

John F. Kennedy Catholic School



Application for Admission *Kindergarten Readiness Program Registration*

Admission Information

The Kindergarten Readiness Program is a part of the ministry of education in the Diocese of Youngstown. Early childhood should be a time of warmth, security, exploration, and discovery. The faith development of a person begins in the early years of life; thus, preschool education is an important part of total Catholic education.

Young children are active, social individuals who benefit from exploring the world around them. Each is a unique person with individual growth and development patterns, individual preferences for activities, and different family and cultural backgrounds. Children learn best when they are active participants in their own learning, when their curiosity to know influences classroom planning, and when their investigations are hands-on.

We are committed to diversity and open to children of all faiths from ages 4-6. This program provides a safe, faith-filled environment that prepares children to achieve academic excellence and full social potential.

The JFK Kindergarten Readiness program runs Monday, Wednesday and Friday 8:30-2:30. Preschool tuition is \$2350.00. Please note, preschool is not included in the Kennedy Family Discount.

Registration Paperwork Checklist:

1. Preschool Enrollment Form
2. Statement of Responsibility Form
3. Child Medical Statement
4. Permissions Form
5. Information Regarding Legal Custody Form
6. Family Information Form
7. Tuition Contract
8. Birth Certificate
9. New-Family Registration Fee \$100--one time only, non-refundable
10. Tuition Deposit \$100--non-refundable

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FAMILY HANDBOOK STATEMENT FAMILY/CUSTODIAL SITUATIONS

RE: Family/Custodial Situations-Relationship With The School

_____ School is finding an increasing number of families experiencing transitions in parental custodial relationships. In response to these transitions Ohio law continues to evolve. For these reasons, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child and it is assumed that both natural parents are communicating regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussion with school personnel and tuition statements. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address.

In families experiencing separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared by the natural parents and between the natural parents. Since this situation frequently impacts on a child's achievement and interactions at school, natural parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors or demands of a natural parent, but only with the appropriate documentation detailed below.

In cases of a final divorce decree or the issuance of a final judgment entry by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries which impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications and daily classwork and papers will

be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the noncustodial natural parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as the custodial parent and as such the School will release the child's records directly to the noncustodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of the School not to release a child's records directly to a step-parent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes but is not limited to official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any noncustodial natural parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such event, the noncustodial parents must provide the school with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

In cases of 'joint custody' (shared parenting agreements) entitling both natural parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that these communications and information will be shared by and between the natural parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both natural parents wish to be present. It is assumed that natural parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both natural parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal subject to review by the School's legal counsel. Every effort will be made to keep communications open with both natural parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

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Visitation should generally begin at the home of one of the natural parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both natural parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this restatement of procedures or if you feel unique circumstances require other arrangements, please contact the principal personally.

P-6 Employee Code of Conduct and Standards for Professional Behavior

I. Policy

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.

A. 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.

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.

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.

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.

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.

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.

Ohio educators are bound by the “Licensure Code of Professional Conduct for Ohio Educators” adopted March 11, 2008, by the State Board of Education.

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

B. 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.

C. Dress and Appearance in the Workplace

The appearance and behavior of employees during the normal work day, and in all employment-related activities, should reflect positively on the employee and the school. The school expects

that all employees will maintain a neat, clean and modest mode of dress and appearance, and will avoid extremes of dress. The school administration reserves the right to determine the specific standards of dress and appearance.

D. 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.

E. Compensation for Professional Education Employees

Professional employees may provide tutoring services for compensation to students provided such services are after work hours and are not offered to students presently enrolled in their classes.

If it becomes necessary for a professional employee to resign before the end of the school year, the employee's pay will be computed on a pro-rated basis to fairly compensate the employee for work actually performed.

F. 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.

G. 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. **Staff is to use a Diocesan or school account when communicating with students via email.** 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 **and messaging** between school employees (including all coaches paid and volunteer) and students **using any app** is prohibited except under the following circumstances:

- A group **message sent via text or with a messaging app** may be sent when parent and/ **or**

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.

H. 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.

I. 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.

II. Procedures/Guidelines

Employee policies are to be included in school Faculty Handbooks, Preschool Employee Handbooks, and Support Staff Handbooks. They will also be posted in the Teacher and Administrator sections of the DOY Office of Catholic Schools website (www.doyocs.org)

III. Links and Supporting Documents

Related DOY Policies and Procedures: Adherence to Catholic Teaching, Child Protection, Technology Acceptable Use Policy For Employees And Authorized Users, Child Abuse Reporting, Employee Nondiscrimination Statement, Sexual Harassment/Sexual Violence/ Sexual Misconduct

Initial Adoption: Revised 2009

Effective Date: 8/1/2009

Revision Date(s): Aug. 1, 2013, June 23, 2014, April 28, 2015, July 11, 2016
May 24, 2017

X Preschool

X Elementary

X High School

X Support Staff



INFORMATION REGARDING LEGAL CUSTODY

Rev. 6.7.17

Date: _____

Child's Name: _____

Grade: _____

Child lives with: _____ both natural parents
_____ natural/adoptive mother, step father
_____ natural/adoptive father, step mother
_____ only mother
_____ only father
_____ grandparents (with legal custody)
_____ other relative or guardian (with legal custody) Relationship: _____
_____ Other: Please explain. Include any arrangements that the school will need for its information and records: _____

Residential Parent(s)/ Guardian(s):

Name: _____

Address: _____

City/ Zip: _____

Phone: _____

Name: _____

Address: _____

City/Zip: _____

Phone: _____

Yes No (please circle) Is there a court order, decree and/or judgment entry affecting the custody and/or residency of the child?

If the answer to the foregoing questions was "yes", please attach a certified copy of the court order, decree and/or judgment entry which evidences the court's case number, those sections referring to custody, residency, and parenting time rights and contacts with the school, any restrictions imposed on the rights of a natural parent, as well as the page bearing the judge's signature and the court's seal. This copy should include any and all modifications made as of the date of registration of the child in this school. It is also the responsibility of the natural parents to provide the school principal with certified copies of any court order, decree, and/or judgment entry entered by the court subsequent to the date of this document and during the child's enrollment at the school which modifies the attached court order, decree, and/or judgment entry.

Non-residential parent: Name: _____
Address: _____
City, Zip: _____
Phone: _____

Please circle:

Yes No Does the non-residential parent have parenting time?

Yes No Is there a court decision that states that the non-residential parent should NOT receive school information or attend school activities?

Yes No Is the non-residential parent responsible for paying tuition?

Signature of person completing the form: _____

Permanent Record Review

Permanent Records viewed by an authorized person according to Diocesan policy other than a teacher or administrator or his/her designee must be recorded and the form placed in the child's file. If copies of records are subpoenaed, it should be recorded on this form and the subpoena attached to the form.

Name of Student: _____

Date	Records Reviewed by: (signature and relation to student)	Witness of Record Review: (signature)	List Copies of Records Taken (if any)	Notes

P-16 Technology Acceptable Use Policy for Employees and Authorized Users

I. Policy

As a part of our mission to promote professional excellence, efficient and effective communication, resource sharing and innovation in education and business, the Diocese of Youngstown and its schools acquire, develop and maintain computers, computer systems, communication systems including email, instant messaging and chatrooms, video calls, and voicemail systems and networks (information resources).

All Diocese of Youngstown Catholic School authorized users are required to sign the Diocese of Youngstown Office of Catholic Schools Technology Acceptable Use Policy for Employees and Authorized Users (Employee Acceptable Use Policy). Authorized users include but are not limited to all Catholic School staff members and volunteers.

The Employee Acceptable Use Policy is not to restrict a culture of openness, transparency, and trust, but is intended to protect the integrity and security of the staff and students, and to protect the Diocese and staff from liability with regard to communication information resources of Diocese/Schools. The Diocese of Youngstown is committed to protecting users from illegal or damaging actions by individuals, either knowingly or unknowingly. Risks include virus attacks, compromise of network systems and services, and legal issues regarding electronic communications.

- This policy applies to all users of Diocesan Catholic Schools technology resources and to all users of those resources, staff or volunteers, whether on Diocesan property or from remote locations.
- Information resources are intended for Diocesan-related purposes of offices, agencies, parishes and schools and the wider local, national, and world communities.
- Staff should avoid the expression of controversial opinion or non-job related communication. Professionalism when using any and all information systems is a must.
- Information resources are subject to requirements of legal and ethical behavior based on the teachings and moral principles of the Roman Catholic Church. Staff should make every effort to promote and uphold ethical behavior based on the teachings and moral principles of the Roman Catholic Church.
- The Diocese of Youngstown reserves the right to act relative to any misuse of Diocesan Catholic Schools technology. Disregard of policies may result in revoked or suspended privileges and further disciplinary action.

The Employee Acceptable Use Policy is in compliance with the Children's Internet Protection Act (CIPA) and the Protecting Children in the 21st Century Act.

II. Procedures/Guidelines

Protection Policy

Each school **must** maintain a firewall/filter to protect individuals from the receipt of material that may be offensive. However, due to the global nature of computer networks it is

impossible to control all materials. Use common sense when determining what is appropriate.

Users must abide by all applicable restrictions, whether or not they are built into the operating system, application, or network, and whether or not they can be circumvented by technical means. Thus, legitimate use of information resources, a computer, computer system, and applications, or network does not extend to whatever is technically possible. Limitations that are built into the former are not the sole restrictions on what is permissible.

1. Avoid material that may be offensive and contrary to the teachings of the Roman Catholic Church whether accidental or deliberate. Awareness of any staff member's inappropriate use of information resources must be reported to the appropriate supervisor.
2. Only computer software and applications approved by the appropriate supervisor should be installed on to individuals' computers and the information systems.

Legal and Ethical Policy

All users of Diocesan and schools' information resources and systems must comply with all federal, Ohio and other applicable law; all Diocesan policies and rules; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include but are not limited to:

- a. the laws of libel, privacy, copyright, trademark, obscenity, and child pornography;
- b. the Electronic Communications Privacy Act;
- c. the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities;
- d. any Diocesan or school Harassment and Discrimination Policy;
- e. the Diocesan Child Protection Policy;
- f. all applicable software licenses' rights and regulations and copyright infringement actions.

General Policy

All users of Diocesan information resources must:

1. Use Diocesan supplied e-mail for communication involving professional duties. When supplied, local school email and related apps can be used for local communication. Therefore, Diocesan and /or school supplied email accounts must be used for parent and student communications.
2. Respect the finite capacity of resources and limit use so as not to consume an unreasonable amount of resources resulting in interference with the activity of other users (bandwidth, memory and disk space, CPU time, etc.).
3. Refrain from using information resources for personal commercial purposes, for financial or other gain. Such use is prohibited.
4. Refrain from stating or implying that one speaks on behalf of the Diocese or school and from using Diocesan or school symbols and logos without authorization.

Security, Privacy and Confidentiality Policy

The Diocese of Youngstown employs various measures to protect the security of its information resources and of users' accounts. However, the Diocese cannot guarantee such security. Respect and protect one's privacy and the privacy of other staff and student accounts and personal information.

The Diocese of Youngstown reserves the right to access and monitor the activity using information resources and accounts of individual users including, but not limited to, the contents of individual email accounts and related apps, voicemail accounts, login sessions and all other communications that are job-related. Email equipment and email and voicemail message data are the property of the Diocese of Youngstown. Therefore, communication, including app history that is deleted by the user, is not private when using the Diocese and school information resources and when job-related. This includes data saved on Diocese's or school devices and/or servers, or in cloud application including that saved in G-Suite Vault. In addition, users should have no expectation of privacy with information including that contained in job-related open forums and discussion groups (blogs, wikis, websites, etc.) Violation of the privacy issues discussed herein may subject the user to discipline, up to and including termination.

1. One should make every effort to keep Diocesan and school email accounts and other account password information private. Refrain from sharing student or personal account passwords except for those assigned by the Diocese or school to manage accounts and passwords.
2. Under no circumstances should a Diocesan employee use another staff or student email, related apps, or voicemail account to compose, send, or forward messages, as this implies an effort to hide one's identity.
3. Avoid the use of e-mail or Internet resources that makes personal information available. The Diocese cannot protect users from invasions of privacy and other possible dangers such as, but not limited to, credit card fraud and identity theft.
4. Do not open email attachments from unknown senders. They may contain viruses, etc.
5. Use special caution when uploading or downloading external media. Check for safety and virus protection.
6. Notify the appropriate person if devices and internet browsers are in need of updates.
7. Before posting student photos and/or work (art, podcasts, etc.) on the web, obtain a signed permission slip from parent or guardian and keep it in the appropriate file. Avoid using students' last name on photos or podcasts.
8. Do not engage in private communication with students unrelated to school work. Primarily, do not communicate to individual students through one's personal or a student's private accounts of any kind.
9. Be prudent with one's 'digital footprint', consciously keeping potentially damaging personal, school, and student information confidential and by abiding by the moral and ethical teachings of the Roman Catholic Church. Know that anyone can access any information that is shared on the internet (Ex. via online forums, email, Instagram, facebook, twitter, and similar application posts).

Potential Administrative Actions

Users who violate the Employee Acceptable Use Policy may be denied access to Diocesan information resources and may be subject to disciplinary action up to and including termination. In addition, the Diocese may:

1. Temporarily suspend or block access to an account and/or repossess devices and computers prior to the initiation or completion of such procedures in order to protect the integrity or security of Diocese/Schools or other information resources or to protect the Diocese from liability.
2. Report suspected violations, as applicable, to appropriate law enforcement agencies.

III. Links

USCCB Policy on Social Media

<http://www.usccb.org/about/communications/social-media-guidelines.cfm>

Electronic Communications Privacy Act

<http://www.it.ojp.gov/default.aspx?area=privacy&page=1279#cmpa>

Computer Fraud and Abuse Act

<http://energy.gov/sites/prod/files/cioprod/documents/ComputerFraud-AbuseAct.pdf>

Child Internet Protection Act (CIPA)

<http://www.fcc.gov/guides/childrens-internet-protection-act>

Protecting Children in the 21st Century Act

<http://www.govtrack.us/congress/bills/110/s49/text>

Initial Adoption: 3.11.13

Effective Date: 3.11.13

Revision Date(s): 5.25.17

X Preschool

X Elementary

X High School

X Support Staff

Diocese of Youngstown Office of Catholic Schools
Technology Acceptable Use Policy for Employees and Authorized Users

As a condition to use the Diocesan and school systems network and information resources, I agree to abide by the policies and conditions of Diocese of Youngstown Office of Catholic Schools Technology Acceptable Use Policy for Employees and Authorized Users. I understand that my privileges and my access to information resources may be suspended or terminated if I violate the Policy. I also understand that violations of this Policy may result in disciplinary action, including termination, and may be transferred to a legal authority for legal action(s).

Signature *Date*

Printed Name: _____

Position: _____

School: _____

This form is to be signed annually by the employee and any volunteer who accesses/ uses the technology resources of the school.