

## I. TELEPHONE DIRECTORY

St. John the Baptist School  
5579 Gildehaus Road  
Villa Ridge, MO 63089

Rectory ..... 636-583-2488  
School Office .....636-583-2392  
Cafeteria .....636-583-8414  
Parish Center .....636-583-8414

### School Personnel

Father Tim Foy (Pastor) .....636-583-2488.....fathertimfoy@gmail.com  
Ms. Diane Smith (Principal).....principal@sjgschool.org  
Mrs. Joan Knight (School Secretary)..... 314-520-6495 .....office@sjgschool.org  
Miss Cara Aholt (Pre-School Teacher/Director).....aholtc@sjgschool.org  
Mrs. Justina Ming (Pre-School Teacher Assistant).....mingj@sjgschool.org  
Mrs. Erica Dees (Pre-School Teacher).....deese@sjgschool.org  
Mrs. Ruth Wissmann (Kindergarten).....wissmannr@sjgschool.org  
Mrs. Cheryl Overschmidt (Grade 1).....overschmidtc@sjgschool.org  
Mrs. Katrina Gilmor (Grade 2).....gilmork@sjgschool.org  
Mrs. Amanda Benz (Grade 3).....benza@sjgschool.org  
Mrs. Jill Schmelz (Grade 4, Social Studies Gr. 4-5).....schmelzj@sjgschool.org  
Miss. Emily Patke (Grade 5, Science Gr. 4-5).....patkee@sjgschool.org  
Mrs. Brianna Hall (Grade 6, Religion,History Gr. 6-8).....hallb@sjgschool.org  
Ms. Meghan Brown (Grade 7, Math,, Science Gr. 6-8).....brownm@sjgschool.org  
Ms. Laura Wachsmuth (Grade 8, Eng. Rdg. Gr 6-8).....wachsmuthl@sjgschool.org  
Mrs. Annette Kleekamp (Teacher Assistant).....crickids@live.com  
Mrs. Emma Straatmann (Learning Consultant).....straatmanne@sjgschool.org  
Mrs. Angie Weidemann (PE Teacher; Technology).....weidemann@sjgschool.org  
Mrs. Margaret Durbin (Music/ Art Teacher / Office).....durbinm@sjgschool.org  
Mrs. Joyce Burns (Food Service Manager/Head Cook) .....cafeteria@sjgschool.org

## **II. Table of Contents**

This Student/Parent Handbook contains established policies and procedures for the 2020-2021 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.

I. Telephone Directory	Pg. 1
II. Table of Contents	Pg. 2
III. Policy of Non-Discrimination	Pg. 3
IV. Mission Statement	Pg. 3
V. Philosophy	Pg. 3 - 4
VI. Goals	Pg. 4
VII. Witness Statement	Pg. 4 – 5
VIII. Registration, Tuition, Admissions and Transfers	Pg. 5-7
a. Acceptance Criteria	Pg. 5
b. Annual Registration Process	Pg. 6
c. New Registrations	Pg. 6
d. Registration Requirements K and Primary 1	Pg. 6
e. Transfers	Pg. 6
f. Registration & Tuition Fees	Pg. 6
g. Tuition & Fee Schedule	Pg. 7
h. Scholarships	Pg. 7
IX. Attendance, Tardiness & Pick-up/Drop-off Policies	Pg. 7-10
a. Absence	Pg. 7
b. Attendance Standards	Pg. 7
c. Consequences for Violations	Pg. 8
d. Tardiness	Pg. 8
e. Truancy	Pg. 9
f. Interruptions	Pg. 9
g. Closing of School (Emergency)	Pg. 9
h. Dual Enrollment	Pg. 9
i. Morning Arrival	Pg. 9-10
j. Daily Dismissal	Pg. 10
X. Discipline Policies & Procedures	Pg. 10-15
a. Parent/Teacher Involvement	Pg. 11
b. Specific Conduct Policies	Pg. 11 – 13
c. Discipline Procedures for Students K-8	Pg. 13 – 14
d. Statement of Authority	Pg. 15
XI. General School Information	Pg. 15-26
a. Cafeteria	Pg. 15
b. Cell Phones	Pg. 16
c. Student Records	Pg. 16
d. School Calendar	Pg. 16
e. Curriculum and Instruction	Pg. 16- 18
f. Dress Code	Pg. 19 – 20
g. Uniform Policy on Special Days	Pg. 20 – 21
h. Extra-Curricular Activities	Pg. 21-22
i. Student Health and Safety	Pg. 22 - 23
j. Parental Participation Opportunities & School Communication	Pg. 23 – 24
k. Building Safety	Pg. 24 – 25
l. Student and Family Privacy & Distribution of Materials	Pg. 25
m. Maintaining School Privacy	Pg. 25
n. Archdiocesan Policy on Child Abuse	Pg. 26
XII. Parent/Student Witness & Handbook Statement Agreement	Pg. 27

### **III. 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

### **IV. 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.

### **V. 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."

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." We choose the words "response and freedom" to constitute the axis on which our education rotates.

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.

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

## **VI. GOALS**

### **Students who attend SJG School will:**

1. Imitate Christ and his gospel message through thoughts, deeds and participation in mass.
2. Make decisions based upon Catholic values, while being mindful of their effects on self and others.
3. Accept individual differences while demonstrating compassion, respect, and tolerance.
4. Participate in charitable activities to acquire a deeper understanding of local and global needs.
5. Apply knowledge to complete authentic problems individually and as members of cooperative groups.
6. Communicate thoughts effectively in oral and written form.
7. Acquire and use information through multiple resources while evaluating it for validity and reliability.
8. Demonstrate numerical and scientific problem solving utilizing critical thinking skills.
9. Develop historical perspectives and accept civic responsibilities.
10. Express creativity and acquire skills through participation in visual/performing arts, physical education and technology courses.

## **VII. 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.**

### **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.

## **VIII. REGISTRATION, TUITION, ADMISSIONS AND TRANSFERS**

### **A. Acceptance Criteria:**

1. 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.

2. 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.

#### B. Annual Registration Procedures:

1. Registration for a new school year will be held during the second semester of the school year.
2. 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.**

#### C. New Registrations:

1. 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.
2. The parents are asked to register in the School Office. They need to present the Baptismal record, birth certificate, health records, social security card, report cards of the previous school, (in the case of divorce - a copy of the legal custody agreement), and to supply other pertinent information.
3. 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.

#### D. Registration Requirements for Kindergarten and Primary 1:

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

#### E. Transfers:

1. When a student enters our school from another school, cumulative 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, and the student's behaviors and attitudes are in compliance with St. John's philosophy. This will be determined after four weeks of attendance.
2. 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.

#### F. Registration & Tuition Fees:

Registration and re-enrollment is held annually in February. At that time, the registration fee is due for the following school year along with the full registration packet and the Facts Form. Families registering students for the following year must be current in their financial obligations. Tuition is payable according to the terms of the Facts Contract. Report cards will be withheld and no records will be forwarded to any other school, and no registration for the coming year is final until all financial obligations have been met. Eighth grade students must

complete all financial obligations to the Parish by May 1st of the current school year to participate in graduation ceremonies.

#### G. Tuition & Fee Schedule:

The Tuition and Fee Schedule will be issued each February for the following school year. St. John the Baptist School acknowledges and is grateful to the parish for the 40%-60% subsidy from the parish for school expenses for the first child. The subsidy is approximately 85% for second children and is 100% for additional children.

#### H. Scholarships:

Information is made available annually concerning scholarship and financial aid assistance opportunities through the Archdiocese. Parents are encouraged to apply. Additionally, information will be sent to you regarding scholarships and financial assistance if your child is interested in attending St. Francis Borgia Regional High School.

### **IX. ATTENDANCE, TARDINESS & PICK-UP/DROP-OFF POLICIES**

A student is considered to be in attendance if he/she is physically in class or at a school sponsored activity during school hours. Regular school attendance is necessary to achieve student success. The educational process requires continuous sequence of instruction. When this sequence is broken by a period of absence, this instruction may never be fully regained. Good attendance enhances learning experiences while under the supervision of a qualified teacher, who will assist each child in attaining his/her maximum potential. The purpose of our attendance policy is to develop habits of responsibility, good citizenship, and punctuality, thus enabling the student to achieve academic success.

#### A. Absence:

1. Students are considered absent whenever they are away from class or 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
2. If a student is absent, parents are to call the school office BEFORE 9:00 a.m. If we do not receive a call when a child is absent, we will contact you.
3. Family members or neighbors should request homework for those who are absent. Children pick up homework from other rooms **ten minutes before dismissal**.

#### B. Attendance Standards:

The following absences will be excused with a written confirmation from a parent or legal guardian:

1. illness or injury of student
2. medical or dental appointments
3. funerals
4. other appointments that cannot be scheduled outside school hours

All other absences and any absence for which required documentation is not provided are considered UNEXCUSED.

### C. Consequences for Violations:

1. Any time a student is absent, and the parents have not contacted the school, the secretary will contact the parent by phone.
2. When a student has accumulated five (5) unexcused absences in any semester, the school may correspond with parent/guardian by phone and in writing to discuss the student's attendance and current academic performance as applicable. The purpose of the conference is to clarify the school's expectations regarding attendance. In addition to the conference, the student will miss long recess.
3. When a student has accumulated eight (8) excused or unexcused absences in a semester the school will send written correspondence to parent/guardian and may schedule a conference with parent/guardian. The purpose of this meeting will be to determine why the student is not attending school regularly. Academic performance of student and the school's attendance expectations will be discussed at this time.
4. After ten (10) excused or unexcused absences, the student may miss the following extra-curricular activities: jeans day, class parties, field trips, assemblies, and sports/games.

Students are expected to make up assignments from absences within the period established by the teacher/teachers. Attendance and participation are part of a successful learning experience.

Any conference may be waived by the principal if the absences were caused by a specific or long-term illness.

Students will not be permitted to attend or participate in sports events or any other school activity after school unless they have been in attendance during the school day.

Regular and punctual patterns of attendance will be expected of each student enrolled in St. John the Baptist – Gildehaus School, Villa Ridge, Missouri.

### D. Tardiness:

A student is tardy if he/she arrives after the beginning of the school day, which is currently at 7:45 A.M. All tardy students must report to the office before being admitted to any class. Doors to the school will be locked at 7:45 A.M., and students will only be able to enter the main (north) door of school after this time. A student is tardy who arrives after the time fixed by school policy for the start of the school day.

Administration Manual 4202

1. A student is considered tardy if he/she arrives in the classroom after 7:45 a.m.
2. 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 to give to the teacher.
3. Parents of students with **4 tardies / quarter** will receive a note from the principal, indicating the number of tardies, as well as an explanation of the tardiness policy.
4. If a student receives **5 tardies / quarter**, the long recess will be withheld from the student and the parent will be contacted by the principal.
5. If a student receives **6 tardies / quarter**, a meeting will be set up with the parents, principal, and pastor to discuss the nature of the tardiness.
6. If a student receives **7 tardies / quarter**, the parents will either pay a \$25 fine or will have to come up to school and volunteer on a Saturday to help clean a designated part of the school.
7. The student's report card will be withheld, until the fine is paid, or the volunteer time is completed.
8. With the beginning of each new quarter, this tardiness policy will start over.

(Approved by School Board January 2011)



#### E. 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

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

#### F. Interruptions:

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

#### G. Closing of School (Emergency):

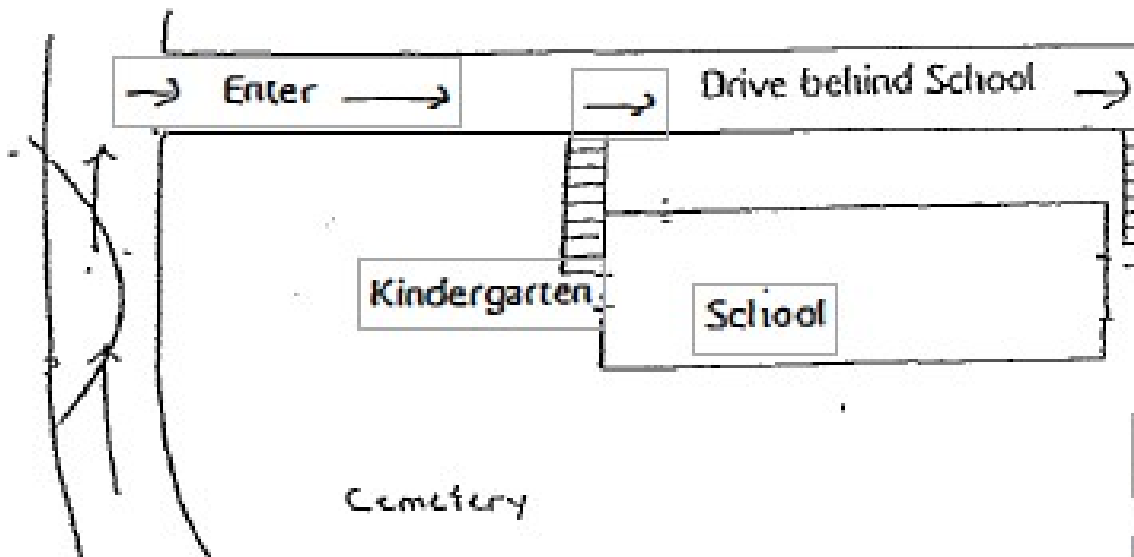
1. It is necessary at times to cancel classes because of some emergency. Should this seem probable, please tune to Channel 5 on TV. If it seems probable that, will we close again the following day, listen the evening before.
2. The 2019-2020 School Board approved a late start rule for those days where it is a little hazardous in the early hours but will be fine by 9 AM. On late start days, the students may be dropped off no earlier than **8:45 AM**.
3. The school will be using the School Messenger program which is a telephone broadcast system that will enable school personnel to notify parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. **Please make sure the office has the most up-to-date phone number for contact.**
4. Check the school calendar for days school will be closed. A weekly newsletter and monthly calendar will be emailed, or a paper copy sent home for the most current information.

#### H. 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.

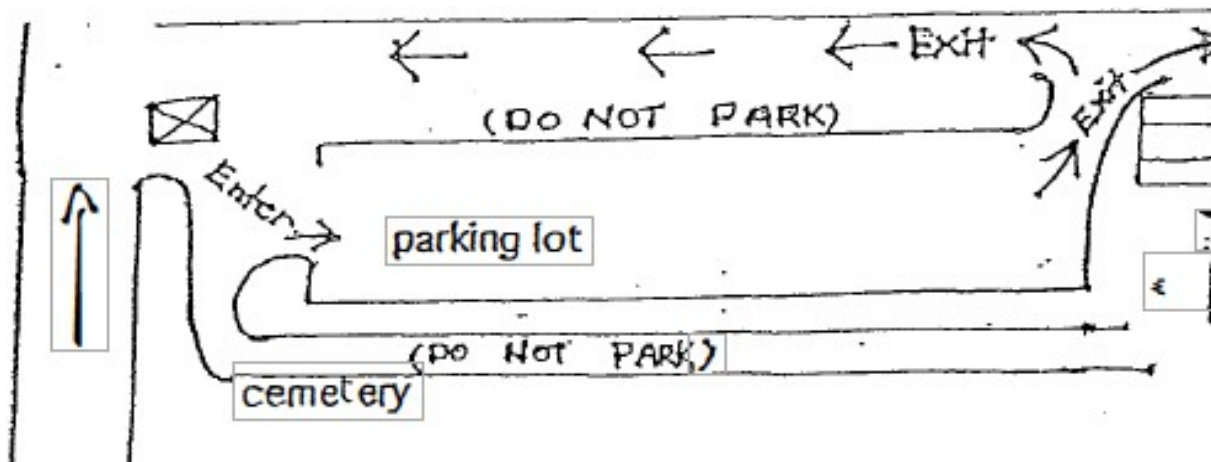
#### I. Morning Arrival:

Students arriving before 7:30 am 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.



#### J. Daily Dismissal:

1. Dismissal each day will be 3:00 pm unless there has been previous notification.
2. 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 after school care.



### **X. DISCIPLINE POLICIES & PROCEDURES**

Our goal 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.

We want our students to understand that the behavior we expect of them is rooted in the Good News of Jesus - in the model that Jesus Himself provided us. The gospel values of love, respect, and cooperation are the shining lights, which lead the way for our entire school community.

One simple rule for all: I CAN DO NOTHING THAT WILL INTERFERE WITH ANOTHER'S:

Learning  
Spirituality  
Honesty/Trustworthiness  
Responsibility  
Respect  
Self-Control/Self-Discipline/Obedience  
Care/Service to Others

#### A. Parent/Teacher 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 and explain to them that taking the consequence and 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.

#### B. Specific Conduct Policies:

1. 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. Johns is a smoke free environment.
2. 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.
3. 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

Administration Manual 4303.2

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.

4. **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

5. **BULLYING:** Bullying is a form of harassment. See letter d above.
6. **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.

Administration Manual 4302.3

7. **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.

Administration Manual 4303.5

8. **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

9. **DISRESPECT POLICY:**

St. John's School is a Catholic school. We have the right and the responsibility to expect students to always be RESPECTFUL. Disrespect will automatically be referred to the principal. Severe incidents or repeated incidents could lead to Withdrawal for Cause.

### C. Discipline Procedures for Students Grades K-8:

One of St. John's goals is to teach students to be self-disciplined and avoid disruptive/impulsive behavior. Teachers and students have the right to a classroom atmosphere which is conducive to teaching and learning. To insure this, we have rules and expected behavior in our school.

The following discipline procedures are meant as a general outline of steps taken in the event of behavior related problems that occur here at St. John's. Please be aware that homeroom teachers have the discretion to manage their classrooms with rules, procedure and routines that they find effective in modifying and/or rewarding the behavior of their students. Please contact your child's teacher to become more familiar with any variations to the discipline procedures listed below.

#### 1. **UNIFORM VIOLATIONS:** Purple ✓

A copy of the dress code will be sent home with the violation highlighted (K-3). Parent must sign and return it the next day. A note will be written in assignment book (Grades 4-8). Parents must initial it that night.

**Consequence - Loss of 5 minutes of recess.**

**\*\*\*\*\*If a student receives five (5) uniform violations, a detention will be given.**

**\*\*\*\*\*If a student receives two (2) uniform violations in one month, the end-of-month jeans day will be forfeited**

## 2. MISSING ASSIGNMENTS: Green ✓

Teachers will record missing work in assignment book in green - parents must initial it that night to indicate they are aware of the issue.

**Consequence - Forfeiting lunch recess until assignment is complete.**

**\*\*\*\*\*If a student receives five (5) missing assignments, a detention will be given.**

## 3. INAPPROPRIATE BEHAVIOR: Yellow ✓ / Card

Examples include but are not limited to:

- Continued talking while the teacher is teaching
- Talking back or arguing disrespectfully with the teacher
- Raising one's voice or using an unmannerly voice to a teacher or adult
- Showing disrespect toward classmates
- Walking around the classroom or leaving the classroom without permission
- Writing or passing notes during the class
- Disruptive behavior in church, in restrooms, halls, etc.
- Not sitting properly at one's desk
- Rolling eyes, sighing, mumbling under breath, trying to have the last word, etc.

STEP 1 - teacher acknowledges inappropriate behavior -using eye contact, call name, tap shoulder, name on board, etc.

STEP 2 - teacher issues student yellow ✓/ card (warning)-written letter will be sent home (K.-3) the violation will be written in assignment book and highlighted in yellow (Grades 4-8). Parent must initial it that night.

**Consequence - loss of 5 minutes of recess / peace walk**

**\*\*\*\*\*If a student gets three (3) yellow cards, a detention will be given.**

## 4. MAJOR BEHAVIOR INFRACTIONS - Red ✓ / Card

Examples include but are not limited to:

- Hitting
- Bullying
- Taking things belonging to others
- Defiance
- Inappropriate language
- Vandalism
- Destruction of property
- Violence
- Lying

Teacher issues red ✓ / card for repeated inappropriate behavior - written letter will be sent home (Grades K-3) / violations will be written in assignment book in red and parents will be notified by the teacher and/or principal (Grades 4-8). Parents must initial it that night.

**Consequence - loss of recess**

**\*\*\*\*\*If a student gets two (2) red cards, a detention will be given.**

**\*\*\*\*\*If behavior continues after serving a detention, a meeting will be called with the principal, teacher, and parents.**

Students in Kindergarten through Grade 3 will be required to serve a 30-minute detention. Students in Grades 4-8 will be required to serve an hour detention.

After school detentions will be assigned by the teacher issuing the detention. Students assigned after school detention are to report to the supervising teacher's classroom.

**All students in Kindergarten through Grade 3 will be given a clean slate each month.**

**All students in Grades 4-5 will be given a clean slate each quarter.**

**All students in Grades 6-8 will be given a clean slate each semester.**

#### D. Statement of Authority

The Principal and Pastor have the authority to suspend any student for misbehavior or for other sufficient reasons. The suspension will be for such time as the Principal or Pastor determines necessary for proper adjustment. However, the period of suspension shall not exceed ten (10) school days. Students who conduct themselves in such manner as to have a detrimental and demoralizing effect on the student body, may on recommendation of the Principal, be Withdrawn for Cause from school by the Pastor. In consideration of an expulsion, written notification will be sent to the parents and a hearing will be scheduled with the student, parents, teacher, principal, and Pastor at which time the student can address the conduct prompting the disciplinary action.

### **XI. GENERAL SCHOOL INFORMATION**

#### A. 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. To participate in the hot lunch program, a pre-paid balance will need to be maintained in the FACTS system. Please see the school office for assistance with your account.

2. Menus:

Menus are published weekly in the newsletter, online, Sunday bulletin, and in classrooms.

3. Milk and Fruit:

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, they are available for **\$.50 each**. Fresh fruit will also be offered to all students for **\$.50 each**. Please send the money for extra milk and fresh fruit with your lunch money.

4. Price of Lunch:

\$2.60 daily ----- \$13.00 weekly

5. Pre-paid Lunch Balance:

Pre-paid lunch balances through FACTS will roll-over and can be used throughout the school year. A balance inquiry can be obtained through your family's online FACTS account at any time. Additionally, statements of low lunch account balances will be sent via email or text.

6. Free and/or Reduced Lunches:

a. If you are eligible for free or reduced lunches, please make use of this service. Not only does it help your family, but it also helps 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.

7. Lunches from Home:

Lunches from home should be as healthy as possible. To that end, no soda or sports drinks will be allowed in lunchboxes. Also, in accordance with the school's peanut free campus, no nut butters will be allowed in lunches or classroom snacks.

## B. Cell Phones:

Students who need to bring a cell phone to school for parent communication after school, are required to keep the cell phone **in their backpack** and have it turned off. If phones are removed from the backpack during the school day without teacher permission, the phone is subject to being held by the teacher for the remainder of the school day. Should issues with a student's phone continue to arise, parents will be notified.

## C. Student Records:

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

### 1. Transfer of Records:

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 is 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

### 2. 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 4601.6

## D. School Calendar:

Please see the school calendar located on our website or call the school office for a copy.

## 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	HM Harcourt Achieve Saxon	2008	K-8
	McDougal Little	2008	8
Reading/Literature	Houghton Mifflin Harcourt	2014	K-8
Phonics	Houghton Mifflin Harcourt	2014	K-3
English	Houghton Mifflin Harcourt	2014	K-4
	Houghton Mifflin Great Source	2012	5-8
	Write Source		
Spelling	Houghton Mifflin Harcourt	2014	1-6
Handwriting	Zaner-Bloser	2016	K-3
Religion	Loyola Press	2016	K-8
Chastity Education		2011	4-8
Science	Scott Foresman	2010	K-5



Social Studies	Prentice Hall	2010	6-8
	HM Harcourt Achieve	2010	K-6
	Pearson	2011	7-8

## 2. Grade Scale:

99-100	A+	90-92	B+	83-84	C+	76-77	D+	0-69	F
95-98	A	87-89	B	80-82	C	72-75	D		
93-94	A-	85-86	B-	78-79	C-	70-71	D-		

## 3. Progress Reports & Report Cards:

Progress reports are posted to the FACTS system mid-quarter; Report Cards are issued quarterly through the FACTS system.

- 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. A student receiving a “D and/or F” in any subject area will not be eligible for the Honor Roll.
- 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.

## 4. Standardized Testing:

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

- a. Kindergarten: Early Prevention of School Failure Testing.
- b. Grades 3-8:
  - Iowa Test of Basic Skills
  - Cognitive Abilities Test

## 5. Resources:

- a. Our school library is available to students. Each class has a scheduled library period weekly. In addition, each classroom teacher maintains their own classroom library for student use.
- b. The school offers regular instruction in the computer lab. Also, classroom computers and shared Chromebooks are regularly used in the classroom at all grade levels.

## 6. 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-----	25 to 45 minutes
Grades 5-6-----	50 to 60 minutes
Grades 7-8-----	70 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.
  1. We trust the parents to see that the homework is done in an atmosphere conducive to study.
  2. 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.
  3. Please do not accept the excuse that a child never has homework without checking with the teacher.
  4. Daily free reading is strongly encouraged.

## 7. School Supplies:

### a. A/V Materials:

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

### b. Books:

3. Hardbound textbooks must be covered at all times; they are to be carried to and from school in a book bag.
4. Books are not to be marred / damaged in any way.
5. 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.
6. If books are lost or defaced through carelessness, they must be paid for by the student.

### c. 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.

### d. Supply Lists:

Supply lists are sent out in June with the school calendar and other school information. Please see the supply list that is posted on our website, or you may request a paper copy from our school office.

## 8. 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

## 9. 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

## 10. Special Needs:

St. John the Baptist School 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. 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:

1. Navy blue/ khaki 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 for both pants & shorts:

1. Extra pockets/flaps
2. Cargo pants
3. Knit pull on pants
4. Extra zippers
5. Rivets
6. Jean style pants; denim material
7. NO yoga pants, jeggings, spandex, sweatpants, or athletic pants

### 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 Uniforms:

May include capris, skirts, and jumpers just above the knee. Skorts should be no shorter than mid-thigh. No dresses. No color accents/trim (threads, piping, etc.) are allowed on the edges of skirts, shorts, jumpers, pants, etc.

### Girls Blouses/Shirts:

What it looks like:

1. Oxford or Polo type shirt
2. Solid navy, gray, light blue, or black
3. Long or short sleeves
4. Neat and clean
5. Tucked into pants/shorts/skirts

What it does not look like:

1. Large, lacy collars
2. No collar

### Boys Shirts:

What it looks like:

1. Oxford shirt
2. Solid navy, gray, light blue, or black
3. Long or short sleeves
4. Neat and clean
5. Tucked into pants/shorts/skirts

What it does not look like:

1. Shirt without a collar

### Sweatshirts/Vests/Sweaters:

What it looks like:

1. Solid navy, gray, or black
2. Button up or pullover
3. Crew neck or hooded
4. Shirt collar visible
5. Optional-St. John's logo

What it does not look like:

1. Turtleneck style
2. Patterns, stripes, designs, etc.
3. Logos or lettering
4. Fleece

### Accessories - Miscellaneous:

What it looks like:

1. Belts- brown, black, or navy
2. Plain socks or tights must be worn
3. Closed/tennis shoes
4. Tennis shoes must be worn on P.E. days

What it does not look like:

1. No sandals, backless shoes, boots, crocs
2. No socks with colored trim or decorations; no head scarves
3. No chains, beads, necklaces, bracelets, hoop, or dangly earrings
4. No make-up

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>5. Jewelry - religious necklaces, small stud earrings (in earlobes only)</li> <li>6. Black or navy leggings <u>under</u> a uniform with no visible skin</li> </ul> | <ul style="list-style-type: none"> <li>5. No fingernail polish (PreK – 5)</li> <li>6. No yoga pants, jeggings, spandex, sweatpants, or athletic pants</li> <li>7. Electronic devices, including Apple watch and FitBits</li> </ul> |
|---|--|

Undershirts, T-Shirts, Turtlenecks:

What it looks like:

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

What it does not look like:

- 1. No lettering, numbering, designs
- 2. No colors

Hair:

What it looks like:

- 1. Boys' hair- above eyebrows and collars
- 2. Neat, clean style

What it does not look like girls & boys:

- 1. Unkempt hair
- 2. No colors
- 3. No spikes or patterned hairstyles

While the uniform policy is designed to provide the best possible description of acceptable items for uniforms here at St. John's, we realize it cannot address all articles of clothing that come and go as fashion changes throughout the year(s). Therefore, the Pastor and/or Principal may determine changes to the uniform policy are necessary and will communicate that information in a timely fashion.

G. Uniform Policy for Special Days

Jeans Day:

Students may wear jeans, jean skirts, jean shorts (appropriate length), or khakis with a shirt appropriate for church and school. No tank tops or shirts with inappropriate language. No short shorts are ever acceptable.

Birthdays:

The birthday jeans day will be published on the monthly calendar for all students that have a birthday or half birthday that month. Students may wear jeans, jean skirts, jean shorts (appropriate length), or khakis with a shirt appropriate for church and school.

Fall Picture Day:

Students may wear what they wish, and clothing must be appropriate for church and school. Dress jeans may be worn.

Halloween:

Students may wear jeans with a Halloween shirt appropriate for church and school.

Children in Kindergarten - third grade may bring their costumes for the classroom parties. Children in grades four - eight will have a classroom theme and teachers will send home information regarding their costume theme.

Christmas Parties:

The Christmas parties are the last school day before Christmas vacation, and it will be a jeans day.

Grandparents' / Special Person Day:

This is a dress up day for all students. No jeans.

St. Patrick's Day:

Uniform pants with a green shirt appropriate for church and school.

St. John's Home Game Days:

Uniform pants with spirit shirt for all students. (No dress changes for away games.)

Field Day:

Students may wear jeans, athletic gear, or shorts with the class field day shirt.

### Field Trips:

Dress will be decided by the teacher of each individual grade, depending on the type of field trip the class will be attending.

### NUT Pass:

Students may wear athletic gear which is appropriate for church and school. No hats or boots are allowed this day. No yoga pants, jeggings, spandex leggings, etc. are allowed.

### WEARING THE SCHOOL UNIFORM IS APPROPRIATE ON ANY OF THE ABOVE OCCASIONS.

HIGH HEELS, FLIP FLOPS, AND CLOGS/CROCS ARE NEVER APPROPRIATE.

Parents will be called if this uniform policy is not followed. They will be expected to bring appropriate dress to school for their child/children.

### H: Extra-Curricular Activities:

#### Extracurricular Activities:

a. 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

b. 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

c. 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

### 1. Field Trips:

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

- a. Classes will have at least 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. Transportation to 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 some field 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. 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 Relay for Life
- iii Helping Hands Food Pantry

### 3. Student Displays:

A Fine Arts Night 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. One of these performances will be held in conjunction with our Fine Arts Night. Participation in performances constitutes the major portion of a student's grade; therefore, absences from performances will result in the assignment of make-up work (typically a written assignment) at the discretion of the teacher. Failure to complete the make-up assignment will drastically impact the student's grade.

### 5. Instrumental Music:

Students in grades 6-8 may participate in the Regional Band classes provided at St. Francis Borgia Grade School. These classes are held before school two days per week.

### 6. Sports:

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

- a. If a student receives a U (Unsatisfactory) Grade in Conduct or Effort, he/she will be suspended from participation in 4 games. The student's progress will be reviewed, when improvement is seen, the student will be reinstated on the team.
- b. Only students of St. John's School and PSR may be a member of the team and be at practices.

## I. Student 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, 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.
- d. Children will be able to return to school after 24 hours fever free with no medication and/or vomiting/diarrhea.

#### 6. 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

#### 7. 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

#### 8. Nut Free Campus:

There are children enrolled in St. John's school who have potentially life-threatening food allergies, particularly peanut allergies. To that end, St. John's is a Nut Free campus. No nut products will be served in the cafeteria and no lunches or classroom snacks may contain nut butters.

#### 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 Opportunities & School Communications:

#### 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.
- 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 is celebrated for the eighth graders and their parents at the end of the year.

3. Newsletters: A weekly newsletter will be sent home from the office and a monthly calendar of events. Each homeroom teacher sends home some form of a newsletter to keep parents up to date on classroom activities. These newsletters may also be found on the school's website.

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

5. Parent/Teacher Conferences: 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. 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.

10. 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.

11. 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.

**K. Building 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

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. Student and Family Privacy & Distribution of Materials:

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. Except at the discretion of law enforcement officials or Family Services caseworkers, 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.

Administration Manual 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

M. Maintaining School Privacy:

St. John the Baptist School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff. Out of respect for those in our school, students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing (Facebook, twitter, Shutterfly, etc.) and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures, or audio recording of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing (Facebook, twitter, Shutterfly, etc.) and posting videos to YouTube or similar applications.

N. Archdiocese Policy on Child Abuse:

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse – as such all staff and personnel are considered Mandated Reporters. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody, and control, and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious and priests of the Archdiocese of St. Louis are expected to support this policy and to comply with the procedures developed to implement this policy.

Procedures for Archdiocesan Policy on Child Abuse:

All employees, volunteers, religious, and priests of the Archdiocese of St. Louis are expected to support the policies and to comply with the procedures developed to implement stated policies. All employees and volunteers of St. John the Baptist who are in contact with students will be asked to fill out the State Application Form for Name Search, Child Abuse/Neglect Screening. All faculty, staff, and employees of St. John the Baptist parish and school, plus volunteers, must complete the three-hour workshop on child abuse titled "Protecting God's Children". New staff and faculty and/or volunteers will be notified ASAP, when and where the workshops for the current year will be held. If you have any questions, please contact the school office.

### XIII. Parent/Student Witness and Handbook Agreement

We, along with out child/children, have read the Parent/Student Handbook and agree to abide by the rules set forth by St. John the Baptist Catholic School. We support the school's efforts to help our child(ren) become more responsible adults. We want them to become individuals who respect the rights of persons and property, take responsibility for actions, and have reverence for those Christian ideals and values for which St. John the Baptist Catholic School stands.

Parent/Guardian Signature(s):

Name	Relation to Child(ren)	Date
------	------------------------	------

Name	Relation to Child(ren)	Date
------	------------------------	------

Child(ren)'s Signature(s):

Name	Grade	Date
------	-------	------

Name	Grade	Date
------	-------	------

Name	Grade	Date
------	-------	------

Name	Grade	Date
------	-------	------

Name	Grade	Date
------	-------	------