Transportation is sometimes provided by volunteer parents, Galion City School buses, or our Holy Trinity bus. Please note the due dates of permission slips. Students may lose the privilege of attending a field trip if permission slips are not turned in by the due date.

FUNDRAISERS

The tuition parents pay only covers part of the operating cost of the school. As a result, the school must seek other sources of revenue. The biggest contributors to this are the parishioners from both Holy Trinity (Bucyrus) and St. Joseph (Galion) parishes. Without their generosity, it would be impossible to operate the school.

The school fundraisers are another important source of revenue for the school. It is also helpful for parents to commit their own time toward various school tasks and projects that need done in and around the school building.

HEALTH

School nurses are prohibited by law to diagnose injuries or illnesses. They can only observe the condition and refer your child for medical advice. Please do not send your child to the nurse for a diagnosis. Should it be necessary for any child to have psychological testing, arrangements can be made through the office. Parents, teachers, or the principal may request such testing.

Checkups

During the course of the year, the school nurse performs the following screenings: vision, hearing, and scoliosis. Parents are informed of any problems in those areas. If you do not wish to have your child participate, a written note should be sent to the principal at the start of the school year.

Medication

Parents must provide in writing to the school office complete medication information: dosage, amount, and method to be given. The parent must sign the request form for medication to be administered at school by staff personnel. The **parent** must bring the medication to the school office - the student is NOT permitted to do this. The medication must be in the original prescription containers. The parent bringing the medication to the school and a staff member will both sign and date the back of the medication administration form each time medication is delivered to the school.

While at school, students are never to be in possession of medication, including in their personal property or locker. All medication, whether doctor prescribed or over the counter, is kept in the school office, under lock and key, and is given/taken under school supervision. This includes cough drops. The students are not permitted to have these in their possession. They must turn them into the office with a note. When they need one, they may come to the office and get one.

Lice

In the event lice or nits are found on your child, you will be contacted by the school. You will be required to pick your child up from the office that day, as he/she will not be able to return to the classroom until there is no evidence of lice or nits. The Galion City Health Department, or a health department of your choice, must complete a written slip indicating your child has been rechecked for lice and living nits. This slip must be returned to the school office prior to your child returning to his/her classroom. The child's classmates will receive a letter. This may help reduce the likelihood of spreading these problematic bugs. The school can provide informational literature to the parents/guardians.

Bed Bugs

Bed bugs are a nuisance, but their bites are not known to spread disease. Even though it is unlikely for bed bugs to infest a school, the school will take precautions as necessary. If a bed bug is found on your child and/or his/her belongings, we may bag up all of your child's personal belongings during the school day, including a coat and backpack. You may also be asked to bring an extra change of clothing each day. The child's belongings may be placed in a plastic tote. Additionally, you may be asked to show evidence of extermination. A letter will be sent home to the child's family and the child's classmates. If, at any time, you are concerned about bed bugs, please notify the school, and we can send home informational literature.

Pregnancy

All human life is sacred and begins at conception. Because abortion is the intentional killing of human life, students who are directly or indirectly involved with an abortion will be dismissed from the school. Students who are involved with a pregnancy will not be expelled but will be required to seek counseling. For such students, the goal is spiritual and emotional support for the good of both the mother, father, and child.

Communicable Disease Policy

The school will respond to communicable diseases according to advice from healthcare professionals and in accordance with the medical and moral ethics of the Catholic Church.

AIDS

School administrators will comply with all local, state, federal and diocesan policies and interpretations pertaining to the admission of HIV positive students. No student will be denied admission to the Parish Schools solely on the basis of a positive HIV blood test. Since, according to the Ohio Department of Health guidelines, casual contact among children and

staff poses no risk in the transmission of AIDS, children who are known to be infected with the AIDS virus will be allowed to attend school in a regular classroom setting and will be held to the same health standards as other students. The pastor, parish administrator, or appointee will consult appropriate health care, legal, and diocesan professionals as necessary when interpreting, implementing, reviewing/revising this policy.

Emergency Medical Authorization

If a child becomes ill or injured during the school day, the school office will phone the parent/guardian. In the event the parent cannot be reached, the person listed on the Emergency Medical Authorization Form will be contacted. It is the policy of the school to refrain from giving any form of medicine at any time, unless directed by the parent. An ill child should be picked up in the school office and signed out.

Children who become ill must report to the office before leaving the building. If an illness or injury is a threat to the child's health, and/or the parents cannot be reached, the child will be taken to the nearest hospital.

Sick Day Guidelines:

In general, error on the side of caution so as to prevent other students from acquiring an illness. Here are school policy guidelines to follow:

Keep your child home if he or she has

A fever of 99.9 or higher.

Been vomiting or has diarrhea (within 48 hours).

A sore throat if you suspect a strep infection, even if there is not a fever.

Drainage from eye(s) which may indicate an infection.

A severe cough that may be uncontrollable.

Frequent sneezing and coughing.

The 48 Hour Rule:

Fever: Keep your child home until his or her fever has gone WITHOUT medicine for 48 hours. Colds can be contagious for at least 48 hours. If a child returns to school too quickly, it may slow their recovery and make others sick.

Vomiting or Diarrhea: Keep your child home for 48 hours after the last time he or she vomited or had diarrhea.

Antibiotics: Keep your child home until 48 hours after the first dose of medicine for anything like ear infection, pneumonia or strep.

IMMUNIZATION

State Immunization Laws:

The state legislation requires that an immunization record be kept on file for each pupil. By October 15 of each year a school summary of the immunization status of initial entry pupils must be sent to the State Department of Health. At the beginning of each school year, or at a pupil's initial entry, he/she has fourteen days to present written evidence (month/day/year of each vaccination) that he/she is in compliance with the state school immunization law. If, after the end of the fourteen-day grace period, the pupil has not submitted written evidence of compliance, he/she should be excluded from school until evidence is submitted. If the state modifies immunization requirements, the school will notify parents in writing. Please refer to the State of Ohio, Department of Health website at <https://www.odh.ohio.gov>.

Immunization requirements:

A student is in compliance if he/she meets one of the following criteria:

1. The student submits written evidence (day/month/year of each vaccination) that he/she meets or exceeds the minimum immunization requirements which are as follows:
See "Appendix A" attached.
2. The student submits a statement that immunization is objectionable for medical, religious, or other reasons for good cause.
3. The student submits written evidence that he/she is in the process of completing the required multiple doses.

Parents who are unable to secure medical or dental care because of financial reasons should contact the school secretary or principal who will make a referral to the appropriate agency.

MANDATORY REPORTING

Agency Visitation

St. Joseph Catholic School, operating *in loco parentis* (in place of the parents), will cooperate with police and/or public agencies during visitations to school. Unless child abuse is the issue, an attempt will be made to contact the parents before police and/or agencies are permitted to speak with a student. In case of suspected child abuse, the decision to contact the parents will be made on a case-by-case basis at the discretion of the principal.

All interviews on the school site will be conducted in the presence of the principal or his/her designee. Regularly scheduled visitation by agency personnel should take place outside of school hours.

If the police remove a child from the premises, the custody of the child becomes their responsibility. The principal or his/her designee is responsible for notifying the parents, if possible, before the removal and definitely after the removal of the student.

Missing Child Act

At the time of a child's initial entry into school, the person responsible for the child shall present to the secretary the child's original birth certificate. In lieu of such a certificate, any of the following are acceptable: a passport showing the date and place of birth of the

child, certificate of baptism, a hospital record showing the date and place of birth of the child, or a birth affidavit.

If satisfactory evidence cannot be produced within fourteen days of the child's entry into school, the principal will notify the law enforcement agency in the area in which the child resides of the possibility that the pupil may be a missing child.

Meals Available for Purchase

Breakfast: Breakfast will be served from 7:30 a.m. until 8:00 a.m.

Lunch: A hot lunch and/or milk are available for purchase. **Students are not permitted to leave the building for lunch.** If this ever becomes necessary, parents must obtain special permission from the school office by written request.

The cafeteria policies concerning foods of minimal nutritional value and commercially prepared foods (fast foods, restaurant foods) are that these foods are in direct competition with the federal lunch program and are not permitted in the cafeteria. The encouragement of students to consume nutritious food would be undermined, not to mention the loss of revenue from Federal and State subsidies if such foods were permitted.

Free/Reduced Meals: Federally funded free and reduced breakfast and lunch programs are available for those who qualify. Applications for this can be made through the school office or online with Final Forms.

Please note that it is imperative to provide the school with immediate written documentation of any allergies your child may have. Our Food Service Manager must have prompt written notice of any food allergies. Many parents that have students with food allergies pack their child's lunch. A menu is sent to all parents days prior to when the lunch is served.

Peanut Allergy

Due to peanut allergies, children will be assigned permanent seating in the cafeteria to insure they do not come into contact with any peanut products.

MISCELLANEOUS

Personal Student Invitations

As a Catholic school, we strive to include all students in our activities. With this in mind, we require parents who wish to give out invitations at school to a private party must include the following: (1) the entire class or (2) all the girls or all the boys in the class. If the parent chooses not to include the entire group, invitations will not be given out at school. Any child wishing to distribute invitations will get the teacher's permission first.

Library

Each classroom has designated time in the school library. Students are allowed to sign out books and magazines. If students do not return their borrowed books by the assigned time, their names are placed on the overdue list, and they may not take out books until the book is returned or the school receives financial compensation.

Liturgy

Youth in grades 4-8 are permitted to become servers. Becoming a server demands a strong commitment on the part of each person.

Students in grades K-8 attend Mass once a week and on the holy days of obligation. Teachers and students in grades 2-8 plan the weekday liturgies. All students are to look neat and have shirts tucked in for Mass.

Children in Grade 2 are prepared to make their First Communion and First Reconciliation.

Confirmation will be held for students in Grade 8 every two years. Parents will be informed as to the requirements.

Playground

During recess, the playgrounds and cafeteria are monitored by staff and volunteers. Students must respect and obey all school volunteers as representatives of the school staff. Since the school provides equipment for use on the playground, personal toys from home are not permitted. The following are additional playground rules:

- Students may not go back into the building without permission.
- If using the playground behind the Convent, students will use the crosswalk and will walk on the sidewalks. An adult must be present to cross students.
- Misuse of equipment could cause a student to lose playground privileges.
- Inappropriate behavior by a student may result in the loss of recess privileges for a specified amount of days.

Phone Usage

Students are not permitted to use the **school telephone** except in emergencies. Students are not permitted to call parents to bring books and assignments to school.

Safety Drills

It is our policy to conduct fire drills and tornado drills regularly and every child is required to participate in them. A child who is handicapped in any way is safeguarded either by the teacher or an older student. Protective measures and techniques are taught and drilled in the event of a fire, tornado, lockdown, or bomb threat. Children will be kept under protective supervision until the "all-clear" signal is given.

School Advisory Council

The purpose of the School Advisory Council is to work toward bettering St. Joseph Catholic School. Members are appointed, and meetings are held monthly. The ex-officio members are the pastor and the principal.

School Pictures

School pictures will be taken during the school year. All students will have pictures taken for the school office files. Families will have the opportunity to purchase photographs for their own use.

Personal Phones

Students who bring phones to school must secure them in their locker or at their teacher's desk. Students that don't secure them will forfeit them to the office and their parent/guardian will come to retrieve it only.

School Property

Closet space, lockers, desks, and other school properties, which have been assigned to a student, remain the property of the school. They may be inspected at any time by school officials. Prohibited items uncovered during the search may be seized, and the student will be subject to review and possible punishment, including expulsion.

Social Media Expectations

Engagement of any social media may result in disciplinary actions, including expulsion, if the student and/or parents' content includes defamatory comments regarding the school, the faculty, other students, or the parish. This policy is also covered under the Diocesan procedures.

Student Guardianship

Parents, as natural guardians of their children, are presumed to have full authority with regard to tuition, record release, and enrollment. If a non-parent seeks to act on behalf of the child, the principal will inquire as to the source of his/her custody or temporary placement order. Such orders should be in the child's cumulative folder.

Technology

St. Joseph Catholic School provides Internet services to all students throughout the school. In order to access the Internet, students must sign an Internet Safety Policy Agreement at the beginning of the year.

Textbooks

The pupil will be assessed fines for the loss or damage of textbooks. The fines will be determined by the severity of damage to the textbook.

Transportation

Galion City School District buses will transport all Galion students who live more than one mile from the school. The regulations for bus behavior are set by the Superintendent of Galion City Schools. The driver is in charge of the students while they are riding the bus, and students are expected to be on their best behavior. Parents may coordinate bus service directly through the Galion City Schools Transportation Department.

The school also provides a bus to transport students from Holy Trinity to St. Joseph on a daily basis. Please adhere to the time requirements as designated through written notification if dropping off and/or picking up your child. Note that time requirements are different for delays and early dismissals.

Written reports will be filled out by the bus driver for misbehavior on the bus. Such reports could lead to a student being suspended from riding the bus for a period of time.

Students not assigned to a bus may not ride it without a request note from the parents. It must be signed by the school official and attached to a bus pass, which is given to the bus driver.

Parents who live outside the Galion City School District should contact the school district they live in to see whether that district will transport their child to St. Joseph Catholic School or reimburse the parent for transportation. The school district must do one or the other.

St. Joseph Catholic School provides a bus to transport Bucyrus students. Please contact the office to sign students up for this service.

Tuition/Financial Policies

A tuition/financial contract must be signed yearly. Any questions regarding financial issues should be directed to the School Secretary.

Please note all correspondence from the school regarding tuition and finances. Specifically, we expect every parent/guardian to make their best effort to participate in our fundraisers, as well as utilizing the SCRIP program. These programs can help offset the actual cost to educate a child. This cost is more than our tuition charge. Your support of our school is necessary and greatly appreciated.

Visitors/Volunteers

Currently we are suspending all visitors to our schools. Volunteers will be permitted as necessary for the daily operations, such as in the cafeteria.

For safety and security reasons, all school volunteers and visitors must enter through the front door and sign in at the main school office immediately after having their temperature scanned. All volunteers and visitors present in the school will be issued a visitor badge which is to be returned to the school office when signing out upon leaving the building. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer during lunch, recess, or in any other capacity at the school are not permitted to visit a classroom to see their child. This is an interruption to the teacher and to the education of the students. All volunteers are to dress appropriately. Clothing should be modest and neat. As examples to our students, adults should be dressed conservatively.