

ST. JOSEPH THE PROVIDER  
CATHOLIC SCHOOL

PARENT- STUDENT  
HANDBOOK  
2020-2021



Catholic Schools  
Learn. Serve. Lead. Succeed.

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## GUIDELINES AND IMPLEMENTATIONS

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that may arise, the faculty and administration reserve the right to address and to take appropriate action for the any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown, or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

The handbook may be amended or modified by the school at any time after reasonable notice to the parents/students of the effective date of the changes. Changes may be communicated in a separate communication or as a part of the regular school newsletter. Any section heading in this handbook is for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and that they agree to abide by this handbook. Signing this form indicates the family intends to abide by all the provisions in this handbook. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and or/prevent a student from continue to be enrolled in the school

## Welcome to St. Joseph the Provider Catholic School!

We are glad that you have chosen to send your child to our school. It is our hope that we can work together to make sure your child becomes the best person he/she can be. It is our hope that the children will take advantage of the great education that is being made available to them!

St. Joseph the Provider is a Catholic School under the Catholic Diocese of Youngstown. St. Joseph the Provider admits students with the hope they will accept the school's expectations of the school's identity.

The school reserves the right to suspend, exclude, or to expel any student who does not cooperate with the policies established in this handbook. Policies in the handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy as well.

## **ST. JOSEPH THE PROVIDER MISSION STATEMENT**

Saint Joseph the Provider Catholic School is an in-city center of learning serving families in Youngstown, Ohio and the surrounding area. We are committed to providing an inclusive moral, spiritual and academic atmosphere where learning takes place in a safe and caring environment. By fostering positive relationships with our parents, we empower them to support their child's efforts to live lives based on the tradition of the church and the gospel mandate of love through service.

## **DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION**

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meets the religious, academic, personal, and social needs of children.

## **MISSION STATEMENT OF THE DIOCESE**

As a mission of the diocesan church and local parish communities, and in partnership with the family, Diocese of Youngstown Catholic Schools provide an education through which the rich tradition and truth of the Catholic Church are handed on, lived, and fostered. Children and young people are in a unique way, prepared to participate in the life of the church and society through a commitment to faith, self, lifelong learning, social justice, and service to the local and global church and community.

## **St. Joseph the Provider Philosophy:**

The administration, faculty and staff strive to:

- Help students learn about the Catholic Faith and integrate Gospel values in their daily lives
- Provide a community and curriculum which meet the needs of the whole child
- Continue its tradition of academic excellence
- Model and develop leadership and service

## **LINE OF AUTHORITY**

Having been appointed as President of St. Joseph the Provider School by Bishop George Murry, Bishop of the Diocese of Youngstown, Father Michael Swierz is responsible for the leadership of St. Joseph the Provider School. Mrs. Cheryl Jablonski, principal of St. Joseph the Provider School works with and under Father Mike. The faculty and staff work under both Father Mike and Mrs. Jablonski, as we strive to follow the mission and philosophy of St. Joseph the Provider School.

## **ACCREDITATION**

Our school is accredited through the Ohio Catholic School Accrediting Association (OCSAA). The purpose of the OCSSA is to strengthen Catholic identity and mission; to engage Catholic schools in ongoing improvement of student learning, and to ensure OCSSA Standards are fully operative in our school. St. Joseph the Provider received full accreditation in 2015 and is currently going through the process again.

## **NON-DISCRIMINATION POLICY**

Catholic Schools administered under the authority of the Catholic Diocese of Youngstown comply with those constitutional and statutory provisions, and provide equal opportunity to all qualified employees and applications for employment, as may be required of and specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

## **NON-CATHOLIC STUDENTS:**

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's traditions of the students attending the Catholic School, the parents must be aware that it is the Catholic position that will be taught.

## **RIGHTS OF STUDENTS**

- Pursue a successful education in a safe environment without disruption
- Receive fair and equitable treatment without discrimination in every aspect of the educational system
- Be informed of their rights, responsibilities, and discipline policies

## **RESPONSIBILITIES OF STUDENTS**

- Attend school regularly, arrive on time, and bring materials
- Respect the personal, civil, and property rights of others
- Put forth conscientious effort in classroom work and homework
- Groom and dress appropriately
- Have knowledge of and conform to school rules and regulations
- Not use indecent, obscene or foul language
- Report incidents, or activities that may threaten or disrupt the school environment

## **PARENTS/GUARDIANS RIGHTS**

- Receive regular official reports on your child's academic progress
- Receive an explanation for the basis of any grade given by the teacher
- Request a conference with the teacher or the principal

## **PARENTS/GUARDIANS RESPONSIBILITIES**

- Ensure children are in school regularly and on time
- Present to school officials any concern in a calm, reasoned manner
- Work with school on academic, disciplinary, or other related matters pertaining to your child
- Talk to children about expected behaviors, school rules and behavior on the bus

## SCHOOL SERVICES

### SCHOOL HOURS

Classes for students begin at 7:50am. Dismissal is 2:15pm. Students should not be dropped off until 7:15am. Regular attendance and punctuality are essential for success in school and necessary for success in life. Each student at St. Joseph the Provider School has the responsibility to attend all classes regularly and on time. All children must be picked up from school on time.

### ABSENCES

Parents are asked to notify the school by phone each day their child will not attend St. Joseph the Provider School. The school number is 330-259-0353. In addition, **PARENTS MUST SEND IN A WRITTEN EXCUSE** following any absence from school. This is a requirement not only of the school, but also of the State of Ohio. **ABSENCES NOT FOLLOWED BY A NOTE ARE CONSIDERED "UNEXCUSED"**. Each month the school is required to document the number of both excused and unexcused absences onto the scholarship website. **EXCESSIVE NUMBERS OF UNEXCUSED ABSENCES CAN RESULT IN LOSING THE ED CHOICE SCHOLARSHIP.**

### ARRIVAL

Students coming to school by car are to be dropped off in the front of the school by Mrs. Babik's office. Students can become coming in at 7:00am. Please be careful of the buses. do not walk between them! Classes begin at 7:45am. Grades 3-8 will go immediately to their classroom for breakfast. Grades K-2 will report to the cafeteria for breakfast.

### DISMISSAL

Car Riders are to be picked up in the back parking lot of the school. Grades K-2 will be dismissed at back door closest to Mrs. Babik's office at 2:05. Grades 3,4 & 5 will be dismissed at 2:05 through the gym door. Grades 6-8 will be dismissed at 2:10 through the gym door.

### TELEPHONE USAGE/MESSAGES FOR STUDENTS

Students may not use the telephone to call home or elsewhere without permission. If the school finds it necessary for the student to call home, as for example, when a practice after school has been canceled, the student may make a phone call.

Students will not be able to use the phone on a routine basis. This becomes an excuse to get out of class.

**CELL PHONES MUST BE GIVEN TO THE TEACHER IN THE MORNING AND ARE NOT PERMITTED TO BE USED DURING THE DAY. FIRST OFFENSE THE PHONE WILL BE TAKEN AND GIVEN BACK AT THE END OF THE DAY. SUBSEQUENT OFFENSES THE PHONE WILL BE TAKEN AND A PARENT WILL BE REQUIRED TO PICK IT UP.**

### INCLEMENT WEATHER/SCHOOL CLOSINGS

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. Exception is if the host team is in session. **If the Youngstown Public Schools are closed, St. Joseph the Provider School is also closed. Please listen to the local TV or radio news. If there is an emergency affecting St. Joseph the Provider School only, it will also be announced by the news media. A one-call will go out to families to announce emergency closings.**

### KINDERGARTEN

According to State Law and Diocese of Youngstown policy, students who are five years old by September 30<sup>th</sup> qualify for kindergarten. Admission and/ or acceptance to the school and/or re-registration to the school is contingent upon receipt of all required documents and is subject to satisfaction of the admission and/or reregistration mandate.

## TESTING

Students in Grades K-8 are given the STAR tests four times a year, in Reading and Math.

Grades K,1,2,4, and 7 take the IOWA test of basic skills.

Grades 2,4, and 7 take the Cognitive Test

Grades 3-8 take the AIR tests required by the state. Gr. 3 students must

pass the English Language Arts portion in order to move on to fourth grade. They take the test in the fall and spring. If they do not pass this test the school has the right to give them alternative tests.

Grades 5 & 8 take the ACRE tests

Grades 8 takes the ACT Aspire test.

## Crisis Plan

For emergency situations a Crisis Plan, approved by the Ohio Attorney General yearly is on file in the school office. In case of emergency situations, you will be notified by a One Call to your home with directives as to what to do.

## FIRE, LOCKDOWN, TORNADO DRILLS

Fire and tornado drills are held at regular intervals throughout the school year.

- Teachers will practice drill with students.
- Students are expected to walk quickly and quietly to their assigned spots.

## EXTRACURRICULAR ACTIVITIES

**Participation in co-curricular and extra-curricular activities is a privilege, not a right.** Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Students participating in school-sponsored team athletic activities must have proof of an annual physical and evidence of health insurance.

## ACADEMIC GUIDELINES FOR PARTICIPATION

**A student in grades 7&8 is ineligible to participate in athletics if he/she:**

- Shows a lack of effort in academic areas and fails to turn in assignments.
- Receives a grade less than C in conduct.
- Exhibits an attitude not in line with school philosophy. Students who are doing unsatisfactory work or indicated in the guidelines above will be ineligible to participate in any practices, games, tournaments or other competition for one week, Monday to the following Sunday. If there is insufficient improvement, the restriction continues into the next week.
- When a student is ineligible, the President will inform the Athletic Director who will notify the coaches.

## FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. **Students may be denied participation if they fail to meet academic or behavior requirements.**

## BREAKFAST AND LUNCH PROGRAMS

St. Joseph the Provider participates in the Free and Reduced Lunch Program. Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington DC, 20250.

- All parents are sent eligibility information for the lunch program at the beginning of the school year. The eligibility requirements are set by the Federal Government.
- A menu is sent home each month. Please mark your calendar for days your child may not like what is being served.
- Students may bring their own lunch and buy milk or provide their own drink. POP IS NOT ALLOWED AT LUNCH TIME. FAST FOOD IS NOT ALLOWED.
- Breakfast is available on a daily basis.
- A mid-morning snack of fruit or vegetable is available to students.

## LUNCHROOM REGULATIONS

Students are expected to be respectful of the lunchroom rules.

- Display proper manners and etiquette while eating
- Remain seated with feet off the chairs during the entire lunch period
- Remain silent for the first 10 minutes of lunch in order to eat without choking
- Speak only in moderate tones to those at their table
- Clean up scraps from table, chair and floor before leaving
- Leave the cafeteria in a quiet and orderly fashion. Students may not line up for recess until everyone is quiet.

## ALLERGY POLICY

Since food allergies can be life threatening, the risk of accidental exposure to foods can be reduced in the school setting if the school, student, parents and physician work together to minimize risks and provides a safe educational environment to food-allergic students.

### FAMILY'S RESPONSIBILITY

- Notify the school of the child's allergies
- Work with the school to develop a plan that accommodates the child's needs
- Provide written medical documentation, instructions, and medications as directed by the physician
- Provide properly labeled medications and replace medications after use or upon expiration
- Provide updated emergency contact information
- Work with the district transportation director if necessary

### STUDENT'S RESPONSIBILITY

- Do not trade food with others
- Notify an adult immediately if he/she eats something they believe may contain food to which they are allergic

### SCHOOL'S RESPONSIBILITY

- Review health records submitted by parents and physicians
- Comply with federal and state laws and policies as applicable in the administration of medicine and supplies required by students
- Include students in school activities
- Assure that all staff who interact with the student on a regular basis are aware of the allergy, recognize the symptoms, and knows what to do in an emergency



## SCHOOL CALENDAR

The school will be in session for the number of days required by the Office of Catholic Schools.

- The school calendar shall meet all the laws and regulations of the State of Ohio in terms of number of days/hours for student instruction as the minimum standard.
- Schools may adopt a school calendar that exceeds the requirement of the state and the Diocese as long as stipulations in the Personnel Policies are followed.
- The calendar shall support the mission, philosophy, and goals of the school's educational program.
- Appropriate professional development shall be scheduled in the calendar to support the school as a learning community.
- Every effort should be made to protect instructional time from unnecessary interruptions.
- The length of the school day must meet or exceed the calendar required by the State and Diocese.
- Principals and teachers shall provide adequate time in the schedule for instructional periods suited to the educational/instructional needs of students. Schools are expected to provide the maximum time possible for the instructional program.

## SPIRITUAL DEVELOPMENT

According to the Ohio State Law and Diocese of Youngstown policy, in addition to the daily religion class, students in all grades are given the opportunity to participate in the liturgy on a weekly basis, Holy Days of Obligation and other special occasions throughout the year. Various prayer services are also held in accordance with the liturgical season, for all grades.

## SPIRITUAL DEVELOPMENT (continued)

In addition to the daily Religion class, students in all grades are given the opportunity to participate in the liturgy on a weekly basis, Holy Days of Obligation and other special occasions throughout the year. Various prayer services are also held in accordance with the liturgical season for all grades. Students are to be respectful during these prayers and are asked to participate.

## TIME ALLOTMENTS FOR RELIGIOUS EDUCATION

Kindergarten 100 minutes per week.

Elementary (1-8) 150-225 minutes per week.

Junior High an additional 14 hours for liturgical, service and social opportunities are to be scheduled.

Elementary guidelines for time allotments for curriculum areas are recommended by the Office of Catholic Schools in consultation with school administrators.

## ACADEMICS

Curriculum encompasses the sequentially ordered learning experiences which the school provides for the students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The school follows the diocesan course of study. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts, (Music and Art), Health and Safety Physical Education, Computer Education and Library.

## FAMILY LIFE PROGRAM

Family life is taught through Science/Health classes. Values and morality are taught through Religion Classes.

## PHYSICAL EDUCATION

A certified physical education teacher has class each week with each class. Physical Education is a state requirement for each student. Students in grades K-4 will wear their school uniform for gym with tennis shoes. Students in grades 5-8 must wear black basketball shorts with a St. Joseph the Provider gym tee shirt (sold at the school) and tennis shoes. Points will be taken off a child's grade when the dress code is not followed.

## TEXTBOOKS/SUPPLEMENTAL MATERIAL

Textbooks are kept up-to-date as needed to teach the requirements of the Course of Study. The principal and teachers select texts from approved lists prepared by the Diocesan Office of Catholic Schools. **ANY STUDENT THAT LOOSES OR DESTROYS A TEXTBOOK WILL BE REQUIRED TO PAY FOR THE BOOK.**

## HOMEWORK

The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes during the day, and the speed at which the child completes his/her work at home. No definite time can be determined for all. If parents have questions concerning homework assignments, please discuss this with the teacher. It is a parental responsibility to monitor homework.

## MAKE-UP WORK

**Students who are absent:** A student with an excused absence from school shall be allowed to complete all assignments missed during the absence. The makeup time for assignments is equal to the number of days absent. (e.g. If a student was absent for two days, he/she has two days to make up missed work.) Long term assignments made prior to the absence are expected to be completed upon the student's return to school. It is the student's responsibility to contact teachers to obtain the make-up work.

**INCOMPLETE ASSIGNMENTS:** The student who does not turn in an assignment on the day it is due will be given two days to turn in the assignment without a penalty. If the assignment is turned in after the two days, the grade will be reduced. If the student is late with a project they will have one week after the due date to turn in the assignment for 50% credit. If the project is turned in after the two weeks, the student will receive a zero.

## PARENT TEACHER CONFERENCES

Parents are always welcome to discuss their child's progress with a teacher. An appointment must be made for such discussions. Parents are required to attend a conference in November. At this time, the teacher will give the child's first report card to the parent. A second conference will be held between the second and third quarter. A form will be sent home on both occasions and conferences will be scheduled on a first come first serve basis.

## GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgement and observation, daily work, teacher prepared tests (to include, but not limited to projects, portfolios, and other tools of assessment), class participation and effort.

The purpose of the report card is to alert parents and present to them an assessment of their child's achievement in his/her academic studies. An asterisk (\*) on the report card indicates an accommodation and/or modification has been made according to documentation outlined in the student's confidential file.

## GRADE SCALE

### GRADES 4-8

93-100	A
85-92	B
75-84	C
67-74	D
BELOW 67	F

Study skills needing improvement are indicated for the appropriate subject area(s). Parents will be notified if the student is not completing work or is in danger of failing a subject for the term.

Interim progress reports will be sent to parents half way through each quarter.

Kindergarten, First, Second and Third grades receive a standard based Report Card. On a traditional report card students receive one grade for each subject. Standard based report cards list the most important skills students should learn in each subject.

Students qualify for academic honors if they meet the following criteria:

- **PRINCIPAL'S LIST**- All A's
- **HONOR ROLL**- All A's and B's
- **HONORABLE MENTION**- A "B" average for the quarter
- **IMPROVEMENT AWARD**- A certificate given to a student who has made considerable improvement in academics in one or more subjects and has not made honor roll. (beginning in the second quarter)

Academic recognition, as well as recognition for improvement is intended to be motivational. Please remember that the Conduct grade is part of the report card and therefore included in the Honor Roll calculations. If a student receives a C or below in conduct he/she cannot be on any of the Honor Rolls. The names of the Honor Roll students will be published in the school newsletter and posted on the school's website. An awards assembly is held at the end of each quarter and at the end of the year.

**HONOR STUDENTS** A luncheon will be held at the end of the year to honor those students who have earned A's and B's all year. Students with A's in conduct will also be treated throughout the year.

## GRADUATION REQUIREMENTS

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. Students must complete (by attaining a passing grade) all courses for credit in the school's academic program. Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities. The graduates will be awarded diplomas at a Prayer Service.

## PROMOTION/ FAILURE POLICY

The major goal of the school is to assist students complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- If a student does not meet the criteria for promotion, a conference is held with the parents and appropriate school personnel in attendance. If it is determined additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various educational interventions, including, but not limited to tutoring, and/or instruction as a learning center. Satisfactory completion of this program serves as the condition for placement into the next grade.
- Students who have not successfully completed a program approved by the principal but would not benefit from being retained in the grade may be placed in the next grade level. However, the school must prepare and implement a Minor Adjustment Plan for the student as a condition of placement.
- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal, teacher and parent.
- PARENTS WHO DO NOT AGREE WITH RETENTION AND WISH FOR THE STUDENT TO BE PROMOTED MUST SIGN A WAIVER.

## IMMUNIZATIONS

Health Records are necessary for the safe protection of students and staff and are to be maintained as required by the Ohio Revised Code B. Health Records include: Health Record Card and immunization Records, Emergency Medical Authorizations, Accident Reports, and Dispensation of Medication Forms (if applicable).

Students at the time of initial entry or at the beginning of each school year, **shall not be permitted to remain in school for more than fourteen (14) days unless they present written evidence that they have been immunized or are in the process of compliance; or present a physician's statement that immunization may be detrimental to the student's health, or a parental statement that Immunization is objected to for good cause (e.g. religious convictions).** The Ohio Revised Code requires that schools report by October 15 of each year, a summary of the Immunization status of students who are new to the district.

Lack of compliance: Students previously admitted under the "in process of being immunized provision or a student who has not presented a written statement by a physician, shall be excluded from school on the fifteenth (15) day. Any student excluded shall be readmitted upon written evidence of compliance.

Medication is to be administered to the student at home if possible. The physician must sign a form granting the school permission to administer prescription or non-prescription medication for a student.

1. The forms will be supplied by the school.
2. The medication and signed permission forms shall be brought to the school by the parent. At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.
3. The physician's signature must be on the original medication permission.

The parent assumes the responsibility of getting medication (prescription or non-prescription) to the school and furnishing the school with an adequate supply of medication. A supply of medication, in its original container, should be delivered on the day on which it is to be given.

1. 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 a parent.
2. 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 properly disposed.
3. Empty containers may be returned home with students. 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.
4. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.
5. Medication must be clearly labeled and accompanied by the following information on a prescription bottle:
  - Full name of student, Name of medication, Dosage and time intervals for administration, and Name of physician (required for prescription drugs only).
  - Possible side effects, any severe reactions, and any special instructions for administering the drug such as storage or sterile conditions.
6. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
7. 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.

**Medication shall be distributed from a central location and by a designated person.**

1. 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 with the label on the bottle.
  - b. Verify existence of parental permission form; check dosage and other label information with information on permission form.
2. 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.
3. A daily record of medication distribution shall be kept by the school nurse, principal, or designee.

#### **SCHOOL NURSE**

The school nurse is in the building daily. During the year, the nurse will do screening in vision, hearing, scoliosis, and "nuisance diseases" (such as head lice, etc.)

## STUDENT BEHAVIOR

St. Joseph the Provider recognizes that effective learning cannot happen without an approach to student behavior which stresses self-discipline consistent with the maturity level of the students. Discipline, which reflects the school's policy of nonviolence, exists to promote an atmosphere favorable to concentration, attention, reflective thinking and creativity. Discipline is also a positive attempt to help all students realize that they are important, worthwhile and capable of learning. In classroom management, teachers always endeavor to be kind, firm, just, consistent, impartial and sensitive to the needs of the individual child. Each child and parent will be asked to sign a contract that outlines the behaviors that are expected from our students. If a student has difficulty following these rules, he/she will be put on an Individual contract that will be specific to the changes and expectations of the individual student.

The following student behaviors will be considered inappropriate and will require corrective action. The list includes but is not limited to:

1. Disruption of school environment, fighting, abusive language, repeated acts of misconduct. Students should always keep hands and feet to themselves.
2. Disrespect for the rights of others.
3. Disrespect for property.
4. Insubordination, failure to respond to teacher and staff directives.
5. Running and throwing things.
6. Talking during safety drills
7. Conduct on bus that endangers the safety of the driver and/or other students.
8. Profane, obscene, threatening or vulgar language.
9. Possession, attempted sale or transmission or use of dangerous or illegal material and replicas (i.e. drugs or drug paraphernalia, hallucinogens, controlled substances, alcohol, smoking or chewing tobacco, weapons, and look-alike weapons.)

10. Gang involvement/activities.
11. Possession of cellular phone, beepers, radios, electronic games, CD players or other communication devices.
12. Behavior occurring outside of the school day and not related to school-sponsored activity which is in direct violation of the philosophy of the school.

### ACCEPTABLE CORRECTIVE MEASURES WHICH MAY BE USED WHEN SELF-DISCIPLINE IS LACKING AND BEHAVIOR IS INAPPROPRIATE:

1. Warning
2. Personal interview with student
3. Measures to change unacceptable behavior in the classroom include:
  - Behavior checklists
  - Extra assignments
  - Loss of privileges such as sports, field trips
  - Isolation from group but always within sight of school personnel
  - In-school suspension/isolation from group and loss of privileges. Students suspended in school or out of school may not participate in extracurricular activities for one calendar week from the date of suspension.
4. Conference with parent/guardian, teacher and principal.
5. Confiscation of any objects, including but not limited to, dangerous or illegal materials or communication devices or other items deemed inappropriate. This includes all classroom, /bathroom areas, including but not limited to, desks and lockers. These are considered the property of the school and subject to search at any time. Confiscated items may be retained to the end of the school year.
6. Interventions, counseling for the student, the family or both.
7. Suspension- Parent/Guardian is called and arrangements are made to remove child from school for a limited time.

8. Expulsion- Expulsion is a serious matter. In some cases, the administration may deem an action by a student so severe that it would result in immediate expulsion from school. The decision is the right and the responsibility of the administration. St. Joseph the Provider School administration and staff have worked to make the learning environment as safe and productive as possible in compliance with the Diocesan Policies.

All students entering St. Joseph the Provider School are expected to follow the rules set by the administration of the school. Each student is admitted on a probationary basis to see if they are willing to be part of the school family. Failure to live up to the conditions of the probation will warrant his/her immediate removal from St. Joseph the Provider School. If a student fails to live up to the stipulations of the probation and refuses to voluntarily withdraw, the school will begin the expulsion process.

#### **CONDITIONS OF PROBATION**

1. Must maintain a passing grade in conduct each quarter. The student will be withdrawn after his conduct falls below 67% for the second time. Parent will be notified by phone, Class Dojo, progress reports and report card. (The parent may view conduct grade of FACTS throughout the quarter.
2. Must not be involved in any serious disciplinary incident or any other incident the administration deems scandalous or serious. This type of action can result in immediate removal from the building.

At all times students must refrain from:

- Fighting (verbal or physical), pushing, shoving, tripping, hitting, knocking others down, tackling, kicking, name calling, teasing and the like
- Using unacceptable language or gestures
- Throwing, kicking, picking up snow, ice or any other dangerous objects (rocks, sticks, etc.)
- Taking and/or throwing another's hat, gloves, etc.
- Any unsafe or inconsiderate behavior

**IF A STUDENT PUTS HIS/HER HANDS ON ANOTHER STUDENT THE RESULT IS AN OUT OF SCHOOL SUSPENSION.**

**BECAUSE IT IS IMPOSSIBLE TO FORESEE ALL PROBLEMS WHICH MAY ARISE, THE FACULTY AND ADMINISTRATION MAY TAKE DISCIPLINARY ACTION ON ANY BEHAVIOR THAT VIOLATES THE SPIRIT, PHILOSOPHY AND CODE OF CONDUCT OF THE SCHOOL.**

**STUDENTS MAY NOT CARRY BOOK BAGS, BACKPACKS, TOTE BAGS OR PURSES TO CLASS. THOSE ITEMS MUST BE STORED IN STUDENT LOCKERS. ARRANGEMENTS WILL BE MADE FOR THE OLDER GIRLS WHO MAY NEED SUPPLIES WHEN ON A RESTROOM BREAK.**

## **BULLYING**

**Bullying** is aggressive behavior that is intentional and involves a real or perceived imbalance of power or strength. Bullying behavior is repeated over time.

While any aggressive or harmful behavior occurring at school requires concern and attention, not all behaviors constitute bullying. Unpleasant verbal, non-verbal, and physical behaviors that cause harm, discomfort, or upset are not considered bullying if the action occurs only once, is accidental, and is not intended to gain power. While these actions can be elements of bullying, mean and rude actions are not automatically bullying. It is important to understand the difference between rude, mean and bullying behaviors as each requires a unique intervention to solve the issue.

**RUDE:** an action (verbal or physical) that inadvertently hurts someone else. An example could be burping in someone's face, jumping in front of line, or bragging. These actions are typically based on thoughtlessness or poor manners and are not intended to hurt the other person.

**MEAN:** An action (verbal or physical) that intentionally hurts someone once (or maybe twice). An example could be saying "you're fat" or criticism that aims to denigrate. Meanness is usually the result of anger or the attempt to feel better by putting someone else down.

St. Joseph the Provider School does not allow any behaviors that infringe on the safety or emotional well-being of our students. Any form of bullying, harassment, or intimidation is prohibited at school and school related events, including off campus events, school sponsored activities, or outside school hours with the intention to be carried out during school hours or school related activities.

## **BULLYING (continued)**

Bullying, harassment, or intimidation are defined as any intentional written, electronically transmitted, verbal, graphic, or physical act either overt or covert, by a student or a group of students toward other students/school personnel more than once and the behavior both:

1. Causes mental or physical harm
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

**The elements of bullying are intentional aggressive behavior, an exhibited pattern over time, and an imbalance of power or strength. Bullying behavior:**

1. Causes mental or physical harm to the target or damage to the target's property, or places another person in reasonable fear of physical harm or damage to property.
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, hostile, or abusive educational environment
3. Disrupts the orderly operation of a school or classroom and alters the conditions of another student's education.
4. Has the purpose or effect of unreasonably interfering with an individual's right or performance or otherwise adversely affect an individual's opportunities.
5. Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a person who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying behavior.



## DRESS CODE

### GIRLS

**UNIFORMS:** Plaid (navy and red), navy, black, or khaki jumper, skort, pants, or skirt may be worn.

**SHORTS:** (to the knee) in black, navy or khaki may be worn Aug. - Sept. 30 and April 1- June.

**NO SKINNY CUT PANTS ARE TO BE WORN. NO DENIM PANTS ARE TO BE WORN. NO LEGGINGS OR FORM FITTING STRETCH PANTS ARE TO BE WORN.**

**SHIRTS:** Red, White or Powder Blue polo shirts are to be worn. No logos on shirts and not tight fitting shirts are to be worn, like those from Abercrombie and Aeropostale. Shirts must be tucked into skirt, pants, skorts, and shorts.

**HAIR/MAKE-UP:** Girl's hair is to be neat and kept away from eyes. No fad styles, spiked or dyed hair. No bandanas or bows are to be worn. No headbands worn across the forehead. No make-up is to be worn. A plain, single color nail polish can be worn.

**JEWELRY:** One pair of post earring may be worn. **NO HOOPS OR DANGLING EARRINGS.** A simple cross may be worn around the neck. Rings are not permitted. No other jewelry should be worn.

### BOYS AND GIRLS:

**SHOES:** Tennis shoes in white, black, or gray may be worn. NO colorful tennis shoes, moccasins, clogs, jogging shoes, crocs, track shoes, sport shoes, slippers, boots, open toe, pump heels or designer shoes with logos or words over them, or Sperry's are permitted.

**SNOW BOOTS** may be worn to school but students must bring shoes to change into.

**SOCKS** are to be worn.

**SWEATERS** Plain, solid colored cardigan sweaters or sweater vests may be worn. **NO HOODIES ARE PERMITTED.**

**SOLID COLORED SWEATSHIRTS** with crew necks may be worn.

### DRESS DOWN DAY DRESS CODE:

- NO FLIP FLOPS, SANDALS, OPEN-TOED SHOES, OR BOOTS ARE TO BE WORN
- SHORT-SHORTS ARE NOT PERMITTED
- SHIRTS WITH INAPPROPRIATE GRAFFITTI ARE NOT PERMITTED
- DANGLING OR HOOP EARRINGS ARE NOT PERMITTED
- NO "SKINNY" PANTS OR ANY KIND OF TIGHT FITTING SHIRTS ARE PERMITTED AT ANY TIME
- NO "TORN" JEANS ARE PERMITTED.

**BECAUSE THERE ARE MANY ISSUES WITH DRESS CODE AND IT IS IMPOSSIBLE TO PREDICT FADS, THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE WHETHER A STYLE IS EXCESSIVE OR INAPPROPRIATE.**

## TECHNOLOGY

St. Joseph the Provider students are provided with Netbooks to use in class throughout the year, as well as classes in the computer lab. Proper use of the internet is an important consideration. The Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials, vandalism of computer files; and violation of computer security as determined by the school administration can result in cancellation of those privileges and also are subject to disciplinary action. Vandalism is defined to include any malicious attempt to harm, destroy, data of another user, the internet or any agencies of networks connected to the internet. The creation and/or uploading of "computer viruses" are expressly prohibited. Additional responsibilities for use of school facilities for the internet and email are:

- No student may use the Internet unless the school has on file and Internet Access/Educational Use Agreement which is signed by the student, parent and teacher. This agreement must be completed annually.
- When using networks or computing resources of other organizations students must observe the rules of that organization regarding such use.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Students shall immediately notify the system administrator/school administrator if they suspect security problems with the system and or internet exist.

- Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in the loss of user privileges at the school. Any user identifies as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - Messages to others shall be polite and shall not be abusive.
  - Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - Use of the network shall not disrupt use of the network by others.
- There shall be no links from the school home page to a student personal home page.
- Students are responsible for the Netbook that is on loan to them by the school.

St. Joseph the Provider School  
1145 Turin Street  
Youngstown, Ohio 44510  
Phone Number: 330-259-0353  
Email: [stjoetheproelem@youngstowndiocese.org](mailto:stjoetheproelem@youngstowndiocese.org)  
Website: St. Joseph the Provider School.com

### TEACHING STAFF

All members of the teaching staff have State of Ohio certification and continually update themselves through workshops, seminars and formal classes. Administrators, teachers, and teacher aides who hold a renewable license from the State of Ohio must submit a BCI (Bureau of Criminal Investigation) and an FBI check. The FBI check must be repeated every five years. All employees must agree to respect Catholic values and help students in their faith formation by exemplifying Catholic living both in and out of school.

#### Teacher's email addresses

Miss Katie Conricote	<a href="mailto:kconricote@youngstowndiocese.org">kconricote@youngstowndiocese.org</a>
Miss Heidi Middleton	<a href="mailto:hmiddleton@youngstowndiocese.org">hmiddleton@youngstowndiocese.org</a>
Miss Patti Blanchon	<a href="mailto:pblanchon@youngstowndiocese.org">pblanchon@youngstowndiocese.org</a>
Miss Savannah Middleton	<a href="mailto:smiddleton@youngstowndiocese.org">smiddleton@youngstowndiocese.org</a>
Mrs. Kathy Totani	<a href="mailto:ktotani@youngstowndiocese.org">ktotani@youngstowndiocese.org</a>
Mr. Kyle Anda	<a href="mailto:kanda@youngstowndiocese.org">kanda@youngstowndiocese.org</a>
Miss Belinda Kennell	<a href="mailto:bkennell@youngstowndiocese.org">bkennell@youngstowndiocese.org</a>
Miss Aida American	<a href="mailto:aamerican@youngstowndiocese.org">aamerican@youngstowndiocese.org</a>
Miss Lexi Mellinger	<a href="mailto:lmellinger@youngstowndiocese.org">lmellinger@youngstowndiocese.org</a>
Mr. Matt Marchion	<a href="mailto:mmarchion@youngstowndiocese.org">mmarchion@youngstowndiocese.org</a>
Mrs. Elizabeth Orlando	<a href="mailto:eorlando@youngstowndiocese.org">eorlando@youngstowndiocese.org</a>
Mrs. Liz Kovalik	<a href="mailto:lkovalik@youngstowndiocese.org">lkovalik@youngstowndiocese.org</a>
Mrs. Charlotte Gorby	<a href="mailto:cgorby@youngstowndiocese.org">cgorby@youngstowndiocese.org</a>

## **CLASSROOM COVENANT**

**Because I am a Child of God**

**I have the right to be happy and to be treated with kindness in my classroom and school: This means that no one will laugh at me, ignore me, or hurt my feelings.**

**I have the right to be myself in this classroom and school. This means no one will treat me unfairly because I am fat or thin, fast or slow, boy or girl.**

**I have the right to hear and be heard in the classroom: this means that no one will yell, scream, or shout, and my opinions and desires will be considered in any plans we make.**

**I have the right to learn about myself in this classroom: This means that I will be free to express my feelings and opinions without being interrupted or put down.**

**I have the right to listen to others: this means that I will respect others as I do myself and have concern for them and their rights.**

**I have the right to listen to my teachers : This means that I will try my best to attend what is being taught so that I will be the best student I can possibly be.**