



# Preschool Handbook

## 2025-2026

## **STAFF**

Priest:	Father Jean-Luc Zadroga
Principal:	Mrs. Bess Huffman
Preschool Director:	Mrs. Bess Huffman
Teachers:	Mrs. Alison Lewellen - Preschool Mrs. Danielle Donaldson - Kindergarten Mrs. Sarah Buckalew - First/Second Grades Ms. Rebecca Davidson - Third/Fourth Grades Mrs. Gail Finck - Fifth/Sixth Grades Mrs. Gray - Art
Administrative Assistant:	Mrs. Shana McGhee
Preschool-6 Aide:	Mrs. Mary Fannon
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Cook:	Mrs. Jessie Seese
Maintenance:	Mr. Clayton Tigner
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## **FORWARD**

On behalf of the St. John School faculty and staff I would like to welcome you to the St. John School family. Through the grace of God and with the total cooperation and support of the students, parents and staff, we will accomplish a most rewarding school year. In compliance with the Catholic Diocese of Columbus, St. John School is committed to:

- communicating the gospel message of Jesus
- building and modeling a community of faith
- orienting students to the obligation and experience of service
- providing students with the opportunity for growth in prayer

Catholic theology recognizes parents as the primary educators of their children. At St. John School, faculty and staff members, the parish, and the Diocese of Columbus share in the achievement of these principles. As we strive for educational growth and to continually evaluate, revise, and strengthen our program, we will not lose sight of the reason we are here, which is to serve the needs of each child to the best of our ability. Every decision we make will consider the best interest of the children first.

Again, we welcome all of you to a new and exciting school year!

*Bess Huffman*

Bess Huffman  
Principal

## **SCHOOL PHILOSOPHY**

The Catholic Church supports education and encourages parents to prepare their children for Christian living. St. John School provides this atmosphere as an agency of the Church to reinforce parental efforts to share faith values with their children. At St. John School, our curriculum is based on the integration of quality religious and academic education carried out by the Church community members (the Pastor, lay teachers, parents, and students) in a family setting. The church sponsors and supports the school as a major vehicle for pursuing its teaching ministry. As an institution of learning, St. John School strives toward open communication between students, parents, and staff, while holding high religious and academic expectations of students, parents, and staff as they work together for the common good of Catholic education.

All members of the Church are needed to obtain the objectives of St. John School:

1. To be faithful to and impart the message of Jesus and the teachings of His Church, to form Christian community, and to lead the students to productive citizenship and service in the Church, civic community and world.
2. To offer a quality educational climate rooted in Christian living.
3. To assist parents spiritually, religiously, academically, socially, and emotionally in their role as primary educators of their children.
4. To enable the students and their parents to see the dignity and uniqueness of human life, to join with all persons of good will to solve social problems according to Gospel values, and to strive for peace and justice.

## **MISSION STATEMENT**

The mission of St. John School is to provide an exemplary Christ-centered curriculum that empowers our students to lead fulfilling, productive and faithful lives in an ever changing technological and global society.

## **BELIEF STATEMENT**

At St. John School we believe that:

1. Our students deserve a Christ-centered community based in Christian faith, the Gospel and service to God.
2. Our students deserve to serve as both student and teacher in the lifelong process of faith formation.
3. Our students deserve a partnership between parents, teachers, administrators, and the community that supports both our Catholic faith and our school mission.
4. Our students deserve an institution that illuminates the light of our faith and believes that all students can learn.
5. Our students deserve instructional opportunities and assessments that support the multiple intelligences.
6. Our students deserve a challenging academic environment that promotes active learning.

## **PRESCHOOL PROGRAM PHILOSOPHY**

We strive to provide a safe, happy environment that promotes exploration, growth, and learning for our students. In order to achieve this, we use developmentally appropriate art, math, reading, science, social studies, and physical fitness activities to benefit our students both academically and socially. We are thankful for the unique talents, abilities, and experiences of each student and strive to share God's kingdom with them and their families.

## **PROGRAM GOALS AND OBJECTIVES**

The program activities of our Preschool and Pre-K programs are designed to meet the individual developmental needs of children on intellectual, physical, social, and emotional levels. Our program offers security and continuity provided by a caring and qualified staff, the fostering of self-control, independence and cooperation in a group setting, a flexible classroom schedule which allows for free and structured play utilizing developmentally appropriate materials and equipment, a reflection of the values and concerns of our Catholic Church and school.

## **ADMISSION/PLACEMENT AND REGISTRATION**

No child shall be admitted to the Preschool class who is not at least three years old by August 1<sup>st</sup> of the year they are enrolling. All Preschool and Pre-K students must be fully potty trained by the first day of class. At the time of registration, the following items must be presented to the school office:

1. An official birth certificate.
2. Immunization records.
3. Child's medical statement.
4. Parent identification (driver's license).
5. Proof of custody where applicable. (Diocesan Policy #5119. 2)
6. Baptismal certificate (if applicable)
7. Social Security Card

## **ANNOUNCEMENTS**

A monthly calendar will be sent home to keep families informed of school activities. Additional notices and reminders are sent home and posted on the school website as deemed necessary.

### **ARRIVAL TO SCHOOL**

Preschool students should arrive for school between 8:30am and 8:45am. Preschool activities begin promptly at 8:45 am. Each student will be dismissed at noon to an adult who gives the teacher or classroom aide the student's password.

### **ASBESTOS MANAGEMENT**

Each year, all schools operating under the Diocese of Columbus are required to advise the public that a current Asbestos Inspection and Management Plan is on file in the school office. Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. St. John School works to maintain its operations and maintenance procedures so that asbestos will not represent a deflatable risk to any building occupant. St. John School conducts a periodic surveillance of all asbestos-containing building materials. This periodic surveillance is conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

This notice is to advise you that St. John School has, in accordance with mandated requirements, prepared an Inspection Report and Management Plan. The purpose of the Inspection Report and Management Plan is for detecting, controlling and informing the public of any asbestos containing materials that may exist in the school. A copy of the St. John School Inspection Report and Management Plan is available for public review in the school during office hours. Please call the school office with any questions.

### **ATTENDANCE AND STUDENT RELEASE**

To gain maximum benefit from the educational process, students should be in attendance every regularly scheduled school day. Absences, tardiness, and requests for early dismissal and vacations should be kept to a minimum. **PARENTS ARE ASKED TO REPORT THEIR CHILD'S ABSENCE BY CALLING THE SCHOOL BETWEEN THE HOURS OF 8:30 AND 9:15AM.** This will eliminate the need for school staff to disrupt parents/guardians at home or at work. A message may be left on the school answering machine.

We cannot credit absences to tuition accounts. If a student will be gone for an extended period due to vacation, illness, or a family emergency, the parents should notify the school as soon as possible. To gain maximum benefit from the preschool program, students should be in attendance every regularly scheduled day with absences, tardiness, and requests for early dismissal and vacations kept to a minimum.

A student who is absent must, upon his return, present a note signed by a parent or legal guardian explaining the reason for the absence. **A note of admission from a physician is required for absence due to a serious, contagious disease or illness. (Diocesan Policy #5113.0)** Any pupil showing symptoms of a communicable disease shall be dismissed from school at the discretion of the Principal or designee. The parents/guardians will be contacted and asked to pick up their child immediately.

Prior to the first day of class, parents/guardians must complete an authorized pick-up list form to be kept on file in the school office and in the classroom. In addition, parents/guardians must select a "password" for picking up their child. This password should only be shared with those people listed on the child's pick-up list. At dismissal time, you (or the person picking up your child) must come to the school door. Children will be released from the door by the teacher and aide. We will not send the children out to the car or allow them to wait outside. Children will not be released to anyone under 18 years of age. Children will not be released to anyone not on their authorized pickup list unless we are notified otherwise by a parent. Children will not be released to anyone who appears to be intoxicated or in any way unable to properly care for the child. All those picking up children from Preschool and Pre-K must give the selected password at dismissal.

### **BANNED SUBSTANCES POLICY**

Drugs (legal or illegal), look-alike drugs, over the counter drugs, all illegal drugs and drug paraphernalia defined as banned substances. Banned substances are not to be used, possessed, bought, or sold on the property of St. John School or St. John Church. This applies to all school related events held off the school property.

Anyone who is using, selling, buying, or has in his/her possession any of the above-mentioned substances shall be brought to the attention of the building Principal or the Principal's designated representative. The Principal or the Principal's designated representative shall place student safety as a priority in all individual situations.

1. When a student is found to be selling, buying, or distributing banned substances of any type, the Principal shall contact the parents and/or guardian of the student and the proper authorities (law enforcement, Children Services, etc.). Charges shall be filed in all cases.
2. When a student is found to be using and/or abusing any banned substances and/or alcohol, their parents and/or guardian will be contacted by the Principal or the Principal's representative. The student will be required to receive counseling for drug and/or alcohol abuse, or counseling agreed upon by school administration and the parents and/or legal guardian before the student may re-enter school.
3. Diocesan Policy #5141.0 will be in effect for prescription medication and non-prescription medication the student needs to take.

### **BULLYING AND HARASSMENT**

St. John School will not tolerate any bullying on school grounds or at any school activity on or off campus. Bullying is a **PATTERN OF ABUSE OVER TIME** and involves a student being "picked on." Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations, and social isolation. St. John School expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation. St. John School expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it

to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records. Consequences for students who bully others may include counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation.

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

- a. offensive sexual flirtations, advances, propositions
- b. continued or repeated verbal abuse of a sexual or gender-based nature
- c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance
- d. the display or circulation of sexually explicit or suggestive writing, pictures or objects
- e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex
- f. graffiti of a sexual nature
- g. fondling oneself sexually or talking about one's sexual activity in front of
- h. spreading rumors about or categorizing others as to sexual activity.

Sex harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect. Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school

5. Any person who believes he/she is subject to harassment or intimidation must contact either the principal or pastor. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact one of the appropriate persons as listed above.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

#### Investigating harassment claims:

1. The investigator (principal, pastor, or superintendent) must keep extensive notes of all aspects of the investigation.

2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion.

3. These notes must include verbal statements made by persons questioned and any written statements.

4. All of the above details must be summarized to include:

- a. how the investigation was conducted
- b. what conclusion was reached and why
- c. what action was taken
- d. how, when, and to whom the conclusion was communicated; and
- e. notification of warning against retaliation.

5. All of the above is kept only in the investigator's file.
6. If no action is taken, nothing is placed in the personnel file or student file.
7. If an action is taken against the accused (i.e., warning, restrictions, leave, or release from contract in the case of personnel, or warning restrictions, suspension or expulsion in the case of students), the action taken is:
  - a. formalized by putting in writing,
  - b. a copy is given to the person or student against whom the action is taken, and
  - c. a copy is placed in the personnel or student file.

#### **CALAMITY DAYS/SCHOOL CLOSINGS**

**WE FOLLOW THE LOGAN-HOCKING DISTRICT, WHEN THERE IS A DELAY OR CANCELLATION OF SCHOOL. IF LHSD IS DELAYED OR CANCELLED, ST. JOHN IS DELAYED OR CANCELLED. THIS INCLUDES OUR PRESCHOOL.**

#### **CHILD CUSTODY**

If a child does not live with both parents, the school must have on file a copy of current custody orders regarding that child. For the child's safety and protection, the custodial parent or guardian must provide the school with written notification of the persons to whom the child may be released, which will be kept on file.

#### **CHILD PROGRESS REPORT**

A report completed by the preschool teacher regarding each child's progress shall be sent to parents at least twice a year. Parents may, however, request an updated report at any time during the school year.

#### **CLASS SIZE**

The St. John preschool program shall always adhere to the student to teacher ratio set forth by the Ohio Department of Education.

#### **CLOTHING**

Children should come to school dressed in play clothes that are modest, neat, and clean, and shoes that are appropriate for running, jumping, and skipping. The ideal footwear for student safety is leather or athletic style shoes worn with socks. **Sandals, flip-flops, shoes with wheels or high heels, and open toe or open back shoes are not permitted due to safety concerns. In addition, long earrings, hoops, and jewelry on boys are not permitted for student safety.** St. John School does not promote temporary tattoos or dyed or fad hairstyles on children.

Please dress children appropriately for the weather. Please send a book bag with your child each day. **We ask that each child bring a change of clothing in his/her book bag in case of an accident.** The school has a small selection of clothing items available in case of an emergency.

This dress code has been created by the school administration and the School Board and will be used to determine appropriateness of student dress. Fads and trends that do not follow dress code will not be allowed. The principal has the final word on what is acceptable. Parents of students who do not follow this dress code will be called and asked to bring appropriate clothing. If a parent cannot be reached, the school office will lend dress code appropriate clothing to the student. This clothing must be washed and returned to the school the following day.

#### **COMMUNICABLE DISEASES**

Preschool staff members are trained and certified/recertified in first aid and CPR on a rotating basis and trained to recognize the common signs of communicable disease. They also participate in other services and training by Red Cross and various other certified instructors and follow the Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.

A person trained to recognize the common signs of communicable disease or illness shall observe each child daily as he enters the group. The parents of any child exhibiting the following symptoms shall be notified immediately: diarrhea, severe coughing, difficulty breathing/swallowing, yellowish skin or eyes, conjunctivitis, temperature of one hundred degrees, untreated skin patches/spots/rashes, dark urine, gray or white stools, stiff neck, sore throat, vomiting, or evidence of lice, scabies, or other parasitic infestation. The child shall be isolated from the group and discharged to a parent or guardian. The child will be carefully observed while in isolation.

The child shall be cared for in a room not being always used for preschool and within sight and hearing of an adult. The child shall be monitored carefully for worsening conditions and discharged to parent, guardian, or person designated by the parent as soon as possible. All parents with children in the program will be notified when their child has been exposed to a diagnosed communicable disease. Any child discharged with a communicable disease must, upon return, have a signed "Readmission to School" slip signed and dated by a doctor. Decisions regarding discharge immediately or at some other time for the mildly ill child shall be determined by the director and the parent.

Children should not be sent to school if they are not feeling well. Keep them at home if they have: earache or severe headache, fever, swollen glands, an acute cold, skin rash or sores, inflammation of the eyes, vomiting and nausea.

The following conditions need to be under the care of a physician and the school must be notified: scabies, pinkeye (conjunctivitis), impetigo, head lice (pediculosis), ringworm (tinea circinate).

It is most important to inform the school if a child has allergies or serious conditions that might require special attention. These conditions should be indicated on the emergency card, which is on file in the school office.

**Any child who has missed school due to illness must be non-contagious and must be temperature free (without fever reducing medication) for 24**

hours before returning to the classroom. Prescription medication may be taken at school only by previous arrangements (see “Medication”).

### **CRISIS PLAN**

At St. John School, we work diligently to provide a safe, peaceful place to learn and grow. Our building is kept clean on a daily basis and regular maintenance is done, as well as emergency repairs. We follow fire, health, and building codes as set forth by the State of Ohio and are regularly inspected.

We have a good working relationship with the local public school district and keep in close communication with area schools. In the event of a crisis at a local building, all students will be returned to our main building and the principal or designee will lock down the main building, notify local authorities, and follow their advice on dismissal from our building.

In the event of a crisis within our building, (a stranger or another person who poses a threat to the health and safety of our students and staff), all students will be moved to a classroom area that can be locked by the teacher and will remain there until notified by the principal or local law enforcement authorities. In the absence of the principal or designee, the nearest school staff member available will notify local authorities of the crisis. The school will follow the advice of local authorities as to the notification of parents/guardians. Diocesan officials will also be notified. If the students are locked down in a classroom, they will be moved as far away from doors and windows as possible.

In the event that we must leave our building for an extended period of time, the student body will be moved to the St. John Church building or Roberts Funeral Home. This would occur after an evacuation. Again, we will follow the advice of local authorities on the notification of parents.

### **CYBERBULLYING POLICY**

Any staff member, parent, student, or volunteer that uses social media (Facebook, Myspace, Twitter, etc...) to insult, demean, humiliate, or in any way put down the staff, school, students, parents, and/or volunteers may be asked to leave the school. Temper lasts for a second, posts on the internet last forever.

### **DIRECTORY INFORMATION**

Parents should notify the school, in writing, if they do not wish their address and/or phone number distributed to PTA or other various school and parish groups.

### **DISCIPLINE POLICY**

True education enables children to develop into complete persons who are capable of making positive contributions to society. In order to become complete persons, children must be provided with the means to grow in self-esteem and to develop spiritually, mentally, physically, socially, and morally. Therefore, as we strive to achieve growth in the areas stated in the above philosophy, the administration and staff of St. John preschool shall use the following policy to govern behavior and discipline issues in the preschool classroom.

All classroom rules are stated in a positive manner (i.e. raise your hand, walk in the classroom, etc).

For infractions, the staff will use the following consequences:

- verbal warning
- time out
- time out from a particular activity and a parent conference with the teacher

For very disruptive behavior or in the case that a student hurt s or injures another child or staff member or themselves, the parent will be called immediately to remove the child from class. The director and teacher will contact the parents or legal guardians to schedule a follow-up conference.

Very disruptive behavior and/or the repeated injury of another student or staff member may be cause for removal of a student from the St. John Preschool Program.

Parents will be notified by the preschool teacher of any repeated behavior and discipline issues. This may be done in a face-to-face conversation, a behavior checklist, or a note home, or by phone.

The preschool methods of discipline shall apply to all persons in the program. Please note the following:

There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking orbiting.

No discipline shall be delegated to any other child.

No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.

No child shall be subjected to profane language, threats, or derogatory remarks about himself or his family or other verbal abuse. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

Techniques of discipline shall not humiliate shame or frighten a child. Discipline shall not include withholding food, rest or toilet use.

Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Our staff will encourage self-discipline and self-control. We set our boundaries from the beginning. "Time out" and removal from an activity will be given so a child can sit quietly and reflect on their behavior. This may also include a conference with the teacher. Children who repeatedly pose discipline problems will be called in for a conference, along with their parents. These children may lose privileges or be dismissed from our preschool program. Corporal punishment is not part of our program and will not be used in any form.

### **FIELD TRIPS**

A field trip is defined as a school sponsored activity supervised by school personnel and/or adult volunteers, which occurs off campus. No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip. The Principal/Preschool Director or head teacher and aide must accompany the group and act as school representatives. The staff member to child ratio must be maintained at all times (three-year old's, 1:12; four-year old's, 1:14) with two adults present (at least one a preschool staff member) when the field trip involves seven or more students. No child shall ever be left alone or unsupervised. The Principal/Preschool Director or head teacher must bring the emergency medical forms corresponding to each student on the field trip. Bus transportation should be provided. If bus transportation cannot be arranged, students may ride to/from a field trip in the private passenger vehicle of their parent/legal guardian only. Any student being transported on a field trip in a private vehicle must use a seat belt and/or booster seat. Any adult other than preschool staff accompanying the group must have a background check by the Bureau of Criminal Investigation (BCI) and attend the Protecting God's Children course. (Diocesan Policy #41 10.0)

### **GUIDANCE PLAN**

The St. John School guidance program assists teachers, administrators, other pupil personnel workers, and parents to work together for the benefit of the children. The Pastor acts as the school guidance counselor and may provide this assistance and work directly with the children. True education enables children to develop into complete persons who are capable of making positive contributions to society. In order to become complete persons, children must be provided with the means to grow in self-esteem and to develop spiritually, mentally, physically, socially, and morally. If any parent feels their child is in need of services, they should contact the school Principal.

The goals of the guidance program are:

1. To enable students to fully develop their personal, educational, vocational, civic, and social potential.
2. To provide structure for a cooperative program that involves all members of the school community.
3. To help school personnel recognize and build on each student's interests and strengths.
4. To assist other school personnel in developing realistic expectations for each student's educational, social, personal, and career achievements.

### **INJURIES**

The school attempts to provide an environment in which all children will be safe from accidents. First aid for minor accidents will be administered by school personnel. For more serious cases, the parent will be notified. A student who is injured at school must report immediately to the teacher. No care beyond basic first aid defined as the immediate, temporary care given in case of accident or sudden illness, will be given without parental permission. A log of all injuries occurring during class time will be kept on file in the school office. In the event of a student injury, the preschool teacher or director will complete an accident report and contact the child's parents/guardians. A copy of the accident report will be sent home to the parents. For serious injuries the child's medical card will be consulted for emergency contacts, allergies, medical conditions, family doctor/dentist, etc.

### **MEDICAL STATEMENT**

Parents are encouraged to have examinations made by their family dentist and physician on a regular basis. A "Child's Medical Statement" must be filled out by a Physician and turned in to school before starting class in the fall. According to State Law, a student cannot be in the classroom without a current "Child's Medical Statement" on file.

### **MEDICATION**

Prescription medication may be taken at school only by previous arrangement. The faculty and administration recognize that the utilization of medication is a serious health concern affecting our students and faculty. St. John School philosophy of health focuses on the wellness of the student; therefore,

### **PRESCRIPTION DRUGS WILL ONLY BE ADMINISTERED ACCORDING TO THE FOLLOWING PROCEDURES:**

1. Instructions must be received in the form of written directions from the physician.
2. Written communication from the parent/guardian and a "Physician and Parent Request for Administration of Medication" form (available at the school office) must be filled out and returned to the Principal or teacher before the medication will be administered to the child.
3. NO MEDICATION WILL BE ADMINISTERED WITHOUT BOTH OF THE ABOVE REQUESTS ON FILE.
4. All medication must be sent in the original container in which it is dispensed by the physician or pharmacist.
5. It is preferable that a parent/guardian bring the medication to school, but if this is not possible, please seal the medication in the original container in an envelope. Upon arrival at school, the student must take the request form and medication to the school office for safe storage.
6. All medication will be given to the student in the presence of school designated personnel.

### **THE USE OF NON-PRESCRIPTION, OVER THE COUNTER MEDICATIONS (COUGH DROPS, TYLENOL, ETC) DURING**



**SCHOOL HOURS IS STRONGLY DISCOURAGED. IF THE OCCASION ARISES IN WHICH A STUDENT MUST TAKE NON-PRESCRIPTION, OVER THE COUNTER MEDICATION WHILE IN SCHOOL A PARENT/GUARDIAN MUST FOLLOW THESE PROCEDURES:**

1. Send written permission signed by the parent/guardian, which includes instructions.
2. All medication must be sent in the original container.
3. It is preferable that a parent/guardian bring the medication to school, but if this is not possible, please seal the medication in the original container in an envelope. Upon arrival at school, the student must take the note of permission and the medication to the school office for safe storage.
4. All medication will be given to the student in the presence of school designated personnel.

**ST. JOHN SCHOOL WILL NOT ADMINISTER ASPIRIN TO STUDENTS DUE TO ITS CONNECTION WITH REYE'S SYNDROME.**

**ST. JOHN SCHOOL AND ITS STAFF MEMBERS WILL NOT BE HELD LIABLE FOR ANY DAMAGES OR INJURIES RESULTING DIRECTLY OR INDIRECTLY FROM THE PRESENCE OF MEDICATION IN THE SCHOOL OR ITS USE BY STUDENTS.**

### **OHIO DEPARTMENT OF EDUCATION COMPLIANCE REPORT**

Parents may request copies of the current program compliance report, which is posted in the classroom and the school office, at any time.

### **PARENT CONCERNS**

Should a parent have a concern about a classroom procedure, school policy, or an employee they must adhere to the following procedure (Diocesan policy #2450.1) in order to resolve the issue:

1. Contact the person who you have a concern with to schedule a conference and discuss the issue.
2. If a solution or agreement cannot be reached, THEN contact the principal.
3. If the issue remains unresolved, the St. John Pastor may be contacted.

**The chain of command will be strictly followed when any resolutions are to be reached.**

### **PARENT CONFERENCES**

The Preschool teacher shall be available for parent conferences outside of preschool hours twice a year, typically during the fall and the spring. Preschool parents will receive a conference request form at these times. Additional conferences may be scheduled at any time as needed by the Preschool teacher or parents.

### **PARENT PARTICIPATION**

A form will be sent home after school begins to invite parents to volunteer in our school. Parents are welcome to ask questions and to come into the preschool classroom and observe at any time. All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the "Protecting God's Children" workshop as required by the Diocese of Columbus. We welcome parent visitations to the preschool classes. **IT IS REQUIRED BY OHIO STATUTE THAT ALL VISITORS REPORT TO AND REGISTER WITH THE OFFICE UPON ARRIVAL AT THE SCHOOL REGARDLESS OF THE NATURE OF THE VISIT. NO ONE MAY ENTER THE SCHOOL AND PROCEED DIRECTLY TO THE CLASSROOMS WITHOUT VISITING THE OFFICE FIRST.**

### **PARENT TEACHER ASSOCIATION**

We invite active participation in the St. John School PTA. Notice of each meeting is published on monthly school calendars, and the school website. The PTA is a parent support group for the school and its endeavors and is not a policy/decision making body.

### **PARTICIPATION IN SCHOOL EVENTS**

Any student who is absent from school the day of a scheduled school event (i.e. field trip, Christmas Program, etc) may not participate in the event due to his/her absence.

### **PARTIES AND BIRTHDAYS**

Class parties and treats in school are approved for certain holidays at the discretion of the teacher and the principal. Small snacks for birthdays are acceptable with prior teacher approval. All snacks must follow school policy (see "Snacks"). Invitations to parties held in the student's home will not be distributed in school unless all the child's classmates on the child's grade level are invited.

### **PERMANENT RECORDS**

All preschool staff members are required to be aware of all health records and all material in a student's accumulative file. This material must be on record before a student attends the first day of class each school year. If there are changes to any of this information throughout the school year, please inform us so we can make it a part of their permanent records and the preschool staff can keep up-to-date and well informed of your child's individual needs.

### **PERSONAL HYGIENE**

Parents/guardians must ensure that students come to school with clean clothing, fingernails, teeth, ears, body, and hair. If the Principal or a teacher feels that a child is not in accordance with these expectations, his or her parents/guardians may be contacted.

### **PERSONALLY, IDENTIFIABLE INFORMATION RELEASE/CONFIDENTIALITY**

All information pertaining to a student is considered privileged and cannot be released without written permission of the parent or legal guardian. Personally, identifiable information will not be published by the school, either electronically or in print, unless a parent or legal guardian has signed

a release. All St. John School families must complete a Photo Permission Form each year indicating whether pictures featuring their children/family members may or may not be used on the school website and promotional materials. Personally, identifiable information will never be posted on the St. John School website or published in school sponsored advertisements or promotional materials.

### **PRAYER**

Morning activities begin with prayers, the salute to the American flag, and a patriotic song. In addition, prayers are said in preparation for any special snacks and at dismissal.

### **REPORTING ABUSE & NEGLECT**

If you suspect a child is being abused or neglected, we strongly encourage you to report immediately the incident to the appropriate community agency immediately, such as Hocking County Children Services at 385-4168 or 866-247-2812.

### **RIGHT TO A CATHOLIC EDUCATION (Diocesan Policy #5110.00)**

Catholic schools exist to collaborate with parents and guardians to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese. Catholic schools of the Diocese of Columbus shall be open to children of parent(s) or guardian(s) who seek the religiously oriented education, which Catholic schools can provide. Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate in the administration of its educational programs and extra-curricular activities. Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the Pastor and/or Principal. Pastors and Principals shall exercise discretion in judging admission of pupils. Pastors and Principals must refuse admittance to anyone who in their opinion seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the Principal and/or Pastor at the elementary level and the Principal and/or superintendent at the high school level to leave the school.

### **SCHEDULE**

The daily schedule for each class shall consist of small group/center and free choice play, outdoor playtime with weather permitting, restroom breaks, developmentally appropriate activities and lessons (Language, Math, Science, and Social Studies), music and movement, art, and story time.

### **SCHOOL PICTURES**

Group and individual pictures will be available to students and parents at a nominal cost. Information regarding the time and cost will be sent home prior to the date the pictures are to be taken.

### **SNACKS**

Parents may send in snacks for the class and on special occasions such as their child's birthday and holidays. All snacks must be healthy choices and must be individually wrapped such as:

graham crackers, cheese sticks, cheese crackers, trail mix, dried fruit, pretzels, vegetables, popcorn, fruit, animal crackers, fruit muffins, raisins, yogurt.

Please avoid sending items with peanut butter, nuts, and red dye due to food allergies.

### **STUDENT EMERGENCY CARD**

A medical emergency card must be completed for each student enrolled in the school **EACH YEAR**. The card indicates emergency contacts as well as the student's primary care physician. Parents are requested to keep this card current by notifying the school if there are any changes. **PARENTS SHALL KEEP THE SCHOOL WELL INFORMED OF THE PROPER TELEPHONE NUMBER AT WHICH THE PARENT OR GUARDIAN MAY BE REACHED IN CASE OF EMERGENCY AND MUST PROMPTLY INFORM THE SCHOOL OF ANY ADDRESS, HOME PHONE, OR CELL PHONE CHANGES.**

### **SUPERVISION OF STUDENTS**

No child shall be left alone or unsupervised. Attendance will be recorded daily. The teacher will have access to the telephone at all times. Fire, tornado, and emergency drills will be practiced regularly along with the entire school.

Accident reports will be completed and kept on file in the office along with a log of student injuries. Classroom cleaning supplies will be stored appropriately. The lead teacher and/or director is required by law to report to the local public children's services agency any suspected abuse or neglect.

### **SUPPORT SERVICES**

Speech therapy can be made available through the Logan-Hocking School District upon recommendation by the teacher. The parent will be notified in advance of the need for such services and will be asked to give consent for these services. When using these services, the student must conduct him/herself in an orderly manner, obeying St. John rules and regulations and the rules and regulations of the facility to which they are directed.

Let it be known that Saint John School is not a special needs facility and has the right to screen and discriminate on the basis of inadequate special needs facilities, available resources, and training. We will do everything in our power and ability to assist your child in their educational endeavors. (Diocesan Policy #5110.00)

### **TECHNOLOGY PROGRAM**

Each parent and student must sign a "Technology Acceptable Use" form, which waives St. John School's liability for materials acquired on the network and gives permission for their child/ren to use St. John School's computers, computer services and monitored Internet access for educational purposes. (Diocesan Policy #6142.1)

#### **TELEPHONE/CELL PHONES**

Teachers and students will not be called to the phone during class hours. Please leave your message with the school office and it will be delivered as soon as possible.

**IF A STUDENT MUST CARRY A CELL PHONE FOR AFTER SCHOOL USE, HE/SHE IS REQUIRED TO TURN THE CELL PHONE OFF AND GIVE IT TO THE CLASSROOM TEACHER AT THE START OF THE DAY. THE CELL PHONE WILL BE RETURNED TO THE STUDENT UPON DISMISSAL.**

#### **TOYS**

**STUDENTS ARE NOT PERMITTED TO BRING TOYS, GAMES (ELECTRONIC OR NON-ELECTRONIC), TRADING CARDS, OR IPODS TO SCHOOL UNLESS THEY HAVE BEEN GIVEN PERMISSION BY THE CLASSROOM TEACHER FOR SHOW AND TELL.**

#### **TRANSPORTATION TO AND FROM SCHOOL**

St. John School does not provide transportation to or from preschool. **The Logan-Hocking School District will provide transportation to K-6 only.** Parents/legal guardians are responsible for bringing their children to and from preschool classes.

#### **TUITION**

A 3% discount will be granted to Preschool accounts that are paid in full on or before September 15<sup>th</sup>.

Regular monthly payments for all families, Preschool - Grade 6 will begin on September 15<sup>th</sup>. The final tuition payment for preschool will be due by June 15<sup>th</sup> at the latest.

All payments should be mailed directly to the church office, dropped off at the church office or dropped in the tuition lock box outside of the school office. Please do not send payments with students. Payments must reach the school office by the 15<sup>th</sup> of each month. Tuition statements will be mailed quarterly.

All records will be held at the end of each quarter for any family whose tuition account is behind. All permanent records will not be released for any family whose tuition account is not up to date at the time of withdrawal or the end of the school year.

Families in need of assistance due to unexpected financial hardship, illness, or emergencies should contact the pastor or principal before an account becomes past due. All arrangements for payment plan other than those listed above must be made through the Pastor, who will communicate needed adjustments to the principal. **THE PASTOR AND PRINCIPAL ARE THE ONLY STAFF MEMBERS WHO HAVE ACCESS TO INDIVIDUAL FAMILY TUITION ACCOUNTS.**

#### **TUITION REFUNDS**

If a family has paid tuition ahead on monthly payments and must withdrawal a refund will be given. Refunds will be based on monthly tuition payments. Any part of a month that a child attends will be considered as payment due for that month.

#### **USE OF THE SCHOOL BUILDING**

The school building including the kitchen shall be used by school related groups only (i.e., after school clubs, etc.). Parish related groups (i.e. PSR, etc.) may use the school building with prior permission from the St. John Pastor. The school building including the kitchen facilities may not be rented out or used by non-school and/or non-parish groups due to insurance liability.

#### **VACATION**

**St. John School strongly urges parents to schedule family vacations when school is not in session.** If a student will be leaving on a vacation that will take him/her out of school for two or more days, a vacation form must be completed by the child's parent(s) and submitted to the school office at least **TWO WEEKS PRIOR** to departure.

#### **VOLUNTEERS**

We encourage you to volunteer your time as often as you can. There are several programs in place that are in need of volunteers.

**PLAYGROUND AND CAFETERIA MONITORS AND KITCHEN HELP ARE PARTICULARLY NEEDED BETWEEN THE HOURS OF 12:00PM AND**

**1:00PM EACH DAY.** Diocesan policy #410.0 states that all school volunteers who have care, custody, and control of students must have a Bureau of Criminal Investigation (BCI) background check and must attend the "Protecting God's Children" workshop. All school volunteers will be required to complete a Volunteer Application and sign a Volunteer Code of Conduct form each year. Classroom volunteers may be asked to assist with lesson preparation by copying, cutting, setting up an activity, etc. Classroom volunteers may also be asked to read with students or assist them with class work as directed by the classroom teacher. All school volunteers must avoid being alone with a single child who is entrusted to their care. The following areas are designated for meeting/working with children in and around the school:

four K-6 classrooms

Preschool classroom

School cafeteria

School kitchen

School office

Multipurpose room in School Hall

School Library in School Hall  
Principal's Office in School Hall  
Upper level of School Hall

The following areas are considered “off limits” to children in and around the school. Under no circumstances shall school volunteers meet with children in these areas:

- the school maintenance closet outside the boy's restroom
- the maintenance closet on the lower level of School Hall
- the school storage closet under the stairs outside the girl's restroom
- the St. John Church basement
- the St. John Church convent
- the maintenance and storage closets in the St. John Church Social Hall
- the school shed off the parking lot

If a school volunteer is working one-on-one with a student in an appropriately designated area, he/she must:

- ensure that the door to the room is fully open (if applicable)
- position themselves and the student in a place where they are fully visible from the doorway
- ensure that at least one staff member is easily accessible

### **WELLNESS POLICY**

St. John School recognizes that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas to promote ultimate health. St. John School aids this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

### **Nutrition Education**

The primary goal of nutrition education is to positively impact eating behaviors.

Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study grade-level indicators relating to diet, nutrition, and exercise. <http://d2y1pz2y630308.cloudfront.net/18267/documents/2018/9/Health%20Course%20of%20Study%202015.pdf>

Nutrition guidelines, Smart Snacks, My Plate, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in and near the cafeteria as well as in classrooms during nutrition unit of instruction. Fresh fruits and vegetables are on display first in the cafeteria to promote and encourage students to make healthy choices.

Students are encouraged to get at least ten hours of sleep per night. Through Religion and Health classes students are taught how to make wise choices that will help them live healthy, happy lives. This includes, but is not limited to drug, alcohol, and tobacco awareness, nutrition education and safety education.

Field trips to local farms and environmental areas are used as teaching tools to educate students on produce, agriculture and physical activity. We especially encourage family involvement to help educate and increase awareness of nutrition and physical activity.

### **Snacks**

St. John School prohibits the sale, advertising, marketing and fundraising (in any form) of unhealthy snack food and beverages on the school property. Any food and beverage sold to students at schools during the school day (the school day is defined as the midnight before to 30 minutes after the end of the school day), including those foods provided as part of the school meal programs need to meet the Smart Snacks Standards. No exemptions allowed.

Snack breaks, including during school and any before and after school programs, will be scheduled as necessary to maintain energy levels. Snacks served at these times will follow the CACFP and Smart Snack Standards. (However, St. John School does not provide and before and after care services)

Smart Snacks Standards are a Federal requirement for all foods and beverages sold outside the National School Lunch Program and School Breakfast Program.

To qualify as a Smart Snack, a snack or entree must first meet the general nutrition standards:

Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or have as the first ingredient a fruit, vegetable, dairy product, or a protein food; or be a combination food that contains at least 1/4 cup of fruit and/or vegetable; and the food must meet the nutrient standards for calories, sodium, sugar, and fats: For more information on Smart Snacks go to:

<http://www.fns.usda.gov/tn/guide-smart-snacks-school>

### **Physical Education**

Catholics believe that life is a gift, and one way to enhance that gift is through physical education. Physical education is an integral part of the total educational program and contributes to the wellness of the whole child – physically, intellectually, emotionally, spiritually, and socially. It provides a continuous developmental program of physical activities that promotes fitness, critical thinking skills, self-confidence and social maturity. The objective of the Physical Education Course of Study is to promote the importance of being physically fit and for the students to understand the benefits of lifelong physical activities.

### **Other Forms of Activity**

Every student at St. John School and in all grade levels, will have a scheduled 30 minutes of recess times each day school is in session.

Classroom teachers are encouraged to use physical activity as incentives for academic achievement or desirable behavior. However, teachers are prohibited to use or withhold physical activity as a punishment for undesirable behavior or incomplete class work. (examples: push-ups or running laps as punishment; taking away physical education class or recess as punishment)

Students will be encouraged to participate in school and community sports programs and to be physically active outside of school. All information made known to St. John School concerning community sports programs will be made available to all St. John School students.

Also, all grades are encouraged to get 30 minutes daily of physical activity through an active recess period and an additional exercise during our physical education classes, and classroom exercise with music.

Our school does not have a Joint - Use Agreement due to lack of facilities here at St. John School. However, our county's school district, Logan Hocking Local, does have facilities that are open to the public and would fall under the Joint-Use Agreement.

Classroom teachers provide physical activity breaks throughout the day and may include physical activity along with academic education.

Our school staff perform as role models for students and play a crucial part to a successful implementation of student wellness programs. Therefore, when feasible St. John School will offer staff wellness programs as well broad wellness resources and opportunities. This may include workshops and demonstrations on health promotion, stress management, education and resources that will enhance self-esteem, prevent injury, reduce frequent diseases, encourage healthy lifestyles and promote excellent role modeling. All staff members are encouraged to model and promote healthy physical activity and eating behaviors.

Less than one percent of our students are in walking distance from our school. Our "Safe Route to School" consist of knowing the route to and from school each student travels, providing safeguards and education to each child who walk or bikes to school and back. The Logan Hocking School District Safe Route to School Team has come up with several options to ensure the safety of children as they make their way to school. Among the projects funded for St. John School use are new and improved sidewalks, new and improved street crossings, traffic light changes and new and additional signage.

### **Students**

The school has activities in which both nutrition and physical education are inherent parts of the activities. Therefore, the school must be mindful of these connections when planning activities. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate or keeping a food and/or exercise journal.

### **Measurement Evaluation**

The St. John School Wellness Policy shall be reviewed by School Administration and by the St. John School National School Lunch Program Director annually to evaluate school-wide compliance and effectiveness. The director of St. John School lunch program will review and up-date St. John School wellness policy and implementation every year by using the Wellness School Assessment Tool-Implementation. A triennial report will be posted on the school's website to report compliance and progress. [stjohnlogan.org](http://stjohnlogan.org)

Based on the regular reviews St. John School Wellness Committee, St. John School Administration, NSLP Director, School Board and a parent who is a licensed dietician, will determine any revisions necessary to support wellness in the school annually or when necessary.

St. John School parent(s)/guardian(s), students, and the school community will be updated annually regarding the content and implementation of the policy through the St. John School Handbook and on the St. John School website. [stjohnlogan.org](http://stjohnlogan.org)

St. John school principal will be responsible for ensuring that St. John School's Wellness Policy is implemented throughout the school.

### **WITHDRAWAL/TRANSFER**

A parent/guardian must notify preschool director of their intent to withdraw or transfer. If the impending withdrawal is due to financial matters or an issue of disagreement, the Preschool Director shall make every effort to work with the family on rectifying the situation before their official withdrawal. All Preschool tuition, instructional fees, and outstanding debts must be paid in full at the time of withdrawal.

*Changes made to this handbook will be posted on the school website: [stjohnlogan.org](http://stjohnlogan.org)*

