



Parent-Student Handbook

2025-2026

STAFF

Pastor:	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
Secretary:	Mrs. Shana McGhee	
Art:	Mrs. Rachel Gray	
Music:		
Auxiliary Clerk:	Mrs. Shana McGhee	
Cook:	Mrs. Jessie Seese	
Preschool-6 Aide:	Mrs. Mary Fannon	
Maintenance:	Mr. Clayton Tigner	
School Phone:	740-385-2767	
Email:	info@stjohnlogan.org	

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 inspire and develop compassionate young people to lead productive, faithful and fulfilling lives in an ever-changing global society. We will provide an exemplary Christ-centered curriculum that empowers both faculty and students to glorify God.

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.

RIGHT TO A CATHOLIC EDUCATION

Catholic schools exist to collaborate with parent(s)/guardian(s) 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)/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, St. John will not discriminate on the basis of race, color, national or ethnic origin, religion, gender, disability, or sexual orientation in administration of its educational policies, scholarships, loans, tuition remission, fee waivers, educational programs, athletics, or extracurricular activities. Preference shall be given to members of Catholic parishes. Others shall be welcomed based on 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 family 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.

ACADEMIC EXPECTATIONS

St. John maintains a learning environment that provides a safe, secure setting for students, faculty members, and administration. We are not only committed to academic excellence but also to character development and virtuous behavior. We maintain high expectations with respect to student effort, positive growth, personal responsibility, academic achievement, parent support and participation.

Grounded in the teachings of the Gospels, we demonstrate our faith through our behavior, and we take responsibility for our actions and their consequences. Our school-wide discipline plan includes clear guidelines for exhibiting appropriate behavior and for displaying Christian values. We are committed to providing a quality Catholic education for all students in an atmosphere conducive to learning and teaching. St. John holds both students and staff accountable for all academic expectations set forth.

ACCREDITATION AND LICENSING

Accreditation is a method of quality assurance that evaluates and verifies an institution's quality and encourages continuous improvement. It is a protocol for school systems committed to meaningful and sustainable improvement designed to act as a means of ongoing improvement.

All recognized Catholic schools in the State of Ohio, including those within the Diocese of Columbus, are accredited through the Ohio Catholic School Accreditation Association (OCSAA) and engage in a 6-year long accreditation cycle that ensures the professional educational standards of each school. In order to be accredited, schools must be certified as adhering to the operating standards of the OCSAA, found on the OCSAA website. All recognized Catholic schools recognized by the Diocese of Columbus maintain a status of chartered non-public schools with the Ohio Department of Education.

ADMISSION AND REGISTRATION

All Catholic preschools, elementary schools, and high schools are open to students who sincerely seek a Catholic education and meet the requirements listed below.

1. No person shall be admitted as a student in any Catholic school unless that person and his/her parent subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and of the Diocese.
2. Whether the student is Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.
3. No student shall be admitted to any Catholic school unless he/she is deemed to have reasonable hope of successfully completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
4. A Catholic education should be made available to as many students as possible, but the school must consider whether it has sufficient resources to meet the educational and financial needs of all applicants. Decisions on enrollment may be made based on these constraints.
5. No student shall be admitted to a Catholic school if there is a financial debt of any amount owed to another Catholic school, inclusive of schools within the Diocese of Columbus and schools in other dioceses.
6. Students shall not be denied admission to a school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.
7. A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholics students. The information on the birth and baptismal certificates shall be entered on the permanent office record in the proper place, but only when verified by the official document.
8. A child entering kindergarten must be five years old on or before September 30. A student entering first grade must be six years old on or before September 30. No child shall be admitted to first grade who has not successfully completed kindergarten. A waiver from this requirement may be granted only by the receiving school.
9. Each Catholic school retains the right to set local admissions standards, policies, and procedures in addition to those specified by the Diocese. The admission policy for each school should be made public and clearly stated in the local Family Handbook. Elementary Secondary Both 1000 SER 5000 Series – Students Office of Catholic Schools + Diocese of Columbus 4
10. A copy of the Family Handbook is given to new applicants, either in physical or digital form. Parents are to acknowledge in writing (in either physical or digital form) that they have read and agree to adhere to the policies and regulations therein.
11. Annually, the pastor and/or principal shall review each student's continued eligibility for re-enrollment in the school.

The parents or legal guardian of a student who desires admission to St. John School may contact the school office for information regarding registration. When registering a student, the parent or legal guardian shall present:

1. An official birth certificate.
2. Immunization records.
3. Parent identification (driver's license).
4. Proof of custody where applicable. (Diocesan Policy #5106)
5. Records from previous school attended, if applicable.
6. Baptismal certificate.

Registration will be open in January with first preference given to participating parish families and returning St. John students. The names of non-participating and new families will be placed on a waiting list until after the first two weeks, when, if there are openings, names will be taken from the list and an academic placement test may be conducted before accepting any new students. By law, a child must be five years of age no later than August 1st in order to enter Kindergarten. Children are admitted to first grade if they are six years old by August 1st of the year they enter. No child will be admitted to first grade that has not successfully completed kindergarten. A waiver for this requirement may only be granted by the principal of the receiving school. (Diocesan Policy #5100)

AMENDMENT STATEMENT

Statements in this handbook are subject to amendment with or without notice. The principal will attempt to keep the school families informed of any/all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

ANNOUNCEMENTS

Announcements, reminders and other school communication will be delivered thru emails, the Remind app and classroom newsletters provided by the teachers.

APPROVAL OF NEW PROGRAMS AND ACTIVITIES

All new school programs must be approved by the school administrator, the Pastor and/or the School Board. A program proposal should be prepared in detail to be presented to the administration. All potential program volunteers/coordinators must have a Bureau of Criminal Investigation (BCI) background check and must attend the "Protecting God's Children" workshop in accordance with Diocesan policy #4120 prior to the approval of the new program.

ARRIVAL TO SCHOOL

Students are to arrive for school between 8:30 and 8:45. School begins at 8:45 and students will officially be marked tardy after 8:45. Students are expected to arrive on time, with the exception for those riding late Logan-Hocking buses. Doors will be closed at locked after 8:45 and students must be accompanied by their parent/guardian to sign them in if arriving late, at which time a tardy slip will be issued.

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 deflectable 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 SCHOOL BETWEEN THE HOURS OF 8:00 AND 9:00AM.** 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. It

FOR EVERY 3 TARDY ARRIVALS, A CHILD WILL BE REQUIRED TO SERVE A BEFORE SCHOOL DETENTION. STUDENTS WILL BE MARKED TARDY IF THEY ARE NOT IN THEIR SEATS BY 8:45AM WITH THE EXCEPTION OF THOSE STUDENTS' RIDING BUSES. After the second tardy, the child's parents will be contacted and reminded that a third tardy will warrant a morning detention. This resets quarterly.

Section 3321.01 of the Ohio Revised Code requires that children between the ages of six and eighteen attend school. When a student reaches the seventh day of unexcused absence, an Administrative Hearing may be scheduled with the parent/guardian. This hearing is held in lieu of filing a complaint against the student in Juvenile Court. This hearing will be held at the school with the principal and priest to discuss the reasons for the absences. **ST. JOHN SCHOOL IS JUSTIFIED IN REFUSING CREDIT TO ANY STUDENT WHO MISSES 7 DAYS PER QUARTER OR 21 DAYS A YEAR.** Any student on the EdChoice Scholarship that exceeds this number of absences may not be eligible to receive the scholarship the following school year. At the discretion of the Principal, numerous excused absences and possible consequences should be discussed with the student's parent or guardian. (An excused absence includes personal illness, critical illness in the family substantiated by a doctor's statement, quarantine in the home, or death in the immediate family.) (Diocesan Policy #5201)

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. No excuses will be accepted after 1 week following the child's return to school. A note of admission/permission to return, from a physician is required for absence due to a serious, contagious disease or illness is due upon return to school. (Diocesan Policy #5200) 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.

No child shall be released from school to an individual (other than a parent/legal guardian) unless it has been previously arranged through a written note or phone call from a parent/guardian.

BANNED SUBSTANCES POLICY

The Diocese strictly prohibits the use, manufacture, distribution, dispensation, sale, storage or possession of any illegal drug, including marijuana, while on Diocesan property, or in the performance of any services for the Diocese. Off duty and off premises use, manufacture, distribution, dispensation, sale, storage or possession of any illegal drug is also a violation of Diocesan policy if such conduct interferes with the employee's work or the work of co-workers, or if public knowledge of such conduct adversely impacts on the reputation of the Diocese.

The Diocese also strictly prohibits the unauthorized use, personal possession, or storage of alcoholic beverages or marijuana on the Diocese's property, or in the performance of any services for the Diocese.

I. As a condition of continuing employment with the Diocese, each employee must abide by the following requirements:

a. The use, manufacture, distribution, dispensation, sale, storage, or possession of an illegal drug, marijuana or alcoholic beverages by any employee while on Diocesan property, or in the performance of any services for the Diocese, is strictly prohibited. The presence of any illegal drug or marijuana in an employee's system or being under the influence of alcohol while the employee is on Diocesan property or while the employee is performing services for the Diocese is also prohibited.

b. The use of any legal (prescription) drug, including marijuana, by any employee while performing services for the Diocese is also strictly prohibited if such use affects the safety of the employee or others, or the employee's ability to perform his or her job duties. An employee who has been informed or has discovered that the use of a legal drug, including marijuana may affect his or her job performance or safety is to promptly report such drug use and possible side effects to his or her supervisor or to management.

c. Employees involved in the sale, purchase, or transfer of illegal drugs or controlled substances, including marijuana on Diocesan property, during work time, or while using Diocesan vehicles will be subject to immediate dismissal and possible criminal prosecution. Violation of these rules will result in corrective action up to and including ending of employment on the first offense.

d. At its discretion, the Diocese may require any employee to submit to alcohol or drug testing or screening at any time, including random testing. A refusal to submit to the test or failing the test may result in the immediate discharge of employment. You should be aware that an employee who tests positive or refuses to submit to chemical testing for alcohol or controlled substances (not prescribed by a treating physician), or marijuana after a work-related injury faces a rebuttable presumption that the proof will be on the employee to prove that the presence of alcohol or a controlled substance or marijuana was not the proximate cause of the work-related injury, and failure to overcome this rebuttable presumption will disqualify the employee for compensation and benefits under the Workers' Compensation Act.

e. Sick leave for the purpose of treatment is available to employees. If additional treatment is required, a leave of absence without pay can be arranged. However, criminal activities involving the sale, distribution, or use of illegal drugs or other controlled substances, including marijuana upon the property of the Diocese will be reported to the proper law enforcement agency whenever appropriate. In addition, a request for treatment or treatment itself will not excuse violations of this policy.

II. Any questions concerning this Policy should be made to the Director of Human Resources. The Diocese reserves the right to interpret this Policy, and to modify, amend, or expand the policy as necessary to ensure a workplace free from substance abuse.

BEHAVIOR/CONDUCT

Catholic/Christian students are expected to be on their best behavior, and the essence of good behavior for a Catholic/Christian student is self-discipline. Students should choose good behavior as part of Christian example. It is expected that students at St. John School **WILL NOT**:

1. Show disrespect towards school personnel, visitors, or classmates (this includes mimicking, arguing, talking back, etc).
2. Fight or physically harm school personnel or classmates.
3. Use offensive or profane language or gestures.
4. Show willful disobedience towards school personnel.
5. Steal or otherwise show disrespect for school property or the property of others, including classmates.
6. Dress inappropriately for school.
7. Chew gum on school property.
8. Habitually turn in late or incomplete assignments.

In choosing to misbehave, a student takes upon him or herself the consequences of that action. Misbehavior requires clearly defined action. Serious offenses, specifically possession of alcohol or drugs, willful destruction of property, possession of weapons or dangerous objects, or behavior that endangers the health and welfare of other children or school personnel requires serious intervention. Such intervention may include in-school suspension, out-of-school suspension, or expulsion, depending on full consideration of the circumstance by the school administration. (Diocesan Policy #5401)

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including the use of social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

Minor issues involving students will be addressed in the classroom and will typically result in the loss of full or partial recess. Students may earn demerits in order to correct inappropriate behavior. Demerits may be given by teachers or the principal and may not be issued by school volunteers. Students will start with a clean behavior record at the beginning of each quarter.

1 st Demerit	Life Skills Report and/or slip home to parents
2 nd Demerit	Conference with parent/student/teacher
3 rd Demerit	Before school detention, no school activity (field trip, party, etc), conference with principal
4 th Demerit	In school suspension*Δ

The following are consequences for certain rule violations. Situations not listed below are left to the judgment of the teacher and/or principal.

Tardy arrival	1 Demerit
Behavior that does not exhibit consideration of others	1 Demerit
Behavior that violates classroom or school rules	1 Demerit
Acts of willful disobedience or defiance	2 Demerits
Receiving a Bus Card	2 Demerits
Destruction of school or others property	3 Demerits/Detention (Suspension in serious cases)

Before school detentions will be served on Mondays only. If school is closed or there is a delay, detention will be served on the next Monday school is in session. Detentions will be held from 8:00am until 8:45am. **Students are to be dropped off at the school office by a parent/guardian promptly at 8:00am.** If students are tardy to detention, they will be required to serve the time they missed the following Monday and may earn additional demerits leading to further consequences.

***SUSPENSION** – If suspended from classes, a student will not be permitted to take part in regular classroom attendance, activities, lunch/recess, or conversation with peers. It will be the student’s responsibility to complete all assignments before being re-admitted to class.

***EXPULSION** – St. John reserves the right to expel any student at anytime for continuous/multiple behavior infractions and/or constant disruptive behavior in class.

Δ FURTHER INFRACTIONS BEYOND SUSPENSION - May result in suspension with no opportunity to complete assignments and possibly leading to expulsion proceedings.

THE DEMERIT SYSTEM MAY BE BYPASSED BY THE SCHOOL ADMINISTRATION IN ORDER TO CORRECT MORE SERIOUS PROBLEMS.

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 because of the findings and conclusion.
3. These notes must include verbal statements made by the people questioned and any written statements.
4. All 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 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.

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.

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. HOWEVER, Preschool WILL NOT be in session at regular time if there is a delayed start. Preschool WILL NOT be in session if school is closed for the day due to inclement weather or another emergency.

CHILD CUSTODY

Custodial parents and/or legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of limited access to children, records, or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights, as determined by the school administrator.

School administrators are not to offer to testify on behalf of one parent or another in situations of divorce, child custody matters, etc. Administrators are to take a neutral position in all conflicts of this nature. If a school official receives a subpoena to testify, contact the Office of Catholic Schools, which will then work with Diocesan legal counsel. (Diocesan Policy #5210)

CLASS SIZE

The maximum number of students in each grade will be 12, with a maximum of 24 students in each classroom. The recommended class size may be exceeded at the discretion of the Principal and the Priest.

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. Our Emergency Operation Plan is on file with or county Emergency Management Office/Director.

DIRECTORY INFORMATION

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

DRESS CODE (GRADES K-6)

ALL CLOTHING:

- Solid color
- No print or logos with the exception of shirts/sweatshirts with the school emblem or name that are purchased through the school or uniform company
- No hoods (with the exception of St. John sweatshirts purchased through the school)
- Modest, neat, and clean (no tears)

*** NOT PERMITTED ***

- Light blue shirts (see below)
- Clothing shorter than 4 inches above mid-knee
- Nail polish or makeup
- Temporary tattoos
- High heeled shoes or shoes with wheels
- Sandals, flip flops, open toe or open back shoes
- Jeans, sweatpants, or athletic pants (with the exception of Gym class – see below)

- Hooded sweatshirts, sweaters, or shirts (see exception noted above)
- Midriff bearing shirts
- Long earrings or hoops
- Earrings, chains, or large necklaces on boys
- Dyed hair or fad hairstyles (dreadlocks, mohawks, etc)

SKIRTS & JUMPERS:	Khaki, navy blue or school plaid (#61) purchased through uniform company
PANTS & SHORTS:	Khaki, or navy blue, Cotton/cotton blend or corduroy, walking style length shorts MAY BE WORN UNTIL OCTOBER 1 AND AFTER APRIL 1 unless otherwise noted by the principal
SHIRTS:	White, navy blue, or goldenrod, SHIRTS MUST HAVE COLLARS AND BE TUCKED IN AT ALL TIMES
SWEATSHIRTS & SWEATERS:	St. John sweatshirt purchased through the school (may be pullover, zip up or hooded). Other sweaters/cardigans must be navy blue or gray, and MUST be worn with dress code shirt underneath
SHOES:	Leather or athletic style, SOCKS MUST BE WORN Sock color must be a solid white, navy blue, gray or black.
JEWELRY & ACCESSORIES:	Wristwatches, Small straight-post earrings (GIRLS ONLY), Religious medal or cross
GYM CLOTHING:	May be worn on your child's assigned Gym day only and not in place of regular uniform apparel on non-gym days

ON GYM DAY:

- Sneakers or athletic shoes
- No jumpers or skirts
- K-6 students may wear St. John logo athletic shorts or jogger pants (ordered through Hawk's Nest) OR uniform pants/shorts, St. John logo t-shirt shirt (navy or royal blue) OR regular uniform shirt. Next year 2022-2023, only navy-blue logo t-shirt will be acceptable on gym days.

Altar Servers- Must wear dress shoes and uniform pants while serving at Mass.

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 our 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.

DRESS DOWN

Students may not wear pajamas, clothing that is torn, sleeveless, spaghetti straps, sandals, boots, clothing that has inappropriate pictures or words on it.

Dress Down Day Pass must be given to classroom teacher on the day the child is dressing out of uniform. **The Dress Down Pass cannot be used on a School Mass Day or on a field trip.**

EMERGENCY MEDICAL AUTHORIZATION

An Emergency Medical Authorization Card must be completed annually before October 1st for each student enrolled.

The completed form should be submitted to the school and kept on file. If a parent requests a change of the form, the school may permit the parent to make changes or to submit a new form.

In the event emergency medical treatment for a student is necessary, the school will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the Form (i.e., Part II) the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator(s) shall make reasonable attempts to contact the parent before treatment is given.

The school representative shall present the student's Emergency Medical Authorization Form or a copy thereof to the hospital or practitioner rendering treatment.

Any time a student or a group of students is taken out of the building to participate in a school event (i.e. field trip), the staff in charge of the event must take the Emergency Medical Authorization Forms for those students.

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.

FIELD TRIPS

A field trip is defined as a school sponsored educational activity supervised by school personnel and/or adult volunteers which occurs off campus. Every field trip must adhere strictly to the guidelines always found in Diocesan Safe Environment Policies. At all times, schools must follow a strategy of “two-deep”, where at least two adults are present at all activities and situations.

No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip. As a minimum, permission forms must contain the following information:

1. Name and location of the event.
2. Approximate departure and return time including locations of each.
3. Cost to the student.
4. Name of supervisor and approximate student/chaperone ratio.
5. Parent’s responsibility.
6. Mode of transportation (including type of vehicle, whether it is privately owned, or school owned, and whether driver is student or adult).

Whenever possible, bus transportation should be provided. If a private passenger vehicle is used, the following information as a minimum must be provided in writing, signed by the driver, and reviewed by the supervisor and/or principal prior to the field trip:

1. At least 21 years of age
2. Valid driver’s license.
3. Valid registration for the vehicle.
4. The vehicle must be insured for minimum bodily injury liability coverage limits of
5. \$100,000 per person/\$300,000 per occurrence.
6. \$100,000 Property Damage or a Combined Single Limit of \$300,000
7. Criminal background check.
8. Participation in the “Protecting God’s Children” sexual abuse awareness workshop.
9. Cellular phone use (including incoming and outgoing calls, texting, GPS etc.) are not permitted while driving a vehicle for a school sponsored activity.

Overnight Trips

Trips taken by a class or groups of students during school hours (or which are during the evening and require staying overnight) are subject to the approval of the principal.

Approval may only be given when such an event supplements or enriches classroom programs, e.g. outdoor or environmental education and retreat experiences.

All Safe Environment Policies must be strictly always adhered to.

For activities away from school property, a ratio of one adult per ten youths must be followed. For overnight activities, a ratio of one adult per six youths must be followed. The ratio of male to female chaperones should closely parallel the ratio of male to female youths at an activity. This is particularly important for overnight activities.

For overnight activities where private rooms are used, an adult chaperone must never share a room with a youth. (Except where a parent is serving as a chaperone, and there are no other people sharing the room).

No adult chaperone should ever enter a youth’s room unless it is absolutely necessary. If circumstances require it, the chaperone must be accompanied by another adult, and the door must remain open the entire time the adults are present. Both adult chaperones should be of the same sex as the youth(s) in the room. If this is not possible, one male and one female chaperone may be used. A youth must never be invited or instructed to enter the room of an adult chaperone.

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 Priest 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 plan 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.

HOMEWORK

Homework is a very important part of a student's life and provides an opportunity for parents/guardians to assist children with academic growth. The following will provide you with general guidelines as to the amount of time to be spent on homework each evening. This is geared to the average student. If your child seems to have a large amount of homework, please check to see that the assignment was not a long-range activity, and the student did not wait until the last minute to do it or has fallen behind on his/her assignments thus resulting in longer completion times.

Grade K:	15-25 minutes	Grades 3&4:	35-45 minutes
Grades 1&2:	25-35 minutes	Grades 5&6:	45- 60 minutes

INTERNET SAFETY

Internet safety is taught throughout the year, but it is explicitly taught at the beginning of the year during computer lab. The students watch and discuss a video, Health for Children, Staying Safe: Strangers, Cyberspace & More.

LIBRARY AND BOOKMOBILE

The school library serves St. John staff and students. Students visit the library weekly and are encouraged to check out materials. In the spirit of good stewardship, we ask that parents see that students properly care for the materials and return them to the library on time. If a book is not returned, parents will be required to pay for the book. This also stands true for the Hocking County Bookmobile, which comes once a month for students in grades 1-6. Students with overdue school library books at the end of the quarter will have progress reports held.

LUNCH PROGRAM

The cafeteria provides a hot meal each day. Menus are sent home with students once a month, are posted in each classroom, and published on the school website. Those wishing to bring their lunch from home may do so. **PACKED LUNCHES MUST BE HEALTHY AND MAY NOT INCLUDE POP. STUDENTS MAY NOT BRING PACKED LUNCHES THAT REQUIRE REFRIGERATION OR HEATING.**

If a parent/guardian wishes for their child to leave the school grounds for lunch, prior arrangements must be made with the school office.

St. John School participates in the federal free and reduced lunch program. Guidelines and an application are sent home with each child at the beginning of the school year. All information is handled with strict confidentiality.

School lunches are \$3.00. The reduced lunch price is \$0.40. All lunch money must be added/prepaid to your child's account through FACTS.

IF A CHILD FORGETS THEIR PCKED LUNCH THEY WILL BE ISSUED A CHARGE ON THEIR LUNCH ACCOUNT FOR A SCHOOL PROVIDED LUNCH. Students with outstanding charges at the end of the quarter will have progress reports held until accounts are no longer listed as having an outstanding/negative balance.

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's 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/bag. 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.

PARENT CONCERNS

Should a parent have a concern about a classroom procedure, school policy, or an employee they must adhere to the following procedure/chain-of-command 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 Priest may be contacted.

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

PARENT TEACHER ORGANIZATION

We invite active participation in the St. John School PTO. The PTO is a parent support group for the school and its endeavors and is not a policy/decision making body.

PARENTAL RESPONSIBILITIES

St. John operates under the understanding that parents are the first and primary educators of their children. Parents are expected to establish and maintain a positive attitude towards education, the school, and the teachers in the home. Parents should assist their children with dressing in a neat, clean, modest, and well-groomed manner that follows the approved school dress code. Parents are responsible to see that their child's homework is done neatly and on time and that their homework journals or homework sheets have been signed daily, as required by their teacher.

PARTICIPATION IN SCHOOL EVENTS

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

PARTIES

Pupil parties and treats in school are approved for certain holidays such as All Saint's Day, Christmas, and Valentine's Day at the discretion of the classroom teacher and the Principal. Small treats for birthdays are acceptable with prior teacher approval. 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.

PERSONAL HYGIENE

Parents/guardians must ensure that students come to school with:

1. Clean clothing
2. Clean 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 or praise song. In addition, prayers are said in preparation for lunch, during Religion class, and at dismissal. Students also participate in weekly school Masses and occasional prayer services.

PROMOTION AND RETENTION

Promotion The promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

Retention

It shall be mandatory to consider various factors when making a retention determination. Of primary consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, knowledge of the English language, possible learning disabilities, and social and emotional maturity. When reviewing academic progress, multiple indicators should be used including daily work, assessments, progress reports, standardized testing, Academic Support Plans, Services Plans/IEPs, and Written Plans.

A student who has not met a significant number of benchmarks in language arts and/or mathematics (primary grades) OR language arts, mathematics, religion, social studies, and science (Grades 4-8) should be considered as a possible candidate for retention.

Certain issues concerning retention apply to all grade levels. Although the elementary school principal makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student:

1. The student's lack of progress must be clearly documented and communicated to the parent(s)/guardian(s) by the teacher.
2. Lack of student progress toward meeting a significant number of the benchmarks must lead to an intervention process, based on the flow chart in the Diocesan binder "Procedures for Identifying Special Needs Students."
3. A meeting with the parent(s)/guardian(s), teachers, and school administration at the beginning of the third quarter should address student progress in meeting the benchmarks. The intervention plan should be reviewed at this time to determine if the plan has been followed and if retention should be considered as an intervention.
4. A meeting with the parent(s)/guardian(s), teachers, and school administration is required by the interim of fourth quarter to determine if retention is the appropriate intervention at this time. School requirements for summer intervention should also be made at this meeting.

RECORD RETENTION

All records are the property of the school. Parents may request access to their student's records and copies of the contents, but the school retains ownership of the file. Transfers of records to other schools are made by arrangement between the administration of the sending school and that of the receiving school only. Similarly, teachers may have access to their personnel file and copies of the contents, but the school retains ownership of the file.

REPORTING ABUSE & NEGLECT

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

SAFETY

Please caution your child about safety hazards associated with loitering on the way to and from school, not using care when crossing main traffic arteries where there is no adult supervision, arriving at school too early and playing in unsupervised areas, and not observing rules when riding on the school bus.

The school is required to conduct regularly scheduled fire, tornado, duck/cover/hold, reverse evacuation, hit the deck, shelter in place, and lock down drills.

SCHOOL HEALTH PROGRAM

Parents are encouraged to have examinations made by their family dentist and physician on a regular basis. Children should not be sent to school if they are not feeling well. **STUDENTS SHOULD BE KEPT HOME IF THEY HAVE ANY OF THE FOLLOWING SYMPTOMS OR WILL BE SENT HOME IF SYMPTOMS ARE NOTICED AT SCHOOL:**

- earache or severe headache
- fever
- swollen glands
- an acute cold
- skin rash or sores
- inflammation of the eyes
- nausea
- vomiting
- diarrhea

The following conditions must be under the care of a physician.

PARENTS/GUARDIANS ARE REQUIRED TO NOTIFY THE SCHOOL IF A CHILD HAS:

- scabies
- conjunctivitis (pink eye)
- impetigo
- pediculosis (head lice)
- tinea circinata (ringworm)

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 kept on file in the school office. **ANY CHILD WHO HAS MISSED SCHOOL DUE TO ILLNESS MUST BE TEMPERATURE FREE WITHOUT FEVER REDUCING MEDICATION FOR 24 HOURS AND NO LONGER CONTAGIOUS BEFORE RETURNING TO THE CLASSROOM.**

The school attempts to provide an environment in which the child 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.

SCHOOL WELLNESS POLICY

The St. John School cafeteria provides healthy and balanced lunches. Monthly menus and nutritional guidelines as established by USDA are followed by the food service. Menus are planned considering food availability and USDA Food Pyramid suggestions for servings from each food group.

St. John School, including grades K-6, does not serve a daily snack. Families who wish to provide special occasion treats are encouraged to bring healthy snacks only. Food containing high fat, sugar and salt content are discouraged. All students, preschool through sixth grade, are encouraged to drink water during the day and milk with their lunch. **SOFT DRINKS MAY NOT BE SENT INTO SCHOOL FOR LUNCH.**

St. John students in all grades are encouraged to get at least 30 minutes daily of physical activity. This may include recess, regular physical education classes, and classroom exercises done with music. Students are also 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, and safety education.

SEARCHES OF STUDENTS AND SCHOOL

Inspection of School Property

A student assigned school property, such as a locker, desk, computer, tablet, etc. has use of, but not proprietary rights to, that item. The pastor or a school or diocesan administrator may conduct a search of the school plant and every aperture thereof, including all school property such lockers, desks, tablets, etc. School searches must be reasonable and related to the school official's responsibilities.

Inspection of Personal Property

Normally, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc., should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the principal should contact the Office of Catholic Schools for further instruction. After consultation with the Office of Catholic Schools, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc., may be made if the school official has reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

STUDENT ABUSE AND NEGLECT

In compliance with state law (ORC 2151.421), any teacher, counselor, administrator, or other school employee, having reasonable cause to suspect that a child has been abused or neglected is required by law to immediately contact the county Child Protection Services and law enforcement - if deemed necessary, and inform the agency contacted of the facts and circumstances which led to the filing of a report. The employee will immediately report the case to the school administrator. The school administrator will immediately report the case to the diocesan superintendent and the Office of Safe Environment. If the suspected child abuse involves a school employee, the school administrator shall also immediately notify the Office of Catholic Schools to begin proceedings with the Office of Educator Conduct within the Ohio Department of Education.

STUDENT PROGRESS

Progress reports will be sent home four times per year for grades K-6. Parents are strongly encouraged to review progress reports with students at home. Progress report envelopes must be signed and returned to school promptly. Interim reports will be sent at the midpoint of every grading period at the discretion of the classroom teacher and principal. A time will be set at the middle of the first and third quarters for Parent/Teacher conference days. Other parent/teacher conferences may be scheduled at any time when either the parent or the teacher feels it would be advantageous. Both parents and teachers are encouraged to schedule conferences as needs arise throughout the school year.

SUPERVISION OF STUDENTS

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored activities, and at any other times during which the school accepts responsibility for supervision. All safe environment policies and regulations must be always adhered to. All school personnel shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding the school's rules.

Supervision requires both physical presence and attention to the students. Teachers shall also be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior.

Personnel charged with supervising students outside the classroom are to be provided with information relating to student supervision. This information may include the following:

- A basic or local in-service update on emergency procedures
- A written list of all procedures and rules to be followed relating to the conduct of students in the school or on school property
- A specific diagram of the outdoor space to assist in stationing supervisory personnel

It is the responsibility of the principal to ensure that adequate supervision of students is provided.

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned.

Since Catholic schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done

SUPPORT SERVICES

The teacher may recommend that a child be psychologically tested. The recommendation and reasons for it will be presented in writing as well as through a conference with the child's parent. The parents will be asked to give consent for psychological testing. Support services may include, but are not limited to, screening, assessment, intervention, monitoring of students, counseling, and consultation from appropriate stakeholders.

Speech therapy and Title I reading services are 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 St. John School is NOT a special needs facility and has the right to screen and discriminate based on 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.

SUSPENSION AND EXPULSION PROCEDURES

Suspension

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct after having been placed on probation.

For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. Only an administrator has the authority to suspend a student. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified. Expulsion shall not take place except as a result of the suspension procedure described below:

Suspension Procedures

1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.
2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

An administrator's decision to suspend a student is a final decision.

Expulsion

The permanent dismissal of a student from a school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed; b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons; c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, d) when the contractual relationship between the school and a family has been irreparably broken in the determination of the school.

The following procedures shall be observed:

- A record shall be kept of the previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family.
- Except in extreme circumstances of crime, scandal, immorality, or disruption that constitute a threat to the physical or moral welfare of persons, a student should be suspended prior to expulsion.
- A conference shall be held with the parents, student, administrator, pastor, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- The final decision to expel a student rest with the administrator and pastor in a parochial school and, in a diocesan school, with the principal with the knowledge and consent of the superintendent.
- If the decision to expel is made, the administrator shall notify the parent/guardian and the superintendent in a written format clearly stating, "[student name inserted] is being expelled from [school name inserted]" and include the reasons for the expulsion within three (3) days the decision to expel the student is finalized.
- The administrator shall notify the parents of the appeal process within the written expulsion letter.
- The principal shall properly document all expulsion cases involving the grounds, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.

- The student's permanent record shall indicate that the reason for transfer was expulsion.
- Consideration of admitting a student who has been expelled from a Catholic school will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of both the expelling school and the new school.
- Consideration of re-admitting a student who has been expelled from a Catholic school the year prior will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of the school.

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.

TELEPHONE/CELL PHONES/MOBILE DEVICES

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.

Cell phones and other mobile electronic devices (such as laptops, iPads, iPhones, etc.) are commonplace and often indispensable tools of the workplace. However, some features that are included in many cell phones and mobile devices make them both potentially a distraction and a danger to the Parish's/school's confidentiality. In order to ensure employee safety and Parish/School and students/parishioners confidentiality, occasionally and without notice, the Parish/School may need to monitor the use of such devices within the work or school setting. Therefore, employees should have no expectation of privacy with regard to the use of cell phones or other mobile electronic devices within the scope of Parish/School employment.

1. Use During Work The use of cellular phones and other mobile electronic devices during work should be limited to business purposes or emergencies. You should attempt to limit the number of personal conversations and/or text messages that you engage in on your cell phone during work hours. Cell phones may be monitored by outsiders; consequently, conversations regarding confidential Parish/School matters should not be conducted by cell phone. Confidential conversations should be carried on in-person or over the Parish's/School's telephone system.

2. Use While Driving Using a cell phone or other electronic mobile device while driving may increase your chances of having an accident. Therefore, the Parish/School encourages all employees to become familiar with the "hands-free" features that are available on many devices, as well as speed dialing and redialing.

It is the policy of the Parish/School that employees, while in the course of any work-related activity, may not use their cell phones or other mobile devices while driving except for the "hands-free" feature. This means that the employee may not use their cell phone to conduct work-related activity in any vehicle while driving, including a personal vehicle except for the "hands-free" feature. In addition, the employee may not use their cell phone for any personal conversations, while driving during the course of work, or while driving a parish-owned vehicle. The safest option if employee needs to receive or make a call while driving is to safely pull their vehicle off of the road and put it in park before using their mobile device.

3. Camera Phones Cell phones or other mobile electronic devices that have a photographic or video recording capability must not be used to record any subject matter, event, material, or person related to the business of the Parish/School. Recording confidential Parish/School information is thus strictly prohibited. Violation of this policy may result in the confiscation of the images or videos as well as disciplinary action up to and including termination of employment.

4. Storage of Parish/School Information The use of a cell phone or other mobile electronic device to store or transmit confidential Parish/School information is strictly prohibited. Violation of this policy may result in the confiscation of the information as well as disciplinary action up to and including termination of employment.

5. Storage and Transmission of Inappropriate Content Using a cell phone or other mobile electronic device to transmit a message or other file which may be deemed foul, inappropriate, or offensive to a coworker, or during Parish/School business, may constitute harassment and is strictly prohibited. Storing such a message or file on a Parish/School-owned cell phone or mobile electronic device is likewise strictly prohibited. Employees who fail to comply with this Policy may be subject to discipline, up to and including termination of employment.

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.

TESTING

Diocesan wide testing for grades 2-6 is held annually. St. John School students will take these tests in the fall of each school year. Students in K-6th will also take quarterly STAR tests in Math and Reading. Then 5th grade students who are on the EdChoice scholarship are required to take the Ohio State Science tests in the Spring.

TOYS

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

TUITION

1. Regular monthly payments for all families, Preschool – grade 6 will be set-up and paid online through FACTS except for families who have made other arrangements with the Pastor and Principal.
2. Please do not send any payments with students. **PAYMENTS MUST BE MADE ONLINE.**
3. Tuition statements will be available for you to view and track through FACTS.
4. Report cards and all other records will be held at the end of each quarter for any family whose tuition account is behind. Children may also be excluded from classes if an account is behind at the end of a marking period. 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.
5. 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 plans 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.**
6. Families who wish to apply for tuition assistance must first submit a Diocesan application through FACTS. Once FACTS applicants are communicated to the school, the Principal or Pastor will contact each applicant regarding a possible parish grant. Families who wish to apply for a parish grant must complete a one-page form and meet with the Principal and the Pastor to discuss their financial needs. The tuition assistance process must be completed by the end of July each year in order for parish grant requests to be processed in a timely manner.
7. Families listed as participating catholic and receiving aid or discounts on tuition must adhere to the Five Precepts of the Catholic Church to receive said discount
 - Attend Mass each weekend and on holy days of obligation.
 - Confess your sins at least once a year.
 - Receive the Holy Eucharist at least once a year.
 - Observe days of fasting and abstinence
 - Provide for the needs of the church. This precept means that the faithful are obliged to assist with the material needs of the Church and parish community at large, each according to his own ability. Volunteering at school and/or for PTA events for a minimum of 10+ documented hours cover this precept. Involvement and participation will be tracked for compliance of member discounts. See VOLUNTEER SECTION BELOW

TUITION REFUNDS

If a family has paid tuition ahead on monthly payments and must withdraw for personal reasons, a refund will be given. Students dismissed from the school due to behavior or other situations will not receive a refund. 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 AND MAKE-UP WORK

St. John School strongly urges parents to schedule family vacations when school is not in session.

In the event that a student will be leaving on a vacation that will take him/her out of school for more than two 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. Make-up assignments for missed work due to vacation will not be given prior to the student leaving. Rather, on the day the student returns to school, he/she will collect all missed work from his/her teacher. The student will then have the number of days they missed school to complete and turn in his/her assignments and complete missed assessments. (For example, a student who misses school on a Thursday, Friday, and Monday due to vacation will collect his/her assignments upon their return to school Tuesday and will have three days to complete all missed work.) This policy allows students to have access to their classroom materials and their teacher as they complete missed work, while providing a structured system for completing and turning in assignments. Students who do not complete and turn in make-up work will not receive full credit for their assignments. The administrator may make exceptions to any provision of this paragraph when unusual circumstances arise. An exception would be in the case of a student who is hospitalized or has an extended illness or injury and is able to make up the work through tutoring or some other type of aid.

VISITATIONS TO SCHOOL AND PARENTAL OBSERVATION

We welcome parent visitations to the school. In order to avoid confusion and disruption of the educational environment, **IT IS REQUIRED BY OHIO STATUTE THAT ALL VISITORS REPORT TO AND REGISTER WITH THE OFFICE UPON ARRIVAL AT 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.** Parents who wish to observe their child during class time may do so with prior approval from the school administrator so as not to disrupt classroom routine. The parent who wishes to observe must contact the school office and speak with the school administrator. The child's classroom teacher will also be a part of this discussion. Parents are welcome to ask questions, to come into the classroom and observe at any time, but it is important to remember that these visits are for observing purposes only.

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 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:

- the four K-6 classrooms
- the Preschool/Pre-K classroom
- the school cafeteria
- the school kitchen
- the school office
- the Computer Lab in School Hall
- the school Library in School Hall
- the work room in School Hall
- the 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

VOLUNTEER CODE OF CONDUCT

Our children are the most precious gifts God has entrusted to us. As a school volunteer, I promise to follow the rules and guidelines in this School Volunteer Code of Conduct as a condition of my providing services to the children and youth of our school.

As a school volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at school and during school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refrain from giving expensive gifts to children and/or youth.
- Report suspected child abuse to the administrator or appropriate supervisor.
- Report registered sex offenders that are within 1000 feet of the school to the administrator.
- Report suspicious activity and/or persons on school grounds to the administrator.
- Conduct myself in a Christian manner as a representative of the school on and off school property.

As a school volunteer, I will not:

- Touch a child and/or youth in a sexual or other inappropriate manner.
- Smoke or use tobacco products in the presence of children and/or youth at school or during school related activities.
- Use, possess, or be under the influence of alcohol at any time when working with children and/or youth or attending school related functions.
- Use, possess, or be under the influence of illegal drugs at any time.

- Pose any health risk when working with children and/or youth.
- Strike, spank, shake, or slap the children and/or youth that I am working with.
- Humiliate, ridicule, threaten, or degrade the children and/or youth that I am working with.
- Attempt to discipline the children and/or youth that I am working with but will refer any behavior issues to the appropriate teacher or administrator.
- Use profanity in the presence of the children and/or youth that I am working with.

I understand that as a school volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct will be addressed by the school administration.

WEAPONS AND CONCEALED CARRY

The safety of parish and school employees, clients, and visitors is of paramount importance. Accordingly, the parish and school prohibit its employees, contractors, and agents, including any individuals licensed to carry concealed weapons, from carrying firearms, handguns, or any potentially lethal or dangerous device (including but not limited to knives, clubs, explosives, and so forth) while:

1. On or in any property owned, leased, or controlled by the parish or school (including but not limited to buildings, vehicles, etc.)
2. While performing any duties for the Parish/School
3. While at parish-sponsored or school-sponsored events

The only exceptions to this policy are law enforcement officers on official business, school resource/safety officers who have obtained Diocesan approval, and ordained personnel who live on church property and who own firearms that are maintained in an open, non-concealed manner, and are owned solely for the purpose of hunting or as a hobby. Violation of this policy will result in disciplinary action, up to and including the end of employment. An employee who becomes aware of another person violating this policy must immediately ask that the person carrying the weapon remove it from church property. The employee must also immediately notify the director or moderator of such an incident. If the person carrying the weapon does not comply with said request, law enforcement must be called to remove the weapon and the person. Any attempt by an employee of the parish or school, except for school resource/safety officers, to remove a weapon or person carrying a weapon is strictly forbidden.

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.

Cafeteria

All meals served through St John School food service program comply with all the rules of the National School Lunch Program standards for meal patterns, nutrient levels and calorie requirement for the ages and grade level served at our school. We only sell reimbursable meals and milk to our students. We do not sell a la cart, nor do we have vending machines. Standards for the National School Lunch program can be found at: <https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

St. John School participates in the federal lunch program providing free and reduced lunches to families with income eligibility requirements. This is done on a non-discriminatory basis and eligibility is monitored through random verification process.

The St. John School cafeteria serves healthy and balanced lunches. Monthly menus and nutritional goals as established by USDA are followed by the food service.

Our policy encourages healthy eating and physical activity in order to encourage healthy living and to fight child obesity. Families who wish to provide special occasion treats are encouraged to bring healthy snacks only. Food containing high fat, sugar, and salt content are discouraged.

Students are encouraged to drink water during the day and milk with their lunch. **SOFT DRINKS ARE NOT SERVED TO STUDENTS AND SHOULD NOT BE SENT INTO SCHOOL FOR LUNCH.**

St. John School restricts the sale of unhealthy snack food and beverages on the school property. Our goal is to improve the quality of meals at school & to encourage healthy eating habits generally through education. We invite speakers from our health department and community to speak on topics of healthy eating.

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.

All St. John School students shall participate in a minimum of 30 minutes of Physical education per week. No student may be exempt from, nor may they substitute other activities for the required physical education class time. Only exceptions will be due to disability or a medical excuse.

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

Other Forms of Activity

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

Classroom teachers are encouraged to use physical activity as incentives for academic or desirable behavior. However, teachers are prohibited to use or withhold physical activity as a punishment for undesirable behavior or incomplete classwork.

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 update 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. <https://stjohnlogan.org>

WITHDRAWAL/TRANSFER

A parent/guardian must notify school with intent to withdraw or transfer. The parent/guardian must come to school and sign a "Release of Student Records" form before permanent records can be transferred. All tuition, instructional fees, and outstanding debts must be paid in full before permanent records will be transferred.