



Saint John School 2020-2021 Faculty Handbook

Saint John School
7911 Depot Road
Ashtabula, OH 44004

P: 440.997.5531
F: 440.998.1661
W: sjheralds.org

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I. Introduction

Purpose, Intent and Scope of the Faculty Handbook

This handbook presents in summary form the goals, guidelines, and procedures of both Diocesan and school policies as they specifically relate to school faculty members. Since it is not intended to be all inclusive, employees are encouraged to discuss with a school administrator any questions or concerns not addressed in this handbook. Faculty Members are also responsible to reference all of the related Diocese of Youngstown Administrative Policies and Procedures and other related information for teachers found on the Office of Catholic Schools under the Teacher tab. www.doyocs.org.

The Right to Amend

The president or principal reserves the right to change or amend these policies, customs, procedures, and regulations annually and/or as needed during the course of the school year. Staff will be notified of any significant changes made in writing. Minor changes may be communicated orally.

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.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

Our School Mission Statement

Saint John School is a Pre-K-12 Catholic school in the Diocese of Youngstown serving families in Ashtabula and surrounding counties. Within a rich and diverse community of faith, students are prepared to be Heralds of the Gospel, bringing light and truth to others.

Our academic programs provide students with the knowledge and skills necessary for further education and the demands of learning in the 21st century. In partnership with families and the Catholic community, Saint John School instills in its graduates the values of faith, scholarship and leadership.

II. Faculty Staff Procedures & Expectations

School Calendar

The School will be in session for 180 days and faculty are contracted for 189 days. The additional 9 days are for professional staff development.

Daily School Schedule

School day for students in K-12 begins at 7:50 a.m. and ends at 2:20 p.m.

School day for students in Pre-Kindergarten are Monday – Thursday 8:00 am – 11:00 am for morning session and 11:30 am – 2:30 pm for afternoon session.

Arrival and Departure of Full-Time Teachers

Teachers' day begins at 7:20 a.m. and ends at 2:50 p.m. Teachers are expected to be present in their classrooms or designated area at 7:30 a.m.

Teacher Absence Due to Illness

A teacher who finds it necessary to remain at home due to illness must contact the school secretary as soon as possible so that a substitute teacher can be found. Emergency lesson plans are to be kept on file in the school office.

Professional Dress and Appearance

Saint John values the service it provides and takes pride in its professional reputation within the school and local community. There is an understanding that we as professional and paraprofessionals dress accordingly. In respecting the integrity of the uniform expectations of our students, it is good practice to model appropriate standards in terms of equity and leadership. In our daily interactions with students, parents, and a range of interagency colleagues, high dress standards are a relevant expectation. All staff members within the School Community have responsibilities to ensure students are provided with professional and paraprofessional role models within the learning environment.

The following criteria are to be adhered to in the professional presentation of staff members:

- Staff Dress is to be neat and tidy, clean and ironed at all times.
- Thongs and sneakers (and other forms of sport shoes) are not considered appropriate, safe footwear.
- Teachers required to teach H/PE are able to wear general professional dress for a Physical Educator.
- Hair should be clean, and the color and style expectations placed on

students should be modeled by staff (ie. shoulder length hair tied back, etc)

- Footwear needs to be appropriate, with a closed toe shoe being preferable and/or dress sandals.
- Tank tops, camisoles, etc are not permitted. Tailored sleeveless tops are acceptable, not including singlet styles.
- No jeans or denim in general.
- No explicit exposure such as cleavage, midriff, dress too short, etc.
- Facial jewelry and/ or excessive piercing are unacceptable wear during the school day.

It is expected that all men will wear a tie on Mass day. Dress shoes or plain black or brown athletic shoes may be worn.

School Communication Policies

Parent/Teacher Conferences

Parent/ teacher conferences are held twice during the school year and are a contractual obligation **(on the rare occasion that a teacher is not able to make all or part of parent/teacher conferences, this would be considered a school absence)**. Teachers are encouraged to communicate with parents on a regular basis. Letting parents know when students are performing poorly as early as possible eliminates future problems. Conferences should be positive, non-judgmental, and parents of students who are not doing well should be given some suggestions. Parents of students with significant problems should be contacted to make an appointment on a day other than parent teacher conference night.

Contact with Media

Radio, television and local newspapers are important avenues of information to the public and will gain solid support for the school. All news releases must be made with the approval of the president or principal. The Superintendent must be contacted and his directives followed regarding the release of information to the media on any issue involving the Office of Catholic Schools or if the issue is of serious and/or sensitive nature.

Responding to Parental Requests/Confidentially Notice

According to the *Family Educational Rights and Privacy Act (FERPA)*, **confidentiality pertaining to the progress and well-being of students, parental concerns, and school and staff issues must be observed**. School matters should only be discussed within the staff community in a manner which will help build the

spirit of the school and maintain a positive climate.

Problems/concerns with a particular child or parent should only be discussed with the principal and other involved staff.

Information regarding children/parents of one family should never be discussed with uninvolved classmates or parents of another family. Parents who wish to discuss concerns regarding another teacher should be referred to the teacher or to the principal.

From time to time the staff may receive unsolicited input from parents regarding a child's behavior. Staff members should reassure parents that classroom management is always a concern and their goal is to have every child feel respected, safe, and encouraged.

If parents initiate a conversation regarding their child, they should be invited to make an appointment for a conference and/or be directed to a location that is private.

When parents request a conference or a return telephone call, a response should be made in a timely fashion (no more than 48hrs).

Appropriate documentation of parental concerns that are brought to the teacher's attention should be recorded and maintained for future reference. Parental concerns that have the potential of becoming more complex should be brought to the attention of the principal.

Cell Phones

Cell phone use during school hours should be limited to school related matters.

On the rare occasion that a personal call needs to be made during school hours, a staff member should do so outside of the learning environment.

Proper Use of Internet and E-Mail

Proper use of technology, especially the Internet, is an important consideration. Any use of the School's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. 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 a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action up to and including termination . Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of "computer viruses" are expressly prohibited.

Emergency Closing of School

In the event Saint John School will be closed, the principal or designee will contact local media to broadcast closing information as well as send a text alert through FACTS. Closing information will also be available on the school website.

Assembly Procedures

At all assemblies the teachers are to sit with their homeroom or assigned group of students in order maintain order. HS Students should fill the bleachers from the top down. Each class should sit in sections.

School Assemblies

A school assembly is a formal assembly where students will be called down to either the gym by grades or room. You should accompany the students who are in your room at that time. Students are asked to report quickly and quietly.

Religious Assemblies

A Religious assembly is a time where students will be called from homeroom to the gym or chapel to participate in a liturgical service. Students are to remain quiet and place themselves in a more reverent frame of mind. Teachers are asked to accompany their homerooms to maintain order. If you do not have a homeroom your help can be used with the general population.

Announcements

Announcements are made in the morning during the homeroom period. All announcements must be approved by principal or designee. The high school video production class will produce video announcements several times per week. All teachers will be expected to show these video announcements to their homeroom students at the designated time.

Security Issues

The school follows the procedures outlined in the School Crisis Management Plan.

Evacuation Drills

Teachers and students must be familiar with evacuation bell signals and the evacuation routes posted in the classrooms.

An orderly evacuation of the building under the supervision of each teacher is imperative. Teachers must take the class roll book with them if at all possible without jeopardizing their own safety or that of their classes, and once outside, call class roll to account for each student. Once students have all been accounted for, the teacher will hold up a green card stating that all his/her students are safe.

However, if a staff member was either unable to account for all of his/her students or they had extra students part of their group, they are to hold up a red card.

Tornadoes or Other Severe Weather Situations

Students will be taken to designated areas during server weather incidences. Students will assume the position on their knees with heads down until the all clear given.

Privacy

Privacy of the individual must be balanced against the need to protect the health, welfare and safety of other members of the school community. As such:

Searches of Students and School Property

The administration has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property or at school activities (e.g., automobiles, etc.) may be conducted by the school principal or other designated officials. It is necessary that a search be reasonable and related to the school rights in this regard.

School personnel should not carry out or allow to be carried out "strip searches" under any circumstances. Two adults should be present whenever a search is conducted.

Searches of School Lockers and Desks

- Lockers and desks are school property and are subject to searches by

school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has, vis a vis other students, exclusive use of the locker or desk but has no proprietary rights versus the school. The school has the right to periodically inspect student lockers and search any locker or desk on suspicion of a threat to the health, welfare, and safety of other school patrons.

- Unless the safety of other students requires prompt removal of dangerous items, or there is a possibility of imminent destruction or distribution of illegal substances, school officials having a "reasonable suspicion" of the presence of illegal contraband on school property should contact the police.

Interrogation of Students

When law enforcement or court-authorized personnel request an interview with a student, this must be referred to and approved by the administration.

Photocopy Procedures

Use of the school's copier must all fall under the guidelines of the copyright laws. If you send a student to copy something make sure they have a note requesting the numbers of copies needed and your personal copy code.

Insurance and Risk Management

Reporting Injuries

All employee and student injuries must be immediately reported to the school principal/administration.

Reporting Losses

All losses and claims involving school buildings or properties should be reported as soon as possible to the Principal.

Maintaining and Fostering the Learning Environment

It is expected that all teachers maintain an organized classroom that reflects the mission statement of our school. Students should be given a written list of the classroom rules at the beginning of the course. The main office should also be provided with a copy of those same rules.

Classroom Maintenance

- Teachers should close all windows and turn off the lights before they leave the building.
- Teachers should turn off lights and lock their doors when they are going

to leave their classrooms for an extended period of time.

- Teachers should try to assist the janitors by not allowing students to store anything in desks.
- Teachers should not permit students to eat or drink in the classroom.

Equipment

Teachers need only store equipment in their room that they would use.

Teacher Duties

- **Select HS Teachers will act as advisors for a class during the year. Responsibilities for each year will vary.**
- Teachers will either have bus duty, parking lot duty, morning supervision, detentions (Thursday only), etc.
- Teachers may be asked to serve on some special project committee during the year. These will include but will not be limited to events such as OCSAA, National Honor Society Induction, Awards Assembly, etc.

III. Instructional Procedures

Religion Curriculum

The principal and faculty are responsible for making clear to the parents and students the importance of religion, both by the quality of the religious instruction and the quantity of time spent on it.

The school follows and adheres to current Diocesan policies and curriculum guidelines in religion.

Teachers shall use the diocesan Curriculum for Catechesis in planning the content of their religion lessons.

Textbooks will be chosen from the list of texts recommended by the Office of Religious Education.

Students in fifth, eighth and twelfth grade are required to take the Assessment of Catechesis Religious Education (ACRE).

Non-Catholic students are expected to participate in the religious formation and education programs of the school.

All students are required to attend retreats during their time here at Saint John School every year. Teachers will be asked to supervise these days. Religion teachers may be required to assist in planning the retreat experience.

Academic Curriculum

Curriculum encompasses all of the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the students' spiritual, moral, intellectual, social and physical development.

- The school curriculum shall be in accord with the Catholic philosophy and the goals and objectives of the Office of Catholic Schools. Teachers are to follow the diocesan course of study in each subject area.
- Other educational programs to be included in a curriculum should only be initiated with the prior knowledge and approval of the principal and the Office of Catholic Schools.

Requirements for High School Graduation

Requirements for high school graduation shall include a total of 22 units plus a unit of Religion for each year the student is enrolled in the Catholic high school. The typical student would need 22 + 4 or 26 units. Schools may increase these requirements with the approval of the Diocesan Superintendent of Schools. Saint John School requires 26 credits to graduate.

4 units	of	English Mathematics Religion
3 units	of	Social Studies Science
1 unit	of	Health Physical Education
1 units	of	Fine Arts
6 units	of	Elective

It is recommended that the student take 3 years of a world language. Passing all sections of the ITBS assessment is required for conferral of a diploma. Students also need to complete the requirements of the Professional and Academic Career (PACE) Internship Program and service hours applicable to each grade level (9/10-20 hours; 11/12-40 hours).

Human Sexuality Curriculum

Classes or Courses in Which Human Sexuality Is Discussed:

The ultimate goal of sexuality instruction is to assist parents in their role as their child's first and primary educator. A school fulfills its function through continuing communication. Parents need to be informed when the physiological or biological aspects of human sexuality will be presented or discussed in any subject area (e.g., junior high school and high school Science and Health) in order to facilitate the ongoing dialog between parent and child in this important area. Parents have the right to remove their child from this portion of a course. All instruction must reflect the moral and theological teachings of the Catholic Church related to pro life issues and human sexuality.

Outside Speakers or Programs on Human Sexuality

Before an outside speaker is invited to the school, the principal must determine if the speaker, the program he/she presents, and organizations he/she represents reflect the moral and theological teachings of the Church related to pro-life issues and human sexuality. Before a teacher extends an invitation to a speaker, the teacher must have the approval of the principal. Parents are to be informed of such speakers and/or programs. A form must be sent to the parents on which they either give or deny permission for participation. The form should be signed and returned, and no child should participate in the program without permission.

Textbook Selection

It is the responsibility of the principal and the staff to ensure the use of textbooks which reflect a truly Catholic philosophy. The Office of Catholic Schools reserves the right to prohibit the use of a specific textbook/textbook series.

Media Center

Library

All books chosen for the school library must be appropriate for students not only in age level and reading ability but also for their moral development. All books shall conform with Diocesan policies and guidelines regarding Catholic education generally. The school adheres to a policy whereby any controversial book is reviewed by both the administration and the librarian. If there is an objection to any school/library/media materials, the school shall follow the diocesan procedure for "Complaints and/or Concerns Regarding School/Library/Media Materials."

Student Use of the Internet

Teachers are responsible for monitoring student use of the internet and email. Specific responsibilities for use of school facilities for the Internet and e-mail would include but are not limited to:

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student's parent, and the teacher sponsor. This agreement must be completed annually
2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
3. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others

without their authorization/permission.

4. 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.
5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified 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.
7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.

The school makes no warranties of any kind, whether expressed or implied, for Internet service. The school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If a teacher becomes aware of criminal activity, the teacher must alert the administrator who will report such activity to the appropriate authorities.

Student Use of Mobile Devices

Adhering to our mission statement, Saint John School continues to provide students with the knowledge and skills that will prepare them for further education and the demands of learning in the 21st century. Today's 21st century learning environment is rich in opportunity that often times involves the use of technology. Research has shown that educational technology not only supports personalized learning but also succeeds at engaging students through active learning strategies. It is for these reasons that Saint John School fully supports the use of technology in all of its courses.

Research also supports the use of mobile devices such as iPads, iPhones and Androids in the learning environment. When such devices are put at the service of education students have demonstrated improved attitudes to school, greater engagement in learning activities ultimately leading to improved performance. Therefore, Saint John School also supports the use of mobile technology in all of its courses. However, mobile devices being used in the educational environment without any guidelines can lead to disengagement from learning activities, ultimately resulting in poor academic outcomes. Through the study of peer-reviewed research, neighboring school district mobile technology policies and teacher surveys, Saint John School has adopted the following guidelines for mobile device use (***students in PreK – 3rd grades are not permitted to use a mobile device at anytime during school hours***):

General Information Regarding Student Personal Mobile Devices

- Security measures such as filters and virus protection software must not be bypassed by using personal data plans. Compliance to the Child Internet Protection Act as referred to in the Student Technology and Internet Acceptable Use Policy is a must (see ORC § 3314.21). Therefore, all students using a personal mobile device must be connected to the school's network when accessing the Internet. The school may take disciplinary action against students found violating this policy.
- Student personal mobile devices are to be silenced during school hours (7:30 am – 2:20 pm).
- Saint John School does not require students to bring their personal mobile devices into school. Those who do bring devices assume all risks of damage, theft, loss or misuse of such devices. The use of personal mobile devices is with the understanding that the student has the permission of his/her parent(s)/guardian(s) to bring the devices onto school property. The school holds no responsibility for damage or loss of

personal devices.

Acceptable Uses of Student Personal Mobile Devices

Classroom Use – *all classroom use is for educational purposes at teacher discretion*

- Due to the diversity of ways individual teachers craft their lessons, each teacher will have his or her own acceptable use policy. Each of these policies have been approved and are fully supported by the school's administration.

Non-Classroom Use

- Students are permitted to use their personal mobile device as well as ear-buds for educational purposes in study hall.
- Students are permitted to use their personal mobile devices in the hallway.
- Students in grades 7-12 are permitted to use their mobile devices in the cafeteria during their lunch period.

Unacceptable Use of Student Personal Mobile Devices

- The use of personal mobile devices to capture photos, video or audio recordings of students or staff is prohibited unless it is under direct supervision of school personnel.
- At no time during school hours are phone calls to be made on any personal mobile device unless it is under direct supervision of school personnel.

Inappropriate use of student personal mobile devices will result in the following consequences:

1st Offense – Confiscation of personal mobile device. Student must retrieve device from the principal or designee at the end of the school day (1 demerit issued).

2nd Offense – Confiscation of personal mobile device. Student must retrieve device from the principal or designee at the end of the school day. Principal or designee notifies parent/guardian of offense. (1 demerit issued).

3rd Offense – Confiscation of personal mobile device. Student must retrieve device from the principal or designee at the end of the school day. Principal or designee notifies parent/guardian of offense. Student will serve an after-school

detention (major infraction).

4th Offense – Confiscation of personal mobile device. Student must retrieve device from the principal or designee at the end of the school day. Administrative meeting with student and parent/guardian (major infraction).

Instruction

Daily Class Schedule

Teachers will be issued a master schedule in August. However, they will be made aware of what they will be teaching during the current year as soon as that information is available.

Seating Plan

All teachers are to keep a seating plan for each class. A copy of the seating plan should be in the emergency substitute file maintained in the business office.

Lessons Plan and Grade Books

All teachers are to post lesson progression and grades on FACTS on a WEEKLY basis. Best practice states that a student is able to receive feedback on assignments within 48 hours.

The administration will review lesson plans of teachers on a weekly basis.

Keeping Students on Task

Teachers are to keep students on task at all times. Classroom and school discipline begins to breakdown when students have free time. Teachers should not replace class time with study hall time. If students are working on group projects periodic checks should be part of the evaluation. Teachers should also be moving about the room to make sure students are on task. Teachers should monitor students in groups carefully so that they are not being exclusive or gossiping about other people.

Homework and Assessment Policies

A reasonable amount of homework should be given daily. Homework assignments should be an outgrowth of class work allowing students to develop and/or master skills and content. The amount of time for homework depends on the nature of the assignment and the age and grade level of the student. No set time limit can be established since each student learns and works at different rates.

Every teacher is to issue in writing to the students their policy regarding homework, grades and classroom management. The office should have a copy of this policy and it should be posted on FACTS. Moreover, policies should be in keeping with school policies regarding assessments adopted for the 2019-2020 school year.

Evaluation of Students

Evaluation is an important component of the educational program. It affects learning patterns and instructional programs and influences motivation. Testing is an essential part of evaluation for religious and academic growth. A testing program is used to determine the learner's readiness for formal education, attitude toward learning, capacity for learning, strengths and weaknesses in specific subjects and total academic achievement. Communicating academic progress to parents provides tangible evidence of the various aspects of student growth and development.

General Guidelines

- Every effort should be made to provide for and monitor the progress of students. It should be the constant concern of the teachers to record the progress of each student accurately.
- The school administers the standardized religion and statewide tests according to the Diocesan testing program.
- Teachers should make quarterly reports to parents by means of the Diocesan report card designated for each grade level. A sufficient number of formative and summative (minimum of three (30 for grades 7-12) grades, which will vary according to subject and grade level, should be tabulated by the teacher to arrive at an appropriate quarterly mark.
- Overall evaluation of the student must be based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.
- Parents should be kept informed if the student is not satisfactorily performing in class. The gradebook on FACTS should be kept current on a weekly basis. Notices should be done in a timely manner.

- The teacher has the responsibility to work with underachieving students and seek alternative strategies for helping that student learn the required information.

State-Wide Assessments

The school has in place written procedures for test security for any mandated state-wide assessments. These procedures list the individuals in the school who are authorized to have access to any secure test materials: No unauthorized person shall have access to any secure test materials at any time when such materials are in the building.

Interim Academic Reports

Interim progress reports must be sent to parents of any student doing unsatisfactory work and to parents of all students in danger of failing. Progress reports can either be mailed or sent electronically. Conferences should be scheduled with parents of those in danger of failing to provide information and assistance in helping the student to meet expected standards of achievement.

Teachers may not fail a student unless an interim report has been sent.

Academic Referrals

If a teacher notices that a student is doing poorly in a class, they should fill out an academic referral form. Academic referral forms must be submitted for students who are failing a course.

Promotion and Failure Policy

Evaluation and Grading

The selection of methods and techniques for evaluation is an important task that must not be left to chance. Instruments of evaluation are designed for many purposes and are to be used in a variety of ways. Care should be taken to select tools and techniques which fit the accepted goals of learning, are researched based and which measure with acceptable accuracy.

Standardized test results shall be reviewed annually. The principal shall review the school test results and, if necessary, plan changes in the instructional program with the teachers to improve student achievement. The teacher shall review student results with the parents and plan intervention where necessary.

The Youngstown Diocese grading scale is as follows:

A	93-100
B	85-92
C	75-84
D	67-74
F	0-66

Student Placement

Assignment of students to specific grade levels and classes shall be determined by the guidance department in conjunction with students and parents.

Choice of Studies

In the best interest of the social, physical, emotional and intellectual well-being of the student, the number of courses and activities carried each year shall be determined on the basis of needs, interest and capacity. Students wishing to take fewer or more subjects units must have the approval of the principal.

Promotion/Intervention Strategies

All efforts will be made to enable students to complete the work of the current year satisfactorily in order to be promoted to the next grade level.

Ordinarily, high school students who fail a required subject during the school year, must re-take the subject during summer school unless circumstances warrant against this student who do not make up work in summer school may have serious difficulty completing the necessary work and earning the number of credits required for graduation.

Secondary school students may earn credit for work done under the direction of a tutor who has a valid teaching certificate and has the prior approval of the school principal.

Graduation

To graduate, a student must meet state, diocesan, and the school's requirements as stated in the Parent/Student Handbook.

Parents of seniors not qualifying for graduation will be notified by the principal in writing as soon as the information is confirmed.

During the senior year guidance will periodically check on the graduation status of all seniors. Teachers will notify guidance when a student is in jeopardy of

failing to graduate.

Awards

Yearly, an awards recognition ceremony is held to honor students who have demonstrated exceptional efforts in their scholastic achievement and/or leadership development.

Promotion and Retention

Students may attend ATECH to make up credits they may have failed during the year. Credits are awarded at the semester so that students may take classes in ½ credit increments.

Only 4 credits can be accumulated in this manner if there is a need for additional credits the student will have to have a plan approved at a diocesan level.

IV. Teacher Duties

Supervision of Students

1. Teachers must adequately instruct and frequently remind students regarding safety rules (including safety rules in hallways and in restrooms when unsupervised).
2. Teachers should not allow students under their supervision to engage in high risk activities (such as use of fire, chemicals, etc. in science class, the performance of gymnastics in physical education class, etc.) unless the teacher (a) is knowledgeable of hazards common to such activities and of the safety procedures to minimize such hazards and (b) implements those safety procedures. (See also the "Student Health and Safety" Section of this handbook.)
3. Teachers may only leave their classes unsupervised when serious or emergency situations or similar matters of necessity arise, and then only for the minimum time required to address the situation. Teachers should not leave their classes unsupervised for routine matters or for matters of convenience.
4. Teachers should increase their supervision of students when certain kinds of potential problems (such as conflicts between students, known medical problems of a student, use of certain kinds of equipment/materials, and/or the possibility of student error in following detailed instructions) may exist.
5. If a student must be absent from the classroom without adult supervision, the teacher must closely monitor the amount of elapsed time during which the student is absent, and take appropriate actions if the student has not returned. A student who is ill or injured should be accompanied to the school clinic by at least one other student and the teacher should, if possible, notify the school nurse/health aide that the student is being brought to the clinic.
6. Teachers are to be in the hallways during class changes if possible.
7. Students are not permitted in hallways during class time without a pass indicating where they are to be.

Arrival and Dismissal Procedures for Students

Procedures

Teachers should be in their classrooms by 7:30 a.m. Students are to be in classrooms by 7:50 a.m. Anyone who comes to class later than 7:50 a.m. should be marked tardy by the homeroom or first period teacher. Students who report past 8:00am should come to class with an office issued tardy slip.

Students are dismissed at 2:20 p.m. No one is to release students to leave the building except the principal. Only teachers or parents may request the release of students from the building. **Teachers should keep an accurate sign out sheet for students including times when student left and returned to your classroom.** You are legally responsible for students who are assigned to your room during a given time slot. If they are not present, it is in your best interest to have in writing exactly where the student is located. Students tardy to class must be dealt with by the classroom teacher, however, if after due process a student continues to be habitually late to class and a phone call to the parent has not improved the situation, they should be referred to the administration.

No student is to ever be left unattended.

Transportation Procedures

Teacher will enforce the rules for students riding the bus or walking to school. Students are transported under the provisions of the Ohio Fair Bus Law. The law provided that elementary school pupils who live more than two miles from the school they attend must be transported to that school by the public school district in which they live. Only children eligible for bus service are permitted to ride the busses in their district.

Parents may request that their child ride another bus, in their district, on an occasional basis. A written request for transfer must be sent to the school office. Bus transfer for longer periods must be made through the district bus coordinator.

Each district notifies parents of routes and schedules in August.

Field trip transportation, as much as possible, will be public school buses will be used to transport students on field trips.

Discipline

The goal of discipline in a Catholic school is for students to learn self-discipline which strengthens and promotes the values incorporated in our Catholic faith

community. As the school builds community, it develops in the students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons, and those in authority.

Use of Disciplinary Action

Students who lack self-discipline or who violate the rights of others should receive disciplinary action. Each offense should be dealt with on an individual basis according to the age of the child, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences.

The classroom teacher should view well-prepared and well-conducted classes as the first step toward good classroom discipline. The teacher should first manage the discipline problems of his/her classroom and then enlist the help of the principal only in cases involving serious or repeated misbehavior.

Disciplinary Measures

Whatever disciplinary action is taken must be deserved and appropriate to the offense. Disciplinary measures must not be excessive, arbitrary, inflict bodily harm, or intended to subject the student to ridicule or defamation. Corporal punishment is expressly forbidden, regardless of parental consent.

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher should apprise the designated administrator of the situation and assist in the development of a course of action to be taken to correct the situation. The school may impose any appropriate disciplinary action, without prior recourse to less severe disciplinary action, considering the nature of the student's infraction and surrounding circumstances.

The following are some approved disciplinary measures:

1. Conference with student and/or parent
2. Appropriate verbal reprimand
3. Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
4. Loss of privileges
5. Supervised after-school detention
6. Referral to office
7. Disciplinary contract

The use of disciplinary contracts can be an effective tool particularly with those for whom normal disciplinary measures have been ineffective or for those with special problems.

These procedures must be used in accordance with Diocesan and school policies on the matter. For further information, please refer to the Parent-Student Handbook and/or the Office of Catholic Schools Administrator Handbook.

Discipline Records

Discipline records are not part of the student's permanent record and should be treated confidentially.

Teachers are the first line of discipline. Once they have exhausted talking with the student and taking corrective measures they should contact parents. If the problem should still continue teachers must notify the administration so that meetings with parents and students can be set.

All disciplinary records are kept in the student information system and/or school office.

V. Non-Teaching Duties

Faculty Mailboxes

Faculty mailboxes are located in the office. It is recommended that you check your mailbox 3 times daily; including before school and after school and during your lunch hour.

Supplies and Repairs

Please fill out the appropriate form for supplies and for repair work. If the administration gets a copy of your request we have a better chance of making sure it happens in a timely fashion.

Faculty Bulletin

Faculty bulletins are issued on a weekly basis and serve as an update on what is going to be happening the following week. Faculty meetings are scheduled on a monthly basis and additional ones may also be scheduled as needed.

Emergency Information

On the 1st in service day you will receive a form to fill out in case of emergency. Please fill it out and turn it in as soon as possible.

Money Requisitions

Forms for money request are found in the faculty lounge. Fill these out and have them signed by the principal before giving them to the bookkeeper. Try to allow 1 week for processing.

Purchasing Policy & Procedure

PURPOSE: The purpose of this Purchasing Policy & Procedure is to obtain the highest quality goods and services for Saint John School at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, and to provide Diocese confidence in the procedures being followed by Saint John School.

PURCHASE ORDERS: A Purchase Order must be secured prior to any purchase or commitment of Saint John School. Purchases are not allowed without an approved purchase order. This regulation is school policy and applies to all SJS employees. Failure to follow this Board policy may result in an employee's personal liability for the expenditure. If an emergency or extraordinary need arises, please contact the President, Principal, or Bookkeeper.

PURCHASE REQUISITIONS: Requests for purchases must be submitted to the Bookkeeper with the appropriate Purchase Requisition form (attached) that the President or Principal has designated for this Policy. Once submitted, all purchase requests are to be approved by the President or Principal. Following approval, the requisitions must be sent to the Bookkeeper.

All Requisitions should include enough detail to know what is being purchased, quantity and amount of the purchase, who will be using the goods and/or receiving the services, along with the appropriate account code.

Once a Requisition is approved, the Purchase Order originator is responsible for forwarding it to the vendor. When goods are received or services have been performed, the originator should sign off on a copy of the Purchase Order "Complete" with his/her signature and the receipt date.

REQUEST FOR PAYMENT: A Request for Payment form may be used for registration fees, memberships, dues and various other expenses. Appropriate approval signatures and budget account codes are required prior to processing a check.

INCIDENTAL PURCHASES: Teachers and designated staff are allowed to make purchase of up to \$125 per year without prior approval provided they submit the appropriate receipts. These purchases are for day to day classroom expenditures (stapler, bulletin board materials etc.).

CODE OF CONDUCT: Employees, officers and agents of Saint John School who are involved in the procurement process shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the School shall participate in any purchase if a conflict of interest, real or apparent, would be involved.

The foregoing Purchasing Policy & Procedure is hereby adopted by Saint John School, March 1, 2019 and is effective as of this date until amended or repealed.

Workroom Procedures

Please clean up all areas of the teacher's lounge you may have used to do work or to eat your lunch.

The conference room is available for meetings. Teachers may sign out the room for a given time and day.

Student Publications

All publications produced in the name of the school should reflect the philosophy and the mission of the school.

A faculty advisor must carefully review all student publications prepared by organizations under his/her supervision for compliance with the provisions in this handbook and approve all final copy prior to printing of any student publications. Tasteless and offensive photographs, write-ups, or references thereto, are not to be permitted.

Student publications should clearly reflect the Catholic nature of the school.

The principal has final authority over any school publication.

Parent Communication

Any information that is sent out in the name of the school should have the approval of the president/principal.

Faculty Meetings

Faculty meetings will be held on a monthly basis.

Professional Development Days

All teachers are expected to attend professional development days as they are paid days. However, arrangements can be made with the administration to attend National Conventions or workshops of special interest as a replacement for a regional in-service.

End of Year Procedures

Teachers will be given a check list of things that must be completed at the end of each year. The list must be turned in on the last clerical day. Checks may be held for anyone who does not have this complete.

School and Community Involvement

Parent Teacher Organization (PTO)

PTO is the school parent organization. They have limited meetings a schedule in published at the beginning of each year.

Catholic Schools Week

Catholic schools week is the last week in January. The Campus Minister, working with the teaching staff, plans the activities for the week.

Fundraising

Any program of fundraising at the school must have the approval of the president/principal. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or their parish.

Classes may have fundraising projects however they should not interfere with the fundraising efforts of the school.

Health and Safety

Accidents and First Aid

Should a student be injured in an accident at school, the principal should be notified at once. The nurse, principal or designee should notify parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents should be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student.

If there is a need, notify the diocesan insurance office.

Any time you witness an injury or if a student is hurt in your classroom, you must fill out an accident report with 1st hand knowledge you may have regarding the situation. If it is not an injury but an illness you might consider writing exactly what you observed and dating it. Provide the office with a copy.

Illness

Student Illness: Teachers should notify the office if a student seems to be missing your class on a regular basis, or has established a pattern absence. If you have not been contacted about any student illness, longer than 3 days, please contact administrative assistant as to the problem.

Faculty Illness: Please notify the secretary as soon as possible when you are unable to come to work. Make sure that you sign the form when you return. Please refer to your personal policy book as to the number of sick days.

Administration of Medicine

Medication shall be distributed from a central location and only by 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.

Students shall not keep or self-administer any medication unless a signed permission form stipulates the student is allowed to self-administer medication in the presence of the school principal, school nurse or designee.

Chronic Medical Conditions of Students

The parent of any student on a continuing regimen for a non-episodic condition shall so inform the school principal and the student's teacher, and name in writing the student's supervising physician. If necessary, with parental written consent, the school nurse and/or health aide may communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

Chemicals and Other Hazardous Materials

Chemicals and other similar hazardous materials are to be handled with a level of care commensurate with their known characteristics. Students may only use chemicals and similar hazardous materials under the direct supervision of an appropriate faculty/staff member of the school. It is the responsibility of the appropriate faculty/staff member to instruct students on proper safety procedures. Protective eye devices are to be worn by all individuals engaged in or observing an activity using substances likely to cause eye injuries. It is the joint responsibility of the school principal and the appropriate faculty/staff member to ensure that chemicals and similar hazardous materials are stored in a safe and secure manner.

Blood Borne Pathogens

In complying with OSHA Blood borne Pathogens Standard 29 CFR 1910.1030, the school has on file a written blood borne pathogens exposure control plan.

School employees are to receive annual training and personal protective supplies (i.e., non-allergenic rubber gloves, antiseptic towelets, bleach, towels, garbage bags, etc.) are available.

Student Custody and Guardianship

When questions arise as to custody, consult with the principal.

VI. Moderator Duties

General Guidelines for all Moderators

For a club to be recognized as an official activity of the school there should be a minimum of 5-7 members of the organization. An organization with fewer members can still be active but the moderator would not be compensated unless there are extenuating circumstances.

Clubs should meet between 6-8 times a year if not more often. This time frame allows for a monthly meeting during the school year.

Each club moderator is asked to complete 2 reports a year – one by December and one at the end of the year (report form is available on sjsteachers.org). This will help keep school records in tact. The report form can also be found at the end of the job descriptions.

Moderator Job Descriptions

Moderator: Chess Club

Responsible to: Assistant Principal

Responsibilities:

Recruit members for the club

- Teach the general rules of the game
- Connect the skills learned with how to navigate through everyday life.
- Monitor and teach the following:
- Strategic Thinking
- Problem Solving
- Forward Thinking
- Patience
- Pattern Recognition
- Concentration
- Careful Observation

Moderator: Environmental Club

Responsible to: Assistant Principal

Responsibilities:

- Recruit members of the club
- Coordinate the school recycling program

- Raise funds to support the club's initiatives
- Supervise and work alongside students during events, such as the summer time Walnut Beach clean-up.
- Work with the administration to develop goals for the club's impact on the school and in the community.
- Promote awareness of the importance of recycling.

Moderator: Key Club

Responsible to Assistant Principal

Responsibilities:

- Recruit members of the club
- Make certain that all Key Club projects and fundraising activities are acceptable to the school and are in accord with regulations.
- Ascertain that Key Club bylaws always comply with school regulations that govern student organizations.
- Organize Red-Cross Blood Drives
- Work with the advisors of other student groups in forming a possible joint service project to promote a cooperative spirit in the school.
- Seek to bring a Key Club understanding to all members of the administration and faculty.
- Inform student body of Key Club mission as a draw to build membership.
- Submit yearly dues to Key Club International.
- Determine service projects with input from Key Club members and faculty.
- Provide service to Ashtabula Kiwanis Club, our parent organization.
- Help obtain proper and adequate publicity for Key Club in school publications.
- Assist PTO with Cinderella Dance

Moderator: Philanthropy Club

Responsible to Assistant Principal

Responsibilities:

- Choose and recruit members
- Organize and facilitate meetings (Once a month or as needed)
- Compile packets for procuring grant applicants
- Press release to newspaper telling of the group's existence and

purpose

- Mail letters to charities with an application
- Review and evaluate the applications that are received
- Arrange for interviews, either at the charity location or the school
- Meet to decide on awards
- Communicate with Ashtabula Foundation to get approval of the grant recommendations
- Inform recipients that they have received a grant
- Inform other applicants that their grant has been denied
- Organize a grant presentation with successful applicants
- Prepare a press release for the presentation
- At the conclusion of the process, attend an Ashtabula Foundation Board meeting with students providing a report to the Board

Moderator: Drama Club

Responsible to Assistant Principal

Responsibilities:

- Recruit members for the club
- Supervise the Drama Club activities.
- Establish club goals and plan for drama interests and activities.
- Produce the annual spring play/musical
- Hold club meetings at least once a week to discuss interests and plan activities.
- Encourage students to appreciate drama, learn about the various facets of production, and to improve upon character development and public presentation skills.
- Work with club to develop budget for all activities and events.
- Help club plan fundraisers, club events, and production activities
- Work with Parents to coordinate set production, concessions etc for school play.

Moderator: Pep Band

Responsible to Assistant Principal

Responsibilities:

- Coordinate and direct all music for school pep rallies and assemblies
- Attend and coordinate/direct band for home football games
- Direct summer band camp and summer band rehearsals to prepare for football season
- Direct before and after school rehearsals for Pep Band

- Travel and coordinate travel and direct music for Pep Band to home football games

Moderator: Scholastic Bowl

Responsible to Assistant Principal

Responsibilities:

- Encourage new membership
- Hold weekly practices after school (from 2:30-4:00 once per week throughout fall and winter)
- Moderate a mock bowl during practices
- Coach at meets: these are events held in school's throughout the county
- This includes: reading or scoring for teams other than St. John
- Host at least one meet at St. John School
- Participate in the culminating Quiz Bowl held at the end of the season
- Participate in Academic Challenge when invited

Moderator: Spanish Club

Responsible to Assistant Principal:

Responsibilities:

- Recruit members
- Supervise the Spanish Club activities.
- Determine role of club officers and conduct election of club officers.
- Establish club goals and plan for social and other activities.
- Hold club meetings at least once monthly to discuss ideas for the good of the club and to plan future meetings and events.
- Encourage students to appreciate the Spanish language and culture and improve their language skills
- Work with club to develop budget for all activities and events.
- Help club plan fundraisers and club events.
- Plan one social Spanish cultural activity, i.e. Cinco DeMayo, Day of the Dead

Moderator: Yearbook

Responsible to Assistant Principal

Responsibilities:

- Recruit members who may not be able to take /Yearbook Class
- Create and teach lessons about the creation, production,

- publication and sale of the Herald Yearbook.
- Collect and check contracts assigned.
- Teach basic journalism techniques of writing, sale of ads and books, billing, layouts, design, completion of ladder, computer programs designed by Walsworth Publishing, photography and digital imaging.
- Monitor groups to assure all students are participating equally.
- Monitor use and return equipment used in the production of the Yearbook.

Moderator: Art Club

Responsible to Assistant Principal

Responsibilities:

- Encourage students to join to enhance their art skills
- Attract students to join who may not be able to fit art into their daily school schedule
- Communicate with the drama club and music department about sets and props for school productions.
- Envision, plan and create sets and props for productions.
- Envision, plan and create art projects to enhance the school and community.

Moderator: High School Choir

Responsible to Assistant Principal

Responsibilities:

- Attract student to join who may not be able to fit choir into the daily school schedule
- Assist in selection of music for and direct praise band/choir
- Coordinate choir for school liturgies
- Coordinate choir for service opportunities and out of school performances
- Direct before and after school rehearsals for praise band/choir
- Coordinate music for extra service and performance opportunities as need arises

Moderator: National Honor Society

Responsible to Assistant Principal

Responsibilities:

- Supervision of members and act as a liaison between faculty, administration, other students and the community.

- Maintain files on membership, chapter history, activities, and financial transactions.
- Complete annual survey and submit it to the national office.
- Regularly review each member for compliance with Society standards and obligations.
- Help the chapter officers understand and carry out their duties.
- Participate as the ex officio, nonvoting, sixth member of the Faculty Council and facilitate all meetings of the council
- Send out application information in the fall to eligible students
- Review applications
- Send out applicant information for feedback from all faculty
- Meet with faculty council to discuss potential candidates
- Write and send out letters of acceptance to students
- Write and send out letters to those not yet accepted
- Plan, facilitate, and set up for induction ceremony in the fall
- Hold elections for NHS officers in the fall
- Facilitate monthly meetings for all members in adviser's room
- Plan and facilitate fundraisers to raise money for the service project
- Complete service project in the spring with students
- Assure students are meeting the requirements of all NHS Pillars-meet with administration, council, student when a student falters
- Determine consequences for students per the Faculty Council and the NHS by-laws
- Assist with Hall of Fame dinner

High School Competitive Robotics Club

Responsible to the Assistant Principal

Responsibilities:

- Oversee all activities of the club
- Responsible for ordering the correct equipment that is needed for Robots
- Responsible for overseeing the safe construction of robots that are effective in competition
- Responsible for maintaining practice sequences with students to enhance their skills for competition
- Responsible for finding and registering our students for level appropriate competitions for our student teams to compete competitively.

Students collaboratively to build, program, and use a robot in competitive settings. Often, students will take on specific, designated roles to make the project run smoothly. The moderator will be available to help with administrative needs, provide advice, and ensure that projects are carried out safely.

Robotics competitions open to high school students exist on a variety of different levels, from local or regional contests to national conferences that may require travel. Some of the better-known competition organizations include the FIRST Robotics Competition and the VEX Robotics Competition.

Moderator: Senior Class

Responsible to Assistant Principal

Responsibilities:

- Oversee the activities of the 12th grade class
- Meet with class officers to discuss class activities and methods of instilling spirit within the class
- Coordinate Homecoming Dance/Homecoming Court with assistant principal as part of the homecoming week activities
- Assist with recruiting students for help at Festival of Trees and Saint Patrick's Day Raffle
- Assist administration with graduation activities such as selection of class song, superlatives, senior shirt, etc.
- Help officers learn leadership skills regarding conducting meetings, budgeting for activities etc.
- Determine appropriateness of fundraising efforts and coordinate these efforts with administration
- Assist students in determining a senior class gift

Moderator: Junior Class

Responsible to Assistant Principal

Responsibilities:

- Oversee the activities of the 11th grade class
- Meet with class officers to discuss class activities and methods of instilling spirit with the class
- Assist with recruiting students to help at Festival of Trees and Saint Patrick's Day Raffle
- Coordinate Prom with assistant principal
- Help officers learn leadership skills regarding conducting

- meetings, budgeting for activities etc.
- Determine appropriateness of fundraising efforts and coordinate these efforts with administration
- Begin preparing students for plans for homecoming the following year

Moderator: Sophomore Class

Responsible to Assistant Principal

Responsibilities:

- Oversee the activities of the 10th grade class
- Meet with class officers to discuss class activities and methods of instilling spirit with the class
- Coordinate TWIRP with assistant principal
- Help officers learn leadership skills regarding conducting meetings, budgeting for activities etc.
- Determine appropriateness of fundraising efforts and coordinate these efforts with administration

Moderator: Freshman Class

Responsible to Assistant Principal

Responsibilities:

- Oversee the activities of the 9th grade class
- Meet with class officers to discuss class activities and methods of instilling spirit with the class
- Coordinate Baccalaureate Brunch with assistant principal
- Help officers learn leadership skills regarding conducting meetings, budgeting for activities etc.
- Determine appropriateness of fundraising efforts and coordinate these efforts with administration
- Assist with Cinderella Dance

Moderator: Grade 8

Responsible to Assistant Principal

Responsibilities:

- Oversee the activities of the 8th grade class
- Meet with class officers to discuss class activities and methods of instilling spirit with the class
- Coordinate Decorations for the St. Patrick's Day Raffle
- Help officers learn leadership skills regarding conducting

- meetings, budgeting for activities etc.
- Determine appropriateness of fundraising efforts and coordinate these efforts with administration
- With 7th Grade moderator plan one social activity for the students outside of the school day

Moderator: Grade 7

Responsible to Assistant Principal

Responsibilities:

- Oversee the activities of the 7th grade class
- Meet with class officers to discuss class activities and methods of instilling spirit with the class
- Assist with Breakfast with Santa and Easter Egg Hunt
- Help officers learn leadership skills regarding conducting meetings, budgeting for activities etc.
- Determine appropriateness of fundraising efforts and coordinate these efforts with administration
- With 8th Grade moderator plan one social activity for the students outside of the school day

Saint John School Activity Report Form

Please submit this form to the Assistant Principal twice a year – once in the first semester by December and at the end of the school year in May or June.

Name of Club/Organization _____

Name of Moderator completing this form _____

_____ First Semester Report

_____ Second Semester Report Form

Members of the Organization: either attach a roster or list names of active members:

Summary of Activities for this report period:

Meeting Dates for this report period:

Future Goals or Planned Activities:

Any questions or concerns:

(Available on www.sjsteachers.org)

Moderator Stipends

Base Salary for 2019-20

27, 050

Activity	Level of Experience		
	0-5 years	5-10 years	10 and over
Cross Country	0.11	0.12	0.13
Junior High Cross country	.07	.08	.09
Head Football	0.20	0.21	0.22
Asst Football (3)	0.09	0.1	0.11
Golf	0.07	0.08	0.09
Volleyball	0.15	0.16	0.17
JV/Asst (3)(0.09	0.1	0.11
Basketball	0.15	0.16	0.17
Basketball Assts (3)	0.09	0.1	0.11
Wrestling	0.17	0.18	0.19
Wrestling Asst 1	0.09	0.1	0.11
Baseball	0.11	0.12	0.13
Baseball Asst	0.06	0.07	0.08
Softball	0.11	0.12	0.13
Softball Asst	0.08	0.09	0.1
Tennis	0.11	0.12	0.13
Tennis Asst (1)	0.03	0.04	0.05
Jr High football	0.08	0.09	0.1
Jr High volleyball	0.07	0.08	0.09
Jr High Basketball	0.07	0.08	0.09
Jr High Tennis	0.09	0.10	0.11
Cheerleading	0.07	0.08	0.09
Junior High Cheerleading	.04	.05	.06
Yearbook	.05	.06	.07
Marching Band	.09	0.1	0.11
High School Choral	.04	.05	0.6
Grade 12 Advisor	.04	.04	.04
Grade 11 Advisor	.04	.04	.04
Grade 10 Advisor	.03	.03	.03
Grade 9 Advisor	.02	.02	.02
Grade 8 Advisor	.015	.015	.015
Grade 7 dvisor	.015	.015	.015
Key Club	.03	.03	.03
Philanthropy	.02	.02	.02
HS Robotics	.02	.02	.02
Chess Club	.02	.02	.02
NHS	.03	.03	.03
Environmental	.02	.02	.02
Academic Challenge	.03	.03	.03
Spanish Club	.02	.02	.02
Drama	.06	.07	.08
Art Club	.02	.02	.02

VII. Diocesan Policies for Faculty and Staff

All employees who work in Catholic schools in the Diocese of Youngstown must agree to respect Catholic values and help students in their faith formation by exemplifying Catholic living both in and out of the school. This includes **Adherence to Catholic Teaching**. This is the spirit which guides the relationship between the employer and employee in Catholic schools.

Catholic educators are held to the highest possible standard of excellence. The Catholic educator shall:

1. maintain a professional concern for the student and the development of the student's potential;
2. be aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and Church community;
3. seek to exercise the best professional judgment and integrity;
4. be dedicated to the on-going formation of the Catholic values required for effective service to others.

Professional Standards

Faculty members will provide their students solid formation in the Catholic religion and academic excellence in secular subjects.

Faculty and staff members must be willing to promote the purpose of Catholic Education through their personal lives, professional skills, word and example, both in and outside of school.

Faculty and staff members must uphold and propagate the doctrinal and moral teachings of the Catholic Church; they must be devoted to the implementation of these teachings in the daily conduct of the students.

Faculty and staff members who are Catholic must be in good standing with the church. All married faculty members must be in marriages recognized as valid by the Catholic Church.

Faculty and staff members will not engage in behavior or make statements which are in conflict with the teachings of the Catholic Church.

Faculty members will promote and encourage frequent liturgical celebrations as well as prayer before and after class.

All employees who work in Catholic schools in the Diocese of Youngstown must agree to respect Catholic values and help students in their faith formation by exemplifying Catholic living both in and out of the school. This includes **Adherence to Catholic Teaching**. This is the spirit which guides the relationship between the employer and employee in Catholic schools.

Catholic educators are held to the highest possible standard of excellence. The Catholic educator shall:

1. Maintain a professional concern for the student and their development. Faculty and staff members will encourage students to follow standards of behavior that promote academic excellence, the dress code of the school, and Christian respect for all persons, property, and lawful authority, especially the authority of the Catholic Church.

2. Faculty members will promote academic excellence through the diligent teaching of secular subjects in the context of the teaching mission of the Catholic Church and through the use of their own talents and professional skills which call forth students' positive response and enthusiastic participation in the learning process.

3. Faculty and staff members will uphold confidentiality of student, staff and parent matters. Such discussions take place only within the confines of the workplace and only with the people who need to know. Employees will not discuss internal confidential matters in any public forum.

4. Employees are expected to act in ways which promote the best interests of the diocese and the school. They are not to engage in, directly or indirectly, either on or off the job, conduct which is disloyal, disruptive, or damaging to the diocese or school.

5. Care needs to be exercised in the personal use of social media, as there is never a full-proof guarantee of privacy. Personal social media account content should reflect good judgment commensurate with employment at a Catholic school. Statements should not be posted about students, fellow employees, or parents, nor should personal accounts be used for such interactions. Only positive comments about the school or church should be posted.

6. Ohio educators are bound by the "Licensure Code of Professional Conduct for Ohio Educators" adopted March 11, 2008, by the State

Board of Education.

7. Faculty and staff members will treat each other with respect and tolerance and model positive relationships to students.

Saint John School Whistleblower Policy

Purpose & overview

The school is committed to maintaining a culture of openness, accountability and integrity. We seek to ensure that employees feel secure in raising concerns about any activity which may harm individuals or undermine the status of the school. The school has adopted the following guidelines for Whistle Blowing. This policy gives clear guidance to those who may need to raise concerns. Individuals are encouraged to come forward with credible information on illegal practices or violations of organizational policies which they consider are occurring at the work place, including:

1. Any practice, act, incident or behavior which is not in accordance with Saint John School's values, ethical principles or policies; endangers the health, safety, security of the environment or the deliberate concealment of any such matters.
2. Actual or suspected fraudulent activities, including suspected incidents of theft or misappropriation, financial information that is intentionally misleading, improper or undocumented financial transactions, improper uses of assets.
3. Non-compliance or willful neglect of laws or regulations.

The policy is intended to encourage you to feel confident in raising serious concerns and to question and act upon concerns; provide avenues for you to raise those concerns and receive feedback on any action taken; ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied; reassure you that you will be protected from possible reprisals or victimization if you have a reasonable belief that you have raised any concern in good faith.

This policy is intended to assist individuals who have discovered malpractice or serious wrongdoing, provided they make the disclosure in accordance with the policy. It is not designed to question financial or business decisions taken by the school. It is also not meant to take the place of processes in place for employees

who have a concern about job related issues such as work hours, teaching schedules etc.

Any person raising a credible concern will be protected from retaliation, including unfair termination of employment, harassment, or other unfair employment practices. The identity of the person providing information will be kept confidential. Any employee raising a concern with an ulterior motive could result in disciplinary action, up to and including termination.

Concerns expressed anonymously are much less powerful but may be considered by the school taking into account:

- 1) the seriousness of the issues raised;
- 2) the credibility of the concern; and
- 3) the likelihood of confirming the allegation from attributable sources.

This policy applies to the following individuals:

- Administrative Staff
- Contracted personnel
- Support Staff
- Volunteers
- Contractors and suppliers

Procedure:

An employee, who has a concern, should raise this with:

1. President
2. Principal
3. Finance Director
4. Board Chair

Once an employee has raised a concern, the President or person receiving the concern will carry out, within 10 working days, an initial assessment to determine the scope of any investigation. The employee will be informed of the outcome of this assessment. The employee raising the concern may be required to attend additional meetings in order to provide further information.

In some cases, the situation may require it to be referred to an external agency for consideration in advance of any internal investigation. This may be appropriate where concerns about child safeguarding, potential criminal activity or unsafe working practices are raised. Where this is deemed appropriate, no further internal investigation should be undertaken until clearance is given.

Every effort will be made to keep the employee informed of the progress of the investigation and likely timescale. Sometimes the need for confidentiality may mean that the employee cannot be given specific details of the investigation or any disciplinary action taken as a result. The employee is required to treat any information about the investigation as strictly confidential.

A report to the Board of Directors, Superintendent and board of Members regarding the initial report and the findings and decision as well as any subsequent actions will be made within 10 working days of the completion of the process.

This process should normally address the concern satisfactorily.

If the employee feels unable to discuss an issue with the personnel listed above, the employee can directly communicate with the Assistant Superintendent or Superintendent of the Diocese.

Persons other than employees should communicate the concern(s) to the same personnel listed above.

Smoking and Tobacco Free School Campus Policy

Saint John School Administration and Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board and Administration believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7):

- in any building, facility, or vehicle owned, leased, rented or chartered by Saint John School,

- On any school grounds and property including athletic fields and parking lots owned leased, rented or chartered by Saint John School,
- Or at any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of Saint John also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school related event, or at any other time that students are under the authority of school personnel.

Definitions

For the purposes of this policy, the following definitions have the following meanings:

1) "Electronic Smoking Device" means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. "Electronic Smoking Device" includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.

2) "Smoke or Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

3) "Tobacco Product" means:

(a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;

(b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;

(c) "Tobacco product" includes any component, part, or accessory of a tobacco product.

4) "Tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Signage

Signs will be posted in a manner and location that adequately notify students, staff and visitors about the 100 percent tobacco-free schools policy.

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the Student Code of Conduct. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and referral. Parents/guardians will be notified of all violations and actions taken by the school.

Enforcement for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property. Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

In a kind and courteous manner, each community member has responsibility to remind individuals of the Saint John School policy. This policy will be enforced like any other student conduct/employee violation.

Procedures for Implementation

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around the school campus.

Substance Abuse by Employees

WE BELIEVE:

- That our bodies are temples of the Holy Spirit, which must be treated with reverence.
- Because of the dignity of all human persons, our schools are called to provide a healthy, drug-free environment.
- That a quality education is only possible in a drug-free environment.
- That the abuse of drugs is a serious problem with legal, physical, and social implications.
- That parents entrust their children to the schools of the Diocese of Youngstown confident that a drug-free environment exists.

The Diocese of Youngstown prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event where students are present.

Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by the State statute, all chemicals which release toxic vapors, or substance that could be considered a "look-a-like" controlled substance.

Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination.

When appropriate or required by law, the school will also notify law enforcement officials.

Violent Behavior in the Workplace

Violent or threatening behavior in the work place is totally unacceptable. Employees engaged in fighting or violent acts will be subject to immediate disciplinary action, up to and including discharge from employment. Explanations of self-defense or provocation will rarely excuse any fighting or violence in the work place.

An employee who is threatened or confronted by another person should generally attempt to report the incident immediately, contact police if necessary, and take appropriate action to avoid violence.

Violent, threatening or abusive behavior when an employee is off duty, or away

from school property, still poses a substantial danger to the school and the right of employees to perform their work without fear. Off-duty behavior of a violent or threatening nature may result in appropriate disciplinary action, up to and including discharge from employment.

Political Activity

Employees are encouraged to exercise their right to vote; however, no employee may use school time to engage in any partisan political activity, including any visible sign of support for a particular candidate on school property. Nor will he/she use the school or the resources of the school to engage in any partisan activity for the benefit of himself/herself or any other person. Employees who speak on community or political matters must speak on these issues as an individual, clearly indicating that he/she is not speaking for the Diocese or School.

Professional Communication

All professional communications are to be respectful in nature and professionally executed. All professionally-related emails should be conducted through a staff member's Diocesan account. Each administrator and teacher is required to have a Diocesan email account and be aware of information sent through that account. It is understood that there is no guarantee of privacy in the use of email. Personal business should be conducted through a personal email account.

Texting between school employees (including all coaches paid and volunteer) and students is prohibited except under the following circumstances:

- A group text may be sent when parent and principal is copied in the message. (Ex. "Practice is cancelled.")
- A text to a family member.

A text received from a student may be returned by a text copied to the parent and/or administrator, a phone call, or an email.

Public Appearance

Any employee asked by an outside agency or organization to appear as a guest speaker or invited program participant representative of the school must obtain prior clearance from the administration.

Public Statement

No employee shall make any public statement regarding any school records, policy or position, programs, activities, personnel, or general business operation without prior clearance from the administration. Inquiries from the news media

should be referred to the administration.

Adherence to Catholic Teaching

In the ***Joy of the Gospel***, Pope Francis writes:

An authentic faith . . . always involves a deep desire to change the world, to transmit values, to leave this earth somehow better than we found it. We love this magnificent planet on which God has put us, and we love the human family which dwells here, with all its tragedies and struggles, its hopes and aspirations, its strengths and weaknesses. The earth is our common home and all of us are brothers and sisters. If indeed "the just ordering of society and of the state is a central responsibility of politics," the Church, "cannot and must not remain on the sidelines in the fight for justice."

(*Evangelii Gaudium*, no. 183)

All personnel who are employed by a Catholic school are expected to serve as Catholic role models both inside and outside of the school, regardless of his/her religious affiliation. A primary responsibility of a Catholic school educator, staff member, or coach is to convey the principles of the Catholic Church to students in the school. A Catholic educator, staff member, or coach is a faith minister to youth and parents. In order to inspire others to live a life of faith that builds God's kingdom here on earth, all Catholic school personnel must be life-long learners of the Scriptures, traditions and teachings of the Catholic faith.

Those personnel who serve in Catholic schools are expected to be examples of Catholic moral behavior and live a lifestyle which exemplifies Catholic teachings. Therefore, they should refrain from any lifestyle which could cause scandal to the school or the local Church community. All personnel, regardless of their religious affiliation, are required to abide by the moral values identified in the Catechism of the Catholic Church as well as the policies and regulations of the Diocese of Youngstown and the employing school or system.

With regard to those values, two are of particular importance:

First, are the social teachings of the Catholic Church. The Church's social teaching is a rich treasure of wisdom on building a just society and living lives of holiness amidst the challenges of modern society that has at its foundation the belief in the sanctity of every human life and the inherent dignity of each human person. This belief is the core of the vision for a moral society and is often counter-cultural to the attitudes in modern society. The principles of Catholic social teaching that flow from Scripture and the Traditions of the Church call us to: a) respect community, the rights of others and to promote the common good; b) adopt a

preferential option for the poor; c) recognize that work is holy and serves others and that workers must be treated fairly; d) act in solidarity with one another because we are one human family regardless of national, racial, ethnic, economic, and ideological differences; e) work collectively for justice and peace in society; f) and be wise stewards of creation.

Second, are the moral behavioral teachings of the Catholic Church. If an educator, staff member, or coach acts in a manner that is contrary to the teachings of the Church, that person may be disciplined or terminated. While not an exhaustive list, examples of conduct that may result in disciplinary action or termination of employment include: a) public support of activities or publicly espousing beliefs contrary to the teachings of the Catholic Church; b.) public statements disparaging religion in general and/or the Catholic Church in particular or membership in such organizations; c.) contracting a marriage which is not recognized by the Catholic Church, with marriage defined as a permanent relationship between one man and one woman; d.) Entering into a marriage with a person when one of the parties to the marriage is validly married to another person in the eyes of the Roman Catholic Church (e.g. entering into a marriage if one of the parties has entered into marriage previously and has not received an annulment from the Roman Catholic Church; e.) procuring an abortion or publicly supporting abortion rights; f.) cohabitating outside of marriage; g.) Pursuing or publicly supporting transgenderism or gender reassignment surgery; h.) pursuing or publicly supporting in vitro fertilization, embryonic stem cell research, artificial insemination, parental surrogacy, or direct sterilization; i.) pursuing or publicly supporting euthanasia or assisted suicide; j.) the use of social media or electronic means of communication (e.g. email, texting, snapchat, twitter, etc.) in an improper, immoral, or scandalous manner (including, but not limited to, use of social media or electronic means to communicate, post, share, or send material that is lewd, indecent, sexually aggressive, or pornographic.

Non-Discrimination Clause

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.

The Diocese reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment. All employees are prohibited from performing, teaching or advocating in the workplace any practices or doctrines which are inconsistent with religious tenets of the Catholic faith. Consistent with the foregoing, it is the policy and practice of the Diocese of Youngstown and the parish to provide equal opportunity in employment, promotions, wages, benefits, and all other privileges, terms and conditions of employment.

**Diocese of Youngstown
Office of Catholic Schools**

Teachers' Legal Checklist as the New School Year begins:

- _____ 1. Have I read my contract and faculty handbook?
- _____ 2. Do I understand my responsibilities?
- _____ 3. If there are any areas that I do not understand, have I asked for clarification and explanation?
- _____ 4. Do I understand clearly what I am expected to do in the classroom and out of the classroom?
- _____ 5. Do I understand that I am a Catholic educator 24-hours a day, seven days a week, and that, as such, I am responsible for my behavior at all times?
- _____ 6. Have I checked my classroom and instruction areas for hazards?
- _____ 7. If there are conditions that could prove dangerous for my students and others, have I notified the principal? (Writing a note to the janitor does not absolve one from further responsibilities).
- _____ 8. Have I received necessary medical information for any of my students who have special medical conditions?
- _____ 9. Do I know who has diabetes, epilepsy, food or bee-sting allergies?
- _____ 10. Do I know how to respond if a student has a medical emergency?
- _____ 11. Do I understand the custody arrangement for children who are not living with both biological parents?
- _____ 12. Do I know (or can I readily locate) information concerning which parent has custody on which day of the week?
- _____ 13. Do I have or can I access a list of the other relatives or adults who are authorized to pick up children?
- _____ 14. Have I developed classroom rules and asked another teacher to review them to make sure they are clear?
- _____ 15. Have I posted those rules?
- _____ 16. Have I explained those rules to the students?
- _____ 17. Do I have a plan book?
- _____ 18. Do I understand that I am legally expected to keep some kind of record of what I did and what I intended to do in terms of classroom instruction (even if the school administrator does not require me to keep such documentation)?
- _____ 19. Do I have a set of alternate lesson plans available for a substitute if I must be absent unexpectedly?

- _____ 20. Am I familiar with the school's crisis plan?
- _____ 21. Do I understand what I am expected to do?
- _____ 22. Do I have a plan for instructing the students in appropriate responses to the crisis plan?
- _____ 23. Do I understand the child abuse reporting laws of the state?
- _____ 24. Do I understand what constitutes physical, sexual and emotional abuse?
- _____ 25. Do I understand that the responsibility to report if I suspect child abuse is mine and that I cannot "pass" this responsibility on to someone else?
- _____ 26. Do I understand that confidentiality is not absolute?
- _____ 27. Do I understand that I can keep student confidence only if no one's health, life or safety is at stake?
- _____ 28. Do I know to whom I would report concerns about health, life or safety?
- _____ 29. Do I have a plan for explaining the limits of confidentiality to my students?
- _____ 30. Do I understand professional boundaries?
- _____ 31. Do I understand that anything I do must pass the test of publicity?
- _____ 32. Am I confident that I act appropriately?

Principal Job Description

Reports to Presidents

The highest priority is the building of a Catholic community in which the Catholic Christian message and experiences of community, worship, service and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality.

1. Administers the total school program
2. Supervises and evaluates and provides for the development of teachers and maintains an instructional program of the highest quality;
3. Assists the president in overseeing the operation of the school plant and supervises all support staff members;
4. Partners with the parents, school and general public communities and maintains regular communication with all stakeholders
5. Networks and collaborates with other schools to enhance and enrich the school
6. Educational Leader
 - a. Develops and implements a vision and school climate reflecting Catholic identity in collaboration with the school and parish communities
 - b. Promotes healthy staff morale and fosters leadership ability among staff;
 - c. Identifies needed change and uses research to guide action plans
 - d. Provides in-service and consultation to faculty focusing on mandatory reporting and Safe Guarding God's children;
 - e. Partners with the president and the school board on the school's educational agenda
 - f. Maintains school accreditation standards
7. Curriculum and Instruction
 - a. Ensures that the theology curriculum conforms to diocesan standards by assisting the teachers in applying knowledge of religious content and methods of faith formation;
 - b. Encourages teachers to use a variety of educational and pedagogical skills and is aware of the development stages of the students;
 - c. Evaluates the general effectiveness of the school's learning program by utilizing effective procedures for student assessment;
 - d. Supports teachers in recognizing and accommodating the special learning needs of children within the regular classroom;
 - e. Assists the school community, especially teachers, to integrate Gospel values and Christian ethics into the curriculum, policies and life of the school.
 - f. Works with assistant principal and Director of Guidance to direct the implementation of IEP's
8. Spiritual Leader
 - a. Nurtures the faith and development of school community through opportunities for spiritual growth;
 - b. Ensures quality Catholic religious instruction of students;
 - c. Provides opportunities for the school community to celebrate our faith;
 - d. Collaborates with staff to give witness to the Catholic identity of the school with religious signs, symbols and displays
 - e. Supports the president in interpreting the school philosophy, policies and

regulations, and the religious and educational programs to the school community at large;

f. is a model of Catholic Christian spirituality, attitudes and behavior.

9. Managerial Leader

- a. In collaboration with the president, invests in effective marketing and student recruitment/retention strategies and uses programs to maximize enrollment, optimize efficient use of facility capacity and build an enduring positive image or “Brand Equity” for the school;
- b. Recruits, interviews and selects the school faculty;
- c. Assists the faculty in achieving the goals of Catholic education through staff development and professional leadership;
- d. Evaluates and provides for development opportunities for instructional personnel;
- e. Initiates appropriate consultation with the diocesan Central Offices;
- f. Under the direction of the president, oversees and monitors the budget and distributes resources to maintain a balanced budget;
- g. Assists the president in seeking volunteer resources and financial support beyond the school community in collaboration with development personnel
- h. Monitors the Student Information System and associated software programs
- i. In conjunction with the President approves the school calendar and scheduling of events;

Assistant Principal Job Description

Reports to Principal

The highest priority is the building of a Catholic community in which the Catholic Christian message and experiences of community, worship, service and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality. Contributes to the building of positive morale among faculty, staff and students; models integrity and promotes high ethical and professional standards in all interactions with the stakeholders in the school;

1. Establishes a clear, strong and consistent policy for dealing with issues involving student discipline and interactions among teachers, administration and the parent body;
2. Assists with the maintenance of complete, accurate, up-to-date personnel and pupil records
3. Provides orientation for new faculty;
4. Encourages effective teaching based on current educational research and improved student learning results;
5. Administers disciplinary actions;
6. Monitors student progress in the academic program as well as in co-curricular and extracurricular activities;
7. Maintains a visible presence during the school day and at school related liturgies, events and activities;
8. Supports an inclusion program that identifies and addresses special needs of students including health, physical, educational, emotional, behavioral, and/or spiritual concerns.
9. Oversee students who have Individual Education Plans including scheduling meetings, scheduling testing, data collection, development of RtI's and is the administrative representative at IEP meetings;
10. Oversee the RtI committees including monthly meetings with staff, review IAT referrals and working with faculty to develop interventions;
11. Establishes accessible and open communication with parents (individual meetings, emails, parent programs, conferences);
12. Oversees the student government program
13. Monitor student attendance and tardiness. Communicate with parents to develop strategies to ensure students are attending school and coming to school on time.
14. Supervises all class and club activities in conjunction with class advisors and club moderators
15. Works with Principal in evaluation of professional staff members.
16. Participates in Administrative Team meetings

Advancement Director Job Description

Reports to President

- 1) Responsible for cultivating relationships with key constituent groups, and soliciting gifts that support the school's mission to Catholic education.
- 2) In conjunction with the Director of Marketing and enrollment, oversees all external communications ensuring that the school maintains a clear and consistent voice to its stakeholders.
- 3) Works closely with the President in executing the school's comprehensive strategic fundraising plan;
- 4) Establishes fundraising goals, understanding the critical role that donor participation plays in ensuring the success of the school's mission;
- 5) Develop an overarching strategy that includes appropriate donor cultivation, personal contact, effective solicitation, and ongoing relationship;
- 6) Is responsible for the production of the Herald Magazine and quarterly email communications with alumni and stakeholders.
- 7) Oversee the Alumni, Admissions, and Communications operations to enhance the fundraising effort and to market the school's brand to all stakeholders;
- 8) Direct the major fundraising initiatives, including the Herald Fund (annual fund), , major gifts, planned giving, grants, and Festival of Trees, and Saint Patrick's Day Raffle
- 9) Oversee special events, such as the Athletic Hall of Fame, Memorial Mass, donor receptions, and volunteer appreciation events;
- 10) Ensures alumni participation in developing a culture of stewardship;
- 11) Initiate and maintain contact with major donors, building meaningful relationships;
- 12) Conduct independent research, to identify prospective donors from a variety of constituencies;
- 13) Maintain the database to ensure the proper receiving, allocating, recording, and acknowledging of all gifts;
- 14) Serves on the Administrative Team, and works closely with the school's Board, and the Board's Advancement Committee.

Director of Enrollment Management and Marketing Services Job Description

Responsible to: President

The Director of Enrollment Management and Marketing Services is responsible for:

- 1) The development, implementation and comprehensive enrollment management plan
- 2) The direction and management of all recruitment activities including but not limited to Open houses, preview days, registration days, shadow days, and special events.
- 3) The establishment and maintenance of regular and strategic communication with prospective students
- 4) Education of families on the availability of and qualifications for merit and need-based tuition assistance programs for prospective and current families
- 5) Documentation of enrollment management reports for the President and Board
- 6) Coordination of marketing related to admissions including web site, print materials and social media
- 7) Development of plans for retention
- 8) Membership on School Administrative Leadership Team
- 9) Coordination of student and parent ambassador programs
- 10) Coordinating with the Director of Finance the tuition assistance program

Other duties as assigned by the President

Athletic Director Job Description

Reports to President

The primary purpose of the position is to oversee, plan and direct the all athletic activities for the school, as well as dynamic leadership, vision, and direction for campus-wide athletics

1. Act as a role model of professionalism in a Catholic environment.
2. Responsible for ensuring the health and safety of all students in the athletic program.
3. Develop, organize, supervise and evaluate the school's intramural and interscholastic athletic programs.
4. Represent Saint John at various state, regional and diocesan athletic meetings
5. Schedule athletic contests and secure game officials.
6. Attract, hire and supervise qualified coaching staff for all athletic programs, ensuring that they are performing their duties at the highest level of professionalism.
7. Ensure that all coaching staff have required current CPR, first aid, Virtus, pupil education permit concussion protocol training and certifications meeting OHSAA and diocesan policies
8. Develop and provide appropriate training guidelines and materials for coaching staff, ensuring that coaches are properly trained in all organizational and philosophical aspects of the athletic program.
9. Plan, coordinate and oversee all school athletic activities including, but not limited to, team sports, summer athletic camps, awards ceremonies, and other athletic events that the school holds.
10. Maintain and revise the coaches' handbook each year and set up appropriate meetings with the coaches to review the information and standards in detail.
11. Maintain student health records and other forms through the Final Forms platform
12. Ensure that required information is disseminated to all coaching staff as required.
13. Coordinate and disseminate information regarding athletic practices, contests and activities to school personnel, students and parents as needed.
14. Secure appropriate forms and payments from athletic participants.
15. Purchase and maintain inventory of all athletic equipment.
16. Oversee the distribution, collection, cleaning, repair, and storage of all athletic uniforms and equipment.
17. Work with Administration and Maintenance to ensure that school grounds meet athletic needs and the proper maintenance and security of all athletic equipment and athletic facilities, fields and courts.
18. Coordinate awards activities for all team sports; purchasing awards and team sports photos.
19. Maintain records of team and individual athletic accomplishments and submit copies of same to the Marketing department for historical purposes, as well as for the promotion, publication and recognition of athletic programs.
20. Prepare, submit, and administer a budget each year to fund the athletic programs of the school.
21. Participates in Administrative Team meetings
22. Perform other duties as assigned by President.

School Bookkeeper Job Description

Reports to President

Responsibilities and Tasks:

1. Set up and monitor tuition payments throughout the school year
2. Input entries for receipt of all monies into the school and monitor accounts receivables.
3. Maintain payroll personnel files and prepare and distribute payroll information. Collect time documents and calculate bi-weekly hourly payroll and monthly salary payroll. Prepare and pay all payroll tax files in conjunction with payroll company.
4. Maintain and administer accounts payables. Post, pay and file all invoices for the school.
5. Work with banking establishments who hold school accounts. Reconcile bank statements on a timely basis. Monitor cash flow.
6. Make monthly journal entries and close the general ledger on a monthly basis.
7. Prepare monthly financial statements, cash projections and budget forecasts and distribute reports accordingly.
8. Work with the Finance Office of the Diocese of Youngstown to prepare reports require by the diocese.
9. Assist in the preparation of the yearly budget with members of the Administration and Board of Directors.
10. Participate in Finance Committee of the Board of Directors.

Skills Needed; Quick Books, Excel, Word, Basic Accounting Procedures

Administrative Assistant Job Description

Reports to Principal

The Administrative Assistant will be responsible for performing administrative activities that support the President and Principal with the primary objective of helping the school, students, parents and organizations be effective.

1. Oversees and manages the general administrative functions.
2. Process correspondence as directed by the President and Principal (i.e. phone, email, letters,)
3. Prepares daily email for faculty and staff
4. Coordinates the monthly newsletter mailed to parents
5. In conjunction with the Director Marketing and Enrollment, oversees the application for all State Scholarship programs
6. Maintains the Student Information System (FACTS including academic, health and testing records)
7. Prepares the report cards for grades 7-12 and assist with report cards for grades K-6.
8. Maintains and coordinates records of students who withdraw from the school including the processing of needed transcripts
9. Organize, maintain and update office files as necessary
10. Prepare and update class list and family records
11. Coordinates substitutes for the high school level
12. Oversee office equipment including copiers and printers throughout the building
13. Order needed supplies for administration and school
14. Oversee the requisition of materials for State and Federal programs including Auxiliary services and Title Programs
15. Attend and keep minutes of the Board of Directors
16. Assist Office administrative Assistant with answering telephone/Directing calls/Monitor Electronic Doors
17. Distribute and verify free and reduced lunch applications, file direct certification report with DPI, file Verification report with DPI.
18. Prepare calendars in conjunction with athletic director and other administrators
19. Prepare and distribute weekly eligibility lists
20. Work with Cafeteria manager to oversee school lunch accounts
21. Coordinates transportation with school districts by preparing district lists and coordinates transportation for field trips
22. Prepare schedules for high school teachers and parents regarding conference times
23. Oversee high school awards ceremony preparing necessary certificates
24. Participate in Administrative Team meetings
25. Assist Principal in preparing all Diocesan, NCEA and state reports
26. Other duties assigned by President/Principal

Administrative Office Assistant

Reports to Principal

1. Answer and direct all incoming phone calls
2. Oversee attendance records including receiving calls, follow-up calls, and maintain accurate records in Student Information System (FACTS)
3. Organize, maintain and update office files as necessary
4. Insure lunch counts are entered on a daily basis
5. Generate list of students attending AfterSchool Program on a daily basis
6. Organize, maintain and update student files as necessary including academic, health, cumulative progress and testing records
7. Oversee daily announcements especially at beginning and end of day
8. Prepare report cards for students in K-6
9. Assist with school mailings
10. In absence of Pride shop Coordinator, make items available for sale
11. In absence of school nurse tend to injured students and file a report for injurie
12. Oversee substitutes for elementary level classes
13. Distribute Scrip gift certificates
14. Monitor security cameras and track visitors coming and leaving the school.
15. Prepare schedules for elementary teachers for Parent conferences
16. Work with athletic director to keep accurate records for coaches regarding certification and acquiring diocesan contracts
17. Support faculty and staff with copying materials, answering questions, locating students, preparing end of the year awards for grades PK-6
18. Participates in monthly Administrative Team Meetings
19. Other duties as assigned by President/Principal

Saint John School
COVID-19 Supplement to the Faculty and Staff Handbooks

Our mission as a Catholic school remains the same during this time of the pandemic. Our commitment to a quality Catholic education that nurtures faith, inspires learning, engages in service, and builds leadership, all with the purpose of building the kingdom of God here on earth. While the mission is the same, some of the ways in which we carry out this mission may need to be altered out of respect for the good of all.

This supplement is intended to address policies and procedures that are necessary due to COVID-19. In this uncertain and uncharted territory, amendments to these procedures may be necessary. You will be kept informed.

The welfare and health of the students and staff is our highest priority. As a result, and in accordance with the State of Ohio *COVID-19 Health and Prevention Guidance for Ohio K-12 Schools*, all staff will be expected to comply with the following policies and instructions, the purpose of which is to reduce risk of exposure to COVID-19 and to help prevent its spread. Our goal is to keep our schools open for instruction.

It is important that you read the Family Handbook Covid-19 Supplement.

School Routines for Health and Safety

Much planning and resources have gone into preparation for the school year and your collaboration is important. The following are the items in rank order that so far the research has indicated as most effective; but all need to work together.

Face Masks and Coverings

- All staff are required to wear face masks whenever in the building unless:
 - you are working alone in an assigned work area.
 - they would be unsafe in a lab or maintenance setting, at which time a face shield would be worn.
 - Not advisable for health reasons; at which point a face shield will be required. (documentation from a physician is required)
- A teacher may wear a face shield when instructing students if at least 6 feet away from the closest student. When moving around the classroom, the shield may remain on AS LONG AS a mask is also worn.
- To be effective, face masks should cover the nose, mouth, and chin and should be made of cloth.

Social Distancing

Staff must practice social distancing whenever possible. Social distancing means:

- Maintaining three to six feet of space between oneself and others at all times as possible.
- If maintaining six feet of space is not possible, maintaining as much space between oneself and others.
- When meeting in person as a faculty, as a small group of people, in the lunchroom, or any other group space, social distancing must be practiced.
- Barriers erected in different areas of the building may reduce the distance required.
- Observe all posted directives regarding social distancing.

Hand Washing

- Staff should wash hands on a regular basis for at least 20 seconds or use hand sanitizer.
- Staff should supervise student handwashing for primary students and model what is expected.

Sanitizing

- Surfaces used regularly should be sanitized once or twice a day if the same students are in the room; more frequently if there is a change of students.
 - Regularly and as needed clean surfaces, items, and equipment in your own work area or space, and (including your own work surfaces and any surfaces, items, or equipment you share in common with others in your area such as copiers/printers) with the sanitizer the School has provided for such purposes. Surfaces, items, and equipment (e.g., file cabinets, books, and copiers/printers) used in common with others are to be wiped down after each use with the sanitizer provided by the School.
 - Please note that certain cleaners can be harmful to devices such as computers, mobile phones, and tablets/iPads. Please contact the School staff member responsible for IT services (Ryan Burgess) or the instructions for your device if you are unsure what product to use on those devices.
 - PE equipment should be sanitized daily. Classroom equipment used by multiple people should be sanitized at least once a day.
 - Playground equipment is sanitized naturally by sunlight. However, we will begin the school year by marking off the outdoor equipment.
- Refrain from receiving personal (i.e., non-work related) deliveries at the School. All personal deliveries should be received at your residence or other non-work location.
- Refrain from allowing visitors into the building except pursuant to the School's visitor policies and directives. The School will generally be limiting non-routine visitors such as those enrolling new students or for emergency situations

Teacher Health and Safety Expectations

Daily Health Checks at Home

Prior to coming to school each and every day, staff members shall conduct a self-health check. The daily health check should include the following:

1. Taking your temperature.
2. Assess if you are experiencing one or more of the following symptoms:
 - Fever over 100 Degrees F
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Loss of smell or taste
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

For up-to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, staff should visit the website of the Center for Disease Control (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

All of the above symptoms can indicate other illnesses as well, so the appearance of these symptoms may not necessarily indicate that one is positive for COVID-19. However, it is very important that if a staff member is not feeling well, he or she should stay home.

You should consult your doctor if you have any of the above symptoms and follow the advice/treatment given by your doctor. If you have a fever, please wait to return to school until after you have been fever-free without fever-reducing medications at least a full 24 hours. A doctor's note for return may be required.

Staff Who Become Sick at School

A staff member who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that is reasonably believed to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school. Staff members should inform the principal to arrange for coverage.

Definition of Exposure

Having been within six (6) feet for more than 15 minutes with someone who has tested positive for COVID-19 (per CDC Guidance).

Exposure to COVID-19

- If an employee has been exposed as indicated above, or lives in a household in which someone has been exposed, the employee must report to the principal or designee and describe the circumstances.
- The local health department will be contacted and the circumstances described. (Note: the employee's name will not be disclosed.)
- The health department guidance/ directives will be followed. If the employee is asymptomatic but the exposure fits the definition, the employee will likely be directed to self-quarantine for 14 days from date of exposure. The Health Department policy is that if a person is asymptomatic, a person is not usually tested.

Testing Positive for COVID-19

If a staff member tests positive for COVID-19, the person must isolate and not return to school until he or she has met the CDC's criteria to discontinue home isolation and followed the protocols set by the local health department. This may include:

1. Three or more days without a high fever; AND
2. A reduction of other COVID symptoms by at least 75%; AND
3. At least 14 days, or the number designated by the health department, have passed since the symptoms first appeared.

A doctor's note may be required. NOTE: As more is learned about the disease this could be amended.

Precautionary Behavior

Teacher dedication and commitment to the school's mission is vital and central to the school's operation. The sacrifices and hard work of all are recognized and appreciated.

In this time of the pandemic, you are asked to take care of yourself and follow health and safety protocols even when not in school. This is for your safety as well as for the safety of your colleagues and students.

Out of Town Travel

While it is recommended that travel be limited during the pandemic, if it is necessary for your family to travel overnight, please consult the CDC's Travel Guidance (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) If you are traveling from a state officially designated by the Governor, you must quarantine for 14 days before returning to school. If the state goes off the list before you return from that state, you must quarantine at least 14 days from the day the state came off of the list.

Sick Leave

In addition to benefits available through the **Lay Teacher Personnel Policies** a teacher may be eligible for leave provisions in the Families First Coronavirus Response Act.

Teaching and Learning Responsibilities during COVID-19

Transition to Remote Learning

Our intention is to open for five full days of face to face instruction, with plans to change temporarily to remote learning if health and safety concerns for the community exist.

If a Covid-19 surge occurs, we will work closely with state officials to determine if we can continue face-to-face instruction. If the Governor or the local health department issues an order to close schools temporarily, we will comply. Ohio's county color system may affect a school's decision to hold face to face instruction or remote learning.

We will do our best to ensure a safe and healthy environment. However, if numerous cases appear in our building, resulting in the isolation of multiple classes, we may need to close the building temporarily. We will follow the protocol given to us by the local health department.

If either of the two scenarios above become reality, the school will transition to remote learning for that period of time.

Teacher responsibilities for Remote Learning would be as follows:

Specific responsibilities for remote learning can be found on pages 15-19 of our A PLANNING GUIDE TO ADDRESS THE CHALLENGES OF THE COVID-19 PANDEMIC

Teacher responsibilities for Virtual Learning would be as follows:

- Instruct students in the use of technology that will be used. Please note that for grades K-6, there will be a student technology workshop taking place during the week of August 23rd. A parent technology workshop will be taking place on Thursday, September 10th beginning at 5:00 pm.
- Deliver live instruction according to the provided schedule. Live instruction will allow students to actively participate in all classes.
- Instruction and assignments delivered to students via Google Classroom.
- Grade student work and provide feedback.
- Monitor student progress.
- Respond to emails from students and parents.
- Establish office hours. Each teacher's office hours for students in grades K-6 can be found on the student schedule. Each teacher's office hours for students in grades 7-12 can be found on the course syllabus sheet.
- Provide technology support as needed.

COVID-19 Acknowledgement of Risks

I, the employee who is signing this faculty handbook as an employee of _____ (“School”), acknowledge and agree that, as an employee of School, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with students, parents, and other employees/staff members, involves a certain degree of risk, namely of acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and other employees/staff members, I understand there is an elevated risk that I may contract the disease simply by being in the School/parish building, on the premises of the School/parish, or at any School/parish function.

By signing this faculty handbook, I acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of my choosing, I voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is my choice. If I have underlying health concerns which may place me at greater risk of contracting any communicable disease, including COVID-19, I acknowledge and agree that I will consult with a health care professional before I return to my job, attend any School/parish function, or visit the premises of the School/parish. Moreover, I acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. I do hereby accept and assume sole responsibility for any illness acquired by me while at the School/parish or at any School/parish function, including possible infection with COVID-19.

I further acknowledge, understand, and agree that I have obligations to the School/parish, their employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, I agree not to come to the School/parish or any School/parish function if: (1) I have a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, I had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if I am experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. I further agree to immediately notify the School/parish if any of the foregoing access restrictions are applicable to me.

Employee Handbook Acknowledgement

I have received a copy of the _____ School Faculty/Staff Handbook and COVID-19 Supplement for the _____ school year. I acknowledge my responsibility to read and abide by the school policies contained therein. I understand that the pastor/ president and principal reserve the right to change or amend these policies, customs, procedures, and regulations annually and/or as needed during the course of this school year. Staff will be notified of any significant changes made in writing. Minor changes may be communicated orally.

Employee Name (print)

Date

Employee Signature

Date

Administrator Name

Date

Administrator Signature

Date