

PARISH SCHOOL HANDBOOK

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

General Information:

School Office Phone: 920-674-5821 (number to report absence)

School Fax: 920-674-2521

School Hours: 8:00 AM – 3:00 PM.

**Students not in their homeroom at 8:00 AM are considered tardy.

Students should check in at the office after 8:00 AM.

School Office Hours: **7:30 AM – 3:30 PM (on all normal school days)**

Website: www.stjohnbaptist.net

Office email: lbecker@stjohnbaptist.net

Principal email: bbare@stjohnbaptist.net (Mr. Bill Bare)

Teacher email: (first initial + last name)[@stjohnbaptist.net](mailto:>@stjohnbaptist.net)

Adopted 2004

Reviewed and revised annually by the School Council or Principal
(2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019)

Dear Parents and Students of SJB,

Welcome to the 2019-20 school year. The staff and I can hardly wait to get started! We are very grateful you have chosen St. John the Baptist School for your child's education. Together, we are committed to our Catholic values. We will help your child grow socially, emotionally, intellectually, and especially, spiritually.

Our staff would like to partner with you in this tremendous opportunity. We promise at this school to respect and treat each person as a person of worth at all times. We will help our students recognize that not everything we do will come easy, but that with struggle comes growth. As a school family, we will guide our students to make good choices. We will provide a rich curriculum with amazing teachers, but most importantly, we will cherish each child for the gifts that they share.

In the following pages we communicate procedures and policies that will be utilized at SJB. Any terms or items not covered in the handbook are under the control and discretion of the Pastor, Father Tom, and the Principal.

As we move into the new school year, let us all work to make this a satisfying and rewarding experience for the whole family of SJB, including students, parents, teachers, and staff. Let us pray that the Holy Spirit will be present among us as we commit to the vision of making "SJB, the place to be!"

Peace in Christ

Mr. Bill Bare
Principal

"It's a GREAT day to be a KNIGHT!"

GENERAL OVERVIEW:

Mission Statement:

The Mission Statement was redone this past year with input from parents, students and staff.

Inspired by St. John the Baptist and St. Francis of Assisi, SJB (St. John the Baptist) is a GREAT place to be:

*S*afe and caring school family;
*T*eaching the Good News of Jesus;
*J*esus holds our hands and guides us on our way;
*O*ur students attain academic excellence;
*H*oly and Joyfully Catholic;
*N*urturing spiritual and social development;
*S*erving Christ by serving others.

St. John the Baptist School in Jefferson has been educating the youth of Jefferson and the surrounding area in the Catholic Faith since the 1870's. Nearly 3000 SJB graduates have enriched the families and communities in which they live.

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, and 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 complete a Protecting God's Children class (this can be done online through the diocese of Madison at

https://www.virtusonline.org/virtus/19056/reg_2.cfm?theme=0

You must complete a background check, and receive and sign 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 that 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. Please refer to the Diocese website (www.madisondiocese.org) for more specific curriculum/standards information.

Financial Obligations:

Parents will need to sign a contract agreement, which can be found as an addendum at the end of this document in the **School Tuition Contract**.

TUITION SCHEDULE SCHOOL YEAR

KINDERGARTEN - GRADE EIGHT

Tuition Rate per child, Non-Contributing Family (Non-Catholic or non-contributing Catholic)

\$2700.00

Tuition charge for "Registered Catholic Steward" (Enrolled in online EFT payments, or regular contributor through parish envelopes)

\$2100.00

Contact the office for tuition for more than one child.

PRE-KINDERGARTEN MONTHLY TUITION

Three (3) year old program.....**\$800.00/year**

Four (4) year old program.....**\$1120.00/year**

Tuition Payment Options:

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 September designated date for tuition , by semester (Sept. and January), 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.factsmgt.com or contact the school for a brochure. No records will be sent to transferring schools of students whose financial commitment is in arrears.

FINANCIAL ASSISTANCE is available for grades K-8 if applied for (and qualified for) online at www.factsmgt.com.

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 that provide a young person with both guidance and security.

It is essential that a child takes 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 protocol;
 - Completes assignments on time;
 - 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 phone call or email when the student will be 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.

Children entering Pre-K 3 or 4 must be three (3) or four (4) years of age by September 1st respectively. Children entering Kindergarten must be five (5) years of age by September 1st of that school year.

ATHLETICS

Students may participate in volleyball, basketball and possibly Pom Poms (in the near future, we may also offer Cross Country and Track) through the St. John the Baptist School program and in coordination with the league association under the Diocese of Madison Catholic School Office. In addition, athletic opportunities are offered through the Public Middle School. There is an athletic fee of \$25.00 per athlete with a maximum family fee of \$75.00 per year. 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. The administration must approve any student leaving the building during school hours.

A doctor's excuse is needed for either being absent for three days in a row or 10 missed absences due to illness.

A student who is absent for fever and/or vomiting must be 24 hours free of fever or vomiting before returning to school.

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

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, or vacations. Extended vacations must be discussed with the Pastor and/or Principal prior to the event. While we do value the education involved in travel experiences, we ask you to make every effort to plan vacations when school is not in session; i.e. – during the summer or extended breaks such as Thanksgiving, Christmas, or Easter. A child missing a week of school requires much work, not only for the student, but for all teachers involved in

that child's day. 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.

****Please note, teachers are not required to give assignment(s) in anticipation of the vacation. Students are responsible to make up all missed work.**

Children coming or leaving school during scheduled school time must check 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

K-8 students are asked to arrive at and enter from the North Street playground/parking lot. Pre-K and extended care may use the Church Street entrance. 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. Other than for bus riders, after school-care students, and South of Church Street Walkers, all children are to be dismissed to the North Street pick-up lot. 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 in one quarter is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation. Please understand that students arriving late impact not only their personal learning, but are disruptive to a class already in session.

Students not picked up by the end of school dismissal (3:00-3:15 PM) will be sent immediately to the **After School Care Program**. St. John the Baptist School offers an After School Care Program (called **Extended Care**). Students who are enrolled in the program must pay a \$35.00 deposit at the time of registration. If a child is not registered, but needs to use the **Extended Care** Program, the \$35.00 will be added to the first bill and registration materials will be sent home. Parents are charged the hourly per child rate for using this program. This Program was designed with student safety in mind and allows parents peace of mind if they are late in picking up their child. This program needs to be staffed for the safety of the children.

BAND

Band lessons are available in grades 4-8. Students pay for lessons by the quarter and are responsible for their own instrument rental or ownership. In addition, Jazz band may be offered through our Public Middle School.

BEFORE SCHOOL CARE/AFTER SCHOOL AND EXTENDED DAY

Care is available for a designated fee from 6:30 a.m. (as needed) until 7:50 a.m. and again after school from 3:00 until 5:30 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.

BRING YOUR OWN DEVICE TO SCHOOL (BYOD)/CELL PHONES

With the school purchase of iPads and Chromebooks, there is no need for students to bring their own devices to school. Cell phone usage is NOT permitted during school hours. Cell phones may be used once the child has left the building at the end of the day. Cell phones are not permitted on field trips. If a student wishes to take pictures on a field trip, a disposable camera is recommended.

STUDENT/PARENT ACTIVITY COMMITTEE (SPAC)

The purpose and direction of the Student/Parent Activity Committee at St. John the Baptist School is to build a sense of community among the school families and to encourage a positive relationship between school and home. The activities planned and promoted by the Student/Parent Activity Group reflect this purpose. Specific Fundraisers may be held to purchase materials or equipment that will enhance the quality of education for the students and school.

Meetings will be held 4 times a year, or as needed before a special event. Meetings should be scheduled at the beginning of the school year. The purpose of the meetings is to plan events, support staff, build communication and welcome families. The Principal, or a designated staff member must approve agendas before meetings.

Specific questions pertaining to the school should be brought to the Principal outside of the Student/Parent Activity Committee, keeping in mind the purpose of the committee.

Events planned by the Student/Parent Activity Committee include, but are not limited to:

- Back to School Night Welcome
- Teacher meals for conferences
- Halloween Dance
- Pancake Breakfast
- Spring Dance/Lock in
- Teacher Appreciation Week
- Organizing Classroom Parents

Events with which the Student/Parent Activity Committee assist are the Rake-a-Thon and Grandparents' Day.

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 Dousman Transport and pay for this service. Any questions can be directed to Dousman Transport (formerly Jefferson Bus Service), 674-5112. Students who attend St. John the Baptist School and live in the Johnson Creek School District, contact 920-699-2811. 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 (AM 94 radio). St. John the Baptist School is in conjunction with the Jefferson Public School District for cancellations, late openings or early dismissals. If Jefferson schools have a delay or cancellation, we also 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. We will also notify families via FlockNote, so make sure you let the school know if you are not already registered for this service. We will also send notice out on TeacherEase. Also, check the school website as we will try to update that with the latest closing information as well.

COMMUNICATION

*Teachers need and want communication with parents. Because the teacher's primary concern between 7:50 a.m. and 3:15 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.

Please be considerate and note that Teachers, support staff and the Principal are not required to check emails past school hours or on the weekends.

CONFERENCES

Parent Teacher Conferences are held twice a year for the purpose of evaluating student goals and progress – the last week of October and again the last week of February, on Tuesday and Thursday. In addition, a parent, teacher, or student may request a conference at any time during the year. At least one parent is expected to attend. In Middle School, the students should also attend the conference. In the lower grades, student attendance is at the discretion of the parent and teacher.

THURSDAY ENVELOPE

This has been used in the past, and will be reimplemented in a limited capacity this year. We will communicate as much as possible through TeacherEase and FlockNote. We will do individual Field Trip permission slips again this year, so notes will be coming home on a more regular basis than last year. Use this folder to send envelopes with your family name on, especially when sending checks.

PARENT VISITS

Parents are welcome to visit the classroom after contacting the school office and classroom teacher. Visitors are to check in at the office on arrival and obtain a visitor's pass and to check out when leaving. According to safety regulations, the office needs to be aware of all in the school should an emergency arise. If you are bringing an item for your child, please leave it in the office. It is important that there are limited interruptions to the classroom routine and learning atmosphere.

The principal or designated staff person 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. Messages may be left at 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.

SCHOOL HANDBOOK

This handbook is issued in hard copy the first time a family formally registers for St. John the Baptist School and available on the school website www.stjohnbaptist.net. It is not reissued in hard copy annually. Any significant changes, i.e. tuition fees, etc. will be issued annually as addenda or noted via email to parents. Any family requesting additional copies may do so in the school office.

COMPUTERS, INTERNET, AND RELATED TECHNOLOGIES

A computer lab and iPad Mobile Lab are available for all students. Chromebooks are also being integrated into the upper grades. Instruction is given on a weekly basis in computer awareness and keyboarding. The technology teacher teaches keyboarding instruction in third through eighth grade levels. Each classroom has access to its own computer(s) for instruction, drill and practice as needed. Internet is available throughout the whole school. Each classroom is equipped with a SmartBoard.

A signed contract agreeing to proper usage is required to be on file in the school office. This is normally distributed at Back to School Night, but this year we are making it available in digital form. 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 (includes, but not limited to the following):

- Lending usernames or passwords to anyone else, using another person's username or password.
- Using school email for non-school use, including using Google Docs to communicate in a way not intended by the teacher.
- Revealing anyone's home address and/or phone number.
- Concealing security problems.
- Ordering materials or using credit cards with the school email address.
- Use of threatening, obscene or inappropriate language.
- Sending or uploading 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, school computers, or electronic devices 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 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 provide 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.

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, contractual agreements, or 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 assume all liability.

Discipline

As Catholics, we believe that we have been created in the image and likeness of God. With that, we are also given free will and the responsibility that comes with that. Teachers will share their classroom expectations with students in the first week of school, and will practice and reinforce procedures with students. Respect for adults and other students is expected at all times. The teacher will notify the Principal if a child is unable or unwilling to follow this simple directive, and consequences will be determined that fit the offense. Repeated offenses may require a parent meeting and further consequences from the Principal.

DRESS PROTOCOL (8/17)

SJB believes student clothing enhances the educational environment. Students attending SJB are asked to wear neat, clean and chaste attire. Ideally, clothes will be free of tears, rips, frays and holes and will fit appropriately. Parents and Guardians have the most direct knowledge of student clothing choices. It is SJB's hope that parents will support the school by guiding students towards a reflection of both personal and school pride with their choice of attire.

Guidelines for School Attire:

- Boys' shirts to have collars (polo, button down)
- T-shirts of solid color, design (i.e. stripes, patterns are permissible)
- Girls' shirts/tops must have at least two inch shoulder straps with neckline at least to the collarbone
- All shirts need to be waist length or tuck-able with arms raised
- Skirts/dresses need to be fingertip length (at most 3 inches above the knee)
- Shorts need to be mid-thigh in length
- Jeans/pants/slacks need to be worn at the waist and must be loose enough to wrinkle.
- Leggings/yoga pants/tights need to be worn with a dress or long tunic that drops to mid-thigh
- Footwear for play and for the school environment should be safe and conducive to active movement - shoes must 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) in grades PK - 4th. PK - 4th grade sandals must have a back/ankle strap.
- School Spirit wear (i.e. support shirt - Treyton, Connor, Kena, CF, Diabetes, Camp Gray shirt) is permissible.
- Weather appropriate clothing needs to be worn for outside play especially during winter months

Gym clothes

- Grades 6-8
 - Mid-thigh length shorts
 - Plain sleeved t-shirts (no print)
 - Gym shoes

Examples of Inappropriate Dress

- T-shirts or shirts that send a message, print or pictorial
- Clothing that reveals undergarment straps or waist bands
- Sweat pants or sports jerseys during school hours

At school, interpretation of the Dress Protocol, when in question, will be at the discretion of the Principal or his/her designated representative. Jesus was sent to bring us salvation and gladden our hearts. Our intention is not to be the fashion police or put focus on, "what not to wear." It is to identify the things that will create an upbeat and positive atmosphere here at school. SJB appreciates parent and student cooperation in building a wholesome learning environment.

Mass Day Dress:

As we did at the end of last school year, we will expect students to dress up for School Mass Days. No Blue jeans; No shorts; No leggings/Yoga pants; boys should wear a collared/dress shirt, Khaki pants, neat black or other colored jeans are ok. Girls should wear dress shirts, no shirts with "holes" in sleeves ("Cold Shoulder), or strapless tops. Dresses should be knee length.

Special Dress Days:

The principal (Student Council directed) may announce special dress days throughout the year.

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 drugs 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. Parents will be notified when the situation is deemed safe.

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 non-scheduled early dismissal. The school will put up a notification on the school website as well as sending out a Flock Note notification.

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.

ENDOWMENT FUND

The parishes hold endowment funds for the parishes and school. 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

Emergency EpiPens prescribed to the students will be available in the student's classroom per doctor order. 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 and physician 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.

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, Yearbook, 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.)

- A student must be of full time enrollment status in order to participate in athletics.

Procedures for Remaining Eligible to Participate:

Academic: Students are expected to achieve to their ability level. "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. Students who are not working to their potential, as determined by teachers or the principal, will be counseled on ways to improve in the classroom and in the general school community. Students who are not responding to counseling, may be asked to take a break from extracurriculars until they are once again working to potential. The principal will make the final decision as to the length of any potential suspension of participation.

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 ensures 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 for students to

attend their class field trips. If a parent wishes to NOT have their child attend a specific trip, they should let the school know in advance of the trip so other arrangements can be made.

6. Students who are participating in a 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.
7. All monies collected for the field trip are **non-refundable**.
8. **Cell phones, iPods, 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.

Virtus: Protecting God's Children training, is required by the Madison Diocesan Board of Education. All adult volunteers working with minors are required to take a one-time, online course and submit to a background check/statement of agreement.

In addition, adults who volunteer to drive for school events may transport only as many children as their vehicle has seat belts (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

Student grades are determined in the following manner:

For Effort in each class:

- 4 = Exceptional
- 3 = Good
- 2 = Variable
- 1 = Rarely Demonstrated

For Achievement in grades K-5, at the end of a grading period:

- Complete Understanding 4
- Good Understanding 3

Developing Understanding 2
 Minimal Understanding 1

Grades 6-8 will use the following scale:

Letter Grade	Min %.	Stand. Grade	Letter Grade	Min %.	Stand. Grade
A+	99	4	C+	84	2
A	96	4	C	80	2
A-	93	4	C-	77	2
B+	91	3	D+	75	1
B	88	3	D	72	1
B-	86	3	D-	70	1
			F	0	1

For individual assignments/standards assessed in each class:

Exceeds Target Learning Goal	4
Meets Target Learning Goal	3
Success at Simpler Content	2
With Help, partial success	1
Standard not assessed at this time	0

Progress Reports

Grades 5-8 have open grade books via the website TeacherEase (parents are given a login name and a password). Parents then have access to check lunch accounts and grades of their child.

Further Evaluation/Special Education Referral

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.

GRIEVANCE

A parent grievance occurs when there is a disagreement between the parents or guardians of a student enrolled in the school and an employee of the school. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation can occur, consistent with the philosophy of the school. If resolution occurs, there is no need to proceed. Any grievance not raised in a timely manner (generally not to exceed 5 days) shall be considered waived.

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 resolution is not achieved, the parent/guardian may initiate a formal grievance process by providing a letter to the employee's supervisor within 5 days of the informal discussion with the employee. The letter should include:
 - a. Date/time of the informal meeting
 - b. Name and position of the employee with whom the disagreement exists

- c. Factual information and background regarding the disagreement
 - d. Specific recommendations for resolution of the issue
- 2) After receipt of the letter, the supervisor will meet with the employee and will then schedule a meeting for all parties within 5 days.
 - 3) If no resolution is made following step 2, the documentation will then be presented to Pastor who may choose to consult with Parish/School Council in an advisory capacity.

GUM CHEWING

Gum chewing is NOT allowed in school, on school property, or on a school field trip, due to the difficulty of cleanup. However, gum may be given for specific academic related reasons through the teacher.

HARASSMENT

Harassment includes any type of bullying. Bullying is any abuse of power by an individual or group who deliberately targets others for repeated physical, psychological or emotional abuse. Examples of bullying behaviors include, but are not limited to: a pattern of: intimidation, threats, menacing taunts, teasing, spreading rumors, cyber-bullying, texting, social networking and/or picking-on or isolating others by gender, and/or other psychological abuse. Bullying can also include physical contact aimed at provoking a defensive or aggressive response.

The Diocese of Madison's Board of Education has developed a policy that we implement here at St. John the Baptist Catholic School regarding sexual harassment (DBA 4200). "All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination including sexual harassment or intimidation. No educational employee, volunteer, or student shall be subjected to unwelcome sexual advances, requests for sexual favors, or other sexual conduct, verbal, visual, or physical."

SUSPENSION AND EXPULSION POLICY

Suspension is for a serious offense against the good conduct policies of the school community. An in-house suspension may be served by students. Actions resulting in suspension include, but are not limited to, the following:

- Any form of harassment
- Gross defiance
- Disrespect toward staff, students, volunteers or property
- Preventing a teacher from teaching
- Continuous upsetting of order in the classrooms or the school in general
- Any action that could result in expulsion as identified below

Expulsion is an extreme measure and will be used only on very rare occasions and if all efforts to correct the negative behavior have failed. A student may be expelled for repeatedly refusing or neglecting to obey the school rules.

Actions resulting in expulsion include, but are not limited to the following:

- Any form of harassment
- Striking or assaulting any school employee
- Gross defiance
- Battery and/or attack
- Exhibiting, using or threatening to use, any weapons on or near the school premises
- Use or possession of any controlled substance
- Any violation of the school's DRUG-FREE/SMOKE-FREE/WEAPON-FREE SCHOOL policy

If principal recommendation is not acceptable, the disputing party shall be referred to the Pastor and/or his designee.

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 hair brushes
- 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. You will be required to have a copy on file with the office at the start of school. Notify the office of any updates throughout the school year.

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 headaches or stomach aches 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 FORM

At registration, each family will be asked to complete or update a health emergency form. 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.

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 may have serious consequences.

Homework time should be used wisely at all levels. If you have a primary grade student 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 1 through 8 use either a notebook or 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.

ASSIGNMENTS are due as clearly indicated by the teacher. For grades 5-8, it is the student's responsibility to put this information in his/her Assignment Journal (provided at school), use work 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.

HOT LUNCH PROGRAM and MORNING MILK

Hot lunch is available daily at a per meal cost of \$3.00 for grades PK 3-8. Seconds can be purchased for an additional \$0.50. The Express Line is a salad bar with a sandwich of the week and costs \$1.75. The Hot Lunch choice comes with the Salad Bar (minus the sandwich). Children who bring cold lunch may purchase noon milk for \$0.40. Our monthly lunch menu is posted on our website. Please stay current on lunch balances for your child. Our bills need to be paid on time as well. You can check your child's lunch balance through Teacher Ease.

Milk

Children in grades K-8 may have morning milk break. Morning milk cost is \$0.40.

Candy and Soda

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 or water 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.

LIBRARY

Library checkout of books and magazines is available. Anyone with overdue books or magazines may not check out additional materials until overdue items are returned.

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

LOCKERS

Students in grades 4-8 have a locker assigned to them for their belongings. Students are expected to keep their lockers orderly. While no valuables should be brought to school, **padlocks** are available to use for a fee of \$10, of which \$5 will be refunded after the lock is turned in. Only school issued locks are acceptable. The building is used frequently on weekends and evenings. No stickers are to be placed on the inside or outside of lockers; magnets may be used on the inside of lockers. At the end of the school year, students are responsible for the cleaning of their locker, returning it to the condition they found it.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found area. **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 K-8 at St. John the Baptist Church will be on Thursday mornings at 8:25 a.m, except for the First Friday of the Month. 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. Thursday Mass does not fulfill the weekend Mass obligation.

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. 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 the case of an emergency. Prescription medicine will be kept in a locked cabinet, which may only be accessed by designated school personnel.

Cough drops will not be supplied by the School office. Students should bring cough drops from home, if needed, and the teacher should be notified to monitor consumption.

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. Participation in these programs is mandatory.

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. \$40.00 per family per year is due at the beginning of each school year.

PARKING LOT PROTOCOL

In order to insure the safety of our students, we ask you to follow the procedure we have set up for picking up children at 3:00 from the North Street parking lot. Cars form a line along the west fence and in front of the parish center. Students are dismissed to the first car at the front of the line and the cars proceed to move up. Cars exit using the middle lane. If you are at the front of the line and your child is not out yet, please move to the end of the line. This is to keep the line moving and to keep the students from darting out to cars. If you prefer to park and walk over to get your child, please park on the east side of the parking lot and walk over to meet your child. Children will not be allowed to run out to cars. A teacher is out to supervise this procedure. Please follow his/her directions.

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. Treats should be easy to serve for the student. Asking a teacher to cut up a cake, scoop ice cream, take pictures, etc. is taking away from the learning environment. While we happily celebrate the gift of a child on their birthday, big celebrations are reserved for family

time. Balloons, flowers, etc. that are delivered to school are discouraged out of respect for students whose families can not afford to send such items. Any flowers, or balloons sent to school on the child's birthday will be held in the office until the end of the day, so as not to disrupt the learning environment.

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 level 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. At no time is a teacher or staff member to write out invitations or make copies of birthday invitations.

PAYMENT OF FEES/BALANCE OF ACCOUNTS

In order to avoid any confusion or mistakes we ask that all money, whether cash or check, be sent to 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 as well as ensuring that credit is given to the proper family. **Lunch, tuition, and extended care must be written on separate checks. All others can be combined onto one check. See fee checklist for detailed information.**

For account payments or other information, please contact Lori Becker at St. John the Baptist school office (920)-674-5821 or check your lunch account balance on the School Insight student information system (TeacherEase).

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. All students should have a pair of gym shoes that are kept in school. Shorts are acceptable clothing for Physical Education class, provided they are loose (but not falling off) and mid-thigh in length. Grades 6-8 are asked to bring a full change of clothes, plus towel and deodorant on PE days.

PLAYGROUND PROTOCOL

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 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:

- Every child shall be permitted to join in team games (i.e. kickball, football, etc.)
- Tennis balls, playground balls, basketballs, footballs are permitted on the playgrounds
- Playground equipment is to be used in the manner for which it was designed; for example, slides are used to slide down
- For the safety of all, at no time is throwing rubber chips, rocks, snow, or ice permissible
- Games that involve pushing, or any potentially harmful actions are not permitted
- Respecting others play spaces as well as snow creations is expected
- 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.
- Church Street Playground is marked by orange cones and does not include the church steps or sidewalk
- North Street Playground is designated as anything north of the parish center. Use good judgment around parked cars.

We are discouraging bringing items from home but if a student brings toys/balls to school, they are the responsibility of the child bringing them and the school cannot be responsible for lost or damaged items from home. 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 another classroom teacher to get the classroom teacher and/or principal. Two teachers/supervisors are assigned to the playground for each recess, as well as another teacher having a walkie talkie inside in case of emergency.

- 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.
- For the safety of all, any play on either the North Street playground (including Connor's Corral) or the Church Street playground after school hours must be supervised by a parent after cars have left the parking lot. The Extended Care program will be supervised by the staff person for those registered in the program.

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.

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 the 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 zero 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 that students wear a 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

Students will only be released to anyone other than a parent/guardian with written notice. When necessity demands and parents come to pick up a child unexpectedly, the parent/guardian should stop 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.

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 and Church 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. Church Street entrance is to be used for Bus students, students who walk, Extended Care and PreSchool ONLY.

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.

Safety Drill: St. John the Baptist School will conduct a minimum of one crisis drill per year

with the police department present to ensure the safety of all students and faculty. The crisis plan will be reviewed with students and staff annually and as often as deemed necessary to ensure understanding.

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.

Our school day looks something like this:

6:45-7:50:	Before School Care for those enrolled
7:50-8:00	Doors Open and School Begins
11:30-11:50	5-8 Lunch and K-4 Recess
11:50-12:05	5-8 Recess
11:50-12:15	K-4 Lunch
3:00	Dismissal
3:00-5:30	After School Care

As students progress through the grades, more independence is expected. Please encourage that independence by allowing them to enter their classroom and get ready for their day on their own.

SCHOOL PROPERTY

All school property needs to be treated with care. There will be no writing or stickers on the desks or lockers. 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. Purchased, stretchable book covers are not recommended as they damage the corners of the books. 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 school website.

TESTING

Students at St. John the Baptist in grades K-8 will participate in standardized achievement testing at a minimum of 3 times per year, as recommended by the Office of Catholic Schools of the Madison Diocese. The standardized test used is the STAR 360. 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. It is also important to remember that Standardized Testing is only ONE way to determine achievement. The teacher can offer the best insight into the progress of your child.

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/workbooks 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 the full replacement cost. Damaged books will be charged a 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. Enrolling in EFT payments is an example of stewardship. Another is utilizing envelopes to drop in the collection plate.

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 on Back to School Night or before September 1. FACTS charges according to the payment plan you decide. There is no fee if you pay in full before September 1. Those who wish to pay by credit card will be charged an additional 2.85%. Those wishing to make monthly payments will be charged \$45. FACTS fees are non-refundable. A late fee of \$25 will be charged each month for late payments.

Financial aid applications are also processed through FACTS and are available at the parish office. Here is the link for FACTS www.factstuitionaid.com

Tuition

Active Members

1 child	2 children	3 children	4 children
\$ 2100	\$ 3450	\$4455	\$ 5100

Non-Active Members

1 child	2 children	3 children	4 children
\$2700	\$4150	\$5150	\$5800

No child will be prevented from attending because of inability to pay church support and/or tuition. Families who cannot afford the above stated tuition fees are required to apply for tuition assistance through FACTS. If there is an additional hardship, explanation will be made during an individual meeting with the Principal.

Families can earn "tuition credits" by purchasing SCRIP (see tuition contract). You can also earn credit by volunteering at St. Vincent de Paul--\$50 credit will be given for each 10 hours of work. Other volunteer positions can also be granted credit for tuition.

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. Any person or groups using the facility are asked to return it to the condition it was found. This includes the use of the kitchen. Leaving leftover food may seem

helpful, but becomes extra work for our kitchen staff to dispose of. If in question about leftovers, please check with Principal before leaving food. Microwaves, griddles, stove tops and ovens should all be cleaned by the person/groups using the kitchen.

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. This program is now offered online. 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. We ask that if you are in the building after 8:00 am, that you sign in in the office so that we are aware of who is in the building. You will receive a visitor badge and will need to check in and out.

All adult volunteers working with minors are required to take a one-time, online course and submit to a background check/statement of agreement. You can sign up and take the course here

https://www.virtusonline.org/virtus/19056/reg_2.cfm?theme=0

**Addendum to the School Handbook
St. John the Baptist Catholic School
Jefferson, WI
SCHOOL TUITION CONTRACT**

CONTRACT made by and between St. John the Baptist Catholic Congregation (PARISH), operating as St. John the Baptist Catholic School (SCHOOL) and _____ Parent/Guardian (PARENT) is as follows:

1. **ENROLLMENT.** The Parent desires to enroll and the School agrees to accept the following named children in the grades indicated for the 2019-20 school year:

Name of Student	Date of Birth	Grade
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
D. _____	_____	_____

2. **TUITION AND OTHER CHARGES.** Parent agrees to pay to the School the total tuition and other charges for each of the enrolled students according to the schedule and terms set forth in Addendum A attached hereto and incorporated herein. In addition, Parent agrees to fulfill any other financial or service commitments set forth in the Addendum. Tuition assistance may be available to Parent if Parent meets certain criteria. Parent should inquire if assistance is available and whether Parent qualifies. Confidentiality shall be maintained by the School with respect to any requests for tuition assistance by a Parent.

3. **EDUCATION.** The School agrees to provide academic and religious education for each student for the school year, subject to the student's and Parent's compliance with this Contract and all School and Diocese of Madison, Office of Catholic Schools, policies. The School believes that education should deal with the whole person but understands that each student is a unique individual created in the image and likeness of God. Catholic education adds the dimension of a value system

with Christ as a model. The School shall seek to create an atmosphere of faith, community and caring. Frequent prayer, participation in liturgies, encouragement of academic excellence, and the development of a student's potential are the essence of the School's philosophy. In cooperation with Parent, who is the primary educator, the School's aim is to instill basic principles and to act as a motivator in the classroom. However, Parent acknowledges that the School has limited financial resources and may not be able to provide the resources to meet all of the special or exceptional needs of some students. In such instances, the School reserves the right to dismiss the student from the School. If the School exercises such right, tuition will be refunded on a prorated basis.

4. **DELINQUENT ACCOUNTS.** If Parent fails to pay the tuition and other charges pursuant to the schedule and terms set forth in Addendum A or fails to meet any other requirements set forth in the Addendum, Parent shall be in default of this Contract. In the event of default, the School shall attempt to work with Parent to resolve the default on an amicable basis. Absent an amicable resolution, the School reserves the right to impose all or part of the following remedies with respect to such default: withhold report card or student transcripts, refuse to issue diploma, refuse to enroll the student in the School for the ensuing school year, seek collection of tuition and other charges in small claims court and recover all of the costs and expenses thereof, including reasonable attorney's fees and, in extreme cases, dismiss the student from the School.

5. **TUITION ALLOWANCE/REFUND POLICY.** Students are accepted only for the entire school year, or for the remainder of the school year if enrolled after school has started. Tuition may be prorated if the student is accepted after the school year has started, but no reduction or credit of tuition will be granted if the student is expelled, suspended or voluntarily withdraws. The School shall not provide for a refund of tuition in the event of a student's severe illness that prevents the student from attending school for more than thirty (30) consecutive days. Parent acknowledges and agrees that tuition and other charges are paid and made to ensure a place in the School for the student and not for a period of attendance. The absence of a student does not materially decrease the expenses of the School. Therefore, except as otherwise provided in this Contract, Parent shall be responsible for full payment for the entire school year.

6. **DISCIPLINE.** Discipline is considered an essential aspect of a student's development in School. It is defined as self-control, responsible behavior, courtesy to others and self-appreciation. Students are held accountable for their behavior and misconduct may result in disciplinary action, suspension or expulsion.

Behavior that may result in disciplinary action, suspension or expulsion includes, but is not limited to, sale, use or possession of any habit-forming substance or alcoholic beverage, disruptive behavior, verbal or physical assault, property damage, non-compliance with School regulations or academic requirements, continual willful disobedience/open and persistent defiance of authority, habitual profanity/vulgarity, possession of a weapon, or failure to comply with the policies of the School or the Diocese of Madison, Office of Catholic Schools.

Parent hereby acknowledges and agrees that a Parent's failure to cooperate with the School, its employees, or the Pastor, in their efforts to educate or discipline a student may be seriously disruptive of the School generally and frustrate its philosophy and obligation to educate all other students. Accordingly, the Parent agrees to be subject to, and abide by, all policies, rules and regulations of the School or Office of Catholic Schools now in force and hereinafter enacted at any time. Parent further agrees to be respectful of the School, all of its employees, and the Pastor in all of the

Parent's contacts with the School regarding a student. Failure of a Parent to abide by these acknowledgments and agreements may result in the suspension or expulsion of a student from the School.

7. **ENTIRE AGREEMENT.** This Contract embodies the full agreement between the parties and no provisions, representations or promises, either expressed or implied, other than those set forth herein, are binding on any party.

8. **"MEMBER TUITION"**-- In order to receive parish member rates, family agrees to:

a) Enroll in Electronic Giving with the Parish Office (See attachment), or to utilize church envelopes; or forfeit "Member" Rate.

b) Purchase of SCRIP: Families will be given "credits" on tuition for the purchase of SCRIP Cards, at a rate of 50 % of the profit generated. A family account will need to be set up in SCRIP. Instructions on how to create an account are available in the office.

c) Volunteerism: a) \$50 will be deducted from Family Tuition for volunteering at St. Vincent de Paul for 10 hours. b) Other credits can be given for other volunteer opportunities--the Principal and family will agree on a volunteer position (Virtus Training required).

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the ____ day of _____, 20__, for and on behalf of the parties they represent.

THIS CONTRACT INCLUDES ALL OF THE ADDITIONAL PROVISIONS ON THE REVERSE SIDE AND ATTACHED ADDENDUMS, IF ANY. PARENT ACKNOWLEDGES THAT HE/SHE HAS READ SAID PROVISIONS AND HAS RECEIVED AN EXACT COPY OF THIS CONTRACT.

FOR THE PARISH/SCHOOL

FOR THE PARENT/GUARDIAN

Mr. Bill Bare, Principal

Name:

Signature

Signature

St. John the Baptist School
Jefferson, Wisconsin 53549
TUITION ADDENDUM

Pursuant to the provisions of paragraph 2 of the School Tuition Contract to which this Addendum is attached, the parties to said Contract do hereby agree to the following terms and conditions regarding payment of tuition and fees and other conditions of enrollment.

St. John the Baptist
Tuition Schedule
2019-20

# of Children	Contributing Member	Non-contributing Member
1	2100	2700
2	3450	4150
3	4455	5150
4	5100	5800

2019-20 TUITION PAYMENT PLAN

PARENT/Guardian: _____

PAYMENT PLAN SELECTION (you must check one):

- | | | |
|---|--|--|
| <u>Children:</u>

_____ | <u>Grade:</u>

_____ | ...1. Payment in full due _____ |
| | | ...2. Semester Payments on _____ and _____ |
| | | ... 3. Enrollment in FACTS |
| | | ... 4. <u>Applying for Financial Aid</u> |

Payments of _____ are comfortable for our family.

Any needed adjustments are to be presented to the pastor or principal.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the _____ day of _____, 20____, for and on behalf of the parties they represent.

FOR THE PARISH/SCHOOL

FOR THE PARENT/GUARDIAN

NAME

NAME

SIGNATURE

SIGNATURE

Other Fees

Music/Art Fees (per student)	\$5
Extended Care Reg (per student)	\$35
Playground Fee (per family)	\$40
Athletics (per student)	\$25
Yearbook	\$15

Hot Lunch Costs

Hot Lunch	\$3.00
Seconds	\$0.50
Express	\$1.75
Snack/Extra Milk	\$0.40

Technology Fees: (for 19-20)

Grades K through 3	= \$20
Grades 4 and 5	= \$40
Grade 6	= \$75
Grades 7/8	= \$40

(Grade 8 will get the option of taking their Chromebook at the end of the year)

For 20-21, Scale will be the same except grade 6 and 7 will pay \$75 for the purchase of their Chromebooks, and then beginning in 21-22, grades 6-8 will all pay \$75.

Pre-School Fees

<u>Registration</u>	\$35
<u>Pre-K 3 Year Old</u>	\$800
<u>PreK 4 year Old</u>	\$1120

CHECKS NEED TO BE SEPARATED IN THE FOLLOWING CATEGORIES:

- LUNCH/MILK
- TUITION
- EXTENDED CARE
- ALL OTHER FEES