

# PARISH SCHOOL HANDBOOK

**St. John the Baptist Parish School**  
**333 E. Church St.**  
**Jefferson, WI 53549**

**2009 - 2010**

## **General Information**

School Office Phone:	674-5821 (number to report absence)
School Fax:	674-2521
School Hours:	Grades PreK through 8 <sup>th</sup> : 8:00 AM – 3:00 PM. **Students not in their homeroom at 8:00 AM are considered tardy.
School Office Hours:	<b>7:30 AM – 3:30 PM (on all normal school days).</b>
Website:	<a href="http://www.stjohnbaptist.net">www.stjohnbaptist.net</a>
Principal e-mail:	<a href="mailto:mkilar@straphael.org">mkilar@straphael.org</a> (Mary Kilar)
Teacher e-mail:	(first initial + last name)@straphael.org

Dear Parents and Students,

***“What greater work is there than training the mind and forming the habits of the young?”***  
***St. John Chrysostom***

Welcome to St. John the Baptist Catholic School! In choosing St. John the Baptist School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

If you are interested in volunteering in any way throughout the school year, you will need to have taken the Protecting God’s Children class and have a background check completed. Classes are offered throughout the Madison Diocese. St. John the Baptist also hosts classes and this information is also available by visiting [www.virtus.org](http://www.virtus.org). This training is for any adult who works with students in a Catholic school. This includes parent drivers and coaches. If you are not trained you will not be able to volunteer at school in any capacity.

This handbook is an attempt to communicate procedures and policies that are in operation at St. John the Baptist School. Any terms or items not covered in the handbook are under the control and discretion of the St. John the Baptist Pastor and School principal.

I look forward to working with everyone to make this school year a very satisfying and rewarding experience for the students, staff and families.

God bless you,

Mary Kilar  
Principal

## **GENERAL OVERVIEW:**

### ***Mission Statement:***

St. John the Baptist Catholic School is committed to leading children to Jesus within a spiritually rich community and academically excellent curriculum.

We believe... Jesus is the Way, the Truth and the Life.

All children can learn.

Each child is inherently good.

### **Goals of St. John the Baptist Parish School**

#### **We strive...**

- To lead the children of our parish school to a loving relationship with God.
- To enable each student to develop a personal relationship with God, a positive self-image, a respect for others and concern for all creation.
- To provide a curriculum of academic excellence that is student centered, value based and recognizes individual differences.
- To promote cooperation, respect and the development of a healthy self-concept.
- To encourage an atmosphere of cooperation among families, school, parish and community.
- To promote the practice of sharing time, talent and treasure.

### **Safe Environment:**

Due to the implementation of the Creating Safe Environment Program, all persons volunteering with students must attend a Protecting God's Children class, complete a background check and receive and sign for a Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment book along with the Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers. This includes parents/guardians chaperoning any field trip or volunteering in any part of the school day. Please refer to school administration with any questions regarding this program.

### **Curriculum:**

The Diocesan curriculum guidelines, consistent with the State of Wisconsin guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

**Financial Obligations:**

TUITION SCHEDULE  
SCHOOL YEAR  
***KINDERGARTEN - GRADE EIGHT***

Actual Tuition Rate per child.....\$2024.00

Tuition charge for “Registered Catholic Steward”..... \$1485.00

**PRE-KINDERGARTEN MONTHLY TUITION**

Three (3) year old program.....\$67.00/month

\$619.75/year

Four (4) year old program.....\$98.00/month

\$906.50/year

**Tuition Payment Options:**

FINANCIAL ASSISTANCE FORMS are available at the parish office.

St. John the Baptist School utilizes a third party to assist in the management of tuition, FACTS Tuition Management Company. Parents have two options in their decisions about paying tuition. Parents can pay in full each year by the August designated date for tuition collection or they are required to enroll into the FACTS program. Through FACTS, there are many different options, including a monthly option for payment. For specifics, please reference [www.factsmgmt.com](http://www.factsmgmt.com) or contact the school for a brochure.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

**Parent’s Role in Education**

We, at St. John the Baptist School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. John the Baptist School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. John the Baptist School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the

quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parents As Partners**

As partners in the educational process at St. John the Baptist School, we ask parents:

- ❖ To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch money or nutritional sack lunch every day.
  
- ❖ To actively participate in school activities such as Parent-Teacher Conferences;
- ❖ To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- ❖ To notify the school with a written note when the student has been absent or tardy;
- ❖ To notify the school office of any changes of address or important phone numbers;
- ❖ To meet all financial obligations to the school;
- ❖ To inform the school of any special situation regarding the student's well-being, safety, and health;
- ❖ To complete and return to school any requested information promptly;
- ❖ To read school notes and newsletters and to show interest in the student's total education;
- ❖ To support the religious and educational goals of the school;
- ❖ To support and cooperate with the discipline policy of the school;
- ❖ To treat teachers with respect and courtesy in discussing student problems.

## **POLICY HANDBOOK:**

### **ACCREDITATION**

St. John the Baptist School is accredited through the Wisconsin Religious and Independent Schools Association (WRISA).

### **ADMISSIONS POLICY**

#### **Nondiscriminatory Policy**

St. John the Baptist School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

St. John the Baptist School is a Catholic School. By sending a child here, the family is promoting the beliefs and practices of the Catholic Church. Non-Catholic children may attend school here if they and their parents agree to respect the beliefs and practices of the Catholic religion, including frequent attendance at Mass and other religious services in which the class as a whole participates.

As openings become available, the following priorities will be used to accept students to St. John the Baptist School.

1. Members of St. John the Baptist/St. Lawrence/St. Mary Help of Christians Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Children entering Pre-K3 or 4 must be three (3) or four (4) years of age by September 1<sup>st</sup> respectively.

Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup> of that school year.

### **ATHLETICS**

Students may participate in volleyball and basketball through the St. John the Baptist School program and in coordination with the league association under the Diocese of Madison Catholic School Office. Specifics for these activities and all regulations are communicated from the athletic director/coaches.

### **ATTENDANCE**

A student's absence from school interferes with his/her academic progress.

Regular attendance in school is an important factor in the learning process. According to Wisconsin law, the legal reasons for being absent are: personal illness and certain religious services. (This includes the funeral of a relative.)

### **Student Illness**

Please call the school office between 7:30 and 8:30 a.m. if your child is ill. The school office phone number is (920) 674-5821. If a student is absent without proper notification, the school will call your home. Please send a written note to school on the day student returns for record keeping. The administration must approve any student leaving the building during school hours.

### **Accident/Illness**

Student illness or accident is reported to the school office and the principal or delegated personnel notify parents. It is the responsibility of the parent to keep the school informed of accurate and reliable emergency information.

### **Other Excused Absences/Early Release**

In the case of planned absences, for any reason, the school should be notified in writing by the parent as far in advance as possible. Pre-planned absences include medical appointments, early releases, vacations, etc. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests.

**\*\*Teachers are not required to give make-up tests or assignments for absences due to vacations. Teachers are not required to give assignment(s) in anticipation of the vacation.**

Children coming or leaving school during scheduled school time must sign in/out in the school office and have written permission from the parent, except in the case of illness at school or when accompanied by the parent. Students are responsible for all schoolwork during the student absence. No student will be excused for an appointment nor dismissed early unless there is a written request from the parent. These times away from school are the responsibility of the parent and student. Classroom work missed on these occasions is expected to be completed within a reasonable time after the absence. Teachers may not be expected to have all assignments ready prior to the absence. There will be times when a schedule or teaching lesson varies because of learning circumstances. Unless otherwise specified by the teacher, a student will be given these assignments the day (s) he returns to the classroom.

Reminder: The State of Wisconsin compulsory school attendance law requires the parent/guardian of a child between the ages of 6 and 18 to compel the child to attend school for the full school day, every day of the school calendar. A student who is absent more than ten (10) times due to illness must bring a Doctor's verification.

### **ARRIVAL AND DISMISSAL**

All students are asked to arrive at and enter from the North Street playground/ parking lot. The first school bell rings at 7:50 a.m., there is no supervision prior to that time on the playground. If your child arrives prior to 7:40 AM they will be asked to attend before school care. All students arriving by vehicle enter through the side door (kitchen/gym)

between 7:50 and 8:00. This procedure is designed with your child's safety in mind. Church Street is extremely busy and congested. Only those coming on the bus or walking from south of Church Street enter from Church Street. The North Street parking lot is not to be used as a playground before 8:00 a.m. or between 3:00 and 3:30 p.m. Again, supervision is not available prior to 7:50 a.m. Students arriving by Jefferson and Johnson Creek District buses enter on Church Street.

Dismissal time is 3:00 PM. If a child is to stay after school for any reason, a parent will be notified. Please check the school calendar and weekly newsletter for early dismissal dates. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Three (3) tardies is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of school dismissal (3:20 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate for using this program.

St. John the Baptist School offers an After School Care Program. Students who are enrolled in the program must pay a \$35.00 deposit at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM.

#### **BAND**

Band lessons are available in grades 5-8. Students pay for lessons by the quarter and are responsible for their own instrument rental or ownership.

#### **BEFORE SCHOOL CARE/AFTER SCHOOL AND EXTENDED DAY**

Care is available at a designated fee from 6:45 a.m. until 7:50 a.m. and again after school from 3:00 until 6:00 p.m. Please refer to the policy handbook and registration information for this program for additional information.

#### **BICYCLES**

When bicycles are used for transportation to and from school, they are the responsibility of the owner and should be locked. Bicycles may not be ridden on the playground before school or during play periods.

#### **BUSSING**

Bus transportation is provided for children residing in the Jefferson and Johnson Creek School Districts. Children in the Jefferson School District must live two miles from St. John the Baptist School to be eligible for free transportation. Those living within Jefferson (2 miles) may contact Jefferson Bus Company and pay for this service. Any questions can be directed to Jefferson Bus Service, 674-5112. Students, who attend St. John the Baptist School and live in the Johnson Creek School District, contact 699-2811.

If a student who rides the bus wants to bring another child home or wants to get off at another stop, the parent must write and sign a note, which is then signed by designated personnel in the office and given to the bus driver.

Rules for riding the bus are applied in accordance with the school district policy.

### **CANCELLATIONS/DELAYS**

On mornings when weather conditions are severe enough to cause school delays or closings in our area, we will be closed if the Jefferson Public Schools are closed. All cancellations due to inclement weather are announced on WFAW (AM94 radio). St. John the Baptist School is in conjunction with the Jefferson Public School District for cancellations, late openings or early dismissals. If one has a delay or cancellation, we do.

An early dismissal or cancellation due to bad weather also results in cancellation of after school or evening activities at St. John the Baptist School. In the case of doubtful weather, please listen to the radio to verify whether or not school is open, before sending children to school.

### **COMMUNICATION**

The principal will normally be at the school weekdays between 7:30 AM and 4:00 PM. Teachers are to be at school from 7:30 AM until 3:30 PM. The best times to speak directly to a staff member are by appointment, before 7:50 AM, after 3:10 PM, or during a designated recess time or special's time for your child's class set up by the teacher. Messages may be left any time.

Parents are strongly urged to phone or arrange an appointment with a teacher and/or the principal with questions or concerns regarding school. Confidentiality is maintained within the limits of the family and staff immediately involved. Preference is given to handling all problems directly and immediately. However, phone calls and appointments should not be limited to problems. Ideas and suggestions, as well as offers of help, are all welcome.

A school-home folder will usually be sent home each Thursday (with few exceptions) for parent signature and return of the folder on Monday or the next school day. Effort will be made to send information from school only in the Thursday folder. This includes announcements from every source, including monthly school calendars and menus (which will normally be sent on the last Thursday of the month). Parents are asked to watch for this school folder, read its contents, and sign the line on the folder for that week to verify receiving it.

### **Parent Visits**

Parents are welcome to visit the classroom after contacting the school office. Any volunteer in the classroom must also have completed the necessary components of the Creating Safe Environment Program.

### **School Handbook**

This handbook is issued at the time a family formally registers for St. John the Baptist School. It is not reissued annually. Any significant changes, i.e. tuition fees, etc. will be issued annually as addenda. Any family requesting additional copies may do so in the school office. Included with this handbook is a statement of acknowledgment indicating your awareness of and intention to comply with the policies that are expressed here. Having received and read this handbook please sign and return the statement of compliance to the school office within ten days of receipt.

In case of emergency, students may use the office phone with the permission of the principal. Forgetting something at home is a responsibility not an emergency.

Visitors are welcome at school. Other than special school classroom events or by prior arrangement, visitors are asked to stop in the office on their way into either building.

### **COMPUTERS, INTERNET, AND RELATED TECHNOLOGIES**

A computer lab is available for all students where instruction is given on a weekly basis in computer awareness and keyboarding. The technology teacher teaches keyboarding instruction in third to eighth grade levels. Each classroom has access to its own computer(s) for instruction, drill and practice as needed. Internet connection is available in every classroom.

A signed contract agreeing to proper usage is required to be on file in the school office. This is distributed at tuition collection weekend or in the first Thursday folder sent home.

It is the policy of educational programs at St. John the Baptist School to require the ethical use of the Internet and related technologies by all employees, parents, volunteers, and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense. The use of the Internet and technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration and faculty will deem what is appropriate use, and may request the administration or designee to deny, revoke or suspend a specific user's access to the Internet. Parents need to understand that though St. John the Baptist School has taken precautions concerning access to inappropriate material, on a global network a user may discover inappropriate information. St. John the Baptist School will make every effort to supervise the use of the Internet.

Acceptable Use:

The use of computers, Internet and related technologies by employees, volunteers, and students must be:

- Ethical
- Supportive of education, analysis, and research
- Consistent with the educational objectives of St. John the Baptist School and The Diocese of Madison.

#### Unacceptable Use:

- Lending e-mail log-ins or passwords to anyone else, using another person's password.
- Revealing anyone's home address and/or phone number.
- Concealing security problems.
- Ordering materials or using credit cards with the school e-mail address.
- Use of threatening, obscene or inappropriate language.
- Sending hate mail, harassing or discriminatory messages.
- Transmitting or downloading information on bombs, gangs, anti-government, pornography or other materials deemed inappropriate by administration or faculty.
- Vandalism of data, hardware or software.
- Uploading or creating computer viruses.
- Downloading excessively large files, copying inappropriate materials onto the server or school computers from outside sources (CD's from home, illegal music, copyrighted material)
- Deliberately making changes to the hardware or software, which would affect the future use of the computer and programs.
- Subscription to user groups without a teacher permission.

#### Privileges:

- The use of computers, Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, school disciplinary action, repair or replacement costs, and/or appropriate legal action.
- Each user who is provided access to computers, Internet and/or related technologies will participate in a discussion with assigned staff person(s) concerning their proper use. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access due to unacceptable use.

#### Warranties:

- The educational programs governed by St. John the Baptist School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.
- Use of any information obtained via computers, the Internet and related technologies is at the user's own risk. The educational programs governed by St. John the Baptist School specifically deny any responsibility for the accuracy or quality of information obtained through its services.

St. John the Baptist reserves the right to inspect and review computer files if it has reasonable cause to suspect that a student or employee is using the computer for purposes in violation of the agreement. Such inspection may be conducted by school authorities when they deem it necessary, without notice, without consent, and without a search warrant. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. This privilege will be invoked only when there is suspicion of

rule violations. Using the Internet and technologies without a signed permission on file in the school office will result in immediate suspension from class.

## **CONFERENCES**

Parent/Teacher conferences are held twice per year for the purpose of evaluating student goals and progress. In addition, parent, teacher, or student may request a conference at any time during the year.

## **COPYRIGHT**

It is the policy of the educational programs of St. John the Baptist School that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by

- Copyright law
- Fair use guidelines
- Specific licenses or contractual agreements
- Other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of school policy, doing so at their own risk and assuming all liability.

## **DRESS CODE** (revised by the SJB School Council 8/07)

- Students attending SJB School are to be neat, modest, clean and appropriately dressed at all times.
- Appropriate school clothing enhances the educational environment, influences behavior in a positive way, and does not distract teachers from teaching or students from learning.
- The purpose of SJB School's dress code policy is to communicate clear guidelines so parents/guardians and students may distinguish appropriate school clothing from inappropriate school clothing.
- Safety, suitability and modesty should be primary considerations as parents/guardians and students select school clothing.
- SJB provides an excellent educational program. When parent/guardians and students respect the importance of dressing appropriately for our school environment, then our school program is enhanced.

## **Specific Directives**

- 1) **All** clothing (excluding footwear) shall not contain writing and offensive graphics and should be in good condition (No holes or cut-offs). All SJB spiritwear is acceptable. **SMALL** name brand/logos are acceptable, but tag lines are not. For example, a small "NIKE" in the left corner of the shirt is fine, but the word "NIKE" stretched across the chest would not be. Also, a shirt saying, "NIKE...feel the heat" would not be acceptable, as it would be considered a "tag line".
- 2) The straps of all tops must measure at least 2" wide. Midriff tops, tank tops, spaghetti straps or underwear straps showing are not allowed (this includes gym class). Necklines of tops should not come down past the collarbone and the

- length must be long enough to cover the top of the pants or skirt, both when arms are held high and when wearer is in a sitting position.
- 3) Pants must be worn at the waist and shall not contain writing or offensive graphics. Low riding pants and frayed or torn jeans are not acceptable. Excessively tight or short skirts are not permitted. Caps and hats are not worn in the building at any time.
  - 4) Footwear for play and for the school environment should be safe and conducive to active movement i.e. shoes need to be sturdy; shoelaces are to be laced and tied, summer sandals MUST be safe; flip flops (such as Adidas) and beach sandals are not allowed (between toe/flip flop kind).
  - 5) Shorts and skirts must be walking length –at least mid-thigh. No strapless dresses or sundresses.
  - 6) Clothing worn must be appropriate for the current weather conditions, including outside play in winter and seasonal temperatures.
  - 7) Sports jerseys are not allowed during school hours.

**Special Dress Days:**

The principal may announce special dress days throughout the year.

**Disciplinary Sheet Sample:**

Dress Code Reminder/Violation  
Notification

Student Name and Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Violation #: \_\_\_\_\_

Given By: \_\_\_\_\_

Violation Category (please check):

- Minor (small amount of writing, unsafe shoes, not immediate danger, other):
- Modesty (attire too short, too low cut, pants not at waist, straps, undergarments showing, other):
- Safety (unsafe shoes are an immediate hazard, pants too long, inappropriate clothing for weather, other):

Comments:

- This item is deemed inappropriate; please do not wear to school again.
- Student changed clothing with items they had at school.
- Student was given clothing to change into from the school, please return.
- Parents were called to bring in change of clothing.
- Other:

**Disciplinary Action:**

Minor: Home notification slip stating that this item is inappropriate and student should not wear again.

Modesty: Students will not be allowed to attend class without changing or covering the inappropriate clothing and this notification slip will be sent home.

Safety: Change clothing or call home for change of clothing/shoes and notification slip.

First offense is as listed above, any additional violations would result in detention for grades 6-8 and a conference with parents for grades Pre-k-5.

PLEASE SIGN AND RETURN (feel free to make comments on bottom or reverse side):

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Parent/Guardian Signature

**DRUG-FREE/SMOKE-FREE/WEAPON-FREE SCHOOL ZONE**

St. John the Baptist School is a designated drug-free/smoke-free/weapon-free area. This school participates in County, State, and Federal programs to instruct our students in Self-Esteem and saying “No” to drug and tobacco use/abuse. Any violation of laws on school grounds will be referred to the proper civil authorities.

It shall be the policy of the St. John the Baptist School to take positive action through education, counseling, parental involvement, medical referral and/or police referral in the handling of incidents in the school, on the bus or at school sponsored activities involving the possession, sale, and/or use of any illegal drug or intoxicant. The school reserves the right to suspend or expel any student found possessing, distributing and/or using any illegal substance in connection with any school related activity.

Legal Ref: Sections 118.126 and 176.29 Wisconsin Statutes

Possession of a dangerous weapon, object or ammunition is prohibited. A weapon shall be defined as any object designed or used to cause harm. The principal and pastor shall have the authority to determine the extent and nature of the disciplinary action based upon the student’s age, the actions of the student in possessing and using the weapon, and the student’s intent.

**Prohibited Look-alike Weapons:**

Look-alike weapons are prohibited at school or on the school grounds. A look-alike weapon is an item that resembles an offensive or dangerous weapon or object, including, but not limited to; squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, and other similar items. The principal shall have the authority to determine the extent and nature of disciplinary action based upon the student’s age, the action of the student possessing and using the look-alike weapon, the student’s intent, and the nature of the look-alike weapon’s approximate resemblance to a real weapon.

**EMERGENCY RELOCATION**

In the event that students would need to be evacuated from the school building and not be able to return to it, students would be moved to St. John’s Lutheran School.

Parents would be notified through the school administration by telephone. No child would be sent home without parent notification.

Parents are discouraged from calling the school during any emergency that may occur. School phone lines need to be kept open so that communication may be made with the proper authorities.

### **EMERGENCY SITUATIONS**

In the case of bad weather or other situations when school may need to be canceled during the school day without prior notification, it is imperative that each child knows where to go. At registration parents will receive a paper for recording this along with the health emergency information. It is vital the school have this information on file, especially in cases where no one is at home during the school day. Please try to develop a simple, straightforward plan that each child can remember. The school will call any parent who indicates needing this notification in the case of nonscheduled early dismissal.

### **ENDOWMENT FUND**

The parishes hold endowment funds for the parishes and schools. Gifts to the endowment fund in memory of an individual, as a special gift in the name of an individual, as a personal bequest or any other reasons are encouraged. School families are especially encouraged to remember the endowment fund in their annual giving.

### **EPI PENS**

EpiPens (belonging to the school and those prescribed to the students) will be available in the school office. An emergency EpiPen will be available in the students classroom. At the beginning of each school year or upon assuming a staff position, all staff (including substitutes) will be informed by the administrative staff of the locations of the EpiPens. With parental permission, students are allowed and encouraged to carry their EpiPen on their person as allowed in the medication policy.

### **EXTRA-CURRICULAR ACTIVITIES**

Goals for Participation:

- Each student can learn from his/her involvement in the activity.
- Each student can enjoy his/her experience.
- Each student can fully participate in the activity.
- Each student can understand and appreciate the importance of working together as a group of people having shared goals.
- Each student can develop a healthy attitude about sportsmanship.
- Each student can share in the reality of winning and losing.

Guidelines for Participation:

- A student must maintain a 77 (C-) or above in every subject, **and/or** must be working up to his/her potential in order to participate in extra-curricular activities. **Each student's behavior must also be an example of a good Christian and citizen.**
- **Participation in an extra-curricular activity is an earned privilege, not a right.** The student who participates must be responsible and behave so as to reflect favorably on self, family, school, and parish.

### Definitions of Terms:

- “Extra-curricular activities” include but are not limited to: band (programs/contest), retreats, Year Book, field trips, school programs, sports (games), and Student Council. (These do not normally include practices, as for band and sports, unless unnecessarily low grades are the problem.)
- “Working up to Potential” means the student is giving his/her best effort in all areas. This includes using good study habits and appropriate classroom behavior, as well as learning the subject matter.

### Procedures for Problems:

- Academic: If at any time, a student’s grade in any subject drops below 77, the student and teacher will meet and agree on student’s plan of action to improve. If the student’s grade(s) are below 77 because of lack of effort (late/incomplete work, lack of study, etc), then the student becomes ineligible for participation in extra-curricular activities (including practices) for a one week time period. If student gives acceptable effort and/or grade(s) improve to 77 or above by the end of the one-week period, then the student is again eligible to participate, according to the rules of the specific extra-curricular. Student, parents and coaches/leaders of the activity will be notified each Friday (via phone contact, letter, e-mail) if a concern of this nature arises. The suspension will begin on the following Monday and go through Sunday of that week. If a child has met the requirements by the end of the week (notification will again happen on Friday), they may resume participation on Monday. A second deficiency will require a conference among student, parent/guardian, and teacher.
- Behavior: All students are expected to work on proper behavior and attitude at all times. This will be handled on an individual basis depending on severity and frequency. Ineligibility will be at the discretion of the teacher with principal approval and parent notification.

### **FIELD TRIPS**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office by the date listed on the slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form.

7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones, I-Pods, MP3 players and other such devices** are **not allowed** on field trips.

Adults who volunteer to drive for a field trip must be at least 21 years of age, have a valid driver's license and a safe driving record. They must also have adequate automobile insurance (minimum of \$100,000/\$300,000), complete the form to this effect and have this form on file in the school office before transporting any children other than their own. Each school year a new form needs to be completed and on file. However, one form is adequate for all school-related academic and sports trips in the same school year. The Virtus: Protection God's Children training is recently required by the Madison Diocesan Board of Education to be on file in conjunction with a background check for every adult who will be alone supervising one or more school children (other than their own) in any capacity, to further insure their safety. Please inquire at the office as to the training sessions that are available. One training session is all you need to attend.

In addition, adults who volunteer to drive for school events may transport only as many children as their vehicle has seatbelts (1 each) and be responsible to have the children in their vehicle wear seat belts at all times while the vehicle is in motion. This is according to Wisconsin State law.

In the case where a student will not be allowed to attend the field trip, the student is still required to be in the school building or considered absent for the day. If the classroom teacher and principal deem it appropriate, an alternate assignment will be given to the student missing the trip.

When the field trips include lunchtime the family provides a sack lunch unless otherwise noted.

### **GRADING AND REPORTING GRADES**

Students to indicate their personal effort and success in school earn grades. Grades are not issued competitively. When number equivalents are needed, the following are used for grades 4-8:

<b>A</b>	<b>93-100</b>	<b>(4 pts.)</b>	(outstanding)
<b>B</b>	<b>86-92</b>	<b>(3 pts.)</b>	(very good)
<b>C</b>	<b>77-85</b>	<b>(2 pts.)</b>	(satisfactory)
<b>D</b>	<b>70-76</b>	<b>(1 pt.)</b>	(needs improvement)
<b>F</b>	<b>69 and below</b>		(unsatisfactory)

The following will be used for grades K-3:

- + **Exemplary**
- / **Satisfactory**
- **Unsatisfactory**

Four times a year parents are encouraged to pick up report cards in the school office. Please review them carefully, sign and return to school promptly.

### **Progress Reports**

Progress reports, for grades 6-8 are sent in the Thursday envelope periodically during the school year.

### **Further Evaluation**

If a teacher feels there is a need for further evaluation of a student's skills to determine possible qualification for special education services, a special meeting will be called to discuss this and the procedures to follow with parents or legal guardian.

ASSIGNMENTS are due as clearly indicated by the teacher. For grades 3-8, it is the student's responsibility to put this information in his/her Assignment Journal (provided at school), use class study time to work, start long-term projects immediately, and hand assignments in on time. A student who is absent from school is responsible for all work missed. Questions should be directed to the teacher.

At the discretion of the teacher, assignments one day late may receive less credit than on time. Later than one day may or may not receive credit but should be handed in. Exceptions may be made for long-term illness, or other special need. In the case of planned vacation, all schoolwork should be completed per the arrangement made with the teacher.

### **GRIEVANCE**

The following steps are followed when one has a concern with a teacher or classroom procedure at St. John the Baptist School:

- 1) Parent(s) meet with the teacher and discuss their concern. If not satisfied following this meeting, the parent(s) may proceed to...
- 2) Parent(s) meet with the Principal and discuss their concern about the teacher. The principal can schedule a meeting with the teacher and parent(s). If not satisfied following step 2, the parent(s) may proceed to ...
- 3) Parent(s) meet with the Pastor and discuss their concern about the teacher and classroom procedure. The Pastor can consult with the Parish/School Council in an advisory capacity.

(Procedure adopted by P.S.C. 8/10/93)

## **GUM CHEWING**

Gum chewing is NOT allowed in school, on school property, or on a school field trip, due to the difficulty of cleanup. Gum may not be given as a treat during school.

## **HEALTH**

The Jefferson County nurse keeps in contact with the school office regarding the health and well being of students in our school. A check for head lice is scheduled twice a year, typically the first day of the school year and again second semester. If there is a need for additional checks this will be done individually. If a case is discovered, parents are notified immediately of our no-nit policy, and must follow the recommended treatment. After the treatment has been applied and other necessary tasks completed, the child may return to school subject to daily morning head checks until clear of nits. Regular vigilance of the family is a great help in keeping this under control. We recommend:

- Checking your child's head regularly
- Stuffed animals, beanie babies and other furry type toys stay at home
- Children are reminded to never share hats or hairbrushes
- Calling the school office immediately should you discover head lice in your household

Vision and hearing screenings are conducted once a year. Student immunizations and health records must be kept up-to-date.

If a child has any health condition including allergies of which the school should be aware, the principal should be notified. There is a form to fill out at registration to facilitate this. Any information labeled confidential will be maintained as such.

If/when a child is ill; it is a parent/guardian's responsibility to keep that child home until the child is well again. Under no circumstances should a child with a fever be in school. It is a common experience that a parent who sends a child with instructions to call if he/she doesn't feel better will indeed be called to come and get the child. If a child has been ill he or she should not return to school until he or she is ready to participate in all school activities including recess. If your child cannot participate in Physical Education or outdoor recess, a doctor's excuse must be sent to the school's office.

Other problems, which frequently cause headache or stomachache, are lack of breakfast and lack of sufficient sleep. Children use so much energy, it is vital they get sufficient sleep and get up early enough to eat breakfast. These are major ingredients to a child's good health.

In the case of a child absent from school for illness, that child must also miss any after school or evening activity that same day.

## **HEALTH EMERGENCY CARD**

At registration, each family will be asked to complete or update a health emergency card. In case of illness or accident, the school must have information on how to reach parents. In the case of inability to reach the parents, the school must know the parents' wishes on how to deal with the emergency. The school will do its best to abide by parental

directives in the case of emergency, but the welfare of the child will be the overriding concern. Please consider carefully the people to be called in case of illness or emergency because they will be called in the order indicated.

### **HOME AND SCHOOL**

All school families are members of the St. John the Baptist Home and School. Events scheduled by the Home and School members are coordinated with the school calendar and sent home to the school families. All families are encouraged to participate, as this is a great way to stay informed and support the school.

### **HOMEWORK**

Homework is considered to be an essential part of the educational success of St. John the Baptist School. Homework length depends on the grade level of your child. Neatness and completeness will be stressed concerning all schoolwork. Homework is also a part of your child's grade and late work has very serious consequences.

Homework time should be used wisely at all levels. If you have a primary grade child who may not have homework, then discussing the day's events and doing some reading or math facts would be beneficial. Middle and upper grade children need a quiet place to study, but may also have to have a parent available for some help, consultation or review. The following 10 points are valuable to all parents no matter what the grade their child is in.

1. Provide Prayer experiences at home.
2. Listen to the content of his/her day. Discuss facts and ideas that emerged from the day's activities.
3. Encourage your child to share the products of the day. You will be proud of them.
4. Provide a special place to put things that need to be returned to school.
5. Read silently or orally with your child. Ask "how" and "why" questions.
6. Help your child to study spelling words and to be aware of the use of correct spelling and grammar.
7. Encourage and help with memorization of mathematical facts and the simple use of them.
8. Discuss current events.
9. Encourage and/or help your child look up answers to questions in reference books, textbooks and computer services.
10. Encourage writing. Use written messages and expect written responses.

A rule of thumb for homework study is to allot 10 minutes per grade level for direct study by the child. This time may include unfinished classroom work or directly assigned home projects. Students in grades 3 through 8 use an assignment notebook from their classroom to organize this task. Parents should be aware of checking on the use of this notebook and establishing it as an organizational tool for the child. In Kindergarten, the teacher through classroom policy or a note directs student homework with specific directions for an assignment. If you have any questions or concerns about your child's

homework please don't hesitate to contact the teacher involved. Communication is the key to all success for our children.

### **HOT LUNCH PROGRAM and MORNING MILK**

Hot lunch is available daily at a per meal cost of \$1.45 for grades K-4, \$1.75 for grades 5-8, and \$2.50 per adult. Application forms for free and reduced lunches are sent in the summer mailing and are also available in both the school and parish offices. Per meal cost of reduced lunch is \$0.40 per day. Children who bring cold lunch may purchase noon milk for \$.25.

#### **Milk**

Children in grades K-5 may have morning milk break. Morning milk cost is \$18.00 per semester, \$35 if paid for the year.

#### **Gum, Candy, and Soda**

Chewing gum is not allowed on the school grounds at any time. Candy is allowed only as a rare treat with permission of the teacher. Milk is always available. Children who do not drink milk may bring juice for lunch. No soda is allowed in the lunchroom at any time.

### **HUMAN DIGNITY**

Each of us is unique. Our loving God has gifted us with life, both God's and ours. We strive to respect that life in ourselves and in others. Courtesy and consideration mark our behavior. While:

- interacting with others;
- entering and leaving an assembly, class, building or room;
- during lunch period;
- on the bus or on the playground,
- speaking to or about others,

Abusive language and name-calling fail to aid in the building up of God's caring family. Courtesy and thoughtfulness of others are treasured actions in the St. John the Baptist parish school community. Those who violate the rights of others by offensive language, violent behavior or other failures to participate in the building of a healthy and happy school climate will be informed of needed improvement by the teacher. The teacher or principal will notify parents when added assistance is necessary.

\*Teachers need and want communication with parents. Because the teacher's primary concern between 7:50 a.m. and 3:05 p.m. is classroom/student focused, parents are asked not to go unexpectedly to a classroom or teacher during the school day. Please leave messages or request teacher and or student contact through the office.

### **LIBRARY**

Library checkout is once per week per class. Books and magazines may be checked out and renewed if needed. **ANYONE WITH OVERDUE BOOKS OR MAGAZINES MAY NOT CHECK OUT ADDITIONAL MATERIALS UNTIL OVERDUE ITEMS ARE RETURNED.**

Missing books will be charged full replacement cost. Damaged books will be charged cost of repair if possible, or full replacement cost. Returning the book is greatly preferred to payment.

### **LOST AND FOUND**

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

### **MASS AND OTHER LITURGIES**

Generally, once a week, students will attend and participate in Mass.

Masses for grades 5-8 at St. John the Baptist Church will be on Tuesday mornings at 8:30 a.m. Masses for grades K-4 at St. John the Baptist Church will be on Thursday mornings at 8:30 a.m. All school masses are generally held at 2:10 on the appropriate days. The Masses will be planned by a specific grade on a rotating basis. Please watch the calendar to know which grade is planning the Masses. Pre-kindergarten students will attend mass when Pastor and teacher deem appropriate.

In addition, there will regularly be other prayerful celebrations of church seasons and feast days. Students in grades 2-8 will also have the opportunity for the Sacrament of Reconciliation.

### **MEDICATION AT SCHOOL**

The following applies to all medicine, including over-the-counter drugs. Any medicine that a student needs to take during the school day must be kept and dispensed in the school office, except for cough drops which still need a note from the parent with specific instructions, but can be kept with the classroom teacher. Written Doctor's permission and written parent/guardian permissions are required for prescription medications and parent permission is required for any other medications to be given to a student by the principal or other designated school personnel. Telephone approval is not a valid substitute for the appropriate form.

Any such medicine must have written instructions regarding dosage and frequency and be sent in a properly labeled container. School personnel designated to administer medications are not required to administer medications by means other than ingestion, though they may do so if willing, especially in case of an emergency. Prescription medicine will be kept in a locked drawer, which may only be accessed by designated school personnel.

#### Prescription Medicine

In the event that your child is required to take medication during the school day, please send the dose for that day in a container accompanied by the appropriate PARENT/GUARDIAN MEDICATION CONSENT FORM. You will also need to have your physician complete the PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION.

### Non-Prescription Medicine

The PARENT/GUARDIAN MEDICATION CONSENT FORM is to be used for non-prescription medicine. You may wish to keep extra copies of these forms on hand. Please keep the school office informed as to the need of medication during school hours.

### **MUSIC**

Music instruction is conducted weekly for each grade. All students will also take part in a Christmas program and Fine Arts Night.

### **NOON MONITOR PROGRAM**

To assure adequate supervision for our students between 11:25 a.m. and 12:25 p.m., the Parish School Council established and coordinates a noon monitor program. \$36.00 per family per year is due at the beginning of each school year.

For account payments or other information, please contact Judy McDonald at St. John the Baptist school office (920)-674-5821

### **NON-HARASSMENT POLICY**

All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination, harassment, and intimidation, including sexual harassment. Sexual harassment includes, but is not limited to, unsolicited and unwelcome sexual advances, requests for sexual favors, or other sexual conduct, whether verbal, visual or physical.

If an educational employee, volunteer, or student is subjected to, or aware of, sexual harassment or intimidation, that person must immediately report the alleged harassment to the teacher and/or school administrator. If the school administrator is part of the complaint, said complaint is given to the pastor.

All such complaints must be put in writing and must be investigated, maintaining as much confidentiality as possible in the given circumstances.

### **PARTIES**

Classroom parties will be of limited time and in honor of major holidays, at the discretion of the teacher and the principal. A treat may be shared on the occasion of a student's birthday, again at the discretion of the classroom teacher. At all times, healthful treats and/or wrapped food are preferable for sharing for sanitation purchases and to avoid major cleanup problems.

#### Non-School Parties

Words cannot express the disappointment a child feels when all or most of his/her classmates have been invited to a birthday party, slumber party, etc. and he or she has been left out. This kind of disappointment knows no age levels and is hurtful for all involved—those invited, those not invited, teachers and other staff members. If your child is going to distribute invitations to all of their classmates then he or she may do so

at school. If not, then the invitations will need to be sent by mail, done over the phone or distributed outside of the school grounds.

### **PAYMENT OF FEES**

In order to avoid any confusion or mistakes we ask that all money, whether cash or check, be sent school and be clearly marked in an envelope that includes the child's name or family's name and the purpose of the money. This process helps to make our job in the office much easier.

### **PHYSICAL EDUCATION**

Growing children need physical exercise and fresh air. To meet this need, recess is scheduled each day as well as structured physical education classes. Participation is expected by all the children unless there are extenuating health reasons which must be documented in writing from the parent and/or doctor. Written excuses must include the length of time in effect.

Children participate in structured Physical Education classes weekly for each grade. Having proper clothing at school for class is the same as completing an assignment for another class. Lack of proper clothing, and therefore reduced participation in class, must have a detrimental effect on the student's progress and, therefore, grade.

All students must wear tennis shoes during Physical Education class. Gym tennis shoes may be the student's regular tennis shoe, provided they are clean, do not leave black marks, and are always at school on gym days. If a child must sit out of class because of forgetting tennis shoes at home, that child should bring a pair to keep at school.

Shorts are acceptable clothing for Physical Education class, provided they are loose (but not falling off) and finger tip length. Grades 4-8 are asked to bring a full change of clothes, plus towel and deodorant on PE days.

### **PLAYGROUND RULES AND REGULATIONS**

A lovely gift of childhood is the ability to enter into free and creative play activity. In keeping with our human dignity statement, we encourage games and other play activity that promote an experience of well being and cooperation. Activities, which include the use or imitation of violent and destructive behaviors using weapons of any kind or imaginary and harmful destruction of any kind may not be fostered anywhere on the school premises.

Appropriate playground and rainy day weather procedures are discussed, clarified and reviewed regularly in each homeroom. A few basic rules include:

- no kicking, hitting, or running into another person
- no hard balls in the Church St. area and no baseballs on North St.
- no standing up on the slide
- no snow throwing of any kind
- no "king of the hill" type games
- no destroying of snow construction built by others

- Play within the boundaries.
- Doorways to school are off limits, except to enter or exit the building.
- Students should take outside everything (appropriate clothing for the weather and play equipment) that they would need for recess period.
- After recess, students should bring back to the classroom everything they took out for recess (clothing and equipment).
- Bathrooms are off limits during recess, except in case of emergency.
- Mud and wet grass are to be avoided at all times.

The teacher/adult on duty has the final word on behavior and discipline.

### **PLAYGROUND SUPERVISION**

Playground supervisors, whether teacher, parent, or principal, are responsible to ensure the safety and well being of all students. Playground supervisors must be on the playground and vigilant at all times during the recess period. Student problems that cannot be handled immediately must be brought to the attention of the classroom teacher and, if necessary, the principal. In case of a serious situation, the supervisor should radio the office to get the classroom teacher and/or principal.

A supervisor who must leave the playground area while students are present must first send for an adult to supervise the playground in his/her absence.

If parents are interested in helping and volunteering time to assist with this, please contact the school office.

### **PRESCHOOL/PRE-KINDERGARTEN PROGRAM**

St. John the Baptist offers preschool for 3 year olds and a pre-kindergarten program for 4 year olds. Please refer to the pre-kindergarten handbook for more information.

### **PRIVACY POLICY**

St. John the Baptist School respects the right to privacy of each student and his/her family. Discipline procedures are handled within the building with the appropriate teacher(s), principal, student, and pastor, if needed. Staff from St. John the Baptist School will not discuss a student's problems with anyone except the student's own parent/guardian or in a problem solving group of professionals coming up with a plan for the future.

In return we ask that parents/guardians keep school problems within the school building. This is a matter of loyalty to one's school family, respect for self and others, and also facilitates solving the problem.

### **TOYS/CELL PHONES/CD PLAYERS/I-PODS/MP3 PLAYERS**

It is requested that these not be brought to school during regular school days, except in case of special circumstances, with prior permission of the classroom teacher. Neither the school nor the school personnel may be held responsible for these items and cannot monitor what is being listened to on these devices. Cell phone usage is NOT permitted

during school hours. If student brings these items to school they will be confiscated and returned to the parent.

## **RECESS**

Children are expected to go outside during recess. This brief period of fresh air and exercise provides a healthy component for the learning environment. Certainly, we do not go outside in the rain or extreme cold. In Wisconsin, both the outside temperature and the kind of precipitation vary a great deal from August to June. Please assist your child in dressing appropriately for weather conditions.

Students must always come to school adequately dressed to participate in outdoor recess. Please label all clothing with student's name. All students are expected to go outdoors for recess unless it is raining at recess time or if the temperature/wind chill is below 10 degrees Fahrenheit.

Boots must be worn outside when snow is on the ground to prevent the student from wearing wet shoes all day at school. Students without boots are confined to dry areas of the blacktop.

It is required that students wear shoes at all times in the school building. If remembering to bring shoes is a problem during boot weather, then the students should leave a pair at school.

Students who wish to go off the blacktop on snowy days must also have an extra pair of pants or snow pants at school to avoid sitting in wet clothes the rest of the day. It is expected students wear hat and mittens or gloves during the cold weather. Please be sure students have the clothing they need for expected or unexpected changes in weather.

## **RELEASE OF STUDENTS FROM SCHOOL**

No student will be released to anyone other than a parent/guardian without written notice. When necessity demands and parents come to pick up a child unexpectedly, the parent/guardian should stop first in the school office. We will then notify the teacher involved and the child. Students will not be allowed to leave the premises alone during the school day without prior written parent permission. Parents are encouraged to schedule medical and dental appointments outside of school hours whenever possible. Release of students from school is coordinated with the school attendance policy.

## **RIGHT TO AMEND**

St. John the Baptist School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Folder.

## **SAFETY**

Children's safety is of major concern of the school, but parental cooperation is necessary to build good habits. We strongly suggest and encourage parents to discuss basic safety rules with their children: crossing the street properly, not talking to strangers, establishing a safe route to and from school, and safety procedures on the bus. Faculty

and staff continually provide reinforcement of these basic rules and supervision throughout the school day for all students.

**Building Security:**

All doors of the school building are kept locked at St. John the Baptist. A bell system is used at the North Street entrance. Upon entering the building, please proceed to the office to check in before going anywhere else in the building. Safety allows anyone to leave through any exit. We request that in using any of the exits you would make sure the door is securely closed behind you in trying to reopen the door.

**Fire Drills:**

St. John the Baptist School will conduct one fire drill per month so that students are familiar with quick and safe evacuation in case of fire. Procedures are posted in each classroom. All occupants of the building are to move quickly and quietly from the building. The first people to the exit please hold the doors open for others. Students face away from the school building and remain quiet until the all-clear signal is given to return to the classroom.

**Tornado Drills:**

Tornado drills are held in the spring every year to be prepared in the event of threatening storms. Students are instructed to proceed to areas of the building that will provide for the greatest safety.

**SCHOOL DAY**

Each person attending St. John the Baptist School will find included in his/her school day opportunities to nurture personal prayer. Jesus songs, formal and creative prayer, Bible stories, Scripture reading, prayer services, liturgy preparation and Mass are some of the prayer forms made available to students regularly. These faith-focused activities give credence to the claim that the Spirit of Jesus permeates our living.

6:45-7:50	Before School Care for those enrolled
7:50	Doors Open
8:00	School Begins
11:30-11:50	5-8 Lunch, K-4 Recess
11:50-12:10	K-4 Lunch, 5-8 Recess
3:00	Dismissal
3:00-6:00	After School Care

**SCHOOL PROPERTY**

All school property needs to be treated with care. There will be no writing or stickers on the desks. All textbooks will be treated with care. Covers needed during the school year will be the responsibility of the family to provide. White roll freezer paper or brown paper bags make fairly durable covers.

Students are requested to use a book bag to carry textbooks and library books to and from school. All materials should be kept as neat and clean as possible.

## **SCHOOL SUPPLIES**

These are listed by grade level on our Toolbox forms and distributed via the Thursday envelope at the end of each school year for the following year. These are also sent to local stores.

## **TESTING**

Each school year in October, students at St. John the Baptist in grades 3-8 will participate in standardized achievement testing as recommended by the Office of Catholic Schools of the Madison Diocese. The standardized test used is the Iowa Test of Basic Skills. These tests provide valuable information about how a student is performing in school and areas of strengths and weaknesses. Standardized testing also provides valuable information for the development of our academic program.

## **TEXTBOOKS**

Students will receive textbooks to use as needed in pursuing their studies for the year. Textbooks are numbered and a record is kept both of the number of the textbook the student receives and the condition of the book as the child receives it. Textbooks are very expensive, and students must learn proper care of them. The next students to use the books will wish to receive them in good condition.

Students are expected to cover books to help keep them clean. Worn covers must be replaced as needed. With the exception of paperback texts as indicated by the teacher, students should keep textbooks free of writing or any markings.

The condition of textbooks will be evaluated when they are returned to the teacher. Missing books will be charged full replacement cost. Damaged books will be charged cost of repair if possible, or full replacement cost.

## **TUITION POLICY**

(Effective August 1998)

Parish status for tuition purposes will be granted to those who have established a history in the Parish of active participation in the life of the Parish. This participation includes regular worship with the Parish Community and involvement in the Parish Stewardship Program. Families who live in the Jefferson area and do not have a history of active participation will be asked to pay the full, non-parishioner tuition. If, over the course of a year, the involvement level changes to an active one, a refund or credit will be granted for the differences between the Parish tuition and the Non-Parish tuition amounts.

Families who have moved into the area and wish to register their children in our Parish School with Parishioner status will be asked to supply a letter from their previous Pastor stating that they were active and participating in Parish life at their prior location. If a letter is not made available, they will be registered as Non-Parishioners for tuition. If, in the course of the year, their involvement is an active one, a refund or credit will be granted them for the difference between the Parish tuition and Non-Parish tuition amounts.

Consideration: There are at times, families who are sincerely struggling to re-enter the Faith Community and bring their lives into the path of stewardship and participation in worship. Special consideration will be extended to them in regard to tuition on an individual basis.

**Definitions:**

**ACTIVE MEMBER OF PARISH:** A person is considered an active member when they are engaged in the worship life of the Parish on a regular basis and have made an active commitment to stewardship in the area of time, talent, and treasure.

**INACTIVE MEMBER OF THE PARISH:** A person or family is not an active member when they fail to attend worship on a regular basis and have not made a commitment to stewardship. Examples: A person that one might see only at Christmas or Easter...one that does not give of their time, talents, and treasure.

FACTS Tuition Management Company is used to assist in the collection of tuition. Parents may choose to pay tuition in full or enroll into FACTS. Payment in full is due at tuition collection weekend in August of each year.

Financial aid applications are also processed through FACTS and are available at the parish office.

<b>Tuition</b>	<b>Parishioner</b>	<b>Non-parishioner</b>
1 child	\$ 1486	\$2024
2 children	\$ 2615	\$3327
3 children	\$ 3432	\$4048
4 children	\$ 3686	\$4439

No child will be prevented from attending because of inability to pay church support and/or tuition, unless the parent has not made arrangements with the pastor. Families who cannot afford the above stated tuition fees are encouraged to speak with the parish priest and apply for tuition assistance.

If you would like to add to the funds to help people with tuition please speak with the pastor or principal. All donations to or use of this money is kept confidential.

**USE OF FACILITIES**

The school shall not be responsible for accidents incurred by members of any family or group using the school facilities. Each group must at all times provide adult supervision for children (not yet graduated from high school) who are using the school facilities. For example, children cannot be allowed to play unsupervised in the gym or on the gym stage, backstage, halls or stairways.

**VOLUNTEERS**

Volunteering is one of the components that make Catholic schools work so efficiently. All parents, grandparents and interested parish members are encouraged to volunteer their services to the school. In order to do this, there is a Virtus training on Protecting God's Children and some necessary components of this program that must be in place. If you

need information about when and where a training session is taking place call the school office or watch the bulletin and newsletters that come home in your Thursday folders. We need people to help us during field trips, within the classroom for various projects, recess duty, office work, and with school sponsored activities that might include academics, athletics, Home and School programs and fundraising. If you have any time that you would like to share with us, please call either school office. The children and staff are always delighted to have you in our school.

***\*\*Office shall detach and keep on file for signature each year***

*Parents are asked to review the Parent/Student Handbook with their child(ren) and together sign the sheet stating that you and your child(ren) are aware of the school policies stated in the handbook. Please keep the handbook as a resource for whenever you may have questions. For any clarifications on any specific item, please call the principal or the pastor.*

**Statement of Review of Policy Handbook**

I, \_\_\_\_\_, have reviewed with my child the  
(Parent/Guardian Name)

Parish School handbook and am aware of the school policies stated in this book. I will keep this as a resource for whenever a question may arise. I understand that I can request additional copies of this book by calling the school office.

_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
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_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date
_____ Student Signature	_____ Date	_____ Parent Signature	_____ Date

Field Trip Form for parental use (\*\*2 PAGES):

**PARENTAL CONSENT  
AND WAIVER OF LIABILITY AND INDEMNIFICATION  
St. John the Baptist Catholic School**

I, the undersigned parent(s)/legal guardian(s), represent that I am the parent and/or legal guardian of \_\_\_\_\_ (hereinafter "Student") and hereby consent to Student's participation in the field trip to (please see attached letter) and related events and activities (hereinafter "Activity"). Further, in consideration of the Student being allowed to participate in the Activity and in consideration of the fact that the Student may be furnished transportation from time to time, either by the School or in a privately-owned vehicle, the undersigned(s):

1. Acknowledges and fully understands that there is a risk of serious injury associated with vehicular travel by Student and also with the Student's participation in the Activity, including permanent disability and death, and severe social and economic losses which might result not only from the Student's own actions, inactions or negligence, but the actions, inactions or negligence of others, including St. John the Baptist Congregation and St. John the Baptist School. Further, I acknowledge and agree that there are numerous risks associated with vehicular travel or participation and engagement in the Activity not known to me and not reasonably foreseeable at this time which may arise including, but not limited to, risks of falling, impact with other persons or objects and equipment failure or malfunction. I further recognize that all such risks cannot be described as part of this document. Accordingly, if I believe I need more information regarding the Activity before waiving liability and agreeing to indemnify the School and Parish as described below, I agree that I will seek additional information or refuse to allow Student to participate in the Activity.
2. Assumes all of the foregoing risks associated with Student's vehicular travel and participation and engagement in the Activity and accept personal responsibility for all damages following such injury, permanent disability, death or other risk not reasonably foreseeable.
3. Intending to legally bind myself, my representatives, successors and assigns, I hereby release Parish and its board of directors, trustees, officers, employees and agents (collectively the "Releasees") from liability, and waive all claims and demands of every nature or kind, including claims of negligence on the part of the Releasees, on account of injury to or death of the Student or damage to or loss of the Student's property, arising or resulting from the Student's participation in the Activity. I understand that by waiving rights against the

Releasees as described above, I am giving up the right to seek all legal remedies which might otherwise be available to me including, but not limited to, monetary damages, damages for emotional suffering, damages for loss of companionship, medical or other expenses, and attorney fees.

Intending to legally bind myself, my representatives, successors and assigns and in exchange for the Student being allowed to participate in the Activity, I agree to indemnify and hold harmless the Releasees against all losses, damages, monetary awards and expenses, including attorney's fees, incurred in connection with any and all claims, including claims of negligence on the part of the Releasees brought by me or the Student, his/her representatives, successors or assigns against the Releasees on account of injury to or death of the Student or damage to or loss of the Student's property, arising or resulting from the Student's participation in the Activity from time to time and from place to place. I understand that by agreeing to indemnify the Releasees, I am agreeing to pay for all monetary damages awarded against and costs incurred by the Releasees in the event that I or the Student, his/her representatives, successors or assigns were to pursue claims(s) against the Releasees.

I CERTIFY THAT I GIVE PERMISSION TO THE STUDENT TO PARTICIPATE IN THE ACTIVITY STATED ABOVE AND CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER OF LIABILITY AND INDEMNIFICATION, THAT I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS AND ASSUMING SUBSTANTIAL OBLIGATIONS BY SIGNING IT, AND THAT I SIGN IT FREELY AND VOLUNTARILY.

YES NO **Yes, I have taken the Protecting God's Children Program and completed the necessary components and can assist the classroom teachers in chaperoning this activity (please discuss this with the classroom teacher).**

\_\_\_\_\_ Yes, I am adding to my amount to add to the assistance fund.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Print Name of Student

**Please return this form and \$ \_\_\_\_\_ to school by \_\_\_\_\_.**  
Diocese of Madison DBA 6450 Board of Education Policy Handbook 2001