

# **ST. JOSEPH CATHOLIC SCHOOL GALION**



## **STUDENT/PARENT HANDBOOK 2025-2026**

**Revised: January, 2026**

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## **MISSION STATEMENT**

St. Joseph Catholic School, Galion, together with parents and our extended school family, encourages each student to grow spiritually, to succeed academically, to strengthen physically, and to develop socially.

## **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.

## **CONFIDENTIALITY**

- Student records are confidential and are protected by the Privacy Act. Only school staff and the child's natural parents or legal guardians have access to the records.
- Directory information on the child is not protected by the Privacy Act. Directory information includes name, address, phone number, age, weight, etc.

## **NON-DISCRIMINATION**

The governing board of St. Joseph Catholic School located at 138 N. Liberty St. in Galion, Ohio 44833 has adopted the following racial nondiscriminatory policies. St. Joseph Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. St. Joseph Catholic School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

## **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, Superintendent	Fr. Paul Fahrbach
Principal	Mrs. Anissa Tuttle
Finance Manager, Human Resources	Mr. Joe Steiner
Assistant Finance Manager	Ms. Teresa McDonagh
Office Manager	Mrs. Brittany Baker
School Secretary, Financial Aid Coordinator	Mrs. Heather Sallee

### **Educators**

Preschool Teacher, Director	Ms. Tracee Knight
Preschool Teacher, Art	Mrs. Ashley Leonberger
Kindergarten, Religion K	Mrs. Cathy Mahoney
Grades 1, Religion 1	Ms. Monica Gregg
Grades 2-3	Mrs. Teresa Sallee
Grades 4-5 (Homeroom),	Mrs. Robin Adams
Grades 4-8 (Language Arts), Grades 6-8 (Math),	
Grade 8 (Algebra 1)	
Grades 6-8 (Homeroom),	Mr. Jeremy Shull
Grades 4-8 (Science, Health, Social Studies),	
Grade 4-5 (Math), Grade 6-8 (Physical Education)	
Music	Mr. Nate Sherer
Art	Mrs. Holly Rose
Religion 2-8, Technology K-4, Tutor	Mr. Ted Baker
Title I Specialist	Ms. Mary Martin
Intervention Specialist (IS)	Ms. Hannah Ginn
Math Tutor, IS/Teacher Aid,	Mrs. Maureen Neal
Grade K-5 (Physical Education)	
IS/Teacher Aid, Grade K-5 (Physical Education)	Mrs. Kelly Hinton
Spanish (Volunteer)	Mr. Doug Greene

### **Supporting Staff**

Cafeteria Manager, Cook, Server	Mrs. Holly Rose
Maintenance Coordinator	Mr. Gill Duryea
Custodian	Mr. Jim Adams
Maintenance	Mr. Lupe Campo
Nurse	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. 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 registrations must be completed and turned into the school office. Contact the school office at 419-468-5436 for assistance.

- A registration fee of \$25 per child is required.
- Application for Ed Choice Scholarships is requested as financial aid is available to every family.
- A payment plan, if required, 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 31st 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 and a half years old by the first day of school. **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 at the discretion of the principal in consultation with the school teaching staff, other educational specialists, as well as the child's parents/guardians.

## **Special Needs Programs**

### **Jon Peterson**

St. Joseph Catholic School offers services by an Intervention Specialist working in conjunction with Aid Services and a Classroom Teacher for those students who qualify and accept a Jon Peterson Scholarship. A student must have a current IEP (Individualized Education Plan) created and approved by the student's Public District, the parents, and accepted by St. Joseph Catholic School. Regular performance updates are communicated with parents through Grade Book, report cards and parent/teacher conferences.

### **Title I**

St. Joseph Catholic School provides Title I services from a qualified Title I teacher from MidOhio ESC for students in need of extra academic assistance and whose public district has qualifying students. Students receiving such services are determined based on academic performance, teacher referral, and standardized testing (Map Scores). Title I funding is provided from each public school district based on the number of free/reduced lunch program students in attendance at St. Joseph's. Regular performance updates are communicated with parents via email and during parent/teacher conferences.

### **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. Student placement in this high-school-credit Algebra course will be determined by MAP test results, a possible pre-assessment, and evidence of the student's work ethic, motivation, attention to detail, and overall readiness to engage with Algebraic concepts.

### **Science**

Although memorization has its place in education, the Science curriculum is hands-on and lab-centered. Students in grades 6-8 participate in a Science Fair.

### **Computer Education**

Education about computer technology is done by integrating it into every classroom. The school has a variety of computers throughout the building, both desktop units and mobile devices. Classrooms are equipped with SMART Boards, Smart TVs, and/or 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.

All students are provided a personal Chromebook to be used in school solely for assignments given by teachers. Upon the discretion of staff, students may be granted permission to use the Chromebooks at home. The Chromebooks are the property of St. Joseph Catholic School. Personal stickers/writing are not permitted on Chromebooks. In the event a Chromebook is damaged (beyond normal usage) or lost, a parent/guardian may be held accountable for reimbursement.

## **ACADEMIC PROGRESS**

### **Progress Reports/Interims**

Grade cards 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 **are expected to** also keep track of their child's grades by using *Gradebook* through Digital Academy Education Management System.

### **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 parents shortly after the first quarter. Conferences are available the last day of the 2nd and 3rd quarters. 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:

- *Gradebook* is available at <https://www.digitalacademy.org> using your login/password.
- Students are assigned homework and teachers will put these assignments on *Gradebook* as well as utilize daily assignment books/agendas. Additionally, our students are expected to read every night. Homework 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 **are expected to** sign daily homework organizers and reading logs if provided by the teacher.

## **STANDARDIZED TESTING**

### **Kindergarten Testing**

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

### **Religion Test (ARK)**

A Toledo Diocesan test is given annually to students in Grades 2 through 8.

### **Seasonal Testing (MAP)**

This electronic test is given at least three times during the year (fall, winter 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. The MAP test is approved by ODE. Private school students are not required to take the T.I.D.E. Air state test at this time with the exception of students enrolled in 8th grade Algebra.

### **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 as 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.
- 8:00 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
- 11:00 a.m. - Lunch rotations begin
- 11:35 a.m. - Recess rotations begin
- 12:00 p.m. - Classes resume
- 3:10 p.m. - Dismissal will occur through the southwest doors leading into our parking lot. Younger students can wait with their older siblings to be picked 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@sjsaints.org](mailto:office@sjsaints.org)) 24 hours in advance if possible. Student(s) will only be permitted to leave with individuals listed on the authorized pick-up list. Personal ID may be requested to confirm an authorized pick-up person.

## **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 unexcused, 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 at school after the 8:00 **tardy** bell, he/she will be marked tardy. **A dated excuse note with reason for tardiness, signed by the parent/guardian, is required for an excused tardy.** If the student does not bring a signed note, he/she will be marked with an unexcused tardy until the parent/guardian sends or drops off the note to the office. **Reasons given for tardiness may be deemed unexcused in cases such as the child or parent oversleeping or the child missing the bus.** Repeated tardiness will result in notifications to the proper authority for possible educational neglect on the part of the parents/guardians. For every unexcused tardy, a student may lose recess privileges, special events/activities, or be given an alternative activity to complete for the day. He/she will be monitored by staff. 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. St. Joseph Catholic School designates “tardy” as meaning arriving late or leaving early.

**Students will be rewarded** throughout the school year on a quarterly or even monthly basis for attendance. Unless explicitly approved with the principal’s signature, any student with a total of five tardies plus absences during a quarter will not participate or receive the rewards for that quarter. Rather, if the rewards are activities, he/she will be given work to be completed.

If a student is absent for one or two consecutive days, missed work will not necessarily be sent home unless special arrangements have been made with the teacher. 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 the student's 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 **7 days prior to the absence.**

## **EMERGENCIES, CALENDAR, CLOSINGS, & DELAYS**

The main office is notified in an **emergency** situation. The main office maintains a list of parent contacts and sends group texts. Also, emails are distributed to all applicable parties. Additionally, **WMFD** and **WBCO** are contacted to alert parents of school-urgent situations.

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. We try to have these announcements posted no later than 6:30 A.M. so check your sources as **we don't follow Galion City Schools delays.**

If a call goes out for a two hour delay, our building will open at 9:30 for children to enter and wait in the cafeteria with morning prayer and classes actually beginning at 10:00. Please do not drop your child off without seeing them enter the front door in case the delay has been converted over to a closing and will be on **WMFD** and **WBCO** websites as well as a text message from our office.

## **COMMUNICATION**

### **Homework Assignments & Grades**

Homework assignments and grades will be posted on *Gradebook*. Each family is given a login to access their student's information so that they can monitor and encourage their children. **Parents!!! Please utilize this excellent source of information that will greatly enhance your awareness of grades, assignments, and missing assignments for your child/children.**

### **Communication**

Each family will receive text message or email reminders about important events and various changes that require quick notification. Please check these daily as this is our best means of communication to all our school families for all kinds of notices.

### **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. Please do not text teachers during the school day as they will not be expected to respond.

## **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. (2-4-5-6-7-9)
- ✓ 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. (1-2-3-4-5)

### **Consequences**

- |                                |                                  |
|--------------------------------|----------------------------------|
| 1. Teacher/Student conferences | 6. Loss of field trip privileges |
| 2. Telephone call home         | 7. Out-of-school suspension      |
| 3. Referral to principal       |                                  |

4. Detention (with 24 hour notice)
5. Parent called to school

8. Expulsion from school
9. Police notified if and when necessary

### **Drugs/Alcohol/Tobacco**

Any student involved with dangerous substances including illegal drugs, tobacco, look-alike 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 unless given permission by school staff. 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 principal's or 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/guardian. 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

### **Expulsion Procedures**

1. Only the principal/superintendent may expel a student.
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 further 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 with rips/holes is not permitted. 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**

Makeup which is distracting and impedes the student or other students' learning is not permitted. Facial piercings, other than earlobes, are not permitted. A maximum of 2 earlobe piercings are permitted. Parents/guardians: earrings with hoops or that are dangling may create safety concerns, therefore students may be asked to remove them upon the discretion of the teacher and/or principal. No mohawks of any type are acceptable. Modest hair coloring with natural hair colors is permitted. We want to promote our students embracing their God-given characteristics. Extreme or distracting changes to our natural appearance is not permitted.

### **Tops**

Polo shirts, oxford shirts and blouses, turtlenecks, sweaters, polo dresses and jumpers in solid colors including white, navy, and red are permitted. A shirt with a collar must be worn every day. Low necklines (exposing cleavage) are not permitted. If a sweater or sweatshirt is worn, a shirt with a collar must be worn underneath. Particularly in cold weather, students may want to wear a sweater, sweatshirt or jacket. Sweaters, sweatshirts and jackets must also be in a solid color including white, navy, and red are permitted. St. Joseph spirit wear attire that is a jacket or sweatshirt for warmth is acceptable any day of the week but must be white, navy, black or red.

### **Bottoms**

Uniform pants, shorts, skorts, capris, skirts in solid colors including khaki, navy, and black are permitted. Shorts, skorts and skirts must be no more than two inches above the knee. As a rule of thumb, with shoulders relaxed and arms extended at your sides, the bottom of the hem should be at your fingertips or longer. Pants need to remain at the waist which may require a belt. Sweatpants and athletic pants are not permitted.

### **Legwear / Footwear**

Leggings and tights may be worn under skirts and dresses in solid colors including white, khaki, navy or black. Socks must be worn. School-appropriate boots, athletic shoes, dress shoes, clean and in good condition, may be worn. In the warmer months, sandals may be worn. Sandals must have a back strap. Crocs are not permitted unless a written medical reason is provided.

### **Miscellaneous**

Fake fingernails are not permitted in grades' K-6. In grades' 7-8, fake or real fingernails are to be short-medium length, must be squared or rounded and kept clean. Fake fingernails which impede the ability of the student to successfully type on a keyboard or write or are distracting or harmful (at recess or gym class) to other students are not permitted. **Hoods and pockets may be searched at any time.**

### **Gym Uniforms**

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

Gym attire is required for students Grades 5 through 8. Gym attire needs to be shorts and a t-shirt, school appropriate. Inappropriate language or pictures, ie skulls, confederate flags, etc. are not permitted on the shirt or shorts.

### **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. Parents/guardians will be notified immediately of inappropriate hair color and may be asked to take the child home. The student will not be permitted to return to school until the child's inappropriate hair color is returned to a natural color.

## **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) Field trips are a privilege and can be taken away from students as a result of unacceptable behavior academically or socially or unexcused absences or tardies.

4) All field trips require a permission slip. Transportation is sometimes provided by volunteer parents, Galion City School buses, or our Holy Trinity bus service. Please note the due dates of permission slips. Students will lose the privilege of attending a field trip if permission slips are not turned in by the due date, they will stay at the school and have work to complete when their classmates are gone.

5) All volunteers attending a Field trip must complete the Virtus course, "Protecting God's Children". This is a requirement of our Diocese and is for the safety of our students.

## **FUNDRAISERS**

The tuition received 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, provided by the Galion City Health Department, performs the following screenings: vision and hearing. 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.

## **Diabetes and/or Seizures**

St. Joseph Catholic School maintains procedures to support students with diabetes or seizure disorders. Parents/guardians must provide medical documentation and emergency contact information, updated annually. Staff receive training on recognizing symptoms and responding to medical emergencies. Student medications and supplies are accessible as outlined in individual medical plans. Emergency services and parents/guardians are contacted as needed, and reasonable accommodations are provided to ensure student safety and participation.

## **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.

## **Covid19**

The Galion Health Department provides requirements and recommendations related to Covid19 based on the current levels designated by county. We will follow any requirements stated for Crawford County. The superintendent and principal will consider all recommendations and will determine which of those will be applied to our school environment. We will institute those applicable recommendations or school policies to the best of our

abilities. Due to levels continuously changing, considerations for Covid19 will be made and changes applied as often as needed, even weekly. When school policy changes occur, parents/guardians will be notified via email.

At this time all students will have their temperature taken using our reader at the front door. Any student with a temperature of 100 degrees or more will be quarantined until their parent or caregiver can pick them up from the clinic area of the office.

All students and teachers exposed or having Covid19 will follow the guidelines set by the Galion Health Department. Information is available on their website.

## **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 parent/guardian cannot be reached, the child will be taken to the nearest hospital.

## **Sick Day Guidelines:**

In general, err 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 24 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 24 Hour Rule:**

Fever: Keep your child home until his or her fever has gone WITHOUT medicine for 24 hours. Colds can be contagious for at least 24 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 24 hours after the last time he or she vomited or had diarrhea.

Antibiotics: Keep your child home until 24 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 as stated by Galion Health Department.
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 is available for a \$2.00 purchase from 7:30 a.m. until 8:00 a.m.

**Lunch:** A hot lunch and milk are available for a \$3.50 purchase. Milk is available for a \$0.50 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 at least 24 hours in advance.

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.

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, Mrs. Rose, 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 and can be found on the school website.

## **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**

### **Gum**

Gum chewing is prohibited on school grounds during school hours unless expressly permitted, as a reward, by a teacher within their classroom. If permission is given, gum must be thrown away when leaving the classroom. Violations of chewing gum without permission will result in the student losing recess privileges or serving potential detention while cleaning of school grounds (including bathrooms), or other disciplinary action determined by the teacher and principal.

### **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.

### **Liturgical Program**

Students in grades K-8 will learn and say Catholic prayers throughout the school year. At a minimum, prayers will be recited each morning before classes begin, before lunch, and before leaving school at the end of the day.

Catholic youth in grades 4-8 are permitted to become servers at Mass. Becoming a server demands a strong commitment on the part of each person. Prior to first-time serving, students will be given official server training.

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 for Mass. Students may be assigned as lectors/readers or gift bearers for Mass.

Children in Grade 2 are prepared to receive the sacraments of First Communion and First Reconciliation. Students must be Baptized prior to receiving these sacraments. Parents/guardians must agree to the child receiving these sacraments and support the child in following the Catholic faith.

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

### **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.

### **Playground**

During recess, the playgrounds and cafeteria are monitored by staff and approved 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 for any student to cross the street.
- 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 unless approved by their teacher.

### **Safety Drills**

It is our policy to conduct fire drills, tornado drills, and lock-down 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, the principal, and an assigned teacher.

### **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.

### **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. The school will not be responsible for lost or stolen items from students.

### **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, available on Registration Forms, 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 (K-5) who live more than one mile from St. Joseph School and students (6-8) who live more than 1.5 miles away from St. Joseph 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.

St. Joseph Catholic School also provides a bus to transport Bucyrus students from Holy Trinity to St. Joseph on a daily basis. Please contact the office to sign students up for this service. 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.

## **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**

For safety and security reasons, all school volunteers and visitors must enter through the front door and sign in at the main school office. 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.

The Diocese of Toledo requires that all volunteers having any interaction with students for any amount of time must take the online course in Virtus, "Protecting God's Children". The course takes approximately one hour to complete. For more information about this, call the parish office at 419-468-2884 to gain free access to the test.

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 unless it has been prearranged with the teacher. 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.