

II. Policy of Non-Discrimination

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

Administration Manual
Policy 4101

III. MISSION STATEMENT

We are a Christ-centered Catholic community working together with the primary educators, the parents, to empower each child with the ability to make informed decisions as a capable, connected, and contributing citizen, through the development of respect, responsibility, and concern for others.

PHILOSOPHY

The goal of Catholic Education at St. John the Baptist School is to develop persons of mature potential, capable of achieving their destiny with God. We aim to enable the children to develop a hope-filled relationship with the Father and Jesus, in the Holy Spirit. We believe that this can be achieved as the children grow in Christian attitudes through study, experience, and good example. As a school engaged in the Catholic Educational System, we accept this as our goal, and further believe that all persons "...of whatever race, condition, and age, are endowed with dignity...and have the inalienable right to an education suited to their native talents, sex, cultural background and ancestral heritage."¹

We believe that it is the role of the Catholic School to assist the primary and secondary educational agencies – the family, the Church, and the state – in the physical, social, emotional intellectual, moral, aesthetical, and spiritual development of the children. We also consider it to be our obligation to make use of all facilities and agencies available to us to aid in the education of the children in our school.

We accept as one of our goals the growth in our students of a "more mature sense of responsibility toward ...(developing)...their own lives through constant effort, and toward pursuing authentic freedom."² We choose the words "response and freedom" to constitute the axis on which our education rotates.

¹ Walter M. Abbot, S.J. The Documents of Vatican II, "Declaration on Christian Education," p. 639.

² "Ibid."

In regard to response, we believe that learning is responding to reality and includes adaptability to change. It is because of this response that we offer our present curriculum. Human beings respond to the physical world around them, to other persons, to God and His Message, and to themselves. We believe that it is essential that education include all these relationships. We further believe that these relationships must stem from a good self—concept and be based on solid Christian values, especially those of respect and responsibility. We also believe that educated persons must express themselves and put their education into practice in service to others.

In regard to freedom, we believe it to be the ability of the person to make informed decisions that are based on Christian values. This we believe depends on a consciousness of what one wants and why one wants the good – devoid of persuasion by passion, intellectual fear, force, or bad habit. We believe it is the school’s responsibility to assist the parents in developing a sense of authentic freedom in their children, and to teach the children to accept the responsibilities that accompany their choices. We further believe that it is the school’s responsibility along with the parents, to instill in the students the respect of this same freedom in all their global neighbors.

In regard to the ‘how’ that this authentic freedom and total response are communicated in our school, we believe that learning takes place in a Christian atmosphere of enthusiasm, involvement, and cooperation. We consider the development of the person as the most important aim of elementary education: self-confident, self-disciplined persons, who are honest, loving, and caring. We believe that these persons are best developed in an atmosphere that encourages community, creativity, communication, initiative, and love of learning. We believe that these goals can only be met with the teachers and parents working together for the benefit of the children.

We believe that the test of a Catholic Elementary Education is whether the students know the Message and live it; whether they possess the skills and attitudes necessary to be good members of the communities to which they belong; and whether they are willing and able to be of service to others. In short, we believe that the test of our school is the product of our school – who they are and what they are able to do for themselves and for others, as they work together to create their own futures.

This Student/Parent Handbook contains established policies and procedures for the 2007-2008 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

IV. GOALS

St. John's students will . . .

- Communicate ideas clearly and effectively in oral and written form
- Use one's creative skills and express appreciation for other's creative works
- Imitate Christ by living the Gospel message and acting in accordance with Christian values
- Demonstrate global and community awareness and respond to world and local needs
- Show respect, tolerance, and compassion for differences in people and races
- Make decisions in light of Christian values and realize their effects on self and others
- Research information using a variety of resources, and organize, interpret, and evaluate the information
- Demonstrate problem-solving and critical thinking skills
- Work effectively as an individual and in groups
- Show respect for oneself physically, emotionally, and spiritually
- Use technological resources
- Apply knowledge to real life situations and articulate an understanding of the importance of their education

V. WITNESS STATEMENT

For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that which responsibility is mine, I commit myself to be, in word and deed, the first and best teacher of my children in faith. Practically, this means I should:

Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family

Commit to speak more with my children about God and to include prayer in our daily home life

Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children

Support the moral and social teachings of the Catholic Church to ensure consistency between home and school

Teach my children by word and example to have a love and concern for the needs of others

**Meet my financial responsibilities in supporting the Catholic School or Parish
School of Religion**

(A form to be signed is in the Appendix)

**Parent Witness Statement For Non-Catholic Parents
Who Have Enrolled Their Child in Catholic School**

I enroll my child in the Catholic School with awareness:

- 1) That the purpose of the Catholic School is to communicate the Catholic Faith to a new generation;
- 2) That the Catholic School sees itself as a partner with the parents in teaching their children;
- 3) That the Catholic Community sees the parents as the primary educators of their children;
- 4) That personal and social morality that the Catholic School teaches to its students can only be effectively learned if it is re-enforced in the primary learning center of the home.

Therefore, by enrolling my child in the Catholic School I accept the following responsibilities:

- 1) In order to know what my child is being taught, to participate in any programs that the School requires to help me become more knowledgeable about the Catholic Faith;
- 2) To speak to my child about the things of God and to make prayer an integral and important part of the environment of our home;
- 3) To participate and cooperate with School programs that enable parents to take an active role in the religious education of their child;
- 4) To accept my responsibility to support the moral teachings of the Christian Faith in order not to contradict in my home what is proclaimed in the School;
- 5) To teach my child by word and example a love and concern for the needs of others, especially the poor;
- 6) To meet my financial responsibilities in supporting the Catholic School.

(A form to be signed is in the Appendix)

VI. GENERAL INFORMATION

A. ADMISSIONS AND TRANSFERS:

1. Acceptance Criteria:

- A. The family must live and be registered in St. John's Parish, in the parish boundaries, or be registered in St. Mary's Parish, Moselle. All other families must receive special permission from the pastor.
- B. Students from St. Mary's will be accepted only if there are fewer than 30 students already registered in the class. Once a student is accepted, he/she will be permitted to remain even if the enrollment should increase.

2. Annual Registration Procedures:

- A. Registration for a new school year will be held during the second semester of the school year.
- B. Registration forms will be sent to all parents whose children are currently enrolled in St. John's School. **Students entering Kindergarten, Grade 3, and Grade 6 are required to have a physical before the first day of classes.**

3. New Registrations:

- A. New families who are moving into the parish and wish to enroll their children in school must register in the parish. The policies and procedures for admission are followed according to the Archdiocesan School Handbook.
- B. The parents are asked to register in the School Office. They need to present the Baptismal record, health records, report cards of the previous school, (in the case of divorce - a copy of the legal custody agreement), and to supply other pertinent information.
- C. The parents must sign a release form, so that we can obtain records from the previous school attended. The form is available at the school office.

4. Registration for Kindergarten and Primary 1:

- A. The child must be five (Kindergarten) or six (Primary 1) years of age by August 1.
- B. Registration will be held early during the second semester of the school year. Kindergarten screening will be scheduled in the spring.
- C. The Baptismal Record, if not baptized at St. John's, and health records are required. These will be returned after copies are made.
- D. A physical examination is required for all Kindergarten students.

5. Transfers:

- A. When a student enters our school from another school, scholastic and health records are requested by the Principal. Previous to this request, permission for release of the records is given to the Principal by the parents with their signature. Transfer students are accepted on probation until records are received and reviewed.
- B. When a student leaves our school, records will not be forwarded until all bills are paid at St. John's. A request is made by the new school with the permission and signature of the parents. All records will be mailed directly to the school.

B. ATTENDANCE:

1. Absence:

- A. Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular

activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Administration
Manual 4201

- B. If a student is absent, parents are to call the school office BEFORE 8:45 a.m. If we do not receive a call when a child is absent, we will have to contact you.
- C. Family members or neighbors should request homework for those who are absent. Children pick up homework from other rooms ten minutes before dismissal.

2. Appointments

- A. For the safety of the child, a written request from the parent/guardian is required for a pupil to leave school before the time of dismissal. The request must state the date, reason for early dismissal, time of early dismissal, and the signature of the parent/guardian. This note should be turned in the day prior to the appointment. (You may use the forms at the end of the handbook.)
- B. The student brings this note to his/her teacher, who will forward it to the office.
- C. When a child returns to school after an early dismissal, he/she is to come to the school office to inform us and an admit slip will be given to the child to give to the teacher.

3. Closing of School (Emergency):

- A. It is necessary at times to cancel classes because of some emergency. Should this seem probable, please tune your radio to KLPW AM (1220) or FM (101.7) or KSLQ AM (1350) or FM (104.5) or Channels 2, 4, 5, or 30 on TV. If it seems probable that we will close again the following day, listen the evening before.
- B. Please do not call the radio station, school, rectory, or the principal.
- C. If an emergency closing arises during the school day, we will use a phone chain to inform you.
- D. Be sure to check the calendar for days school will be closed. A weekly bulletin and monthly calendar will also accompany the newsletter for the most current information.

4. Faculty Meetings:

- A. Faculty meetings will be held after school hours and should not ordinarily effect the school day.

5. Interruptions:

- A. Classes are not to be interrupted unless it is for a very serious reason.
- B. It is essential that students have the necessary materials for the school day. Books and/or assignments left at home inhibit the learning process.
- C. Students will not be allowed to use the phone for forgotten items: homework, practice clothes, etc.

6. Morning Arrival:

- A. Students arriving before 7:30am should go to the Parish Center and be registered in the Before School Care Program. (Registration form included in back.) This program costs \$2 per day per family. Students arriving after 7:30 may go to their classroom.

7. Tardiness:

A student is tardy who arrives after the time fixed by school policy for the start of the school day.

Administration

Manual 4202

- A. A student is considered tardy if he/she arrives in the classroom after 7:45 a.m.
- B. A student arriving after 7:45 a.m. must go directly to the office with a written note from the parent indicating the reason for being late. (Forms are provided in the back of the parent handbook.) The student will then receive an admit slip that he/she will give to the teacher.
- C. If the child does not provide a written note to the office, a note will be sent home that evening with the child for the parent to fill out and return the following day.
- D. Parents of students with **4 tardies** in a calendar month will receive a note from the principal, indicating the number of tardies, as well as an explanation of the tardiness policy.
- E. If a student receives **5 tardies/month**, the long recess will be withheld from the student and the parent will be contacted by the principal.
- F. If a student receives **6 tardies/month**, a meeting will be set up with the parents, principal, and pastor to discuss the nature of the tardiness.
- G. If a student receives **7 tardies/month**, the parents will be fined \$25 for this tardy and will continue to be charged \$25 for each additional tardy until the month has ended.
- H. Report cards will be withheld, until all fees are paid in full.
- I. With the beginning of each new month, this tardiness policy will start over.

(Approved by School Board January 2007)

8. Truancy

A student is considered truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

Administration Manual 4201.1

Truancy is a serious offense and consequences for this action will be treated accordingly. Repeated truancy could result in dismissal.

9. Daily Dismissal

- A. Dismissal each day will be 3:00 pm unless there has been previous notification.
- B. For the safety of the students, parents should park in the parking lot by the parish center at dismissal time. The students will be escorted out of the building. If their ride has not arrived, students will go directly to the after school care and all fees will apply.

10. Dual Enrollment

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Administration Manual: 4204

C. CAFETERIA

1. Cafeteria Service:

Hot lunches are available to all students who wish to buy lunch at school. Type A lunches, as required by the Missouri Department of Education and the U.S. Department of Agriculture, are served every day. Students are encouraged to participate in this program.

2. Menus:

Menus are published weekly in the Sunday bulletin and in classrooms. If your child will be eating a hot lunch at all, please pay for ALL lunches on Monday or on the first school day of the week. Lunch money should be sent in an envelope with the child (ren)'s full name on the front.

3. Milk Tickets:

One carton of milk is included with a hot lunch tray. If your child should want more than one milk, or if they bring lunch from home and want milk or juice, milk tickets are available for \$3.00 for ten cartons. When the ten cartons are used, the ticket will be sent home with your child, so you know they need another one. If your child will bring lunch from home even only occasionally, please buy him/her a milk ticket. Money is not handled in the cafeteria. Unused portions of tickets are saved from one year to the next.

4. Price of Lunch:

\$1.70 daily ----- \$8.50 weekly

Milk/Juice ----- \$3.00 – milk ticket for 10 cartons of milk

5. Paid Lunches Not Used:

Lunches that have been paid for by the week and not used will be credited to the next week in case of absenteeism or school closing.

6. Free and/or Reduced Lunches:

- A. If you are eligible for free or reduced lunches, please make use of this service. It does help the school. All information is kept strictly confidential.
- B. Forms will be sent home with the children. Forms may be requested for the free or partial payment lunch programs at any time during the school year; we encourage anyone eligible to apply for this. The U. S. government partially reimburses the lunch program.

D. CELL PHONES

Students who need to bring a cell phone to school for parent communication after school, are required to bring the phone to the office during the school day. They should bring the cell phone to the office in the morning where it will be registered and may pick it up at dismissal.

E. STUDENT RECORDS

1. Parents/guardians have the right to inspect and review the official active file of their children. This information will be shared with the parents when an appointment has been made with the administrator.
Administration Manual 4601.2
2. Transfer of records: Student records will not be released to other schools, institutions, agencies, or individuals without the prior consent of parent/guardian, or the former student if age eighteen or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.
Administration Manual 4601.4
3. Release of student discipline information: Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. This information will be made available only with the

specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information.

Administration Manual 4601.

E. CURRICULUM AND INSTRUCTION

The curriculum includes all the learning experiences that are planned, guided, and sponsored by the school. It encompasses the threefold dimensions of Catholic Education: the Gospel message, faith community, and service. The spiritual, moral, intellectual, aesthetical, emotional, social, and physical differences of the individual child are taken into consideration in curriculum development.

1. Textbooks in Use:

Subject	Publisher	Date	Grade
Mathematics	Saxon	2004	K-8
Reading	Scott Foresman	2004	K-6
	Prentice Hall Literature	1994	7
	Prentice Hall Literature	1991	8
	Scott Foresman	2004	K-3
Phonics	Scott Foresman	2004	K-3
English	Scott Foresman	2004	1-3
	Loyola-Voyages in English	1999	4-8
	Scott Foresman	2004	1-6
Spelling	Scott Foresman	2004	1-6
Handwriting	Zaner-Bloser	2003	K-3
Religion	Silver Burdett-Ginn	2005	K-4
	Loyola	2004	5-8
	Benziger	2001	4-8
Chastity Education	Scott Foresman	2003	1-6
	Prentice Hall	2003	7-8
	Current Health	2004	5-8
Health	Current Health	2004	5-8
Social Studies	Scott Foresman	2003	K-6
	Glencoe/McGraw-Hill	2000	7-8
Music	Silver Burdett	1995	K-8

2. Resources:

- A. Our school library is available to students. Each class has a scheduled library period weekly.
- B. The Bookmobile visits our school monthly. Each class is permitted to check out books. If a student takes a book and loses it, he/she will be required to pay for it.

3. Time Suggested for Homework:

- A. Ordinarily, the children have homework. It may be written or study. In this way parents have an idea of what the child is learning. It also teaches the child responsibility and self-discipline.

The approximate time for assigned homework is:

Primary K-2-----15 to 20 minutes

Grades 3-4-----20 to 45 minutes

Grades 5-6-----45 to 60 minutes

Grades 7-8-----60 to 90 minutes

- B. Unexcused, late, or messy assignments will be handled by the classroom teacher. If an acceptable and signed written excuse from the parent (sickness or family emergencies) is sent with a late or incomplete assignment, the student will be given the opportunity to make up the work.
- C. We trust the parents to see that the homework is done in an atmosphere conducive to study.

- D. If your child has diligently put in this time and the homework is not completed, please write a note to the teacher so arrangements can be made to help the child.
- E. Please do not accept the excuse that a child never has homework without checking with the teacher.
- F. Daily free reading is strongly encouraged.

4. Use of Copyrighted Material

All Catholic schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

Administration Manual 5202.6

5. Monitoring Internet Activities

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in 4302, Serious Disciplinary Consequences.

Administration Manual 5202.71

6. Extracurricular Activities

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

Administration Manual 5202.10

Student publications: Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

Administration Manual 5202.101

Sportsmanship: Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

Administration Manual 5202.102

7. Special Needs

St. John's will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. It is important to our school's mission that we fairly evaluate both students' special needs and our own capabilities of addressing those needs. The goal of all efforts to address

students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that St. John's cannot meet the needs with minor adjustments, the school will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

Administration Manual 5204

Special Needs Records: St. Johns will obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

Administration Manual 5204.1

F. DISCIPLINE PROCEDURES:

Our school has adopted the self-discipline program based on the principles set out in the "Discipline With Purpose" program. Our goal in this is to work together to make St. John's School a calm, safe, and secure place for the children to grow – educationally and spiritually.

We are helping the students to understand that they have choices in life. When they choose to act appropriately or inappropriately, there are natural consequences. When their actions are inappropriate because they do not know how to choose not to use a self-discipline skill, they are given an opportunity to learn by taking a consequence, which allows them to practice the missing skill.

Teacher/Parent involvement:

Often when children are in the process of internalizing a skill, they will need adults to develop a system to encourage and motivate them. Behavior cards, prizes, certificates, detention, missed recess, written plans all may be used to help students learn this internalization process. Our goal is to teach students to make good choices now, so they will be able to make good choices in later years. It is not possible to teach the difference between discipline and self-discipline quickly. The process moves slowly as teachers, students and parents work on developing the skills of self-discipline.

Parents can support the work that is done at school.

1. Encourage your children to think about choosing a self-discipline skill before they act.
2. If students get a consequence for inappropriate behavior ask them if a skill was missing and what the consequence is teaching them. Encourage them for taking the consequence. Accepting responsibility for fixing their behavior is a sign of their growth in maturity.
3. When you listen to your child's side of the story, don't stop there. Contact the teacher to get the other side of the story, showing students that you are demonstrating the self-discipline skill of SEPARATING FACT FROM FEELING.
4. Remember that your children represent your attitudes and ideas well. Supporting the school, the teachers, and the work of the school by verbally upholding that work helps students to feel secure in their learning environment. We appreciate the direct contact with parents when there are problems.

5. Finally, learn the fifteen self-discipline skills.

Specific Conduct Policies

4. **TOBACCO:** As educational institutions dedicated to the promotion of the growth and well being of every aspect of a student's life, St. Johns prohibits tobacco use at all times. St. John's is a smoke free environment.
5. **DRUG, ALCOHOL, AND SUBSTANCE USE AND ABUSE:** The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Administration Manual 4303.2

6. **VIOLENCE AND THE THREAT OF VIOLENCE:** Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

Administration Manual 4303.3

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

7. **HARASSMENT:** Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

The Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner, and to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Administration Manual 4303.7

8. SERIOUS DISCIPLINARY CONSEQUENCES

- **Suspension:** Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made by the principal in consultation with the pastor. Adm. Man 4302.1
- **Probation:** Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor. Adm. Man. 4302.2
- **Withdrawal for Cause:** Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school. The decision of withdrawal for cause is made by the pastor, with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence. Adm. Man.4302.3

9. SEARCH AND SEIZURE: School officials with sufficient reasons to do so may search a student's desk (or locker).

Desks are school property provided to students for their use and are subject to search by school officials with proper reason. Personal items such as a student's jacket, purse, backpack, and the like are personal property, and as such will not be searched. With good reason, school officials could request that a student empty the contents and if the student refuses disciplinary action may be taken. Adm. Man. 4303.5

10. INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications,

which (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct". Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Administration

Manual 4303.4

TOTAL SCHOOL DISCIPLINE CYCLE

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

11. Is in physical or psychological danger or puts another in danger.
12. Is irrational or unreasonable, or
13. Pushes beyond the limits of respect in speech or actions.
14. If repeated correction from an adult does not help the student gain self-control.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the principal's office and a four step Discipline Cycle will be set in motion.

STEP ONE: The student will be sent to the office with a Referral Form. The adult who is sending the child to the office will complete the top half.

1. The student will meet with the principal.
2. Together they will complete the bottom half of the referral form.
3. The student/principal will inform a parent of the incident by phone or note.
4. The student will be held accountable for the plan developed.
5. The principal will speak with the referring staff member.

STEP TWO: If a student is sent to the principal a second time within a two month period:

1. The student will again meet with the principal.
2. The student/principal will again notify a parent by phone or note.
3. A conference with the teacher, parent, student and principal will be scheduled.
4. A contract will be drawn up listing actions that will be taken by each participant in the conference.
5. A date to review the contract will be determined.
6. The Discipline Cycle will be reviewed with the parent.

STEP THREE: If a student is sent to the principal a third time within a two-month period or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three.

1. The student meets with the principal.
2. The student notifies the parent that a suspension has been earned. The length, type, in school or out-of-school, will be determined by the principal.
3. A conference will be held with a parent, teacher (s), student and principal to write a plan with a measurement for progress to assist the student in developing self-control.
4. A recommendation may be made to have the family visit with a counselor or other specialist.
5. All schoolwork missed during the period of suspension must be completed before the student rejoins the class.
6. A probationary time period to monitor and review progress will be set once the student is ready to return to class.

Note: Step three can be repeated as long as a student is able to demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.

STEP FOUR: The principal will recommend an alternative school.

1. The decision for withdrawal with cause for a student rests with the principal and the pastor.
2. If withdrawal with cause is the decision, the student's parents will be notified in writing, the reasons for dismissal will be given, and the right to request a hearing will be explained.
3. The withdrawal with cause may be reconsidered by the principal and pastor when a written request for a special hearing is made by the parent.

Serious infractions such as possession of drugs or weapons or severe physical or moral misconduct could result in an immediate move to Step Four of this cycle.

G. Dress Code

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, make sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

Administration Manual 4303.6

Uniform Pants

What it looks like:

1. Navy blue uniform Docker-style dress pants
2. Pleated or flat front
3. Inside pockets
4. Belt is worn if pants have belt loops
5. Neat and clean
6. Corduroy material is ok if in the uniform style

What it does not look like:

1. Extra pockets
2. Extra flaps
3. Cargo pants
4. Knit pull on pants
5. Extra zippers
6. Capris
7. Rivets
8. Jean style pants
9. Denim material

Girls Uniforms

1. May include navy blue skirts, jumpers just above the knee. Skorts should be no shorter than mid thigh.

Uniform Walking Shorts

What it looks like:

Same style as pants

1. Mid-thigh length (6" inseam for upper grades)
2. Neat and clean

Girls Blouses/Shirts

What it looks like

1. Oxford shirt
2. Polo shirt
3. Dress uniform blouse
4. Solid white
5. Long or short sleeves
6. Neat and clean
7. Tucked into pants/shorts

What it does not look like:

1. Large, lacy collars
2. Without collar

Boys Shirts

What it looks like:

1. Oxford shirt-light blue
2. Polo shirt-light blue
3. Long or short sleeves
4. Neat and clean
5. Tucked into pants/shorts

What it does not look like:

1. Shirt without a collar

Sweatshirts/Vests/Sweaters

What it looks like

1. Solid navy or white
2. Button up or pullover

What it does not look like:

1. Turtleneck style
2. Patterns, stripes, designs, etc.

3. Shirt collar visible
4. Optional monogram
5. St. John's logo

Accessories

What it looks like

1. Belts- brown, black, navy
2. Plain navy or white socks or tights must be worn bracelets,
3. Socks must cover the ankle
4. Closed shoes or tennis shoes
5. Neat and clean socks and shoes
6. Jewelry-religious necklaces, small stud earrings decorations

Undershirts, T-Shirts, Turtlenecks

What it looks like

- 1, Solid white
2. Long or short sleeves
3. Worn under uniform shirt
4. Tucked in

Hair-Miscellaneous

What it looks like

1. Boys' hair – above collar length
2. Neat style
3. Clean

3. Logos or lettering
4. Fleece
5. Hood

What it does not look like:

1. Sandals of any kind or backless shoes
2. Chains, beads, jute necklaces, hoop or dangly earrings
3. Boots above the ankle
4. Headscarves
5. Socks with colored trim or

What it does not look like

1. Lettering, numbering, designs

What it does not look like

1. Unkempt hair
2. No makeup may be worn
3. No fingernail polish

H: Extra-Curricular Activities

1. Field Trips:

The Archdiocesan Education Office encourages participation in activities, which have a cultural/educational value.

- A. Classes will have one field trip per year.
- B. Students may also participate in other field trips that are offered and fit the curriculum of a subject area.
- C. Field trips may be partially funded by the Home and School Association as long as funds are available.
- D. Field trips will be thoroughly planned so that parents are informed well in advance in order that they may return a written note of approval.
- E. Visits to local places of educational interest will be considered based on their educational value. Volunteer drivers may be asked for on these local trips. All volunteer drivers must be registered according to the requirements found in the appendix of the handbook.

2. Service Projects:

- A. Students are encouraged to participate in the parish collections for the needy.
- B. Students are encouraged to participate in mission collections during October and Lent.
- C. Students may participate as lectors and servers at the Liturgy.
- D. Students in grades 5-8 take turns being of service in the cafeteria.
- E. Projects for charity (some examples are but not limited to):
 - i. During Advent, students give to a charitable organization as a class.
 - ii. Students participate in the St. Jude's Math-A-Thon.

3. Student Displays:

An Educational/Art Fair is held each year. Students have the opportunity to do a project in an assigned area of the curriculum. This is on display in the classrooms in the spring.

4. Student Performances:

Each year the students have the opportunity to participate in concerts for the school and for relatives. The music teacher will schedule and plan the programs.

5. Instrumental Music:

Students in grades 5-8 may participate in the school band.

6. Sports:

Students are given the opportunity to participate in the sports program of the school, sponsored by the Athletic Association. This includes basketball, volleyball, and cheerleading.

- A. If a student receives a U (Unsatisfactory) Grade in Conduct or Effort, he/she will be suspended from participation in games for a two-week period. The student's progress will be reviewed every two weeks. When improvement is seen, the student will be reinstated on the team.
- B. Only students of St. John's School may be a member of the team and be at practices.

I. Health and Safety:

1. Emergency Cards:

An emergency card is sent home to be filled out and returned to the school office at the beginning of the school year.

2. Emergency Authorization Form:

An emergency authorization form is included on the Emergency Card.

3. Health Record:

A complete health record is kept on each child in our school files. This includes a record of immunizations, communicable diseases, and serious illnesses.

4. Physical Examinations:

Students should have a complete physical examination upon entrance to K, grade 3, and grade 6. All new entrants at any grade level if they have not had one in 12 months need a physical examination

5. Illness in School:

- A. When a child complains of illness, an attempt is made to determine the degree of illness. The temperature is taken. If normal and there is no vomiting or diarrhea, the child is kept at school.
- B. If a child has a fever above 100.5, the parents will be called and informed. If a child has symptoms, which appear to be contagious, the parents will be called even if there is no fever.
- C. Many symptoms seem to appear when children skip breakfast. Breakfast is very essential for children.

6. Insurance:

Student insurance forms will be sent home at the beginning of each school year. Enrollment is optional.

7. Medications:

- A. Parent Administered: Parents/guardians may come to administer prescribed medications to their children at school.
- B. School Administered: Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:
 - 1. *direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
 - 2. *written consent of the parent/guardian for school personnel to administer the medication must be on file.
 - 3. the medication in the original container.
 - 4. proper training of personnel on medication administration.

Administration Manual: 4401.4

***These forms are found in the appendix.**

8. Students with significant medical conditions: A student enrolled at St. John's who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Administration Manual: 4401.6

9. Outdoor Play

- A. Outdoor play is encouraged for all students, except in inclement weather. Fresh air and exercise are essential to maintain good health. Please be sure students dress appropriately for the weather.
- B. Rainy, cold, and snowy days the students have indoor recess.

C. Days that your child may not go outside to play because of health reasons, a written excuse must be sent to the teacher.

10. Screening Program: The Four Rivers Vocational School conducts a yearly screening program for vision and hearing in grades 1, 3, 5, and 7.

J. Parental Participation:

1. Attendance at Home & School Association Meetings:

Our Home & School Association is a very valuable part of our school community.

A. Meetings are held during the school year and are announced in the newsletters and by flier.

B. Teachers are asked to be present at these meetings. It is requested that at least one parent from each family attend.

2. Graduation Liturgy: A special eighth grade Mass and reception is celebrated for the eighth graders and their parents at the end of the year.

3. Newsletters: The principal sends home a weekly newsletter and a monthly calendar of events. Each homeroom teacher sends home a monthly newsletter to keep parents up to date on classroom activities.

4. Kindergarten Graduation: The Kindergarten Graduation program and reception is held at the end of the school year.

5. Parent/Teacher Conference: These are scheduled after the first report card of the year.

Other conferences may be requested as the need arises.

6. Parent Contact:

A. If you would like to talk to any teacher on the phone, please call the school office and the teacher will return your call when she is free. Feel free to request a conference whenever you feel the need by scheduling an appointment with the teacher.

B. You will be informed on a regular basis in regard to your child/ren's progress. Children in grades 2-8 have a daily assignment book and teachers may use it to make comments. Primary teachers will make phone contact as needed.

7. Parents' Grievance Policy – Teachers:

A. If any parent has a problem, they should set up an appointment for a conference with the teacher. If the problem is not solved, they should then go to the principal. If the problem persists, they should then take the problem to the pastor.

B. Parents are requested to follow the above procedure in the order in which it is printed.

8. Parents' Grievance Policy – School:

A. If any parent has a problem with the school in general, they should first set up an appointment with the principal.

B. If the problem persists, they should then take the problem to the pastor.

9. Progress Reports:

Progress reports are sent home mid-quarter; Report Cards are issued quarterly.

A. If a student is working to full potential and fails a subject, he/she will receive a "D"; if a student is not working to full potential and fails he/she will receive an "F".

B. Academic Honor Roll includes acceptable performance in conduct and effort.

C. Grade reports are issued at the end of each grading period to inform students and

parents/guardians of progress. The report includes a summary of the academic

achievement, conduct, punctuality, and attendance of the student for each grading period.

10. Room Mothers/Fathers:

Each year we ask for assistance from parents to help the teachers with various activities.

- A. Plan and supervise occasional parties: Halloween, Christmas, and Grandparents' Day.
- B. Help with end-of-the-year activities.
- C. Room Mothers/Fathers may call other parents for help on certain projects. Please be generous with your time and/or donations.

11. Sacramental Preparation:

Parents will be asked to attend special meetings to help prepare children for the reception of their First Penance, First Eucharist, and Confirmation.

12. Scholarships:

Information will be sent to you regarding scholarships and financial assistance if you are interested in attending St. Francis Borgia Regional High School.

13. School Board:

The school board is an important part of our school community. They are a policy-making advisory organization that helps make our school a Catholic School. Board meetings are listed on the monthly calendar. Any interested parents are invited to attend these open meetings.

14. Testing:

Results from the testing of your child will be shared with you.

- A. Kindergarten: Early Prevention of School Failure Testing.
- B. Grades 1-8:
 - Iowa Test of Basic Skills (Grades 1-8)
 - Cognitive Abilities Test (Grades 2-8)

C. Grades 5 & 8:

ACRE – Assessment of Catholic Religious Education. These scores evaluate our religion program. Individual scores are not given.

15. Elementary Coalition:

Parents of students in grades K, 3, and 6 are expected to attend a parenting program established by the Archdiocese. Dates for the meetings will be listed on the calendar as they are scheduled.

K. Safety

Safety of students and staff is a high priority for all staff members, including clerical and maintenance staff, and volunteers. Emergency handbooks have been given to all staff to ensure a safe environment for all in emergency situations.

Administration Handbook 6202

Administration

1. Weapons: In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. John the Baptist School and Parish is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

Administration Manual 6202.1

2. Buildings and the Political Process: School buildings will not be used for partisan political activity. Nor will schools distribute or post materials that support or oppose or exhibit bias for or against any candidate or part on school property. School employees may

not endorse or oppose candidates during official school duties, activities, or functions.

Administration Manual 6203

L. School Supplies:

1. A/V Materials:

- A. VCR/DVD videos for entertainment shall be of a religious nature or a “G” rating.
“GP” rated videos will only be shown with the approval of the principal or the pastor.
- B. Students shall not bring CD’s/tapes/Ipods to school without permission from the office.

2. Books:

- A. Hardbound textbooks must be covered at all times; they are to be carried to and from school in a book bag.
- B. Books are not to be marred / damaged in any way.
- C. The only thing written on the outside of a workbook or book cover is the student’s name, address, school, grade, and name of the text.
- D. If books are lost or defaced through carelessness, they must be paid for by the student.

3. Lost and Found Articles:

Lost and found articles will be kept in the school office or in the hallway by the cafeteria. It will be helpful in returning these items if they are marked with the student’s name.

4. Supply Lists:

Supply lists are sent out at the end of the school year for the next year, usually with the last report card of the school year. The lists are as follows:

L. Procedures for Drop Off and Pick Up of Students

Morning Drop Off:

Between 6:30 and 7:30 AM-

All students arriving between 6:30 and 7:30am should be dropped off at Before School Care in the gym (Parish Center). The only door that will be unlocked before 7:30am will be the door by the Music Room. **Do not drop students off at the West door before 7:30.**

After 7:30 am-

Below you will find the procedure for morning drop off of students arriving after 7:30am. We have found that if all follow these procedures, our students are safe and not in danger of running into the path of another vehicle also dropping off students.

Evening Pick Up at Dismissal

All students should be picked up in the parish center parking lot. Please try to avoid parking in the other lanes leading to the school. We feel that if everyone is in the parking lot we can best assure safety for all students. We also ask that you back into the parking space so that you are able to see any students that may be walking in the lot. There will be a teacher at the start of the line and at the end of the line each evening. No one should move their vehicle until the teachers give the okay by lowering the stop signs. We ask

that all proceed to exit the parking lot by moving toward the building and then going left or right at the exit by the building. See the diagram below.

M. Supervision of Students

1. Questioning of students

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present. Administration Manual 4402.2

2. Media and the school

Members of the media will not be allowed on school property except as invited guests, and will not be allowed to interview students on matters unrelated to the purpose for which they were invited.

Administration Manual 4402.3

3. Distribution of materials to students

St. John's will not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school. (St. John's will distribute, at our discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school districts or municipality in which the school is located. Adm Man 4402.4

4. Mailing Lists

Names, addresses, and e-mail addresses of students and their parents will not be released.

St. John's will not make available on the school web site any information that enables students to be identified individually by names or photograph. Administration Manual 4402.5

Tuition and Book Fees
2008-2009

1. Book Fees: (Payment is to be made to St. John's School in September)
Kindergarten – Grade 8..... \$100.00 per
child

2. Tuition: (Payment is made to St. John's Church)

Parishioners of St. John's:
Parents are expected to participate in the Parish Support
Program, the Stewardship Program, in which parishioners tithe.

Tuition:
(Grades K-8 for 52 weeks per year – June 2007 through May 2008)

1 child(June 1- May 31) \$70.00 per
week
(annually - \$ 3640.00)
2+children. (Gr. K-8)...(June 1 – May 31)..... \$90.00 per
week
(annually - \$ 4680.00)

Out of Parish Tuition:

Members of other Parishes and/or Non-Catholics

1 child \$3640.00 per
year
Each additional child \$1200.00 per
year

***All payments of fees (Book Fees, Lunch Money, Tuition, Etc.)
should be on separate checks.***

Preschool fees:

**Yearly fee: \$65.00 registration fee
\$20.00 activity fee**

Weekly fees:

One day	\$21.00	½ day	\$16.00
Two days	39.00	2 half days	29.00
Three days	57.00	3 half days	42.00
Four days	72.00	4 half days	52.00
Five days	85.00	5 half day	

VOLUNTEER JOB DESCRIPTIONS

This is a listing of the volunteering possibilities and a short description of each.

Room Parent: These parents plan and attend the class parties. Money is collected from each student at the beginning of the year to be used for the parties (usually about \$3 per student). Treats are provided with the help of other parents who have signed up for that.

Providing treats: These parents agree to provide treats for the class parties. You will be notified by the room mothers what is needed to be made or brought for the parties. You can also decide which grade level you choose to sign up for if you have more than one child in the school.

Playground helpers: These parents assist the teacher on duty to supervise children during their recess time. Grades K-3 have recess from 12:00-12:25 and grades 4-8 have recess from 12:30-12:50. Parents will be responsible for the entire time (12:00-12:50) A teacher will always be on duty as well, if you have a question about any behaviors.

Librarians: Volunteers are needed on Mondays, Wednesdays, and Fridays from 10:00am until 3:00pm. to assist students in checking out books from the library and reshelving of books that are returned.

Lunchroom aide: Responsibilities include helping preschool children (11:30-12:00) with their trays and helping K-3 students (12:25-12:45) with trays and condiments as well as behavior and manners at the table so the teachers may have time to eat.

Lunchtime Office aide: Responsibilities for this include answering the phone and being available in the office to help with scrapes and scratches from the playground. (11:45-12:45 daily)

Teacher Aide: This could mean checking papers for the primary teachers, helping with art projects, or being available to help teachers during class time. If you work outside of the home or have other little children, checking papers could be done at home. If you are available to help at times in the classroom let us know that too and we can see what might work out.

Outdoor Classroom Volunteers: These people will be available to help maintain the Outdoor Classroom area by assisting in clean up and help with improvements as needed throughout the year.

Grant Writing Group: The goal will be to research and help develop grants for all areas of the school.

