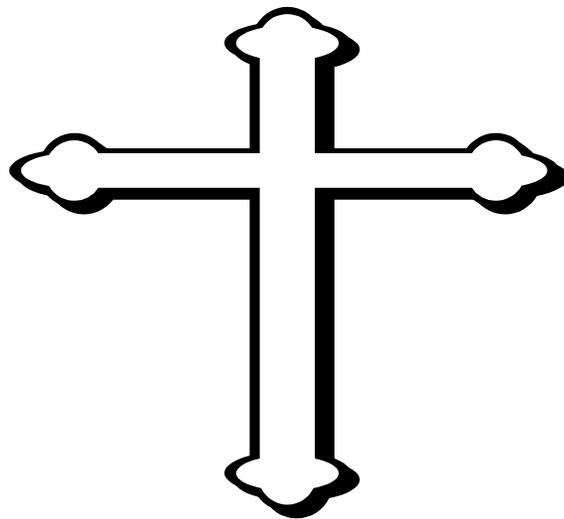


ST. JOHN CENTRAL SCHOOL
STUDENT / PARENT
HANDBOOK
2022-2023



17654 State Route 676
Marietta, OH 45750
(740) 896-2697
Fax: (740) 896-2555

Website Address: stjohncentralschool.com

A CENTRAL SCHOOL SERVING STUDENTS FROM THE FOLLOWING PARISHES:

*ST. BERNARD (BEVERLY),
OUR LADY OF MERCY (LOWELL),
ST. AMBROSE (LITTLE HOCKING,
AND ST. JOHN THE BAPTIST (CHURCHTOWN))*

Table of Contents

	<i>Page Number</i>
History of St. John Central School	4
Mission & Belief Statements	5
Religious Education	5
Admission Policies	6
Admission to Kindergarten	6
Transfer Students	6
Tuition Guidelines & Fees	
Tuition Payments WITH	
Contributing vs. Non-Contributing Parishioner Guidelines	6
Instructional & Other Fees	7
Legal Custody Documents	7
Withdrawals	7
VIP (Volunteers Inspire People) Points - Parent Service Requirement	7 & 8
Notice of Student Record Access & FERPA	8
School Visits (Student Observations)	9
Lost and Found	9
Library	9
Care of Books	9
Computers & Internet Usage	10
The Dress Code	10 & 11
Attendance & School/Daily Schedule	12
Bus Schedules & Dismissals	12
School Closings (Delays)	12
Academics & School Activities	13
Infinite Campus	13
Report Cards & Student Evaluation	13
Honor Roll	14
Parent/Teacher Conferences	14
Student Advancement/Retention	14
Curricular & Extracurricular Activities	14
Interscholastic Sports	15
Government Services & Federal Monies	15
Cafeteria /Snacks	16
Cafeteria & Playground (Recess) Rules	16 & 17
Fire & Tornado Drills	17
School Attendance	17
Excused Absences	18
Unexcused Absences	18
Tardies/Late Arrivals	18
Early Dismissals	18
Vacations	18
Homework & Make-Up Work (Deadlines) Expectations	19
The Red Folder/Documents to Be Sent Home	19

Parental Involvement	20
Home & School Association	20
Room Parents	20
Volunteers	20
Parent/Guardian Complaint Policy	20
Health Information	21
School Nurse	21
Immunization Requirements	21
Allergens – New Peanut Allergy Guidelines	22
Medications	22
Epinephrine Injections and EpiPens	23
Child Abuse	23
The Student Code of Conduct	24
Diocesan Policy on Harassing, Intimidating, and Bullying	25 & 26
Policy on the Use of Alcohol and Drugs	27
Harassment	27
Appropriate Language	28
Policy and Use of Cell Phones	28
Bus Conduct	28
Use of School Grounds	29
Decree on Child Protection	29
<i>DIOCESAN HANDBOOK SUPPLEMENTS (pp. 30 –41)</i>	
Guidelines for Administration of Medication during School Hours	30 - 33
Self-Medication for Asthma Inhalers Authorization Form	34
Dispensation of Medication	35
Daily Record Card of Medication Distribution	36
Lindsay’s Law: Sudden Cardiac Arrest in Youth Athletes	37 - 38
Diocesan Transgender Policy	39
Policies Regarding Student Participation in Athletics	40 - 41
(Signature Page)	
PARENT/STUDENT HANDBOOK ACKNOWLEDGMENT FORM	42

HISTORY OF ST. JOHN CENTRAL SCHOOL

Early in 1950, pastors from Churchtown, Beverly, and Lowell met at the request of the Most Reverend Bishop John King Mussio to discuss the possibility of establishing a Catholic school system for the children in this area. Their insight into the needs of the community resulted in a plan to have the parishes build a school to be staffed by Catholic sisters hired by the local school board, and to serve the district elementary school of the predominantly Catholic area. Upon approval of their proposal by the Most Reverend Bishop, Washington County school officials, and the State Department of Education of Ohio, seventeen and one half acres of property adjoining the church in Churchtown were purchased from Mr. Howard Jurden.

By 1955, the necessary funds had been raised and a contract was eagerly signed with Crock and Schafer of Caldwell for the erection of a brick building consisting of four classrooms, restroom facilities, and offices. Another contract was signed shortly thereafter to provide an attached auditorium/gymnasium with a basement and furnace room.

On September 9, 1956, all the efforts in planning were enthusiastically culminated in the inauguration and blessing of the new school with Monsignor Ambrose Schilling of Beverly and Father Charles Highland of Churchtown officiating.

At this time, St. John Grade School was classified as a public school. Due to the unavailability of teaching sisters, the school was staffed by two lay teachers. However, beginning in the spring of 1957, an agreement to work with the Sisters of the Assumption of Grahamsville, South Africa, and with Father Charles Highland culminated in the sisters' arrival in May 1958.

The course of the new St. John Grade School was not destined to be smooth. The good sisters began teaching with temporary provisional certificates. However, their college degrees were from non-American institutions, and so the county superintendent ultimately recommended non-renewing their teaching credentials and their contracts. The county superintendent did not like the idea of these Catholic sisters teaching in a public grade school. The resulting clash between the superintendent and local board members was spirited and lively, and the controversy ended up being discussed in the national press. This led to the separation of this public school from local board control and its being designated a parochial school on August 30, 1959.

In June 1961, the Diocesan Office of Education elevated St. John Grade School to the status of St. John Central School with the addition of the parishes of Our Lady of Mercy, Lowell; St. Bernard, Beverly; and St. Ambrose, Little Hocking (formerly Vincent).

In recent years, a new wing was constructed which added three primary classrooms and a storage area. The curriculum has been modified to meet ongoing educational demands beyond the grade school level. Now there is a computer lab, and computers are in each classroom with Internet access. A playground structure has been installed in the outside play area. In 2006, a preschool opened in the St. John Parish Hall/Senior Center located between St. John Central School and St. John the Baptist Church. In 2015, a major technological advancement took place with the launch of the school's website at www.stjohncentralschool.com. On April 10, 2016, a school (and diocesan) celebration took place as St. John Central School celebrated its 60th Anniversary. Members of the first class were present. A commemorative concelebrated Mass with Bishop Jeffrey M. Monforton was offered for the school's continued educational success as a pillar in the Churchtown community.

MISSION STATEMENT

In the spirit of Catholic tradition, the St. John Central School community is committed to the ongoing total development of spiritual growth and academic learning in a Christ-centered environment.

BELIEFS STATEMENTS

We, the faculty, staff, parents, and stakeholders of St. John Central School hold the following beliefs as pivotal to the mission of our school:

1. Parents/guardians are the primary educators of their children.
2. The school exists to serve all families who desire a Christ-centered education for their children and who support the school's mission and beliefs.
3. Each student is a unique individual with spiritual, moral, physical, social, emotional, and intellectual needs.
4. Parents, staff, students and community members will work together to model Christ-centered values.
5. The school is committed to providing optimal learning for all students.
6. The school promotes understanding and appreciation of wholesome and true cultural diversity.

RELIGIOUS EDUCATION

Roman Catholic Religious Practices

St. John Central School is a Catholic Elementary School offering programs from preschool through eighth grade. The Course of Study for all religion in K-8 is based on the guidelines developed by the Diocese of Steubenville. All students enrolled at St. John Central School will attend daily religion classes. The religion program consists of not only regular in-class instruction, but also active participation in various religious practices such as those listed below:

Morning Prayer Assemblies
Weekly Masses (Wednesdays)
Sacrament of Reconciliation twice a year at Advent and Lent (Grade Appropriate)
Devotion to the Holy Rosary (Living Rosary)
Blessing of the Animals (October)
Jesse Tree (Advent)
Stations of the Cross (Lent)
Crowning of Mary (May)

First Reconciliation and First Holy Communion

Second graders prepare throughout the school year for First Reconciliation and First Holy Communion. Beginning in 2015, all children who are to receive their First Holy Communion will do so in their respective home parishes. (The pastors of the home parishes may require additional catechesis.) After all four home parishes of the St. John community have celebrated their individual First Communions in house, the new communicants will be recognized at one of the school Masses in May.

Service Projects

All students from kindergarten through grade eight may participate in a service project during the school year.

ADMISSION POLICIES

St. John Central School does not discriminate on the basis of religion, race, color, national or ethnic origin in the administration of its educational and admission policies, athletic or other school directed programs.

St. John Central School does reserve the right to refuse admission to any student with a history of behavior that would likely disrupt the learning environment. This includes, but is not limited to, expulsion from another school and/or behavior that threatens the welfare of the student body.

ADMISSION TO KINDERGARTEN

St. John Central School offers a five-day, full-time kindergarten program. Students entering kindergarten shall be five (5) years old by August 1 and shall have successfully completed a kindergarten screening. If the screening results indicate questionable readiness for school, the principal, the kindergarten teacher and the parents will make a decision regarding kindergarten enrollment. Recommendations regarding delayed entrance to kindergarten may not be made solely on the basis of screening results.

Upon registration, parents shall present their child's official birth certificate and immunization record. If the child has been baptized, a baptismal certificate is required. In the instance of divorce or legal separation, a copy of the custody agreement is required. Protocols for admission also follow the guidelines in the ADMISSION POLICIES procedures listed above.

TRANSFER STUDENT(S)

Any student transferring from another school into St. John Central shall submit a copy of the cumulative record from the previous school. The student will be assigned to a grade based on the recommendations of his previous instructor. If records are unavailable, an examination may be administered to determine which grade the student should be enrolled. Students entering first grade shall be 6 (six) years old by August 15 (ORC 3321.01) and shall have successfully completed kindergarten. Unless there is a special exception (like a move into the area), a student will not be accepted after the beginning of the first grading period. School academic, attendance, and/or behavior documents may deny the admission of a transfer student.

TUITION GUIDELINES & FEES

St. John Central School is supported primarily by the parishes of Our Lady of Mercy, Lowell; St. Ambrose, Little Hocking; St. Bernard, Beverly; and St. John the Baptist, Churchtown.

Students enrolling at St. John Central School are required to pay tuition and registration fees as described in the registration and tuition agreement form for that school year. A non-refundable registration fee shall be paid per student upon registration. Questions regarding tuition shall be directed to the school treasurer and/or the principal.

TUITION PAYMENTS

St. John Central School provides several tuition payment options:

- full payment by June 1 of the current year
- monthly debit withdrawals from a checking or savings account (beginning July 10)
- financial aid (that must be approved)
- third-party payments with a required signature indicating who is paying, when, and how often

Two tuition rates are offered for families. A **Contributing Parishioner** rate is reserved for families who are contributing members of one of our four parishes: Our Lady of Mercy, Lowell; St. Ambrose, Little Hocking; St. Bernard, Beverly; or St. John the Baptist, Churchtown. There is an honored reciprocal agreement also for St. Mary (Marietta) **contributing** parishioners. *Families who are not contributing members of one of our four parishes will pay the Non-Contributing, Non-Parishioner rate.*

Registration packets are sent to each family in April for the following school year with tuition information and options. *Families expecting to pay Contributing Parishioner tuition rates must be contributing members of one of the local parishes or the non-contributing tuition rate will be charged. The local parish priest(s) will determine this eligibility as necessary.*

INSTRUCTIONAL & OTHER FEES

Instructional fees may be assessed in addition to tuition fees each school year. Instructional fees cover the cost of workbooks, all religious-based books, testing materials, art supplies, computer supplies, and other supplemental materials.

- If band is offered, a fee may be assessed for those who choose to participate.
- All students are responsible for school-owned textbooks and library materials. Additional charges may be assessed if these books are damaged, lost, or needing replaced.

LEGAL CUSTODY DOCUMENTS

Upon registration, **OR WHEN** a child custody order or decree, including temporary order of child custody, is issued resulting from action of divorce, separation, annulment or dissolution of the marriage, the custodial parent/guardian of the child shall notify the school of those custodial arrangements. The custodial parent/guardian is to provide the school administration with a certified copy of the custodial order prior to the student entering school. The school must also be provided with a certified copy of the decree or order when any changes are made in the custody ruling. If changes are made during the school year, the parent/guardian shall notify the school as soon as possible. *The school can only enforce policies that have been court-ordered and a copy of the court orders have been furnished to the school.*

WITHDRAWALS or GRADUATIONS

In order for a copy of a student's cumulative record to be sent to an enrolling (receiving) school, a transfer request form needs to be received at St. John Central by paper, fax, or email scan. Only then shall a duplicate of the cumulative record be sent to the enrolling (receiving) school. All school property needs to be returned to the school AND all financial obligations must be settled before the records are sent to the receiving institution.

IMPORTANT! VIP (Volunteers Inspire People) POINTS ~ Parent Service Requirement

The parish of St. John the Baptist provides extra subsidy for the operation of the school. This subsidy is a minimum \$102,000 per year. For this reason, school families are asked to help with Bingo to keep the tuition affordable. Each family is asked to provide one or two workers to help with Bingo for 4.5 hours on a Sunday evening every eight weeks. With this help, St. John Central is able to provide this subsidy. Although suspended during the pandemic, the VIP Program was reinstated by the H & S Association on Wednesday, July 28, 2021. The program is now in full effect as in the past.

For those who object to Bingo, other projects that assist the school and its students can fulfill the 120 VIP points needed to help with tuition. New parents/guardians to St. John Central are required to collect 90 VIP points; returning families are required to complete 120 VIP points. VIP Points start in June and should be reported every 4 (four) months. The VIP Point schedule is published prior to the start of the year in fall. VIP Point Tally Sheets will be collected and recorded in the school office. A VIP Points report (with additional ways of attaining points) is sent out in September, January, and May. Parents/guardians who fail to make their points or report them will be billed an additional \$15.00 per point under the 90/120 VIP Points required. This is not meant to be a punitive measure; instead, the ongoing success of the school is based on the TIME, TALENT, and TREASURE of the St. John Central School community.

**NOTICE OF STUDENT RECORD ACCESS &
FERPA (The Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents/court-appointed guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are termed "eligible students."

1. Parents/guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons of great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents/guardians or eligible students have the right to request that school correct records which they believe to be incorrect or misleading.
3. Generally, schools must have written permission from the parents/guardians or eligible students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent to the following parties or under the following conditions (34 CFR / 99.31):
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies; and
 - i. State and local authorities, within a juvenile justice system, pursuant to specific state law.

The student's cumulative record includes identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

The right of access to the records is limited to parents, legal guardians, 18-year-olds and students enrolled in an institution of (post)secondary education, except when written permission is on file from one of these authorized persons to release this information to a third party. This limitation does not apply to school personnel having a **professional need** to examine or work with these records. Transcript data may be conveyed to another school district where a student is enrolled without parental permission, but a notice of transfer or records will be sent to the last known address of the parent, legal guardian or authorized student.

Parents, guardians, 18-year-olds, and students enrolled in an institution of post secondary education may request an appointment to inspect records (during the regular school day) by contacting the school office. The content of the record may be challenged as to clerical accuracy and propriety of inclusion of specific data in the record. This challenge will be answered and an effort made to resolve the question.

Copies of materials in the cumulative record are available to those individuals authorized to inspect the records. When possible, copies will be provided immediately upon requested. However, the school reserves the right to have up to five (5) work days for the preparation of these copies when other job responsibilities do not allow for the immediate preparation of the copies.

SCHOOL VISITS (STUDENT OBSERVATIONS)

Observing your child in the school environment can be a rewarding and often enlightening experience. Parents and guardians are welcome to observe during the school day. Prior notice is generally not needed with the principal and teacher.

However, all visitors are required to report to the office immediately upon arrival. A log-in book is available for sign in. A visitor badge will be furnished and worn during the stay. Before departing, visitors need to sign out at the office.

LOST AND FOUND

The school office serves as a clearinghouse for items that are either lost or found. Any items of clothing left unclaimed will be donated to charity. To aid in the identification of lost items, please label all supplies (notebooks, lunchboxes etc.) and articles of clothing, especially jackets.

LIBRARY

The librarian and staff select the books, equipment, and other materials that stock the library. They also regularly evaluate the library to insure that the materials support the Course of Study and are appropriate to pupil ages, interests, and educational needs. Students may use the library for reading and/or studying, or they may check out books for a period of two weeks. Reference books shall not be checked out, but they can be used in the library as needed.

Accelerated Reader computers are located in some classrooms and the library.

CARE OF BOOKS

1. All hardback books **MUST** be covered.
2. Each child should have either a book bag or a large plastic bag in which to carry their books to and from school. Lost or damaged books must be replaced by the student.

3. Encourage your child to show small damages to the teacher so that the proper repairs can be made before serious repairs are necessary.
4. All texts, including those furnished by the State of Ohio, if lost or damaged, **MUST** be replaced by the student. If a book becomes damaged, the principal will decide on a replacement cost.

COMPUTERS & INTERNET USAGE

The computer lab contains computers and printers for student use when available. St. John Central School is on-line with the Internet. Students in grades seven and eight have independent typing instruction. Students in grades kindergarten through three are provided with the opportunity to make use of the lab or classroom computers as permitted by their teacher(s). All students and employees/volunteers of St. John Central must complete and sign the **“Revised Acceptable Use and Internet Safety Policy for the Schools of the Diocese of Steubenville” (form)** prior to using any computer in the building.

THE DRESS CODE

(Some Revision with LEAC approval ~ July 2022)

Our school uniform is a source of pride and unity among St. John Central School students. Uniforms are required every day for grades K-8, unless otherwise specified. Hopefully, the following will simplify the expectations for our dress code for this school year:

- The uniform blouse and shirt colors should copy the shades of the American flag: (true) red, white, and navy blue. In the past few years, there have been too many shades of red (such as maroon), white (such as cream and off-white), and blue (such as light, royal, and sky) that contradicted uniformity in colors. Please note that St. John royal blue (found in spirit wear) is **NOT** an acceptable blue for uniform purposes. It may only be worn as spirit wear. Again, the colors of our flag will dictate our uniform blouse and shirt colors to eliminate any confusion.
- Non-uniform passes are not to be used on School Mass Days. During the appropriate season, uniform shorts are permitted on School Mass Days, but long pants are preferred.
- Head and neck gear are only to be worn when entering and leaving the building.
- **St. John spirit or athletic wear is permitted on Fridays(s) only.** This includes St. John hooded sweatshirts. This means that any authentic “acceptable” clothing with the St. John Central School logo or with *St. John Braves* is OK for Friday wear only. .
- **Shorter-length clothing should be no more than 3” above the knee.**
- Socks must be worn with shoes; however, socks are not required when sandals are worn.
- All clothing should be free of stains and holes/tears.

Please respect the uniform policy at home and we will do the same here at school. *Thank you!*

Shirts/Blouses

Blouses, shirts, T-shirts, sweatshirts, turtlenecks, and sweaters are permitted in solid “flag colors” AND may be long or short sleeves. There is to be no writing, stripes, or images on any apparel with the exception of a small logo at the corner or back (such as Under Armor). All shall rest no shorter than the top of the pant waistband when arms are fully extended above the head.

Hooded/Non-hooded zipper jackets, cardigans, and sweaters in solid “flag colors” are permitted in the classroom for added warmth. A uniform shirt must be worn under these items **AT ALL TIMES.**

- Pants** Pants need to be navy blue or khaki in a solid color--no jeans. Skinny or jegging-style pants may be worn with a top that fully covers the student's rear end.
- Shorts/Skort/Capris** These need to be navy blue or khaki and are permitted in May through October only. **Shorts must be no more than 3 inches above the knee. Unacceptable shorts styles include the following:**
- Silky/mesh athletic shorts
 - Biker shorts
 - Swim/board shorts.
- Shoes & Sandals** Either dress or tennis shoes may be worn. Sandals with a back strap are OK from May through October; flip flops are unacceptable. Crocs may be worn year round with the strap to the rear. Socks must be worn from November through April.

Specific Guidelines for GIRLS

- Dresses/Skirts/Jumpers** Dresses and jumpers may be worn in solid "flag colors" or khaki, solid color (no more than 3" above knee). Skirts must be solid khaki or navy blue and be no more than 3" above the knee.
- Leggings & Tights** **Leggings and tights are NOT to be worn unless WITH a skirt or dress length accessory that is no more than 3" above the knee.** These need to be navy blue or white; hosiery needs to be skin tone in color. **Leggings are not to serve as a substitute for pants.**

- Gym Clothes** Students may wear T-shirts and gym pants or shorts (no more than 3" above the knee). All students **MUST** wear tennis shoes during gym class.

- Non-Uniform Days** On Non-Uniform Days, students are to wear acceptable, appropriate clothing. Clothing length requirements for tops and bottoms as found in the uniform section shall be adhered to when wearing non-uniform clothes to school. Parental discretion is advised for non-uniform days. Some examples of unacceptable clothing include frayed or torn clothing AND T-shirts or sweatshirts featuring alcohol, tobacco, any political statement or candidate endorsement or unacceptable language.

CONSEQUENCES OF DRESS CODE VIOLATIONS

First Offense: Student will be sent to the office to change into acceptable clothing. A note will be sent home to notify the parent/guardian of the infraction. This note must be signed and returned promptly to the school as acknowledgment. **Please note that if an acceptable alternative is not found at school, a parent/guardian will be called to bring in a change of clothing.*

Second (or More) Offense(s): Parent/guardian will be called to bring a change of clothing to the school for the student.

SPECIAL NOTE:

Since 2015, the American flag colors are the only approved colors (for tops). This means that any light blue, burnt orange, rust, any off white or cream colors are not to be worn. This three-color selection has greatly simplified the dress code policy for our parents.

Parents, teachers, and staff will work together to enforce the dress code.

ATTENDANCE & SCHOOL SCHEDULE

Regular attendance and punctuality are very important to the satisfactory educational growth of children. From the beginning of school, parents are encouraged to instill in their children a sense of responsibility toward their education.

BASIC DAILY SCHEDULE

8:00 a.m.	Arrival Time Begins
8:15 a.m.	Transition to the First Class followed by the Prayer Assembly
2:35 – 2:45 p.m.	School Dismissal

School Mass is celebrated one day each week at the church, unless otherwise indicated on the school calendar. If there is inclement or the possibility of inclement weather, Mass will be held at the school in the gym. Family and community members are always welcome to attend. This daily schedule as well as the published school calendar may need to change to fulfill the minimum school hours required by Ohio state law.

BUS SCHEDULES & DISMISSALS

Regular bus service is available to students from the Fort Frye Local, Marietta City, and the Warren and Wolf Creek Local School Districts. Each school district periodically builds into their schedules early dismissals or 2-hour delays. Please make every attempt to transport your child on these occasions so as not to interrupt his/her educational schedule at our school. These changes in schedule will be printed on the monthly calendar--when known in advance.

All students are dismissed at the end of the day from the gymnasium. The staff member on duty dismisses students to their bus. Students being picked up are then released to their vehicle as the staff member calls them. Parents/guardians are asked to form a line behind the buses and shall drive to the north end of the parking lot near the gym doors and wait for their child(ren) to be dismissed to their vehicle. Those picking up students by car shall give buses the right of way. Parents needing to come into the school shall park their vehicles below the school or in the drive leading to the church.

SCHOOL CLOSINGS (DELAYS)

In the event of inclement weather, St. John Central School may need to cancel school. Parents are to listen to local TV station WTAP or log on to www.the.newscenter.tv for an announcement of school cancellation. *(Parents and guardians are strongly advised to sign up for the WTAP Text Alerts for all applicable school s/districts.)* If two of the three main busing districts (Wolf Creek, Warren or Fort Frye) cancel school, St. John Central will also be cancelled. If there is a 2-hour delay, please follow your district's schedule. If your district's buses are not running and St. John Central is in session, the parents/guardians are responsible for the transportation of their child(ren). A newsletter flyer will also be sent home in November with more information.

If school is to be closed early due to inclement weather or another emergency, an announcement will be made on local radio and TV stations and an attempt shall be made to contact parents before children are sent home.

ACADEMICS & SCHOOL ACTIVITIES

Courses of study and curriculum guides for grades kindergarten through eight are in compliance with the Ohio Department of Education Minimum Standards for Elementary and Secondary Schools and the guidelines and policies of the Diocese of Steubenville Office of Christian Formation and Schools.

INFINITE CAMPUS

Infinite Campus is an online program currently being used by the staff at St. John Central School to track and record student grades. This program allows parents to view the grades, to be able to monitor the academic progress of their child(ren), and to determine if all assignments are turned in on a timely manner.

We would like to offer a few considerations in using this communication tool:

- Please keep in mind that the teachers are spending the day working with the students in class. This means that assignments and grades are not submitted the very day the students complete or turn in the assignment, project, quiz, or test.
- Some teachers may choose to submit the grades one or two times a week instead of on a daily basis. All grades, however, should be submitted within three to four days of the assignment's completion. A feature that is available, but it may not be used, is the addition of teacher comments. ***Following the chain of command, the teacher should be contacted directly with questions regarding grade submissions.***

REPORT CARDS & STUDENT EVALUATION

Report cards are sent home for grades kindergarten through eight four times a year to indicate to parents the child's academic growth and achievement. Students may also take home class papers for parents to review so they stay up to date with their child's progress. The following scales are used as guides in the assessment of grades: Class Participation, Ability Levels, Tests and Examinations, Homework and Assignments, and Student Effort.

A+	100% - 97 %	Superior
A	96% - 93%	
A-	92% - 90%	
B+	89% - 87 %	Very Good
B	86% - 83%	
B-	82% - 80%	
C+	79% - 77 %	Average
C	76% - 73%	
C-	72% - 70%	
D+	69% - 67 %	Below Average
D	66% - 63%	
D-	62% - 60%	
F	59% and below	

Other marks for Achievement may include O for Outstanding, S for Satisfactory, or I for Improvement needed.

REPORT CARD PROCEDURES

Report cards are distributed 4 (four) times a year at the end of the grading period. Mid-term (interim) reports are issued midway in each of the 4 (four) grading periods.

HONOR ROLL (*LEAC Revision on July 22, 2019*)

A student in grades four through eight may achieve to be listed on one of the following:

- **Principal's List** (all A's) if he/she earns a grade of A in ALL classes listed on the Infinite Campus quarterly grade report. This includes all academic classes AND art, computer applications, handwriting, Latin (if offered), music, physical education and religion.
- **Honor Roll List** (all A's and B's) if he/she earns a grade of A and B in ALL classes listed on the Infinite Campus quarterly grade report. This includes all academic classes AND art, computer applications (if offered), handwriting, Latin (if offered), music, physical education and religion.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice during the school year to assist parents/guardians in determining the progress their child is making. Forms to request a conference are sent home beforehand. Parents may request an additional conference at any time. Please call the school to make an appointment.

STUDENT ADVANCEMENT/RETENTION

Promotion of students is dependent on progress made in learning. Every effort is made to identify students with learning disabilities and to adjust the program, where possible, to meet his/her needs. Advancement or retention of a student is determined after a meeting with the parent or guardian, teacher(s), and principal.

CURRICULAR & EXTRACURRICULAR ACTIVITIES

St. John Central School offers additional opportunities for students to receive educational experiences throughout the school year. Some of these include the following:

- Field Trips
- Academic Fair
- Science Fair
- World Culture Fair
- Spelling Bee
- Math-A-Thon
- YES (Young Engineers & Scientists Days)
- Washington D.C. (Spring 2022) and Philadelphia/Gettysburg Trip (Spring 2024)

Extracurricular activities also serve to enrich the basic academic education at St. John Central. Students are encouraged to explore these opportunities and to participate whenever possible. Parents are encouraged to monitor their child's progress, keeping in mind that these activities are secondary to academic studies.

INTERSCHOLASTIC SPORTS

Seventh and eighth students may participate in interscholastic sports competitions with local schools, regulated by the Ohio High School Athletic Association.

In spring 2014, the parents/guardians and coaches involved in the St. John Central athletic program indicated that these minimum guidelines should be followed in the formation of future St. John Central athletic teams:

- *Five (5) athletes for golf*
- *Seven (7) athletes for volleyball*
- *Six (6) athletes for both boys and girls basketball*

These are considered the minimum numbers for any St. John Central team to compete at an interscholastic level. This consensus confirmed that there needs to be at least one extra athlete on a team in case of sickness or injury to another player. This recommendation is supported by the pastoral administrator as well as the superintendent of schools for the Diocese of Steubenville. However, this is also dependent on the availability of coach(es) and/or volunteers approved and certificated by the Ohio Department of Education.

The Ohio Department of Education regulations do not permit school sponsorship of interscholastic competition below seventh grade. However, a recreational sports program, sponsored by the St. John Boosters, is available for third through sixth grade students. Information is sent home at the beginning of the school year regarding our sports programs and registration. All volunteers (coaches, etc) are required to satisfy the Child Protection (CMG Connect) requirements established by the Diocese of Steubenville.

GOVERNMENT SERVICES & FEDERAL MONIES

St. John Central School receives federal and state dollars that can be used to provide supplemental services for our students. These services are provided in the trailer below the school property or on site.

- **TITLE I READING PROGRAM**
Remedial reading services are available for students who meet eligibility criteria as set forth by the Federal and State of Ohio Title I offices. A part-time Title I teacher is on site at St. John Central School to administer this program.
- **SPEECH AND LANGUAGE THERAPY SERVICES**
Speech and language therapy is provided to St. John Students who meet the eligibility requirements as set forth by the Ohio Department of Education. A required state assessment and staffing report are used to determine eligibility.
- **NURSING SERVICES**
A part-time school nurse handles student health records and assists with screenings and general first aid services on scheduled days here at St. John Central.
- **AUXILIARY FUNDS**
A part-time auxiliary clerk is employed through the Fort Frye Local School District to manage our funding through the Auxiliary and Cost Reimbursement government programs. Limited funds are available for the purchase of textbooks, instructional materials and equipment. Purchases are limited to those items that are used directly by students. With our state funding, however, the purchase of religion textbooks and materials is not permitted.

CAFETERIA

The St. John Central cafeteria schedule is as follows:

- Mondays, Tuesdays, Wednesdays & Fridays - Hot lunches are offered at a cost of \$3.00 per lunch.
- Thursdays - Pizza is available for \$1.00 per slice.

Chocolate and/or white milk is/are available daily at a cost of 25 or 30 cents per carton.

Students are expected to pack a lunch when they choose not to have the provided lunch. Students are expected to brown bag when a lunch is not provided and they are responsible for bringing their own eating utensils and a drink (if they are not getting milk that day).

The lunch schedule will be listed on the monthly calendar which will be sent home in advance in the Red Folders. A payment shall be made on a monthly basis by the first of the month. Pizza lunch, milk, and juice expenses should be paid with one check made payable to St. John Central School. Hot lunch expenses should be paid with one check made payable to Lorinda Lang. **NO CASH PAYMENTS WILL BE ACCEPTED** unless prior arrangements are made in the school office.

SNACKS

Students in grades kindergarten through four are encouraged to bring a morning snack each day. This should be a **nutritious** (healthy) snack (fruit, vegetables, yogurt, crackers, etc.) and should be sent **every day** including days when a hot lunch is offered.

CAFETERIA & PLAYGROUND (RECESS) RULES

CAFETERIA RULES

1. Children will sit in assigned areas.
2. Children will follow the directions of the adult supervisors.
3. No sharing of food or drink.
4. Children are to clean their place at the table, including the floor, before leaving the cafeteria. Students are responsible for placing trays, silverware, paper, and trash in the proper receptacles.
5. Children are expected to use courteous table manners at all times.
6. Only indoor voices are used.
7. No playing around.
8. No running in the cafeteria.
9. Students shall wait to be dismissed by the adult supervisor in charge. Students should raise their hands for help or for permission to leave the table.

OUTDOOR RECESS

Weather permitting, students will participate in outdoor recess. In the event of an illness, a student may be excused from outdoor recess with a note from the parent/guardian. A teacher/adult supervisor will monitor playground activities and student behaviors and will be the deciding factor in determining the appropriateness of any questionable outdoor play. All students are expected to cooperate with the personnel on duty at all times. The following rules apply:

1. Respect and obey all teachers/adult supervisory personnel.
2. If an injury occurs, the student reports to the teacher/adult supervisor on duty before entering the building--unless it is an emergency.

3. Only grades three through eight are permitted to use the monkey bars.
4. No jumping or rolling down the hill on east side of building.
5. Students are responsible for any sports equipment taken outside and all equipment shall be returned when recess time is over.
6. No snowballs are to be made or thrown on or near the school property.
7. Teachers/adult supervisors need to approve use of the shelter area.
8. No ball playing behind the basketball hoops or near the building or windows.
9. Standing on the swing seats, twisting on the swing seats, or jumping from the swings is not permitted.
10. Walking up or down the chute of the slides is not permitted.
11. Kickball, baseball, or toss games should be played in the field area unless a teacher/adult supervisor decides there is enough room on the blacktop.
12. Hard balls are not permitted on the playground.
13. No food or gum is to be brought on the playground.
14. When the signal for classes to resume is given, students must walk to their assigned place and stand quietly to be dismissed.
15. If the playground is muddy, students will play in a different area as directed.
16. During recess break, students will not enter the building without permission of the teacher/adult supervisor. If it is necessary to enter the building, permission and approval must be obtained.
17. Supervisors may play with the children, but they are expected to be able to supervise the students at the same time.
18. Games involving tackle, back riding, and pulling of clothes are not permitted. The decision as to what constitutes rough play is made by the teacher/adult supervisor on duty. Any rough play will be terminated immediately.

FIRE AND TORNADO DRILLS

Fire drills are held monthly to ensure that students are familiar with safe, orderly evacuation procedures in the event of a fire. Tornado drills are generally conducted in March, April, and May. Teachers will inform students of the rules and procedures that are to be followed and obeyed.

SCHOOL ATTENDANCE REQUIREMENTS

School attendance in Ohio is compulsory until the age of 18. Regular attendance has a direct relationship to the educational progress. When a student is absent, he or she misses the instruction presented as well as the opportunity for practice/reinforcement of academic skills. Because of the amount of instruction time that was missed, credit for the year may be denied to any student who is absent nine (9) or more days of school, whether the absences are excused or unexcused. If an excessive amount of unexcused absences are accumulated, the teacher and principal will decide if a student shall receive an incomplete in his/her subject areas. A habitual truant student may also be referred to the Washington County Juvenile Court.

ABSENCE NOTIFICATION

The parent/guardian shall notify the school office at 740-896-2697 by 9:00 a.m. the day of the absence. The office will attempt to contact the parent/guardian to determine the whereabouts of a student if a call has not been made by the specified time.

When a child becomes sick at school, the parent/guardian will be called to pick up the child. Any student who shows an elevation of temperature shall be considered sick and sent home. **If**

your child appears sick or has an elevated temperature or fever, please do not send your child to school that day.

EXCUSED ABSENCES

A student can be excused from school for the following reasons:

1. **Personal Illness** – Absences will be excused when the student is ill if a parent/guardian contacts the school on the day(s) of absence. In the event that the principal determines that a student is absent for an excessive number of days, a doctor's excuse will be required for all subsequent absences due to illness.
2. **Illness in the Family**
3. **Death of Relative**
4. **Work at Home Due to the Absence of Parents/Guardians** – An absence is allowable for necessary work at home and is limited to emergency conditions.
6. **Observance of Religious Holidays** – An absence is allowed to observe a religious holiday for children of another faith attending St. John Central School.
7. **Family Emergency** – Absences can be excused if there is a family emergency or set of circumstances which, in the judgment of the principal, constitutes a sufficient cause for absences from school.
8. **Visiting a High School for Eighth Grade Students**
9. **Any medical, dental, legal absence due to a hospital or office visit or appointment.**

UNEXCUSED ABSENCES

Unexcused absences will be listed for any student whose parent or guardian does not submit a note or has made contact regarding any student absence. All tardies and absences are listed on the student's attendance page in Infinite Campus.

TARDIES/LATE ARRIVALS

If a student arrives without a documented excuse after the morning bell (8:22 a.m.), he/she will be signed in by parent/guardian and will be marked tardy. An accumulation of 5 (five) tardies or late arrivals will be counted as one (1) unexcused day of attendance.

EARLY DISMISSALS

When it is absolutely necessary for a student to be dismissed early from school for a legal, medical or dental appointment; please send a note or contact the school to indicate this. Leaving early that day. Students are not permitted to leave school grounds during the school day without written permission from the parent/guardian. If there is a family emergency that requires the student to be taken out of school, please call the school to arrange for the student's release. Students will only be released to the parent/guardian or to another person designated by the parent/guardian. Any student leaving prior to dismissal must be signed out in the office.

VACATIONS

Parents and guardians who wish to take their children out of school for a vacation or extended absence incur the responsibility, along with the student, to make up the necessary schoolwork. Work is generally NOT given to a student in ADVANCE of an absence from school. The best practice is for the work to be made up after the extended absence.

HOMEWORK & MAKE UP WORK ASSIGNMENTS/EXPECTATIONS

St. John Central School believes that both students and parents/guardians share in the responsibility for all out-of-school assignments.

- A **parent's/guardian's** responsibility includes demonstrating a positive attitude toward school, providing proper materials and a suitable work area, and supervising the student's work toward completing any homework or makeup assignments.
- A **student's** responsibility includes working to the best of his/her ability, completing each assignment, neatly within the allotted time period, and communicating any problems or concerns to his/her teacher and parent(s) and/or guardian(s).

Work is generally NOT given to a student in ADVANCE of an absence from school.

If a student is absent or misses ONE day of school, the teacher will do his/her best to have make-up work completed IN CLASS AT SCHOOL under his/her direction. We are presently considering assigning a staff member to check with the teacher(s) to make sure that any missed assignments are completed.

When a student is absent more than one day, the parent(s)/guardian(s) may request make-up work to be sent home. There are two ways for the work to be sent home: (a) with another student, or (b) through an adult pickup from the school office. In both cases, parent(s) and guardian(s) need to call the school office by 9:00 a.m. with the work available for pick up after 2:00 p.m. The student's name is also added to the Attendance List under "Homework Watch."

However, if no work is requested, it is the student's responsibility to contact the teacher(s) concerning missed assignments. Regardless of attendance, projects with due dates are required to be turned in on time AND any announced tests or quizzes may be administered on the day of the student's return.

MAKE-UP WORK DEADLINE EXPECTATIONS (GENERAL POLICY)

- **Excused or Extended Absences**
A student will have 1 (one) make-up day for each day absent up to a maximum of 5 (five) days. Expect a grade penalty for any work not turned in by the allotted deadline.
- **Unexcused Absences**
Assignments and any tests or quizzes cannot be made up for full credit. The maximum highest grade is a B (85 %).
- **Suspended students** will work on assignments (during the suspension), but these assignments do not merit full credit. Missed in-class tests and quizzes can earn a highest grade possible of C (75 %) upon the students' return.

THE RED FOLDER / DOCUMENTS TO BE SENT HOME

A red folder is distributed to each St. John family at the beginning of the school year. The folder is sent home periodically, usually weekly. All communication including school and class newsletters, fundraising information, calendars, monthly lunch slips, and other important

information is sent home in the red family folders. The parent/guardian is asked to sign, date, and return the folder to the school the following day. Information needing sent to the school may be sent to the office via the folder.

The principal should approve any school-related documents to be sent home with students.

PARENTAL INVOLVEMENT

HOME & SCHOOL ASSOCIATION (H & S)

The Home & School Association, made up of the school staff and all parents/guardians of St. John Central students, serves not only as an important link between home and school, but also as an integral part of the school, parish, and family community. Parents are thus encouraged to attend meetings and take an active part in social events and money-raising projects designed for the benefit and improvement of the entire school community. The H & S is responsible for various activities such as playground upgrades and coordinating teacher appreciation activities. H & S meetings are held each month at the school and are listed on the monthly calendar.

Parents/guardians interested in serving as an officer or serving on one of the standing committees (Building & Grounds, Finance, Fundraising, and Boosters) of the H & S can contact the current president to state their intentions. Nomination ballots/sign up forms are sent out in May for the next school year.

ROOM PARENTS

At the beginning of the school year, a form is sent home to allow parents/guardians an opportunity to sign-up as a room parent for their child's class. Two co-captains are needed to plan and organize events throughout the year. Co-captains may also be called on to obtain donations from their class for other events occurring throughout the school year.

Kindergarten parents/guardians are responsible for planning and serving the kindergarten reception following their children's graduation ceremony.

First grade parents/guardians are responsible for decorating, planning, and serving the First Communion refreshments for the second graders in May.

Seventh grade parents/guardians are responsible for organizing, cooking, and serving the eighth grade graduation banquet in May.

VOLUNTEERS

Volunteers are an integral part of our school. Many volunteer opportunities are available at our school such as assisting with the Accelerated Reader program, being a library aide, serving hot lunches, etc. Parents interested in volunteering should contact the school office. All volunteers must have a BCI & FBI background check on file in the office.

PARENT/GUARDIAN COMPLAINT POLICY

Comments or concerns involving a member of our staff or about the school should follow this chain of events:

1. Schedule an appointment to meet with the teacher and/or staff member.

2. If results of the meeting are not satisfactory, an appointment with the principal shall be made.
3. If results of the meeting with the principal are not satisfactory, an appointment shall be made with the parish priest or our pastoral administrator.

HEALTH INFORMATION

SCHOOL NURSE

St. John Central School has the services of a registered nurse through auxiliary services funding. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, vision, hearing and scoliosis screenings and assistance with health topics. Kindergarten students are also required to have a physical and dental exam. New students to St. John Central are generally screened. A physical exam is required prior to participation in any organized sport.

During the school year, the nurse will schedule the following state-mandated health screenings:

Vision Screenings will be completed for all students in kindergarten, first, third, fifth, and seventh grades.

Hearing Screenings will be completed for all students in kindergarten, first, third, fifth, and seventh grades.

BMI (Body Mass Index) Screenings may be completed with parental consent for students in kindergarten, third, and fifth grades.

Posture (Scoliosis) Screenings will be completed for all students in fifth, sixth, seventh, and eighth grades with parental consent.

Emergency Medical Cards must be completed and returned promptly. If there is any change in the information throughout the school year (phone numbers, address etc.), parents/guardians shall notify the office. Again, a physical examination is required prior to participation in any organized sport.

IMMUNIZATION REQUIREMENTS

The Ohio Department of Health has established minimum requirements for immunizations of pupils in public and non-public schools. Minimum state required immunizations for school year 2017-2018 are as follows:

Kindergarten	Grades 1 – 6	Grade 7 – 8
4 DPT	4 DPT	1Tdap
3 Polio	3 Polio	3 Polio
2 MMR	2 MMR	2 MMR
3 HepB	3 HepB	3 HepB
2 Varicella	2 Varicella	2 Varicella (Chickenpox)
		1MCV4 (Meningitis)

Information on immunizations is included in the registration packets. The school nurse will contact parents/guardians of any needed vaccines. A student delinquent in getting a required immunization (as listed above through the ODH) has a grace period beginning on August 21, 2019. By state law, a student who has not received a required immunization by September 13, 2019, will not be permitted to attend St. John Central School unless the specified immunization is attained/scheduled OR a document indicating its refusal by a parent/guardian is provided to the school nurse or principal.

Students arriving from any country considered high risk for tuberculosis by the Centers for Disease Control should have a Mantoux tuberculin skin test with follow up.

COMMUNICABLE DISEASES are sometimes highly contagious and can spread quickly through the school population. If your child(ren) should develop chicken pox, pink eye (conjunctivitis), flu (influenza), strep throat, scarlet fever, impetigo, mono, ringworm, lice, scabies, etc., please notify the school office so preventative measures can be taken.

Children with a **FEVER** should remain at home until “fever-free” for 24 hours without the use of medication.

If a child has vomited at home in the morning, please do not send the child on the bus or in a car to school.

When **HEAD LICE** or nits are found on a student, the parent/guardian will be notified. The parent/guardian will be instructed to use a special medicated shampoo which will or should kill the lice and nits within 24 hours.

ALLERGIES that are medically diagnosed must be reported to the nurse’ office with a list of medications used to control them. In severe cases, an epi-pen should be provided to the school with your child’s name and dosage clearly stated. A Dispensation of Medication Form M-3 (page 38) must be completed and returned to the school nurse.

St. John Central School recognizes that allergies differ in severity. The SJC staff members are trained in allergen signs, symptoms, and emergency medical procedures.

If a student has a severe medically diagnosed food allergy, his/her homeroom will be an allergen-free zone. All snacks (daily, holiday, and/or birthday) for this homeroom must be store bought with labels provided AND made/processed in an allergen-free facility.

An allergen-free table will be available in the cafeteria at lunchtime and available to any student with an allergen-free lunch.

PEANUT ALLERGY POLICY ~ July 14, 2021

SJC is changing its peanut policy. The school will no longer be “peanut free.” In the cafeteria, there is a PEANUT TABLE for any students in K – 3 who bring peanut butter in their lunch. These students will sit together at this table while the rest of the students sit with their classes. Students in Grades 4-8 will also sit at the PEANUT TABLE if they bring peanut butter in their lunch. While peanut butter is being allowed in student lunches, all members of the St. John Central School community must keep in mind the importance of keeping our school a safe environment for any student with a peanut or nut tree allergy.

MEDICATIONS

The staff of St. John Central School uses the “Guidelines for Administration of Medication during School Hours.” (See addendum.) The staff wishes to cooperate fully with students,

parents and guardians, and physicians to assure that students are administered necessary medication during the school day.

Prescription and non-prescription medication will be administered at school only when the following have occurred:

1. The physician and parent/guardian have completed a “Request for Administering Medication Form” and it is on file in the school office.
2. The medication is in the original container.
3. The medication must be brought to the school office by the parent/guardian.
4. The medication must be clearly identified as to the name and type.
5. Medication will be administered by school personnel, particularly the school nurse or authorized school personnel.
6. Signed consent forms are required for all over-the-counter medications **including cough drops.**
7. If there are any changes in the original order, including dosage amounts or administration time, a revised statement signed by the physician and parent/guardian must be submitted.

Self-Administered Medication (Inhalers Only): In order to acquire the right to self-administer an inhalant, the student must have the written approval of both the student’s physician and parent/guardian. In addition, the school principal and the school nurse must have received copies of these required written approvals. The physician’s written approval must specify at least the following information:

1. The student’s name and address.
2. The name and dose of the medication contained in the inhaler.
3. The date the administration of the medication is to begin.
4. The date, if known, that the administration of the medication is to cease.
5. Written instructions that outline procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student’s asthma attack.

Epinephrine Injection (EpiPen): With the administration or injection of an EpiPen, the student will be transported to a medical facility for further check up.

Prior to the “occasional” administration of any prescription or non-prescription medicine, a physician and a parent/guardian written permission form shall be on file in the nurse’s office. A few exceptions to this is Acetaminophen (regular strength Tylenol), Ibuprofen (regular strength Advil or Motrin), non-medicated cough drops, or antacids (Tums). A separate form for these exceptions must be completed by a parent/guardian and kept on file in the school office. In a single episode requiring possible medication, a phone call to the parent/guardian is acceptable.

With the exception of an approved self-administered inhaler medication, a student at St. John Central is not to have in his/her possession any prescription or non-prescription medication.

CHILD ABUSE

State law requires that persons entrusted with the care of children report to the proper authorities all cases of suspected child abuse or neglect. Persons required to do this reporting include nurses, school teachers and administrators, and social workers. We at St. John Central School will comply with these expectations as Mandated Reporters.

THE STUDENT CODE OF CONDUCT

At St. John Central School, discipline is an integral part of our student's education. Our Catholic Christian morals dictate that we take responsibility for our own actions and that we treat each other with respect and kindness.

All St. John Central students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students are to conform to school regulations and accept directives from authorized school personnel. There is "zero tolerance" of violent, disruptive or inappropriate behavior by our students. Students who fail to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related activities are subject to approved discipline regulations.

We have created our policies to insure that our students have an environment that is conducive to learning and growth. If any student violates school rules, the student will be disciplined. If a student has been disciplined and the parent/guardian has a disagreement with the method the teacher has used, the parent/guardian may request a conference with the teacher. Any serious offense will be referred to the principal.

The Student Code of Conduct applies to all St. John Central School students during the school day and for all after-school activities both home and away. Unfortunately, it sometimes becomes necessary to remove students from school. An **emergency removal of a student** is permitted when the student's presence poses a continuing or possible danger to persons, property, or the threat of disrupting the academic progress. A violation of one or more of the listed issues below may result in a **detention, suspension, or recommended expulsion**:

Arson, Cheating/Plagiarizing, Damage to School Property or Private Property, Disruption of School, Persistent Dress Code Violation, Possession of Unauthorized or Counterfeit Drugs, Felonious Assault, Fighting, Forgery, Bullying or Menacing, Hazing, Horseplay or Other Inappropriate Behavior, Insubordination, Lasers or Other Tech Devices, Leaving School Grounds, Mischievous or Disrespectful Behavior, Profanity/Obscenity, Projectiles, Sexual or Other Harassment, Theft, Tardiness, Tobacco and/or Alcohol, and Weapons.

A **Detention** will be assigned at the discretion of the teacher/principal. Detention Hall is held after school when necessary at a pre-determined time. A teacher will monitor the students at all times.

Insubordination is defined as a refusal to follow a logical, sensible, or reasonable request or directive by an individual in an authority position. This also includes refusing or ignoring a request to stop (disruptive) talking. A detention may be assigned when a student repeatedly disregards classroom rules, guidelines, and directives.

A **Suspension** is warranted when a student continues to blatantly ignore rules or warnings, and continuously disrupts the learning process of others and/or presents a danger to him/herself or others. A suspension from school is generally limited to one-, two-, three- or five-day removal from the student body. A suspended student may not attend after school activities and is "off limits" to the school during the time listed on the suspension. This also includes school "away" activities.

An **Expulsion** is recommended after the above discipline process has been followed and attempts to modify negative student behavior are unsuccessful or if repeated offenses are committed. An expulsion may last ninety (90) days or to the last day of a grading period, semester, or school year. If

a student does not agree with the principal's recommendation for expulsion, the student may appeal to the pastoral administrator or to the superintendent of the Diocese of Steubenville.

An **Expulsion** may also occur under the following circumstances: 1. Possession of a deadly weapon (gun, knife or any sharp instrument that can be used to inflict harm). 2. Possession of drugs, alcohol or any other controlled substance. 3. Causing serious harm to another person. 4. Sexual harassment and discrimination of others.

SUSPENSION PROCEDURES (Out-of-School Suspension Only)

The Principal:

- Provides an informal hearing for the student to review the reason(s) for the suspension
- Determines the number of days of suspension to a maximum of ten (10) days
- Generally informs the Pastoral Administrator of the decision to suspend the student
- Notifies the parent/guardian of the reason(s) for the suspension and the number of days and dates involved; and, that the student is responsible for "making up" class work missed during the period of the suspension. However, no credit is permitted for a student during the days he/she is suspended.
- **There is no appeal of the principal's decision to suspend a student**

EXPULSION PROCEDURES

The Principal:

- Gathers the appropriate documentation leading to a recommendation for expulsion and provides a hearing with the student and the parent/guardian.
- Confers with the Pastoral Administrator for agreement to recommend expulsion.
- Recommends expulsion (in writing) to the Diocesan Superintendent of Schools who will conduct a formal review (to the extent needed) of the recommendation and inform the Principal of concurrence or non-concurrence with the recommendation.

The Principal may make exceptions to written disciplinary procedures at the building level where in his/her judgment such exception is warranted and such exceptions are not in conflict with the Diocesan Handbook for Schools.



DIOCESE OF STEUBENVILLE DIOCESAN HANDBOOK FOR CATHOLIC SCHOOLS Harassing, Intimidating, and Bullying Policy

1. In Obedience to the Gospel of Jesus Christ, we acknowledge the dignity and worth of every human being as a person made in the image and likeness of God. Therefore, respect and tolerance should be the cornerstone of all our interactions and behaviors. Faculty, staff, administration and students, must strive to never diminish another person by our conduct or our attitudes.
2. It is in keeping with the Mission of Catholic schools of the Diocese of Steubenville to prepare students to live and work in a complex and interdependent society, to acknowledge

diversity and to build community by practicing Christian faith-based hospitality, civility and respect for others.

3. Harassing, intimidating, and bullying behavior by any student enrolled in a Catholic school of the Diocese of Steubenville is strictly prohibited. No student shall be permitted to PLAN or ENGAGE in such activity. Such conduct may result in disciplinary action up to and including suspension and/or expulsion from school.

4. **Harassment, intimidation and bullying can be defined as** any intentional written, verbal, or physical act (including electronically transmitted acts), that a student has exhibited toward another particular student, and the behavior causes mental or physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it causes an intimidating, threatening, or abusive educational environment for the other student.

4.1. Examples of conduct exhibiting harassment, intimidation or bullying may include, but are not limited to: a) Physical violence and/or attacks; b) Threats, taunts and intimidation through words and/or gestures; c) Extortion; d) Damage to personal property; e) Stealing of money and/or personal property; f) Behavior with the intent to intimidate or threaten others through the use of information; g) Electronic acts with the intent to harass, intimidate or threaten through the use of communication technologies (including cellular phone, computer, pager, personal communication device, or other communication device) and web-site based social media/net-working (what is often called **cyber-bullying**).

4.2. **Cyber-bullying** may include but is not limited to: a) Posting slurs (including gossip and rumors) or threats on web-sites; b) Sending abusive/threatening e-mails, or instant messages; c) Using camera phones to take embarrassing/disturbing photos or videos.

5. When harassing, intimidating, and bullying behavior has been reported to have been exhibited by adult staff/volunteers or students age 18 or older toward a minor (under the age of 18), such incidents shall be addressed in accordance to the Diocesan Decree on Child Protection.

6. Teachers and other school staff who witness or are made aware (through reports from other students or parents) of acts of harassment, intimidation or bullying shall promptly notify school administration of the incident(s).

7. Under the direction of the school administration, reported/suspected acts of harassment, intimidation, or bullying will be investigated in a thorough and timely manner. When such acts have been verified as taking place, a recommendation for intervention, including disciplinary action shall be implemented.

7.1 Anonymous complaints that are not otherwise verified cannot provide the basis for disciplinary action.

7.2 In cases in which one student has accused another student (or students) of acts of harassment, intimidation or bullying, additional evidence (other than the word of the accuser) is required to verify the accusation and to provide a basis for disciplinary action. In such cases where one student accuses another and the accusation cannot be verified, the

Principal shall meet with the alleged perpetrator(s) to review the policy definition of harassment as well as the consequences that would follow should a verified incident take place. In addition, faculty shall be notified of the complaint so they can be more attentive.

7.3 If after an investigation, acts of harassment, intimidation or bullying involving students have been verified; the school's administration shall notify the parents/guardians of both the victim(s) and the perpetrator(s) in writing. In providing such notification, care must be taken to respect the statutory privacy rights of all students involved.

7.4 **Non-disciplinary Interventions.** When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably warrant a disciplinary response, students may be counseled as to the definition of such unacceptable behavior, its prohibition and the student's duty to avoid any such conduct that could be considered harassing, intimidating, or bullying in the future.

7.5 **Disciplinary Interventions.** When verified acts of harassment, intimidation or bullying warrant a disciplinary response, students may be subject to the full range of disciplinary consequences, including but not limited to in/out of school suspension or recommendation for expulsion (in accordance with the disciplinary procedures of the Diocesan Schools Handbook).

7.5.1 In or Out-of-school suspension may be imposed only after the school administration has interviewed and informed the accused perpetrator(s) of the reasons for the suspension and has given the student(s) an opportunity to explain the situation. Parents/guardians will be notified and permitted to be in attendance when reasons for the suspension are offered.

7.6 In addition to disciplinary action, students who commit acts of harassment, intimidation or bullying which are deemed to be of a serious nature, may be required to undergo a psychological examination by a licensed psychologist before the student is readmitted to school. All costs associated with this requirement as well as the educational needs of the student during this period will be the full responsibility of the parent/guardian.

~End of Diocesan Handbook Addendum

POLICY ON THE USE AND ABUSE OF ALCOHOL AND DRUGS

The buildings, grounds, classrooms, and lockers located within the St. John Central School building are the exclusive property of the Diocese of Steubenville and may be searched randomly in accordance with the Ohio Revised Code and case law promulgated by the courts of Ohio.

Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment (Ohio Revised Code 3313.752).

HARASSMENT

Students shall have respect for all other students, staff and faculty members at St. John Central School. Students shall not harass other students because of their sex, race, national origin, talents, abilities, handicap, or for any other reason. All students who do not follow these

guidelines will be liable to the discipline guidelines, suspension and expulsion procedures outlined above.

SEXUAL HARASSMENT

Peer sexual harassment is strictly forbidden at St. John Central School, on its premises and during its programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex.

Students enrolled at St. John Central School shall treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action shall result from violations of this anti-harassment policy. St. John Central School strongly encourages students to report sexual harassment immediately to teachers or administrators.

APPROPRIATE LANGUAGE

All students and staff will use appropriate and courteous language with one another at all times. Profanity, abusive language, vulgarity, obscene words or any other type of language that is disrespectful is prohibited. Disciplinary action will be taken when these violations are expressed.

POLICY AND USE OF CELL PHONES

The principal shall establish all rules and regulations governing the use of cell phones within the school building. Student cell phones are to be kept in the student lockers upon entering the building and may be taken from the locker upon dismissal, but not used until in the vehicle (car or bus) leaving the parking lot. Cell phones must be stored **TURNED OFF** in the lockers during the school day. Cell phone owners who disregard this policy may forfeit the **PRIVILEGE** of bringing a cell phone to school. At the principal's discretion, other directives may be issued and/or detentions may be assigned.

BUS CONDUCT

Students are expected to conduct themselves in a courteous and cooperative manner on the bus at all times. On the bus, students are under the authority of (and directly responsible to) the bus drivers. Loud and boisterous talking or laughing is prohibited on the bus while students are being transported. Students are to be properly seated while en route to and from the school. Students are also not to be waving hands outside the bus as well. Bus riding is a privilege which may be revoked. A Bus Conduct Report or a School Bus Incident Report to Parents cites the following infractions, which may result in disciplinary action:

1. Violation of safety procedures
2. Bringing items on the bus of injurious or objectionable nature
3. Failure to remain seated
4. Refusing to obey driver
5. Fighting/Pushing/Tripping
6. Hanging out of a window
7. Throwing objects in or out of the bus
8. Lighting matches/smoking/tobacco products on the bus
9. Spitting/Littering
10. Unnecessary noise/Excessive Mischief

11. Tampering with Bus Equipment
12. Rude or discourteous and annoying conduct/Disrespectful gestures
13. Destruction of property
14. Unacceptable language or inflammatory comments.
15. Spraying of aerosols or perfume-type sprays
16. Any inappropriate behavior that may hinder the safety, well-being, and respect for others

When students violate any of the above, the bus driver will complete the appropriate form on which he/she cites the reason for the infraction. The report will be given to the school office followed by appropriate disciplinary action. The disciplinary action may include a warning, loss of privilege to ride the bus, suspension, or expulsion from school. In the event of a bus suspension, a student is still expected to be at school which would result in a parent/guardian being responsible for securing other means of transportation for the student. The parent/guardian will be mailed a copy of any bus conduct report that comes into the office.

A student is permitted to ride only his/her assigned bus. A student must have a written note from the parent/guardian which has been approved by the school office to present to the driver in order to ride a different bus or to get off at a different bus stop. There are different local school district policies regarding bus transportation.

USE OF SCHOOL GROUNDS

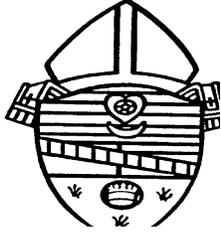
The school buildings and grounds are the property of the Diocese of Steubenville. The use of alcohol on school premises is prohibited. Parties wishing to use school grounds must contact the school office and complete the necessary arrangements with the school secretary and treasurer for the rental of the property. There are specific guidelines and procedures to be followed to use the gym, cafeteria, etc. for family reunions and private family gatherings.

Pursuant to the Ohio Revised Code, no person shall knowingly possess, control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises. A valid carry concealed license does not authorize the licensee to carry a weapon onto these premises. Violators will be prosecuted.

DECREE ON CHILD PROTECTION

The requirements of the Decree on Child Protection for the Diocese of Steubenville as promulgated by the most Reverend R. Daniel Conlon, Bishop of Steubenville, effective March 5, 2003, together with any amendments and/or modifications thereto, are observed by St. John Central School.

All teachers, staff, coaches, and regular volunteers shall be subject to a criminal records check by the Ohio Bureau of Criminal Investigation and (where necessary) the Federal Bureau of Investigation.



Diocese of Steubenville
Office of Christian Formation and Schools
**GUIDELINES FOR ADMINISTRATION
OF MEDICATION DURING SCHOOL HOURS**

Ideally, all medications should be given at home. If medications are to be given during school hours, the school shall follow the clearly defined policy listed below. It is recognized that at the present time many children are able to attend Catholic schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses.

All school personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.

Part I. ADMINISTERING MEDICATION TO STUDENTS

When a student is **required** to take prescription or non-prescription medication during school hours, the following procedures for dispensing medication will apply:
(See Part II for exceptions for non-prescription medications)

A. Authorization to Administer Medication

1. The physician must sign a form granting the school permission to administer all prescription medication as well as non-prescription medications (see Part II for exceptions regarding certain non-prescription medications).
 - a. Forms will be supplied by the school
 - b. The medication and signed permission forms shall be brought to the school by the parent.
 - c. The physician's signature must be on the original medication permission.
2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
3. Request forms must be submitted each school year for all medication.

B. Transportation of Medication To and From School

1. The parent assumes the responsibility of delivering the medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication.

At no time shall a student of any age be permitted to carry prescription medication to school unless authorized in writing by the parent and/or physician.

2. Medications shall be received in the original container in which they were dispensed by a licensed prescriber/licensed pharmacist (see C. 1 & 2 below), and should be delivered on the day on which it is to be given.
 - a. Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing by the parent.
 - b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
 - c. Empty containers may be returned home with students.
3. If any of the information stated on the permission form changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

C. Labels on the Medication

1. Prescribed medication must be stored in the original container in which it was dispensed by a licensed prescriber/licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

- a. on prescription bottle:
 - 1) full name of the student;
 - 2) name of the medication;
 - 3) dosage and time intervals for administration; and
 - 4) name of the physician (required for prescription drugs only).
- b. on the permission form:
 - 1) possible side effects, any severe reactions; and
 - 2) any special instructions for administering the drug such as storage or sterile conditions.
2. Nonprescription medication should also be in the original container (labeled with the child's name) and be accompanied by the completed permission form with the necessary details for storage and administration.

3. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

D. Procedures to be followed in the Administration of Medication

1. Medication shall be distributed from a central location and by designated person(s).
2. The identity of the student shall be verified prior to administration of medication. Note the importance of one person being responsible.
 - a. Confirm that the correct medication is being administered by comparing student's name and the label on the bottle.
 - b. Verify existence of parental permission form; check dosage and other label information with information on permission form.
3. Only the school nurse, the principal or designee shall administer medication or observe the student self-administer it. Medication shall not be distributed on a room-by-room basis with several classroom teachers or school personnel involved.
4. At no time shall the school nurse, the principal or designee accept the responsibility for splitting pills. If pills are to be split, then it is the responsibility of the parent to do so, sending the proper dosage for the student to the school.
5. First doses of medication (when a medication is given to a child for the first time) should always be administered at home to ensure that the student is not allergic to the medication.
6. A daily record of medication distribution shall be kept by the school nurse, principal or designee.
7. Medication shall be kept in a locked cabinet or refrigerated when necessary. A snack could be medication for a diabetic student.
8. The school nurse, principal or designee will inform the student's teacher(s) of any possible side effects from medication. Teachers shall report immediately to the school nurse, principal or designee if any reaction from the medications observed. Any severe adverse reactions shall be reported to the parent and prescribing physician if necessary by the school nurse, principal or designee.
9. Students shall not keep or self-administer any medications except as permitted in A. 2. of this section.
10. The school nurse can be contacted, by phone, for advice if not present.

Part II. EXCEPTIONS FOR ADMINISTERING NON-PRESCRIBED MEDICATION TO STUDENTS

- A. Non-prescription medications are medications that do not require a prescription and are purchased over-the-counter.
- B. On an “Occasional” basis, some non-prescription medications may be administered by the school nurse, the principal or designee with prior written consent from the parent/guardian.
1. The following medications should be made available in the health clinic or school office for “occasional” dispensation:
 - Ibuprofen (i.e. Advil, Motrin)
 - Acetaminophen (Tylenol)
 - Antacid (Tums, Rolaids)
 - Cough drops (non-medicated, Halls)

It is recommended that schools provide a single consent form to dispense Non-Prescription Medications at the beginning of each year. The form should allow Parents to select which (if any) of the above non-prescription medications, they grant the school to dispense.

2. The above named non-prescription medications will be given at the manufacturer’s recommended dose.
 3. The administration of all other non-prescription medications (not listed above) shall follow the procedures outlined in Part I above “Administering Medications to Students.
 4. The administration of the above named non-prescription medications on a regular on-going basis/schedule shall require a physician’s approval as outlined in Part I above and requires the completion of the **Dispensation of Medication** form.
- C. Older students may carry/possess and self-administer certain non-prescription medications (including some non-prescription medications not listed above, i.e. cold tablets) with written parental notification and the approval of the school office.
1. At no time should a student give any medication of any type to another student (this includes cough drops).
 2. The school reserves the right to deny or revoke its approval for any student to carry/possess non-prescription medications during school hours.

Diocese of Steubenville
Office of Christian Formation and Schools

DAILY RECORD CARD OF MEDICATION DISTRIBUTION

Student's name/birthdate _____ Name of School/Homeroom Teacher _____

Address _____ Telephone number (For Emergency contact) _____

Parent's/guardian's Name _____

Parent's/guardian's Address _____

Doctor _____ Address _____

Phone Number _____

Comments _____

Medication _____

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday

- 0 – did not take medication
- A – A.M. dose
- P – P.M. dose
- Please initial dose.



Diocese of Steubenville
Office of Christian Formation
and Schools

Lindsay's Law
Sudden Cardiac Arrest in Youth Athletes
Diocesan Review and Policy

Effective August 1, 2017

Lindsay's Law: Summary and Links, <http://www.odh.ohio.gov/landing/Lindsays-Law.aspx>

I. What is Sudden Cardiac Arrest?

A Sudden Cardiac Arrest (SCA) occurs when the heart suddenly and unexpectedly stops beating, cutting off blood flow to the brain and other vital organs. Sudden cardiac arrest is fatal if not treated immediately, most often by a defibrillator.

The full law can be found at, Ohio Revised Code 3313.5310, 3707.58 and 3707.59. Lindsey's Law went into effect in 2017.

In accordance with this law, the Ohio Department of Health, the Ohio Department of Education, the Ohio High School Athletic Association, the Ohio Chapter of the American College of Cardiology and other stakeholders jointly developed guidelines and other relevant materials to inform and educate students and youth athletes participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest.

The following resources were developed to implement Lindsay's Law. Reviewing these resources is now required for student athletes, their parents, and all coaches. Go to the ODH link at the top of this summary to access these materials:

I. For parents/guardians and youth athletes:

- A. Required video, <https://www.youtube.com/watch?v=s-YfCWQPeqw&feature=youtu.be>
- B. Required SCA Informational Handout
- C. Required Signature Form

II. For coaches:

- A. Each year, coaches must review the Ohio Department of Health's new video and related fact sheet. There is also an assessment (10 question quiz that must be scored successfully with 8/10 correct). To view the video, review the related information materials, take the assessment, and print your Certificate of Completion, please take the following steps:
 - 1. Log into your SAFE account. If you don't have one, you will need to create one (you will need a SAFE account to apply for and renew your Pupil Activity Permit as well).
 - 2. Select Learning Management System (LMS).
 - 3. On the LMS homepage at top right, select the Course Catalog.
 - 4. Then search for and select Coaches Sudden Cardiac Arrest Training.
 - 5. Then select Launch Course,
 - 6. Scroll down until you see "Getting Started" and click on Quick Start.
 - 7. After watching the video and before completion of the assessment quiz, download and print the required SCA Informational Handout. It will be helpful to have this handout in front of you as you complete the quiz.

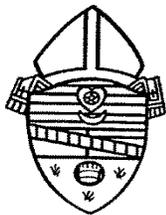
8. Scoring an 8/10 will award you the ability to print your Certificate of Completion.
9. Coaches who already hold a Pupil Activity Permit (PAP), will need to submit a copy of the training certificate EACH YEAR.
10. Coaches who are applying for, or renewing a PAP, will need to submit the SCA certificate of completion, along with verification of the other training requirements (AED/CPR, First Aid for Coaches, Concussion in Sports, Fundamentals of Coaching), to the school Principal. Principals will submit all required training verifications and forms to the diocesan Superintendent for final approval.

III. For Catholic School Administrators:

- A. It will be each school's responsibility to ensure **Parent/Student Athlete** and **Coach** compliance with Lindsey's Law.
- B. Prior to the start of each athletic **season**, the school should hold an informational meeting for students, parents, guardians, other persons having care or charge of a student athlete (coaches), regarding the symptoms and warning signs of sudden cardiac arrest for all ages of students, and participation requirements in accordance with Lindsey's Law.
- C. No student shall participate in an athletic activity (including practices, interschool practices, and scrimmages) until the student has submitted to the school office the **ODE Parent/Athlete Signature form** signed by the student and the parent, guardian, or other person having care or charge of the student. A completed form shall be submitted each school year, for **each athletic activity** in which the student participates (3313.5310.c).
- D. No individual shall coach an athletic activity unless the individual has completed, on an annual basis, the sudden cardiac arrest training course as outlined above under the section "For Coaches"

A student shall not be allowed to participate in an athletic activity if either of the following is the case:

- A. The student's biological parent, biological sibling, or biological child has previously experienced sudden cardiac arrest, and the student has not been evaluated and cleared for participation in an athletic activity by a physician authorized under Chapter 4731. of the Revised Code to practice medicine and surgery or osteopathic medicine and surgery.
- B. The student is known to have exhibited syncope or fainting at any time prior to or following an athletic activity and has not been evaluated and cleared for return under division (E)(3) of this section after exhibiting syncope or fainting.
- C. A student shall be removed by the student's coach from participation in an athletic activity if the student exhibits syncope or fainting.
- D. If a student is not allowed to participate in or is removed from participation in an athletic activity under division E or F of this section, the student shall not be allowed to return to participation until the student is evaluated and cleared for return in writing by any of the following:
- E. A physician authorized under Chapter 4731. of the Revised Code to practice medicine and surgery or osteopathic medicine and surgery, including a physician who specializes in cardiology;
- F. A certified nurse practitioner, clinical nurse specialist, or certified nurse-midwife who holds a certificate of authority issued under Chapter 4723. of the Revised Code;
A physician assistant licensed under Chapter 4730. of the Revised Code;
An athletic trainer licensed under Chapter 4755. of the Revised Code.
- H. A coach who violates the provisions of division E, F, or G above, shall be suspended from coaching the next scheduled competition (first offense), or for the remainder of the season (second offense).



Office of Christian Formation and Schools
Diocese of Steubenville
Policies regarding Transgender Students in Catholic Schools
Exhibit B.2

1. In Catholic schools of the Diocese of Steubenville, all curricular and extra-curricular activity is to be rooted in, and consistent with, the principles of Catholic doctrine.
2. Catholic schools, and individuals employed with Catholic schools, shall not sponsor, facilitate or host such organizations, events or activities that would promote views contrary to Catholic doctrine regarding human sexuality and gender, either on or off the school campus, or through social media.
3. Students enrolled in Catholic schools who suffer from gender dysphoria shall be treated with sensitivity, respect, mercy, and compassion.
4. The sexual identity of students enrolled in Catholic schools shall be in accordance to the student's biological sex (as determined by the student's sex chromosomes). This may be verified (if needed) by an original state issued birth certificate (or an official copy thereof) or a Primary Care Physician's written verification of the student's biological sex (as determined by the student's sex chromosomes).
5. Catholic schools shall:
 - 5.1. Require that participation on/in school athletic teams and all other school sponsored extra-curricular activities, where applicable (*i.e., school dances*) be in accordance with biological sex.
 - 5.2. Require that the use of names and pronouns be in accordance with the person's biological sex.
 - 5.3. Designate Catholic sex education, school and athletic uniforms, and appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
 - 5.4. Maintain names in school records according to the student's biological sex.
 - 5.5. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
6. In the case of a specific request, the school shall consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - 6.1. What is the specific request of the student and/or parent?
 - 6.2. Is the request in keeping with the teaching of the Catholic Church?
 - 6.3. Is the school reasonably able to accommodate the request?
7. Schools shall make a reasonable effort to inform and instruct school personnel, parents, and students (where appropriate) concerning these policies. School personnel shall be made aware of "Exhibit B.1" (*Catechetical Statement*) regarding students who identify as transgender. Parents and high school grade students shall read and sign Exhibit B.2 upon enrollment in a Catholic school.

Parent/Guardian signature

Date

Student signature (grades 9-12)

Date

Parent and student signatures indicate an acknowledgement and agreement to this diocesan policy for the purposes of enrollment in a Catholic school of the Diocese of Steubenville.



Office of Christian Formation and Schools Diocese of Steubenville

Policies Regarding Student Participation in Athletics *Exhibit B.3*

1. In Catholic schools of the Diocese of Steubenville, all curricular and extra-curricular activity is to be rooted in, and consistent with, the principles of Catholic doctrine.
2. Athletics must serve the mission of Catholic education, which "entails the pursuit of truth, the integral formation of the human person, and the sanctification of students."¹ In accordance with Divine Revelation, God made mankind in his own image, "Male and Female He made them." There is a physical and spiritual component to human nature...a unity of body and soul in each person. As such, a truly Christian vision of humanity sees sexuality as a fundamental component of one's personhood, and plays an integral part in the development and education of a child. As each child grows "such diversity, linked to the complementarity of the two sexes, allows a thorough response to the design of God according to the vocation to which each one is called."² Because of these realities, athletics can and do serve the integral development of students.³
3. Athletic Directors and Coaches should always be mindful that "Sport is not merely the exercise of muscles, but it is the school of moral values and of training in courage, in perseverance, and in overcoming sloth and carelessness... it is an antidote for weakness, discouragement and dejection in defeat. There is no doubt that these values are of greatest interest for the formation of a personality which consider **sports not an end in itself** but as a means to total and harmonious physical, moral, and social development."⁴
4. The differences and reciprocity in the nature of a man and a woman is to be regarded as God's gift; to be accepted with equal dignity; and to be respected, honored, and carefully nurtured as part of a child's development. Athletic programs that acknowledge and celebrate those differences play a key role in this development.
5. No student athlete should have an unfair advantage over another, and placing athletes on teams should be **objectively decided** on with enforced categories such as **age and biological sex**. The Vatican has recently stated that,

*"If sport is actually a competition regulated by particular rules of the game, then the equality of opportunities has to be warranted. It simply would not make sense to have two or more competitors, be they individuals or teams, whose starting conditions are largely unequal. That's the reason why in sport competitions usually a **distinction is made between the sexes, performance levels, age classes, weight classes, degrees of disabilities and so forth.**"⁵*
6. A biological male should not usurp the right of a biological female to fair competition with her physical (female) peers, and a biological female should not surrender her right to compete against other biological females, nor usurp the right of a biological male to fair competition with his physical (male) peers. Students have a right to play on teams of the same sex without having to compete against the opposite sex for coveted team spots and/or positions.

¹ Protecting the Human Person: Gender Issues in Catholic School and College Sports, By Dan Guernsey, in the Cardinal Newman Society Bulletin, November 10, 2020.

² Congregation for Catholic Education, "Male and Female He Created Them": Towards a Path of Dialogue on the Question of Gender Theory in Education (2019)

³ Pope Pius XII, Sport at the Service of the Spirit (1945).

⁴ Saint John Paul II, Address to Italian Olympic Medal Winners: Sports Offers Opportunity for Spiritual Elevation in L'Osservatore Romano N.50 (Dec. 10, 1984)

⁵ Dicastery for Laity, Family, and Life, *Giving the Best of Yourself: A Document on the Christian Perspective on Sport and the Human Person* (2018)

7. The recognized sexual identity/gender of students enrolled in Catholic school athletic programs shall be in accordance with the student's biological sex (as determined by the student's sex chromosomes). This may be verified (if needed) by an original state issued birth certificate (or an official copy thereof) or a Primary Care Physician's written verification of the student's biological sex (as determined by the student's sex chromosomes). For the purposes of this policy, *male* shall mean biological male; and *female* shall mean biological female.
8. Therefore, with regard to ALL athletic programs, and with limited exceptions (see numbers 10 & 11 below), Catholic schools shall:
 - 8.1. Foster and preserve the value and integrity of single-sex athletic opportunities and programs.
 - 8.2. Ensure that participation in school athletic programs and all other school sponsored extra-curricular athletic activities, be in accordance with biological sex (as defined above).
 - 8.3. Ensure that athletic opportunities designated as *male sports* (i.e., football, boys soccer, boys basketball, baseball, boys tennis, wrestling, boys cross country, boys track and field, etc.) enlist only males in the team's membership, for both practice and competition.
 - 8.4. Ensure that athletic opportunities designated as *female sports* (i.e., field hockey, girls volleyball, girls soccer, girls basketball, softball, girls tennis, girls cross country, girls track & field, etc.) enlist only females in the team's membership, for both practice and competition.
9. These policies do not prohibit male and female sports teams from practicing together, or even in some cases competing at the same time; but only where this has been the traditional custom and practice for such sports; and without mixing the sex of team rosters, except as noted below (see #10).
10. In the event that there is not enough student interest to form a single-sex *male** sports team, female athletes *may* be permitted to join and compete on a school sponsored male team, in accordance with the following limitations and stipulations:
 - 10.1. This allowance only applies to the following, non-contact **boys sports** and when the *male* team roster is or would be less than the number indicated for each sport*:
 - 10.1.1. Bowling (less than 5)
 - 10.1.2. Cross Country (less than 5)
 - 10.1.3. Golf (less than 4)
 - 10.1.4. Swimming (less than 7)
 - 10.1.5. Tennis (less than 7)
 - 10.2. Female athletes who are given allowance to join and compete on a boys team, shall participate in accordance with applicable OHSAA rules. For example, in some cases female athletes who compete on a boys team forfeit their right to compete against *female* athletes in post-season state tournaments.
 - 10.3. For situations that involve the seventh (7) and eighth (8) grades, Catholic schools shall make a reasonable attempt to first form a single-male sex team via cooperative arrangement with a neighboring Catholic school. Only after this attempt has been made (and failed), or the distance between schools makes this arrangement impractical, shall a mixed-sex (male and female) team be permitted.
 - 10.4. Once a female athlete has been granted membership to a boys team, she shall be permitted to remain a member of that team for the remainder of the season, even if additional male students should later join the team.
 - 10.5. This allowance does not apply to designated *female sports**. Under no circumstance shall a biological male, including a "transgender female (MTF)," be permitted to compete on a Catholic school sponsored team for a *female* designated sport. (Transgender females – because they are in fact biological males- **may** participate in a male designated sport, in accordance with diocesan transgender policies – see *Exhibit B.2*).

**PARENT (GUARDIAN)/STUDENT
ST. JOHN CENTRAL SCHOOL HANDBOOK
ACKNOWLEDGMENT**

Dear Parents/Guardians:

This handbook has been compiled for the purpose of informing you of the policies and procedures of St. John Central School.

I understand that the procedures and responsibilities outlined in the handbook serve as guidelines for school personnel, parents/guardians and students. I agree that my child(ren) will be held accountable for behavior expectations and consequences as indicated in The Student Code of Conduct. I also understand that the other provisions of this handbook are to be followed as well.

The principal shall have the right to amend this Handbook as deemed necessary. Parents/guardians shall be notified of any addendums to the handbook.

The Diocesan Handbook for Schools (effective December 18, 2000) supersedes the local Student/Parent Handbook.

Please read through our handbook carefully, sign, date, and return this page by September 16, 2022.

Please cut here, sign, and return to the school office.

.....

STATEMENT OF ACKNOWLEDGMENT

I have received a copy of the St. John Central School Parent/Student Handbook (with revisions to the VIP program and Dress Code) and have reviewed the same with my child/children. By my signature, I/we understand and will abide by the policies and procedures herein contained.

Parent/Guardian Signature

Date

Student Signature

Student Signature

Student Signature

Student Signature