



Saints Joseph and John School Handbook  
Values ~ Academic Excellence ~ Service

## **Saints Joseph and John School Handbook Table of Contents:**

<b>Board of Trustees</b>	<b>4</b>
<b>Calendar</b>	<b>3</b>
<b>Communications</b>	<b>6</b>
<b>Conflict Resolution</b>	<b>6-7</b>
<b>Diocesan Policies</b>	<b>19-20</b>
<b>Discipline Policy</b>	<b>17-19</b>
<b>Dress Code</b>	<b>13-17</b>
<b>Handbook Agreement Form</b>	<b>28</b>
<b>Health-Clinic</b>	<b>10-11</b>
<b>Internet Rules</b>	<b>21</b>
<b>Mission Statement</b>	<b>2</b>
<b>Office Directory</b>	<b>2</b>
<b>Religion Programs</b>	<b>13</b>
<b>School Belief Statements</b>	<b>4-5</b>
<b>School Day</b>	<b>7-9</b>
<b>School Goals</b>	<b>5</b>
<b>School Policies</b>	<b>9-11</b>
<b>School Programs</b>	<b>12-13</b>
<b>Student Acceptable Use Policy</b>	<b>22-25</b>
<b>Student / Parent Acceptable Use</b>	
<b>Signature Page</b>	<b>27</b>
<b>Transportation</b>	<b>11-12</b>
<b>Tuition Policy</b>	<b>6</b>

## Mission Statement

***Saints Joseph & John School: Lives the values and teachings of our Catholic faith, Serves as Jesus served and Encourages lifelong learning.***

## Directory

### Principal

Mr. Joseph M. Akosi 440-238-4877

### Vice Principal

Mrs. Kathleen T. Wolf 440-238-4877

### School Secretaries

Mrs. Leah Armstrong 440-238-4877  
Mrs. Wendy DePauw  
Mrs. Kim Gigliotti

### Business Manager

Mrs. Virginia Dedrick 440-238-4959

### Saints Joseph and John School Board of Trustees

**President: Fr. Barry Gearing**

**Treasurer: Fr. Joe Mamich**

**Diocesan representative**

### School Office Hours:

**7:15am – 3:00pm Monday through Thursday; and 7:15am -2:30pm on Friday, when school is in session.**

### CYO Pastoral Designee:

Mr. Craig Behm 440-781-5127

[SJJCYO@gmail.com](mailto:SJJCYO@gmail.com)

**Parents: The education of your child is a partnership between the parent, the school and the administration. If in the opinion of the school, the partnership is irretrievably broken, the school and administration reserves the right to require you to withdraw your child.**

## **SAINTS JOSEPH AND JOHN SCHOOL**

### **BOARD OF TRUSTEES**

Since September 2010, Saints Joseph and John Interparochial School has been organized as a corporation within the State of Ohio. Organized as a corporation, our school is also organized within the mission of the Catholic Church as an integral ministry of both St. John Neumann Parish and St. Joseph Parish. As a corporation, its day-to-day affairs are entrusted to the direction of the Principal while its overall governance is under the authority of the Saints Joseph and John Interparochial School Board of Trustees.

The Board of Trustees consists of nine members: three executive members and six appointed trustees, and as a member, by her position, the Principal of the school. The executive members of the Board are the Pastor of St. John Neumann Parish, the Pastor of St. Joseph Parish, and an appointed representative of the Bishop of Cleveland. Assisting them in their work are the six appointed trustees – three from each parish – who comprise the remainder of the voting Board. In addition to their work as a whole, the Board of Trustees is organized into three sub-committees focusing on Finance, Fundraising and Institutional Advancement and Marketing. These committees are comprised of trustees, along with other members of the Church and civic community.

The Board of Trustees meets regularly throughout the school year to foster the mission and ministry of the school, its students, faculty and staff. You are free to approach any member with comments, questions or concerns relating to the overall mission of Saints Joseph and John Interparochial School.

**SCHOOL BELIEF STATEMENTS:** Saints Joseph and John School is an integral part of St. Joseph and St. John Neumann parishes whose life flows to and from Sunday Eucharistic Worship. It is this worship that proclaims and provides the energy for our mission to know and transmit the Person and Message of Jesus. Bound by charity to one another and to their students and penetrated by an apostolic spirit, the teachers aim to witness to Christ, the unique Teacher, by their lives as well as by their teachings. They pledge themselves to be persons deeply involved in continuing educational professionalism. They strive for a dynamic spirit that inspires them to a level of creativity higher than that of mere cooperation. We, the staff of Saints Joseph and John School, recognize the dignity of the individual. As a school community, we endeavor to live and work by the following:

**Child Development:** We believe the purpose of Catholic education is to educate the whole child physically, academically, intellectually, socially, emotionally and spiritually according to the Gospel message.

- We believe in helping children become confident, self-directed and life-long learners.
- We believe in challenging children within a respectful learning environment to reach their God-given potential.

**Curriculum:**

- We believe that the school curriculum should be Christ-centered and act as a guide in the education of the whole student.
- We believe that instruction should be organized and varied to meet the unique needs of all students allowing opportunities to achieve success.
- We believe that ongoing and varied assessment will be used to guide instruction
- We believe self-evaluation allows continuous improvement in all areas.

**Faith and Service:**

- We believe that the primary responsibility for faith formation lies within the family with the support of the school and parish communities.
  - We believe students will experience their faith through active involvement in the celebrations of the Mass and prayer services, sacramental education and service opportunities.
  - We believe that service should be practiced throughout the school year by all grade levels as a response to Christ's call to serve.
- We believe that through learning beliefs and traditions of the faith, students give witness to Jesus through their words and actions

**Community Building:**

- We believe that the leadership for continuous improvement is the responsibility of the school administration in collaboration with clergy, faculty, staff, students and parents.
- We believe in providing opportunities that encourage an atmosphere of acceptance, cultural diversity and unity.

**SCHOOL GOALS:** Saints Joseph and John School gratefully accepts partnership with parents in educating their children and strives to cooperate with parents in every way possible that together we may make Christ a very real Person in the lives of their children. We also wish to provide the best possible assistance to parents in their efforts:

- To teach their children to have a high regard for themselves and for others, because all are sons and daughters of God.
- To help their children understand that it is God who commands us to be honest, just, truthful, faithful, kind, generous and forgiving.
- To encourage their children to strive for excellence. God's gifts of life, talents, material things, and faith deserve nothing less than gratitude to God.
- To teach their children to make wise choices and decisions by accepting the wisdom of God's Word interpreted by His Church.
- To help their children grow and develop mentally, emotionally, and spiritually.
- To motivate their children to respond to Christ's call to unselfish service to one another in the home, school and neighborhood.

**ADMISSION/READMISSION:** An integral part of the life of St. John Neumann and St. Joseph parishes centers on Eucharistic Worship. It is in the parish community that our Christian heritage is lived and in our parish school that we try to pass on that heritage to those who come after us.

In light of this, families requesting admission of children to Saints Joseph and John School shall be considered according to the following priorities:

1. **Registered parishioners:** a registered parishioner is one who attends and contributes to St. Joseph Parish or St. John Neumann Parish.
2. **Non-parishioners:** a non-parishioner is one who attends and contributes to a neighboring parish without a school.
3. **Non-Catholic:** non-Catholic students will be accepted on the basis of an interview between parents and pastor or principal, and in consideration of the space available. The tuition for non-Catholic students is the non-parishioner rate.

In addition, those parishioners and non-parishioners whose children are registered at Saints Joseph and John School are asked each year to review and sign the Offertory Contribution/Tuition Contract.

Saints Joseph and John School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of Saints Joseph and John School. It is the policy of the school to interview parents and students seeking school admission. Normally, junior high students will not be accepted unless they are moving into the geographical boundaries of the parish, and are transferring from another Catholic school. Acceptance will be granted only after careful evaluation and assessment has taken place in regard to previous school experiences, and all school records have been received and evaluated by the Principal.

**TUITION POLICY AND PAYMENT SCHEDULE:** Each year all families must re-enroll their children through Ren Web, complete a Tuition Agreement through the FACTS Tuition Management System and pay the Education Fee which is due upon enrollment. Approved payment plan choices will be available through the FACTS system. All payment plans have a beginning date of July 1st. Tuition can be paid using the FACTS online payment system or by sending cash or check directly to the school office. Regardless of method of payment, there is a fee for the use of the FACTS system in addition to the Education Fee and Tuition amounts.

Please remember to be faithful to your Sunday contributions to your Parish. The parishes are subsidizing your tuition costs.

**Late Fees:** A \$10 late fee will be assessed for any payments not made by the 15th of the month which they are due.

If there are unpaid balances for any school fees, including tuition, after care, lunch or any additional student fees, enrollment will not be approved for the following school year. In addition, no records will be released for 8th graders during the application process for Catholic High Schools or at year end to any high school if there are unpaid balances at the time the record release is due. No transfer students' records will be released to the new school if unpaid balances exist. Families must contact the Business Office to make arrangements for payments or to discuss hardship cases.

Students will not be considered enrolled and accepted until all tuition and fees are current and their Parish of record has confirmed that they are registered members of that Parish entitled to the Parishioner rate of tuition. Those who are not confirmed members of St. Joseph Parish or St. John Neumann Parish will be charged at the non-parishioner rate of tuition.

**Fundraising:** Every parishioner school family agrees to support the fundraising efforts of Saints Joseph & John School when signing their tuition agreement each school year. The expectation is that each family, whose tuition is subsidized by St. Joseph or St. John Neumann parishes, sell at least \$300 worth of raffle tickets. Proceeds from this initiative goes directly into the Operating Budget.

**COMMUNICATIONS: Daily/Weekly Information:** Important papers and information are sent home weekly, and sometimes daily, with the youngest and only students. It is important that you stress with your child the importance of bringing home all information handed out in school. Please be sure to check their bags and RenWeb daily.

**Monthly Newsletter:** On the first of every month, a newsletter from the Principal is emailed home or seen on twitter or our schools Facebook page. Besides general news, it contains important notices, reminders and schedules for the month. The monthly newsletter is also located on the school website and RenWeb.

**Remind 101:** Parents should sign up using these steps on your mobile device:

- In the TO section of your phone add this number – 81010
- In the MESSAGE section of your phone add this code \_ @e2862h
- Once you complete that, please hit send and you will be registered to receive text messages from Mr. Akosi.

**Internet:** School news, information, and pertinent school links may be accessed online through private family codes at [www.renweb.com](http://www.renweb.com) and also on the schools website at [www.sjjschool.org](http://www.sjjschool.org). Administration and faculty members may also be contacted on RenWeb and the school website through school email accounts.

**RenWeb:** is updated by classroom teachers on a regular basis to post grades, homework and long-term assignments that are assigned to students.

**Website:** Our school website is a primary resource for school information from not only the school but also the different groups that are part of Saints Joseph and John School. To be authorized to view all of the information on the website, parents must create a profile, username and password. Parents must update email and home addresses on profiles yearly.

**Email and Text:** The school may email or text parents with important news or information. Parents must have a profile with accurate information on RenWeb and our school website to receive email or text messages.

**Weather School Closing:** Given that Saints Joseph and John School uses Strongsville City School buses to transport our students, SJJ closes or will adhere to the two-hour delay policy whenever Strongsville City Schools do.

**Conflict Resolution:** At Saints Joseph and John School, we strive to create an environment where all may achieve the fullest of their God-given potential. As Jesus illustrates in the Gospel of

Matthew, respect and Christian charity ask that parties first approach and discuss matters among themselves before escalating their concerns. Aware that conflicts may arise, our school community will utilize the following in bringing closure the situation.

Prior to involving a member of the school administration conflicts should be first discussed and an attempt for closure made with the most immediate party (adult to adult), parent, teacher or member of the staff. If closure is not obtained at this level, the concerned party should approach the Vice – Principal of guidance, discussion and formulation of a plan.

If successful closure is not reached, the concerned party should approach the Principal for guidance, discussion and formulation of a plan. Only after the above has been attempted and no resolution can be obtained, should the President of the school be contacted. Parents should never ever address a student to attempt to resolve a conflict.

**ACADEMICS:** Saints Joseph and John School is a member of the Cleveland Diocesan Schools and Saints Joseph and John School follows the Diocesan Graded Course of Study. All supplemental programs used to enhance the curriculum at the different grades levels supports the Graded Course of Study.

**Academic Standards:** Saints Joseph and John School adheres to the grading scale of the Diocese of Cleveland.

Grades Kindergarten through grade 2 will receive O-S-U or N.

Grades 3 through 8 will be graded as follows:

<b>A+ 100-98</b>	<b>C+ 84-82</b>
<b>A 97-95</b>	<b>C 81-79</b>
<b>A- 94-93</b>	<b>C- 78-77</b>
<b>B+ 92-90</b>	<b>D+ 76-75</b>
<b>B 89-87</b>	<b>D 74-72</b>
<b>B- 86-85</b>	<b>D- 71-70</b>
	<b>F below 70</b>

An incomplete may be given on the report card in any subject at the discretion of a teacher. This incomplete must be converted to a standard grade within the next grading period.

**Honor Roll:** Academic honors are given in Grades 6-8. The following constitutes the criteria necessary to place a student on the honor roll:

**First Honors:** All A's

**Second Honors:** A's, and no more than 2 B's.

**Third Honors:** A's and B's, no C's or lower

**Honorable Mention:** Noteworthy achievement or effort, and no D's or F's.

*Art, Music, Physical Education, Computer, and Spanish* grades are included to calculate the honor roll. All effort and conduct evaluations must be at least S.

Honor Roll is announced by the Principal quarterly on the morning announcements.

**Progress: Interim Reports:** will be sent out during week 5 of any quarter when a student's grade is a D or F.

**Report cards:** Parents should be checking RenWeb weekly to view their student's grades. Any concerns or discrepancies about your student's grades must be addressed with the teacher then



the Vice Principal. Report cards can be viewed through out the quarter and only a FINAL report card will be sent home at the end of each academic year. Report cards will not be sent out quarterly.

**Notices of Concern** may be sent home when a student is significantly falling behind in a given area.

**Conferences** are held mid-way through the first and third quarters. In addition, a parent or teacher may request a conference at any time either in-person or by phone. You may send a note directly to the teacher or you may call for an appointment. If you leave your name and phone number, the teacher will return your call at the first convenient time within a 24-hour period. Please do not call any teacher at home or after school hours. The teachers are all members of families and must have time for these responsibilities in the evening.

## **THE SCHOOL DAY**

**Schedule:** Teachers will be in the building at 7:00am. When students arrive at school, they will go directly to their classroom. No student will wait in the halls. Classes begin at **7:50am** each day and continue until dismissal at 2:00pm. **All students must report to their homeroom by 7:45am.** This important homeroom time is set aside each morning before classes start to take attendance, handle various matters, and listen to morning announcements made at 7:50am.

**Attendance:** Regular attendance and punctuality are very important from the very first day in school. The sooner students learn that every minute of their education is important the more satisfactory progress will be. Frequent absences or tardiness naturally hinder a student in his or her opportunity to acquire a basic understanding of all subject matter and to do good work. Frequent tardiness also disrupts the rest of the class's learning as well as the teacher's instruction. Students absent **18 or more days in one year** risk being retained at the discretion of the Principal. **Parents may call the school (440-238-4877) before 8:00am on the day of an absence.** A signed parent note explaining the absence must be sent in upon return to school. A doctor's note is needed for absences more than 3 days. Being tardy is damaging to the academic achievement and development of personal responsibility. A student is considered **tardy** if not in his or her homeroom and seated by 7:50am. Any student arriving after 7:50am **must come into school with a parent** to sign in and get a pink admission slip. After 5 times tardy in a quarter an Attendance Letter will be sent out in the mail. The letter must be signed and returned to school. Students will also be marked tardy if they are not in their seats at the beginning of each class without permission.

**Pre-Absence Forms:** For any planned absences of 2 or more days a pre-absence form must be obtained from the teacher. It must be completed by the student, parent and teacher and returned before the planned absence. Students have 2 school days after the absence to make up work no matter how many days they were absent. All work is due on the third school day after the absence. Students are responsible for mastery of the material covered during the time of their absence. *(For example, if a student were absent on Monday and Tuesday, they would have Wednesday and Thursday of the same week to complete their missed work. Work is then due back to the teacher(s) on Friday of that week.)*

**Locker:** Students in grades 3-8 are assigned a locker for use throughout the year. Each student is responsible for the condition of the locker. **Each locker must have a school - purchased lock and bumper on it and the locker must be kept locked at all times.** Failure to follow these rules will result in consequences designated by the classroom teacher or administration.

**Homework/Make-up Work:** Each teacher or grade level will set policies for homework at the beginning of the academic year. In addition, it is the school's policy to provide homework only for a two-or-more-day absence from school. Homework can be requested the morning of the second day absent, and can be picked up from the table outside the office between 2:00-3:00pm. All work your student misses during an absence must be made up. It is the student's responsibility to obtain all missed work from their teachers immediately upon their return to school. Students have the same number of school days as the number of school days absent to make up work from an absence due to illness or death in the family. Only in extreme cases of a prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the administration. All work must be submitted by the end of the grading period, unless the absence overlaps two quarters. When a student is absent for only one day, make-up work must be gathered from the teachers upon returning the next morning. However, a one-day absence does not excuse a student from the responsibility of tests and assignments due on the day of his/her return.

It is not in accordance with school policy for parents to request an extended period of absence for children. **Vacations during school time are strongly discouraged.** Teachers will not provide assignments ahead of time.

**Lunch:** Our school offers a hot lunch program throughout the school year. The cost for lunches is \$2.75 and milk is included. Milk can be purchased separately for 50 cents. Parents are encouraged to keep a running balance in their child (children's) *My School Account.com*. Students must sign up for the appropriate lunch entree during homeroom everyday to receive their ID card in order for the cafeteria staff to obtain an accurate count to serve the students better. Students receive a menu monthly. The menu is also on the SJJ website. The menu offers three entrée choices: main entrée, alternate entrée and a peanut butter and jelly sandwich. The side dishes listed for that day will accompany each lunch entrée. Snack bar items are 50 cents. Nachos or soft pretzels are available on Fridays for \$1. Student lunch ID cards may not be used to purchase snack bar items. Students are permitted to bring packed lunches from home. **Fast food lunches may not be delivered to students anytime during the day.**

**Recess:** Kindergarten students have a 20-minute recess before snack in the morning and a 20-minute recess after lunch. Grades 1-2 have a 15-minute recess in the mid-morning and a 15-minute recess after lunch. Grades 3-8 have one 15-minute recess after lunch. In general recess will be outdoors. Have your student(s) bring appropriate outer clothing for recess. If the temperature is below 20 degrees or the wind chill is below 10 degrees, the children will have indoor recess. Weather conditions such as rain, snow, ice and temperature, may affect whether or not students stay in for recess.

## **SCHOOL POLICIES**

### **Anti-Harassment, Intimidation and Bullying Policy**

Saints Joseph and John School does not condone behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events or from any computer not on school property. \*Harassment, intimidation, or bullying by any student/school personnel in Saints Joseph and John School is strictly prohibited and such conduct may result in disciplinary action, including suspension and or expulsion from school.

“Harassment, intimidation, or bullying,” in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phones, personal digital assistant (PDA), or wireless hand-held device, whether overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know the effect of:

1. causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/ personal property.
2. is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

### **STUDENT THREAT POLICY**

Any and all student threats to inflict harm to self or others must be taken seriously. The following procedures will be observed in dealing with a student who threatens to harm himself/herself and or others:

1. Anyone who learns of a threat must report it to the Principal or Assistant Principal immediately.
2. Parents or guardian of the student who made the threat will be notified immediately
3. The Strongsville Police Department may be notified.
4. The student will be detained in the assistant principals office, or other designated area until the threat is investigated, or until other arrangements can be made or if necessary the police arrive.
5. The student will be suspended pending further investigation. Depending on the circumstances, the school may take further disciplinary action up to and including dismissal. In the event the individual is permitted to return to school, such return may be conditioned upon receipt of adequate written medical certification from an appropriate medical professional (as determined by the school) verifying that the student does not pose a danger to self or others. The school reserves the right to place additional conditions for returning to school.
6. Any persons who have been verbally mentioned as potential victims or listed in writing as potential victims will be notified immediately. This policy will be followed in any and all cases that involve a threat from a student to harm self or others.

### **DISCIPLINARY PROCESS AND PROCEDURES**

Saints Joseph and John School believes that discipline is the shared responsibility of students, parents, and school employees. A student’s ability to practice self-discipline is an essential part of maintaining a constructive and positive school environment. School authorities may take

disciplinary action with any student whose conduct at any time or in any place interferes with or obstructs the mission of the school or the safety or welfare of students or employees.

The disciplinary actions will fit the specific code violations depending upon the severity and frequency of the offense(s). The disciplinary consequences, unless specifically stated, may result in, but are not limited to:

- Warning
- Behavior Contracts
- Detentions (e.g. before/after school, recess, lunch)
- Corrective Learning
- Suspension (In School Suspension/Out of School Suspension)
- Expulsion

Note: Specific infractions of the Student Code of Conduct may result in a complaint being made to the Strongsville Police Department and possible referral to the court authorities.

**Cell Phones: Cell phones should not be brought to school. They are not needed during the school day. Cell phones are not to be taken out on the bus unless of an emergency.**

Any sixth, seventh or eighth grader who needs to bring a cell phone or electronic device to school must follow the following procedures:

1. Students must bring his/her cell phone in a ziploc bag with their name on it.
2. The phone is to be turned into the homeroom teacher as soon as he/she arrives to school.

Any student who brings a cell phone or electronic device to school and chooses not to follow the policy will suffer the following consequences if confiscated.

1. The cell phone will be kept in the Vice Principal's office for one week from the day it was confiscated.
2. The student may serve an in school suspension.
3. The student will lose credit for any work done prior to cell phone confiscation.

**Administration reserves the right to complete random locker checks any time during the school day.** If a cell phone is confiscated it will be kept in the Vice Principal's office. The student may pick up the phone or electronic device after the one-week period of time. If a student needs to phone to verify transportation arrangements or because of forgetting his/her glasses, he/she will be permitted to use the school office phone.

**Birthday Celebrations:** Students may dress up/down on their birthday. They are acknowledged during the morning announcements. Students are permitted to pass out **non-consumable items** to their classmates such as pencils, erasers, stickers, etc. **Students are NOT permitted to bring consumable treats to school (cookies, doughnuts, candy, brownies etc.).** If you would like to purchase a snack bar ticket for each student in the class to enjoy an item from the snack bar, as a birthday treat; arrangements must be made with Mrs. Cahal, the Food Service Manager. Call 440-238-4877 ext. 32. **Please make arrangements at least one week in advance.** All lunch and snack bar items served in the school have been approved by the State of Ohio and the U.S. Department of Agriculture Guidelines.

**E- Cigarettes and Vaping:** Any student who is in possession of E-Cigarettes or Vapes, will incur the consequences that are in place with the City of Strongsville Police Department.

**Party Invitations:** are not permitted to be passed out in school unless the entire class is being invited, (all the girls or all boys).

**Mystery Readers:** We have always enjoyed having volunteer parents, grandparents or special guests come to the primary classrooms to read stories. **Mystery Readers cannot bring consumable treats of any kind for the students.**

**Classroom Parties:** Teachers and room parents must meet to plan the menu for classroom parties. Menu items, including drinks, must be taken from the approved list supplied to the teachers.

**Use of Telephone/Telephone Messages:** Students will not be permitted to call home, except for forgotten eyeglasses or if there is a change in transportation. Before making a phone call for glasses or changes in transportation, the student will obtain the homeroom teacher's **written permission** and present this permission to the school secretary's. **Please do not email teachers any emergency changes in your child's transportation. You must notify the office (440) 238 - 4877.**

**Delivery of Items to Students:** Bringing forgotten items to school by parents is discouraged. If a student's forgotten items are brought to school, parents are asked to leave them on the table inside **Door A (school office door)** with the student's name and room number on the item. Teachers check mailboxes at various times. If a student is missing something they are permitted to ask the teacher to check their mailboxes. Secretaries will not interrupt classes to individually deliver items that are brought to school during the day. **Deliveries of birthday flowers, balloons, gifts etc. will not be accepted at the office.**

## **HEALTH**

**Clinic:** A health aide staff is in the clinic daily between 8:00am and 2:00pm. If an accident occurs, first aid will be administered and parents will be notified. If a student becomes too ill to remain in school, parents or guardians will be contacted. For these reasons, **it is very important that we have a telephone number where a parent or guardian can be reached. An alternate emergency contact person must also be listed.** Do not send children back to school until they have fully recovered at least 24 hours past recovery, and are able to go outdoors for recess.

If a student cannot go out to recess due to recovery, they will be sent to the clinic.

**Medications:** State law prohibits us from administering any kind of medication to any student without a written request from the Physician stating the name of the drug, dosage and time(s) to be given (this includes Tylenol or aspirin.) Also, a signed permission form from the parent/guardian must accompany all medication before it can be administered. Medications, including cough drops, taken at school must be taken in the presence of the Health Aide; this includes cough drops. All medications, prescription and non-prescription, such as Tylenol, Advil, Dimetapp, etc. must be in the original container.

**Immunizations:** All students must have their immunizations to be admitted to class.

**Dentist and Doctor Appointments:** Please try to schedule appointments for dental or medical care outside school hours. If this is impossible because of crowded office hours, we will excuse the student during the school day. A signed handwritten note must be sent to the school on the day of the appointment. The parent must meet the student in the office to sign the student out. Students do not need to be signed in on their return from the appointment.

**Illness:** Please keep your student home if there is evidence of sore throat, fever, nausea, rash, swollen glands, eye infections, etc.

**School guidelines are:**

<b>Condition</b>	<b>When to Return</b>
Conjunctivitis	24 hrs after treatment is started.
Cough	Cough no longer persistent especially with thick/constant nasal drainage.
Diarrhea	24 hrs after last episode without use of medicine.
Fever	24 hrs after fever-free.
Head Lice	Hair is treated and nit-free.
Impetigo	24 hrs after treatment start; sores should be covered.
Ringworm	24 hrs after treatment starts; area should be covered.
Strep Throat	24 hrs after treatment starts and fever free.
Vomiting	24 hrs after last episode without use of medicine.

**TRANSPORTATION**

**CELL PHONES ARE PROHIBITED ON THE BUS**

**MASKS MUST BE WORN DURING THE RIDE**

**Busing:** Strongsville School District, Brunswick City Schools, Berea Schools and Buckeye Local are responsible for transporting our students from home to school, and from school to home. Schedules of stops and times are sent to parents in August. Parents are encouraged to speak to their children regarding good conduct on the bus. Students riding the bus **MUST** obey all bus rules.

- Sit in assigned seat.
- No cell phones are to be out, unless there is an emergency.
- Quiet talking and (SILENCE at all railroad crossings).
- No rude or inappropriate language to driver or other students.
- No eating or drinking.
- No throwing things in or out of the buses.
- Sit properly in the seat: feet to the floor, bottom to seat and back to back of the seat. Students should not sit with their backpacks on their backs.
- Keep all aisles clear.
- No rough playing or damage to any property while riding on the bus.

In the event of misbehavior, students will receive a Bus Report from the bus driver to be signed by both the administration and parents. Students riding the bus **MUST** obey all bus rules. When a violation is reported to the school in the form of a bus report from the transportation department, the following consequences will be put into effect

## Bus Consequences

- 1<sup>st</sup> offense.....warning
- 2<sup>nd</sup> offense.....seat change on the bus
- 3<sup>rd</sup> offense.....one week off the bus
- 4<sup>th</sup> offense...loss of bus privileges

## Bus Changes: From the Strongsville Transportation Department:

Any bus change must be pre approved in writing by the Strongsville Transportation Department. Forms are available at the Transportation Department Office. Students in grades 6,7 and 8 are not permitted to ride a different bus. Students in grades K-5 going to a babysitter after school must have a signed babysitter form on file in the school office. Strongsville resident parents that make changes in a student's bus transportation must call Strongsville transportation (440-572-7060) and send a note to school.

**Picking Up Students:** It is recommended that all students take advantage of school bus transportation. When it is necessary to pick up a student during the school day or after school day or after school, **please make certain the student is informed in the morning.** For pick up during school, parents must write and sign a note to the teacher indicating when the student will be picked up and for what reason. This note will then be sent to the office to be approved, and the child will be sent or called to the office at the appropriate time. For pick up after school, a note signed by the parent is also required. The note will be sent to the office, approved, and given back to the child to take to the pickup line at dismissal. Please avoid impromptu taking home of students, such as after returns from field trips or after school assemblies. **Do not enter the building right at dismissal time.** At dismissal, students may be picked up in the north driveway at Door D. Enter by way of the south drive by the church rectory; move along the outside edge of the back parking lot. Please stay in one single line of traffic keeping in the far lane and out of the bus lane. **Do not enter the south drive for the pickup line before 1:50 pm and do not remove gates or cone barriers.** These are parish and school safety issues. Please wait in your car as teachers direct children to you.

**Transportation Phone Numbers:** Strongsville - 440-572-7060  
Brunswick - 330-273-0227  
Buckeye - 330-722-8257  
Berea - 216-898-8301

**Bicycles:** Students are not permitted to ride bikes to school.

## SCHOOL PROGRAMS:

**High School Shadowing:** Students in eighth grade are permitted to shadow at area Catholic High Schools for a period of 2 days during the first semester. Dates for shadowing are agreed on with the high schools and the Saints Joseph and John School principal. It is up to the parent to schedule a shadowing time with the high schools of choice. Any additional day the student wishes to shadow needs to be approved with his/her teachers. A shadow release form must be obtained from the homeroom teacher and signed by each teacher and the school administration. **Students in grades other than the eighth grade are NOT permitted to shadow high schools when Saints Joseph and John School is in session.** **Field Trips:** Students will be provided with the opportunity for field trips. Unless the field trip is an outdoor trip, regular school uniforms will be

worn. Permission slips signed by the parents are required for each student for each trip. Students will be informed of the cost of the trip and of the transportation arrangements before the permission slips are given out. Students with serious or habitual behavior problems will be excluded from class field trips. Students deemed ineligible to attend class field trips are required to attend school the day of the trip.

**After School Care:** Extended care after dismissal until 6:00pm is offered for students enrolled in the school in grades K-6. This care is offered any day the school is in session, except for the last day before Christmas break and the last day of school. After School Care is supervised by teachers and divided into playtime, snack time and study time. The cost for each child (capped at two) is \$8.00 for the first hour, and a total of 13.00 for the day. Registration forms are provided in the office.

**Instrumental Program:** Saints Joseph and John School has an excellent instrumental music program. Students in grades 5-8 are eligible to join band. Sign-ups are announced at school, practices are after school in McGraw Hall, and lessons are before, during and after school. Students are responsible for making up class work missed during the school day while attending lessons.

**Bell Choir:** Saints Joseph and John School also has an excellent bell choir music program for students in grades 5-8. Practices are held after school at St. Joseph Church.

**Choir:** Choir is offered to students in grades 4-8. Students will tryout to participate in the choir and practice once a month in the choir loft of the church. Students in the choir sing at all school Masses.

**Scouts:** Girls scouting programs are organized and directed through the parishes. Students may wear scout insignia over their regular school uniforms on scout meeting days.

**Clubs and Activities:** Various clubs and activities meet after school. These clubs or activities are offered to interested students starting in grade 5. Organized and led by teachers and staff, they include Student Council, Builders Club, Academic Team, Geography Bee, Spelling Bee, Science Olympiad, Ski Club, Chess Club, Book Club and Power of the Pen.

**RELIGION PROGRAMS:** The religious formation of our students is of prime importance. Aside from daily structured Religion classes we encourage a spirit of prayer and service throughout the year.

**Mass:** Students attend Mass as a student body on Fridays. Students are encouraged to wear their Witness shirts at all Masses and prayer services. Prayer Services are held during the school year for students, faculty and staff and are planned around the theme of the feast day or the theme of school year.

**Sacraments:** The sacraments of Reconciliation and Eucharist are received for the first time in the second grade. The religion curriculum provides for deep and careful preparation in these areas. Students in grades 2-8 are given the opportunity to receive the Sacrament of Reconciliation one time within the school year. The sacrament of Confirmation is received in the eighth grade. Students are prepared through the eighth grade religion classes and parish activities.



**Service:** Throughout regular Religion class, students often participate in activities and projects to reach out in service to our local, national and worldwide communities. Students also have the opportunity to learn the serving attitude of Christ for others through several extracurricular clubs, such as Student Council and Builders Club.

**Peace Builders:** Peace Builders is a program to enhance the anti-bullying program already in place at Saints Joseph and John School. The Peace Builders Program is a science-based and research validated, violence prevention youth program approved for the federally funded Safe and Drug Free Schools Act. The curriculum-based program is designed to create a safe, positive learning environment, enabling teachers do what they love to do TEACH, and students to think twice about bullying. Peace Builders through a school wide effort (student, faculty and staff) work in the hopes of changing the culture of the building to that of Peace. Students begin their day reciting the Peace Builders Pledge each day during the morning announcements.

**DRESS CODE:** The purpose of the Dress Code is to contribute to an atmosphere that is conducive to the spiritual, educational and social processes of Saints Joseph and John School. The Uniform must be purchased at Schoolbelles or the SJJ PTU Uniform Exchange. Blouses and shirts that meet the requirements may be purchased at local stores.

**Kindergarten:** Kindergarteners follow the school dress code. Girls wear a plaid jumper and white shirt or long sleeve blouse. **Girls do not wear polo shirts with the jumper.** Boys wear navy pants and white, or pastel blue knit polo. Kindergarteners wear tennis shoes or leather dress shoes and belts are not required.

## **SCHOOL UNIFORM**

### **Girls 1-4**

**Jumper:** 1-4            V Neck Navy Blue Polyester Plaid  
                                  Tunic    Navy Blue Polyester Plaid  
Jumpers must be worn to the knee at all times.

**Blouses:** 1-4            Rounded collar- short or long sleeved  
                                  Pointed collar - short or long sleeved  
                                  Oxford collar - short or long sleeved

**Knit Shirts:** 1-4        Jersey knit or Dry Weave shirts in light blue, or white can be worn with walking shorts and slacks. **Girls are not to wear polo shirts with jumpers or skirts.**

**Logos, scalloped or puffy sleeves are NOT permitted on the blouses. GYM shirts are never to be worn with the jumper or skirt. If an undershirt is needed the undershirt must be white. No other color is permitted.**

**Walking Shorts:**        **Optional Uniform (August through, October, May).**  
                                  Navy pleated or Navy mid rise

Walking Shorts with the SB label must be purchased through *SchoolBelles* and worn with a black or brown leather belt. Students may wear tennis shoes with walking shorts.

**Shoes:** **Solid dark brown or black TIE or MARY JANE shoes.** Students in grades K-4 are never to wear slip on flats or boat type shoes. Laces, soles and heels must be the same color as the shoe. Heels are not to exceed one inch. Pump style shoes are not permitted. There should not be stripes on the shoe of any kind.

**Socks:** Navy or white knee highs or crew socks only are to be worn. Navy or white tights may also be worn in cold weather. Tennis socks or low cuts are not permitted.

**Sweater:** Plain knit, navy, or white round neckline cardigan sweaters may be worn.

**Sweatshirt:** Schoolbelles and PTU approved only may be worn over shirts or blouses. No other sweatshirts are permitted during the school day. Spirit sweatshirts are not to be worn except on Spirit Days, or dress down days. Hoodies are never permitted during a regular school day.

#### **Boys 1-4**

**Trousers:** Plain front navy  
Pleated front navy  
Full elastic navy

**Walking Shorts:** **Optional Uniform (August, through October, May).**

Pleated walking shorts or Flat front walking shorts

Walking shorts must be purchased through *Schoolbelles* and have the SB logo on the back. Shorts must be worn with a black or brown leather belt. Students may wear tennis shoes with walking shorts.

**Shirts:** Oxford Shirt short or long sleeve  
Jersey Knit or Dry Weave short sleeve or long sleeve  
Shirt Colors: White or Light Blue

**Belts:** Solid black or dark brown leather belt with a buckle no larger than one inch.

**Shoes: Grades 1-4** **Solid dark brown or black tie shoes.** Students must not wear slip on or **boat type** shoes (including SPERRY shoes) with their school uniform. **Laces, sole and heels must be the same color as the shoe.** There should be no stripes on shoes of any kind. Heels are not to be more than one inch and shoes are not to be above the ankle. Boot type shoes are never permitted.

**Socks:** Navy blue, black or white **crew** socks.

**Sweater:** Plain knit navy cardigan or pullover

**Sweatshirt:** Schoolbelles and PTU approved only may be worn over uniform shirts

#### **Girls Grades 5-8**

**Blouse:** Navy ribbed bottom short or long sleeved over blouse with SJJ emblem purchased from Schoolbelles.

**Skirt:** Khaki kick pleat skirt in polyester purchased from SchoolBelles.

**Slacks:** Khaki pleated front, plain or mid rise purchased only from SchoolBelles. All slacks and skirts must have the SB logo on the back.

**Socks:** Navy blue or white crew socks, knee high or tights. Leggings must be navy blue or white with matching socks. (No Black Socks)

**Shoes:** Girls in grades 5-8 only may wear plain black or brown sturdy leather loafers. Tan or brown SPERRY style shoes are permitted however, there must not be any color or sparkle on the shoes. Shoes of this style must fit properly and remain tied throughout the school day. Heels on shoes must not exceed one inch. Pump style shoes are not to be worn. Mary Jane style and tie shoes are permitted in black or brown.

**Shorts:** Khaki plain or pleated style walking shorts purchased from Schoolbelles may be worn during the months of August, September, October and May with a black or brown leather belt. Students may wear gym shoes with walking shorts.

**Make-Up:** Girls are permitted to wear a light base natural color foundation. **No other makeup or nail polish, including French manicures, is permitted in school. Girls will be instructed to remove makeup and receive a Demerit.**

### **Boys Grades 5-8**

**Shirt:** Navy shirts with the SJJ logo.

**Pants:** Khaki plain or pleated front pants with the **SB** logo on the back only. These pants **must** be purchased from Schoolbelles.

**Shorts:** Khaki plain or pleated style walking shorts purchased from Schoolbelles may be worn during the months of August, September, October and May, with a black or brown leather belt. Students may wear gym shoes with walking shorts.

**Socks:** Tan, brown, navy or white or black **CREW** socks only.

**Shoes:** Boys in grades 5-8 only may wear plain black or brown sturdy leather loafers. Tan or brown SPERRY style shoes are permitted. Shoes of this style must fit properly and remain tied throughout the school day.

### **Hair ALL GRADES:**

Hair is to be neat and out of the vision area and original natural color at all times.

No fad cuts, lines, coloring, highlighting, or razor cuts are permitted. **Boys hair is to be cut above the eyebrows, collar and around the ears. Shaved or highlighted hairstyles of any kind ARE NEVER permitted.** Boys do not wear ponytails, braids or any type of fad haircuts or style this includes "bowl cuts. Girls may wear navy, white or school plaid plain simple bows, scrunches, barrettes or headbands.

**Flowers, bows and any non uniform colors are not part of the uniform. Bandanas are not permitted to be worn in the hair.**

### **Jewelry: ALL GRADES**

Students may wear an analog or digital watch and one thin chain necklace with a religious medal.

**One wristband or religious bracelet is permitted.** Girls may wear **one pair of post** earrings only. Hoops or dangles are not permitted. Earrings are to be worn in the **ear lobes**. Earrings in the cartilage are never to be worn to school. **Boys are not permitted to wear earrings to**

school. Jewelry of any kind is NOT permitted in Physical Education class. Scrunchies are to be worn in the hair and not on the wrists.

**FITBITS and APPLE Watches or any other watch with the capability to record information or receive messages will not be permitted.**

**Gym Uniforms:** All students in grades **K through 8** will wear gym uniforms to school on physical education days. The uniforms consist of navy mesh shorts and **grey knit tee shirts, as well as** fleece or performance pants. All gym uniforms will be purchased **from the school bookstore**. Gym shoes must be tie or Velcro non-slip-on and have no zippers or black-marking soles. Students may not participate in gym when not in uniform. Gym shorts and pants must be worn at the waist only.

**Out-of-Uniform Days:** When students are permitted to be out of uniform (such as birthdays, picture day, outdoor field trips only, rewards, etc.), the following is a list of requirements for students who will be out of uniform: No tank, sleeveless, or narrow strap tops. No tops that are revealing low-cut necklines, or expose bare midriffs when sitting, stretching, stooping, etc. Pajama pants are not permitted. No pants with writing on the back, yoga pants or tears. Pants are to be worn properly, never low or sagging. **Any student with tears on their pants will not be permitted to class until other pants can be brought to school.** Skirts or dresses are not to be shorter than the top of the knee. **Shorts and capris may only be worn during Optional Uniform time (August-October and May)** girls shorts must be appropriate length, not shorter than the fingertip length and they are not to be tight fitting. Boy's shorts must not be longer than the knees.

- No flip flops of any kind.
- No inappropriate words, designs or pictures on any clothing.

**Administration reserves the right to deem what is inappropriate. Students not adhering to rules on Out of Uniform Days will call home for either a change of clothes or their uniform.**

**Dress Code Consequences:** Consequences for dress code demerit, call home for proper items and/or removal from class. Violations must be corrected. Students may not be in class when not in uniform. Three dress code demerits will result in a detention.

**The Principal and Vice-principal reserve the right to the final say on any current fad or item related to the dress code.**

## **DISCIPLINE POLICY**

**Code of Conduct:** The essence of Christian discipline is self-discipline. A high standard of conduct is expected of the students at Saints Joseph and John School. Students learn that they are accountable for their actions and choices, which will always have consequences. Students need to realize that the observance of rules brings order and happiness to themselves and others and safeguard their liberties rather than curbs them. They should be aware that authority is necessary in order to promote mental, emotional and spiritual growth and to promote a Christian environment that is safe and conducive to learning and teaching.

### **General Rules:**

1. Accept and respect individual differences and attempt to resolve conflicts of opinion in a self-controlled manner or through mediation.

2. No gum chewing or throwing food in school.
3. Respect the rights of other students and adults.
4. Exhibit a respectful attitude towards faculty, staff and fellow students.
5. Respectfully comply with the requests of those in authority. (Do as you are told.)
6. Show respect and trustworthiness with school property by proper care of books, materials, desks, chairs, lockers, rooms, lavatories, halls, cafeteria, Visionary Center etc.
7. Arrive to class on time and with required materials.
8. Accept assignments with a constructive and positive attitude.
9. Accept correction with a respectful attitude.
10. Understand and accept the consequences of one's behavior.
11. Walk and move quietly in all areas of the school - running and yelling is never permitted in the hallways or classrooms.
12. On the playground use only safe equipment. (no Frisbees are allowed on the blacktop).
13. Follow the school Dress Uniform in all areas of the school and school property including the bus.
14. Follow all rules set up for individual grades and classrooms.
15. **Students may not bring glass containers to school.**
16. Students may also **NOT** bring **FIDGET SPINNERS**, skateboards, hardballs or stuffed animals to school. Any electronic items such as radios, cameras, ear/headphones, electronic games, pagers, cell phones, laser pointers, tape/CD players, or any item of value should not be brought to school. The school will not be responsible for lost or broken items. Any item that should not be brought to school will be confiscated and returned to the child's parent(s).

**Violations:** Actions considered serious violations of the discipline policy may include, but are not limited to the following:

1. Any behavior deemed contrary to the philosophy of Saints Joseph and John School this includes cheating.
2. Disregard for school rules and expected behavior.
3. Gum chewing anywhere on school grounds.
4. Throwing food or causing a disturbance in the cafeteria or playground.
5. Eating or taking any kind of food (candy, mints) outside the cafeteria.
6. Leaving any room or area of the school without the permission of the teacher or without adult supervision.
7. Arriving tardy to class more than 3 times.
8. Interfering with an others right to learn, such as talking while the teacher is presenting material, out of seat without permission, or disruption during class.
9. Defiance, profanity, vulgarity, obscenity, any inappropriate behavior such as fighting, hitting, kicking, shoving, or throwing things, spitting, threatening, bullying, harassing, abusing, belittling, name-calling, meanness, inciting panic or disrespect to any other person.
10. Malicious destruction, vandalism, or the misuse of any property.
11. Violation of classroom discipline and order.
12. Inappropriate emails or text messages reported to the administration.
13. **Possession, use, or selling of smoking materials, including E-cigarettes and Vaping, fireworks, knives, pocket knives, guns, imitation or look-alike weapons or any other**

**object used in a dangerous or improper way. Lockers and items will be searched upon reasonable suspicion at any time.**

14. Possession, use, or selling of alcoholic beverages, stimulants, depressants, propellants such as hairspray or breath spray, or inhalants such as whiteout.
15. Possession, use, or selling of any inappropriate, violent, or pornographic media (writings, drawings, printouts, pictures, magazines, books, CDs, tapes, etc.)
16. Aerosol or spray deodorant brought school.
17. Dishonesty: lying, cheating, stealing, plagiarism, etc.
18. Three Dress Code Demerits may constitute a detention.
19. Any actions contrary to the Acceptable Use Policy included in this Handbook.
20. **FIDGET SPINNERS** will be confiscated by the teacher or Administration and returned at the end of the year.

**Consequences:** Consequences for violations of the General Rules may include but not be limited to: \*Verbal Reprimand \*Demerit \*Detention \*Loss of DOJO's \*Cafeteria work \*School Cleaning \*Suspension \*Restitution\*Time-out \*Behavior Contract \*Expulsion \*Zero for cheating on a test or assignment

**Demerits and Detentions: Students in all grades K-4 are eligible to receive demerits and detentions.** When a student breaks a classroom or school rule, a demerit will be given. These demerits will be assigned per quarter and recorded on Renweb. If a student receives five demerits within a quarter, a detention will be served the next Thursday from 2:00-3:00pm. A parent or guardian must pick up the student from detention at 3:00pm. Any student not picked up by 3:00pm will be placed in After School Care at a cost to the parents. After the fifth demerit and the student receives a sixth demerit, in the same quarter, a parent meeting may be held.

**Suspension:** A student who receives a seventh demerit in one quarter, will serve an in-school suspension the following school day. If a student receives an eighth demerit that student will receive an out of school suspension with the possibility of registration not being offered the following year.

**Students in grades 5-8 are eligible to receive demerits and detentions.** When a student breaks a classroom or school rule, a demerit will be given. These demerits will be assigned per quarter. If a student in grade 5-8 receives three demerits, in one quarter, a detention will be issued. The detention will be served the following Thursday from 2:00-3:00.

**Suspension:** If a student receives four demerits, a parent meeting may be held and if a fifth demerit is earned, an in-school suspension will be served the following day. A student who receives a sixth demerit in one quarter will serve an out-of school suspension the next school day, with the possibility of not being offered re-registration for the following school year.

A suspension is the exclusion of a student from all classes in school or out-of-school. Students must make up all daily work missed. Work completed during in-school suspension will be given half credit, if the student turns in the work before they leave for the day. Tests will be given full credit while serving an in or out of school suspension. **During out-of-school suspensions students are expected to complete all work that is missed; credit is not given for work during an out of**

**school suspension with the exception of tests.** With any out-of-school suspension a parent conference and a behavior contract will be required to reinstate the student into class.

**Expulsion:** Expulsion of a student from school is a serious matter. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. Repeated warnings, serious violations and violation of a behavior contract will result in a student being asked to withdraw. This decision is the right and responsibility of the principal and/or pastor.

## **DIOCESAN POLICIES**

**School Security Policy** To help promote a safe, secure, and supportive learning environment the school has in place a Crisis Response Plan. This plan provides procedures to handle natural disasters and other potentially harmful events at the school. In line with this plan, **all school entrance doors are locked at all times.** All parents, volunteers, and visitors must enter through the School Office Door (A). During school hours after ringing the doorbell, visitors must identify themselves to be admitted and then sign the register at the help desk or at the office.

**Weapons Policy:** In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators and other personnel in the school or parish. This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is any instrument, device or thing capable of inflicting death, and designed or specifically adapted for use as a weapon (O.R.C.2933.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Violations of this policy may warrant notification of the police, among other disciplinary action.

**Youth Gangs Policy:** Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and /or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, intimidation, coercion, or any other action directly resulting from membership or interest in a gang. If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, we will abide by the consequences as set forth in the policy of the Diocese of Cleveland. With these concerns in mind we will strictly enforce the Dress Code as given in this handbook.

**AIDS Policy:** Children with Acquired Immune Deficiency Syndrome enrolled or seeking enrollment in grades K-8 shall be permitted to attend school in a regular classroom setting provided:

1. The health of the child, as documented by his/her physician, allows participation in a regular academic school program.
2. The child behaves acceptably in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition that prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

Each case will be handled on an individual basis. The Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS; ARC (AIDS related complex) or other illness caused by HIV (Human Immunodeficiency virus, the virus that causes AIDS, also known as HTLV III or LAV). In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child. Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

**Sexual Harassment:** Sexual harassment includes the following specific instances: obscene and/or sexually explicit gestures and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient; verbal sexual abuse or disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others. The above list is not all-inclusive but provides guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the handbook Discipline Policy. If allegations of sexual harassment are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and circumstances in which the harassment occurred.

**Diocesan Virtus Policy:** All adult employees or volunteers, who work with children in Diocesan schools and/or parishes, must be certified in the Virtus Program Protecting God's Children. This includes those working in the buildings or classrooms, on the playground, as chaperones on field trips, or as coaches in a sport.

**Sexual Violence Policy:** Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C.2151.421). The Department of Human Services and the police will be contacted immediately if there is a reason to believe (O.R.C.2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.



Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offenders sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C.2907.05), Sexual Battery (O.R.C.2907.03), Rape (O.R.C.2907.02), Importuning (O.R.C.2907.07), Voyeurism (O.R.C.2907.08), Public Indecency (O.R.C.2907.09), or Felonious Sexual Penetration (O.R.C.2907.12) as examples. In each of the above examples, the Department of Human Services and the police will be contacted immediately.

## **Saints Joseph and John School Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Presently, students will have email access only under their teachers direct supervision using a classroom account. The network is provided for students to conduct research and to communicate with others. **Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.** Access is a privilege - not a right. Access entails responsibility. Individual users of Saints Joseph and John Schools computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. **Users have no privacy right to any data received or disseminated on the network or through email, and by utilizing these Saints Joseph and John School systems they consent to the Saints Joseph and John School's right to audit all email, files and documents. If a user acts inappropriately through the communications systems, Saints Joseph and John School reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.**

The following are **examples** of inappropriate use and activities. This is not an all-inclusive list of inappropriate use and activities:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Damaging computers, computer systems or computer network.
- Violating copyright laws.
- Using another person's password.
- Trespassing in another person's folders, work or files.
- Intentionally wasting limited resources.
- Posting personal contact information about you or other people.

- Employing the network for commercial purposes.
- Using the computer lab unsupervised by a teacher.
- Harassing, insulting or attacking others.

Any inappropriate use of the Internet will be subject to discipline consequences recommended by the Administration.

**Student**  
**Acceptable Use Policy**  
**Saints Joseph and John School**  
**Diocese of Cleveland**

**Saints Joseph and John School** makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Diocesan Acceptable Use Policy 2 is intended to minimize the likelihood of such harm by educating the School's students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The SJJ Network system is any configuration of hardware and/or software. The SJJ Network includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;

- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and similar devices; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school’s computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

**Access to communication system:** Access to the school’s electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Access to the District’s computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The system is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school’s operations and mission, and not in excess or to the exclusion of the student’s studies or school responsibilities.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
  1. Use only assigned accounts.
  2. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  3. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  1. Observe all network security practices as posted.
  2. Report security risks or violations to a school administrator, teacher or network administrator.
  3. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  4. Conserve, protect, and share these resources with other students and Internet users as appropriate.
  5. Get appropriate preapproval before accessing the network with personal devices.
  6. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  1. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  2. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  1. Communicate only in ways that are kind and respectful.
  2. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
  3. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

4. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  5. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  6. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  7. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  8. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

**Subject to Monitoring:** All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.**

**All computers, devices, laptops, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner, which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action, which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse

of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

