



# Family Handbook 2018– 2019

St. John the Baptist, pray for us!

## **Welcome**

Welcome to St. John the Baptist School. We are excited to have you as members of our school community. We will work with you to provide the child(ren) you entrust to us with Christ-centered Catholic education. We are dedicated to enabling your child(ren) to grow spiritually, academically, physically and emotionally. We want every child to reach his/her God-given potential. As a school family, we incorporate the gospel values in all we do. Thus, our actions can give witness to the faith that unites us and the message of Jesus that calls us.

## **History**

St. John the Baptist School is over 125 years old. What began as the four room school of St. Leo in 1888 is now the present St. John's complex of 21 classrooms, a gym, a library/computer center, meeting area and a cafeteria.

The original St. Leo School, including furnace, cost the early parishioners approximately \$3500 -- in 1888 this was a tremendous sum. Our new addition completed in 1995 cost 1.2 million, likewise a tremendous sum. Both were built as a commitment of the parish to the Catholic education of its children. Some of today's students are fourth and fifth generation parish members.

Over the past 100 years the school has been staffed by the Franciscan Sister of Christian Charity, Manitowoc, Sisters of St. Dominic, Racine, and the Sisters of St. Francis of the Holy Cross, Bay Settlement. Since 1989, St. John's has been staffed by a lay faculty.

Through the years there have been many changes to St. John's School. The original building was torn down and replaced by the middle wing in 1949. This was also the year the school became St. John the Baptist School. In 1958 the east wing was added and in 1964 the west wing was completed.

Curriculum also has expanded. In 1985 St. John's began its kindergarten program. Music and art were added to the curriculum. A band program was introduced as well as a chorus program. An art appreciation program was developed. Computers are also part of the education environment. In 1995 a preschool program was developed.

St. John the Baptist continues to educate the total child in a caring Catholic environment that enables the child to grow into a dynamic adult who integrates faith and life. This education began over 100 years ago and will continue for future generations. St. John the Baptist Parish is, has been, and will continue to be, committed to the spiritual development of its people.

In 2012, St. John the Baptist joined the Green Bay Area Catholic Education System (GRACE). GRACE is made up of the ten Green Bay Area Catholic Schools. The system was created to strengthen Catholic education in our community with a focus on building academic excellence, strong life skills and unwavering Catholic faith.

## **Mission Statement**

St. John the Baptist School provides an education that is centered in Jesus Christ and on the Gospel values through the intercession of St. John the Baptist. Our school is dedicated to knowing our faith, teaching our faith, and living our faith, while creating an environment that maximizes learning in all academic areas. Our students are provided with the necessary education to become faith-filled, independent, critical thinkers who are prepared to be active, responsible members of the Catholic Church and society.

### **St. John the Baptist School Philosophy**

We accept Jesus Christ . . . .

We challenge ourselves and others to live the Gospel.

We see the person of Christ in each and every individual . . . .

We promote respect, acceptance of all, and the total development of human potential.

We challenge all to be ready to live like Christ . . . .

We foster spiritual, moral, psychological, mental and physical growth, strength and security.

### **School Spirit**

**Mascot/Team Name:** Javelin

**Colors:** Blue and White

**School Song:** Cheers, Cheers for good old St. Johns, Shakedown the colors cheering them on, Send the volley cheers on high, shakedown the thunder from the sky, Whether the odds be great or small good old St. Johns will win over all, For the loyal sons are marching onward to victory.

Say

U Rah, Rah, Rah, Saint John Javelins

U Rah, Rah, Rah, Saint John Javelins

U Rah, Rah, Rah, Saint John Javelins

S.J.B!

### **Accreditation**

St. John the Baptist School was accredited by the Wisconsin Religious and Independent Schools Accreditation in 2016.

### **Diocesan Board of Education Policies**

The following handbook is a set of expectations and practices in place at St. John the Baptist School. All practices and expectations are based on the Diocesan Board of Education Policies, as the Diocese of Green Bay is the ultimate governing authority of our school. Interpretation of this handbook is ultimately the responsibility of the administrator.

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### **Special Notice**

\*\*\*All persons entering the school building during school hours must first visit the office and obtain permission to carry on their business. This is to insure the safety of our children and to keep classroom disturbances to a minimum. \*\*\*

### **Attendance, Appointments, and Vacation**

St. John the Baptist School values attendance. It shows dedication and commitment on the part of the student and other family members.

If a child is ill, we ask that he/she does not come to school. This is for the welfare of your child as well as the rest of the individuals at school. Please call the office at 434-3822 x 224 prior to 8:15 a.m. or email [sjbattendance@gracesystem.org](mailto:sjbattendance@gracesystem.org) to notify the school of your child's absence. If your child becomes ill at school, you may be notified to pick up your child as soon as possible.

Students may be excused for medical appointments, personal illness, and/or a death in the family. If your child will be leaving for any part of the day due to an appointment, please send a notification to school. It can be a note, a phone call, or an email. You must come into the office to sign your child out. If the child is returning to school during the same day, please come to the office and sign he/she in before reporting to class. An excuse must be written or emailed to [sjbattendance@gracesystem.org](mailto:sjbattendance@gracesystem.org) prior to appointment occurring. **Parent/guardians must report to the school office to sign in/out their child(ren). Pre-excused forms can be found on the website.**

Students arriving late, leaving, or returning to school must be excused and/or admitted from the office. Parents planning to take their child out of school for a vacation or an early release should notify the school in advance. A pre-excused absence form is available on our website. The form should be returned as soon as possible prior to the absence.

**Absence and Homework:** Teachers are not required to release information regarding upcoming homework but will make every effort to accommodate the child when possible. This guideline will allow each student's needs to be individually addressed when they return. It is the student's responsibility to get their assignments from the teachers upon their return. Assignments are due the following day after return to school. (e.g. Sick on Monday, get assignments on Tuesday, turn them in on Wednesday).

### **Alcohol/Drugs/Smoking**

The possession, sale, or use of alcohol, tobacco, electronic cigarettes, drugs, or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to law enforcement agencies. Disciplinary action will be taken.

### **Arrival/Dismissal**

Students should not arrive at school before 7:50 a.m. When dropping off children, parents enter at Cardinal Lane. Students enter the building immediately through door #2. Parents should say “good-bye” to their child at the school entrance and not walk their child to the classroom. In the event a parent needs to accompany their child to carry a project or snack, the parent should first check-in at the office.

The school assumes responsibility for the students who ride buses from the time they arrive in the morning until the close of the school day.

Parents picking up students in grades 4K-8 should enter the parking lot from Cardinal Lane and drive forward toward the church, exiting onto Glendale Avenue. EC4 students are dismissed at 2:45. K-5 students are dismissed promptly at 2:55 p.m. Grades 6-8 are dismissed at 3:00 p.m. Students who are being picked up exit from door #2. Those who ride the bus exit door #6.

**\*\*If parents need to change their child/rens pickup or drop off procedure during the day, the office must be called prior to 2:20 p.m. to ensure the message is delivered before dismissal.**

### **Bicycles**

Students riding bicycles should not arrive at school before 7:50 a.m. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bicycles by requiring them to be properly parked and locked in the school bicycle racks. Bicycles are not to be ridden on the playground.

### **Book Care**

Children are expected to take good care of the books given them for their use. Books are expensive. The average cost of a new textbook is \$75. A book bag or a large plastic bag is required for taking books home. Children are responsible for any damage done through carelessness or neglect. A fine will be assessed for lost or damaged books. We ask that children do not mend books at home. If a child tears a book, he/she is to report it to the teacher immediately. The teacher will mend the tear.

### **Building Entrance**

All visitors to the building must enter through door #1, and are required to sign in and out at the office to help insure the safety of our students. Visitors must wear a visitor badge. Any adult that wants to visit after Mass must walk around campus and enter through door #1 – adults may not walk through door #6 with students after Mass.

### **Bus**

Student transportation guidelines and rules are set by the Howard-Suamico School District, Lamers Bus Company, and the Pulaski School District. St. John the Baptist students are expected to follow these guidelines and rules.

Students riding the bus are to respect the driver at all times. Misconduct on the bus is always considered serious. Parents will be notified and students may be forbidden to ride the bus for a designated time if his/her conduct does not improve or meet that which is required for respect and safety of all.

Bus routes and stops are planned and established by Lamers Bus Company and the Pulaski School

District. The bus company **does not allow** students to ride different buses to go home with friends. Parents who wish to make requests for changes in routes or stops should contact the bus company.

### **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. We are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

St. John the Baptist School will close when the Howard-Suamico schools close. If it is necessary to close school because of severe weather or emergencies, an announcement will be made over the local radio stations by the Howard-Suamico School District.

Every practical means is used to notify parents of impending cancellation, including radio, TV and newspapers. The School office will email and text a message via *Remind* when school must be cancelled during the school day and teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school. If there are storm warnings, we will ask the students who walk home to remain in the building until the danger has passed.

### **Cell Phones and all Technology**

All cell phones are to remain in the student's' backpack, locker or office and turned off between 8:00 a.m. – 3:00 p.m. unless students are given permission by their teacher to use for instructional purposes. Cell phones cannot be taken on field trips. Please do not text your child in school; if you need to contact your child, call the office to have a message sent to your child's homeroom.

### **Change of address/phone number**

It is very important for emergency and administrative reasons that every student maintains an up-to-date address and phone number record at the school office. Notify the school immediately if you have a change of address or phone number during the school year, please email the office at [mhollihan@gracesystem.org](mailto:mhollihan@gracesystem.org).

### **Cold Weather and Recess**

Recess breaks are considered an important part of the education process and, if not at lunch, are included in curriculum minute reporting. Our students are allowed outdoors whenever weather is conducive to outdoor activities. As a general rule, children will remain indoors if the air temperature wind-chill is below 0° F. Parents should be cognizant of the weather conditions and see that the child is dressed appropriately. The School office will determine when students will stay indoors.

### **Communication**

Each Wednesday the Communication Envelope will be sent home with pertinent school information. Please read the information carefully, return any requested forms, and sign the outside of the Communication Envelope to confirm that the information was received. **Communication Envelopes should be returned by Friday.**

A weekly newsletter will be sent home electronically. If you have any announcements for the weekly newsletter, please submit them to the office by Friday morning of the previous week using the form on the website located under “Contact.”

Teachers typically cannot accept telephone calls during the school day, since their primary responsibility is the education and supervision of the students. Messages will be taken and dealt with during a non-teaching or non-supervisory time. Or you may leave a voicemail message anytime by calling 920-434-3822.

When parents have concerns regarding their child/ren, they are asked to follow the protocol stated in dispute resolution. First, meet/speak with their teacher. If concerns are not addressed appropriately, parents should then contact the administrator to discuss further actions. We consider ourselves your partners in your children’s education.

\*Parents are required to notify the teacher and the office prior to observing any classroom.

### **Conferences**

Parents/guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes or email to the teacher, personal telephone calls or conferences with the teacher after school. Teachers are available by appointment before or after school. Do not wait for a problem to develop to express concern or seek advice or assistance.

Progress Reports are issued three times a year at the end of each trimester.

Conferences are scheduled in fall and spring. They afford parents, as well as the teacher, an opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents and teachers feel are realistic and appropriate for the child. Fall conferences are mandatory for all families. Time will be allocated for spring conferences, but they are not mandatory.

### **Curriculum**

St. John the Baptist follows the curriculum guidelines of the Diocesan Department of Education. The GRACE school system reviews curriculum on a regular basis.

## **Dispute Resolution**

The school and parents work together to educate a child academically and spiritually in a Catholic environment. To assure the best solution for concerns, issues, or grievances, parents are asked to comply with the following procedure for dispute resolution:

- I. First contact is normally with the person directly responsible for the action in question. For example, if it is a classroom issue, then it should be taken up with the classroom teacher.
- II. Second contact is with the immediate supervisor of the person directly responsible. For any faculty concerns, the supervisor would be the school administrator.
- III. If concerns continue, one should contact the supervisor (again).

\*The Site Advisory Councils are not involved in the day-to-day operations of the school and therefore are not appropriate avenues for dispute resolution.

## **Dress Code – All Students**

**Please take time to help your child dress in the appropriate manner for school.**

Students in Kindergarten through eighth grade will wear clothing meeting the guidelines established by the School Administrator as listed below. Students who don't comply with these guidelines may be asked to change into clothing kept in the office, or they may call their parent or guardian to bring appropriate attire to school.

### *General Guidelines:*

- Uniform colors (short or long sleeves) tops are as follows: Solid white, true red, dark navy, hunter green, light blue or light pink.
- Shoes: Daily wear and gym shoes must have non-marking soles and heels. No backless shoes or sandals may be worn. Shoelaces must be tied at all times. Students will not be permitted to wear boots of any kind indoors during school hours.
- Solid socks, tights or leggings must be worn at all times. They all must be white, true red, dark navy, hunter green, light blue, light pink, gray or black. No labels, tags or emblems are permitted. Leggings may not be worn as pants, but must accompany an appropriately length skirt or shorts.
- Excessive make-up or jewelry is inappropriate. Only pierced ears are allowed.
- Hair must be worn above eyebrows. Hair may not hang in students eyes. Hair colors that are not of a natural tone or inappropriate style are not permitted.
- Uniform shorts/capris may be worn Apr. 1 – Nov. 30 only.
- The length of jumpers, skirts, skorts, and shorts must be no shorter than four inches above the top of the knee.
- All clothing must be neat and clean without rips or tears.
- Layering of clothing is allowed. The under layer must be in the appropriate uniform colors and tucked in at all times. Camisoles are considered undergarments and should not be seen.

**Non-Uniform Days:**

On special event days when uniforms are not worn, clothing should be clean, modest, neat, and free of rips or tears. Short length and modesty guidelines must be followed. Blue jeans are allowed unless specifically stated otherwise. Scout uniforms and sport jerseys may be worn the day of the meeting or activity. Leggings may not be worn as pants, but must accompany an appropriately length skirt or shorts. Boots of any kind may not be worn indoors.

**Girls**

*Tops-* Blouses (plain white, long or short sleeve) must be tucked in. Polo shirts, sweaters, sweater vests, or turtlenecks must be solid white, true red, dark navy, hunter green, light blue, or light pink with no labels, tags or emblems.

*Bottoms-* Pants, shorts, capris, and leggings in uniform colors, navy blue or tan khaki may be worn. No extra pockets, zippers, flaps, loops, labels, tags or emblems are permitted. Leggings must be ankle length (no capris length). Leggings must be solid with no design, mesh, straps or other design. The length of jumpers, skirts, skorts, and shorts must be no shorter than four inches above the top of the knee.

*Skirts/skorts/jumpers-* Must be navy or tan Khaki or the approved plaid.

**Boys**

*Tops-* Polo shirts, sweater vests, or turtlenecks must be short or long sleeves in solid white, true red, dark navy, hunter green, light blue, or light pink (short or long sleeve) without labels, tags, or emblems.

*Bottoms-* Uniform style pants and shorts that are navy blue or tan khaki can be worn. No extra pockets, zippers flaps, loops, labels, tags or emblems are permitted.

**Sweatshirts**

Beginning in 2018-19, hooded sweatshirts may only be worn on Spirit Days. Hooded sweatshirts and additional spirit wear may be purchased at different times throughout the year at the school office. Sales forms will indicate if the item is uniform approved.

**Emergency Information**

Every student is required to have the following on file. Update the following information at the start of each year. A tutorial is available on the school website, and office staff is able to help families update their information by appointment.

1. Parent(s)/guardian(s) name(s).
2. Complete up-to-date address.
3. Home phone and parent(s)/guardian(s) work phone.
4. Emergency phone number of relative or friend.
5. Physician's name and phone.
6. Medical alert information.
7. Cell phone, pager numbers, and email addresses are also helpful.

Note: parents/guardian's may indicate the names of persons to whom their child(ren) will be released. No other person will be given the right without the parent guardian's permission.

### **Emergency Procedures**

Fire Drills, Tornado Drills, Bomb Threat, Hazardous Spills, Crisis Situation are on file in the office and located in every teacher's handbook. Evacuation procedures and routes are posted in every classroom. Please contact the school administrator with any questions.

### **Equipment Usage**

Our school has a variety of educational, safety, and janitorial maintenance equipment. Students are not permitted to use or handle equipment unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

### **Field Trips**

Field trips broaden the educational experience of the students. The students get to experience learning that is unavailable to them within their classroom, yet, highly supportive of the curriculum. Certain middle school field trips are incentive-based. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the school administrator before any preparations are made.

#### *Guidelines for Field Trips:*

Parents are informed by letter as to the purpose of the trip, type of transportation, date, approximate time of departure and return. Siblings of students are not allowed to join the field trip of a sibling, even with the attendance of the parent. Students should be in school uniforms for field trips. No student may participate in a field trip without a signed permission slip. Transportation arrangements must be made through the school office. Bus transportation is required for all field trips. Exceptions to this requirement must be cleared with administration.

Adult Chaperones must have their background check and VIRTUS completed. Students not on field trips are required to be in school. The teacher will plan for emergency if needed. He/she should be aware of special needs or medications of students. The teacher is to inform the office when the class is leaving for the field trip and also when the class has returned.

### **Financial Assistance**

Families experiencing any kind of financial difficulties should contact the GRACE office at 920-499-7330.

### **Firearms, Weapons, Dangerous Objects**

Firearms, weapons, and other dangerous objects are not permitted in schools or religious education buildings. The possession or use of such by employees, volunteers, or students is not permitted in the aforementioned buildings or on the grounds or property owned, used, or operated by the parish, school, or religious education program. Diocesan Policy # 4604.

### **First Grade Admissions**

State law, Wis. Stat. Sec. 118.14 (1), states no child may be admitted to the first grade unless he or she is 6 years old, on September 1 of the year he or she proposes to enter school. However, the administrator may permit exceptions. Under Wis. Stat. Sec. 120.12(25) school boards must prescribe procedures, conditions and standards for early admission to first grade.

### **Fundraising**

Fund raising shall be limited to activities approved by the Site Advisory Council (SAC) which includes the School Administrator and Pastor.

### **Graduation**

The academic obligation necessary to be awarded a diploma are as follows. All work must be completed. This includes: daily assignments; work missed because of absence either due to illness or vacation; all projects and tests. Work turned in must be acceptable.

Student's grades must also be acceptable for his/her level of ability. St. John's is striving to ensure the best possible education for its students. The awarding of a diploma means that the student has satisfied our academic requirements and completed the prescribed course of study.

Students who do not meet the academic obligations and standards will receive a Certificate of Attendance. This certificate in no way limits a student's entrance into high school. It relates what the student did; he/she attended St. John the Baptist School.

Diocesan policy also states that all tuition must be paid in order for a student to receive a diploma.

### **Homework Guidelines**

#### *Philosophy and Homework Guidelines*

Homework at St. John the Baptist is part of the school program. Assignments will vary in accordance to the needs of the class and will relate and enhance classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Homework takes on various forms: it is an extension of class work, practice drills, independent study, enrichment, special projects and reports, etc. Completion of homework teaches students to develop good work and study habits, while increasing the opportunity for individual ownership and responsibility. Homework also stimulates creativity, critical thinking and awareness. The guidelines below indicate how all students, parents, teachers and administration all take responsibility for the success of homework.

#### *Late/Missing Homework*

See individual teacher handbooks.

### Honor Roll

The Honor Roll is a special recognition for academic achievement in grades 5-8. It is based on the total grade point average of the preceding quarter and is posted 3 times a year. High Honors reflects a grade point average of 3.50 or greater based on a 4.0 point system. Honors reflects a grade point average of 3.00 - 3.49 based on a 4.0 point system. St. John the Baptist School will follow the PowerSchool guidelines for grading.

### Illness or Injury

A parent/guardian will be called when a child becomes ill during the day. The parent/guardian must arrange to pick up the ill child.

If a student experiences a head injury, a parent/guardian will be notified. Only a member of the faculty or staff will administer first aid when needed. If a serious emergency arises, a parent will be contacted immediately. If the parent/guardian cannot take the child to the doctor or hospital, the rescue squad will be called. Emergency information is maintained for prompt and adequate communication.

Individual health records are kept on file for each student. The school will take advantage of any health service offered by the local health board or local organizations. Services available are vision and hearing screenings.

The school office must be notified if a student contracts a communicable disease or head lice. Children should be kept at home for at least 24 hours after the head lice is treated.

### Immunizations

State law requires all public and private school students to present written evidence of immunization against certain diseases **within 30 school days of admission**. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school. The following are the minimum immunizations for each grade level. (Student Immunization Law (Chapter 252, Wis. Stats. And DHS 144 Wis. Admin. Code))

GRADE	NUMBER OF DOSES				
Grades K-1	4 DTP/DTaP/DT/Td2	4 Polio	2 MMR	3 Hep B	2 Var
Grades 2-5	4 DTP/DTaP/DT/Td2	4 Polio	2 MMR	3 Hep B	1 Var
Grade 6-7	4 DTP/DTaP/DT/Td2	1 Tdap	4 Polio	2 MMR	3 Hep B 2 Var
Grade 8	4 DTP/DTaP/DT/Td2	4 Polio	2 MMR	3 Hep B	2 Var

- MMR vaccine for all students: The first dose of MMR vaccine must have been received on or after the first birthday.
- DTP/DtaP/DT vaccine for children entering Kindergarten: Your child must have been received one dose after the 4<sup>th</sup> birthday (3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant.
- DPT/DT/Td vaccine for students entering grades 1 – 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required.
- Polio vaccine for students entering grades KN-12: Four doses are required. However if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required.

- Var means Varicella (Chickenpox) vaccine. Chickenpox disease history is also acceptable.
- Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

### **Leaving Campus**

Students are not allowed to leave the school campus during the school hours for any reason without the written consent of their parent. Students must either forward the written consent to the office or be signed out by a parent or designated adult. The school campus includes the St. John the Baptist Catholic Church and the Parish Center.

### **Library-Instructional Media Center**

Our school library/media center provides a means to make a child aware of the many areas of knowledge ready for him/her to explore and provides a channel to develop his/her areas of interest. Our librarian is available to provide assistance to the students. The library/media center is available during school hours.

Students are encouraged to use the library/media center during regular library hours with teacher permission. They may use the center to read, check out books, return books or do reference work. Students are financially responsible for fines of lost or damaged books/equipment. Use of computers is also a part of our library/instructional media center. Computers enhance the quality of education. Our students have access to them on a regular basis.

### **Liturgical Worship**

As the Sacrifice of the Holy Mass is central to our faith, our students and faculty participate in liturgies at least once a week. The children worship together monthly as an entire student body. Parents are invited and encouraged to participate in the weekly scheduled liturgies with their children. Server training is conducted by the Parish. Liturgies are celebrated by each week on Wednesday at 8:30 a.m.

### **Lockers/Desks**

Students are expected to keep their lockers/desks orderly. Students are considered co-tenants of their desk and locker; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. The school cannot be responsible for valuables left in or on lockers/desks.

### **MAP Assessment**

Students in grades K-8 take this computerized adaptive testing introduced in the 2009-10 school year. The assessment is compatible with standards-based curriculum and is administered twice each school year. Results help teachers make informed decisions to differentiate instruction and adapt learning as needed.

### **Medications**

A Medical Consent form must be on file for all medication. For non-prescription medication, written instructions from the parent is needed. For a prescription drug, written orders must be obtained from the doctor along with written consent of the parent/guardian. The law provides that the employee and the school administrator will be immune from civil liability for administering the drugs or for providing emergency care unless there is a high degree of negligence.

**All medication must be kept in the office and administered by the office. No medication may be kept with a student. The medication permission form is available on our website at [www.sjbhschool.org](http://www.sjbhschool.org).** This applies to all prescription and over-the-counter medications, including cough drops.

The only exception to this practice is an asthma inhaler. If your child requires an asthma inhaler to be on his/her person, then you must have a completed “Authorization for Administration of Inhaled Asthma Medications” form on file in the office.

### **Middle School – Responsibility Program**

The middle school Responsibility Program is an extension of the Discipline Plan explained in the Middle School Handbook. It is designed to ensure that students and teachers work together effectively so that learning takes place. Just as academic learning is a lifelong process, so too is learning self-discipline skills.

The goal is to reward students for making appropriate choices and to help students correct and learn from inappropriate choices. To achieve this, the program has positive and negative components. For more information see the Middle School handbook on the website.

### **Mid-year entry to St. John the Baptist School**

Admission of a student seeking to enroll mid-year at St. John the Baptist School must have the approval of the School Administrator. The Administrator may consult with personnel at the previous school prior to approval. Exceptions to this rule will be granted to families moving into the area with multiple children enrolling at St. John the Baptist School. Mid-year transfers between GRACE schools will be denied.

### **Fundraising Service Hour Requirement**

Kindergarten through eighth-grade families will have a fundraising service hour requirement of 20 hours. These 20 hours must be spent doing fundraising activities approved by Site Advisory Council. All approved activities and sign up forms are available on the school website. Each family’s fundraising service hours are valued at \$40 per hour for a total of \$800. Any unfulfilled hours will be charged to the family. Families may also elect to “buy out” their hours.

### **Parties**

Parties for special occasions will be scheduled by the staff through the administration. Nutritional snacks are encouraged whenever treats are sent to school. If students are passing party invitations at school, all grade level students should receive an invitation. Sensitivity to feelings dictates such behavior. If bringing in lunch for a classroom, parents must notify the teacher in advance to choose a date. The cafeteria must be notified.

### **Pets**

Pets of any kind are not allowed at school without administrator permission, including at the fence during student pick-up. Teachers may give permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

### **Physical Education**

Physical education classes have been arranged for all 4-year-old Preschool through 8<sup>th</sup> grade students twice weekly. All students are asked to bring a pair of tennis shoes on days when they have Phy. Ed. Non-marking tennis shoes are required. Students in grades 6 - 8 are required to bring a change of clothes on the day they have Phy. Ed. classes. T-shirt style tops and shorts are acceptable.

### **Playground/Recess**

Playground supervisors hold the same authority as a classroom teacher. The playground supervisors' directives are to be followed. Respect and cooperation are expected at all times. Disrespectful behavior will not be tolerated.

Recess is a short break that is physically and mentally beneficial for all children. Recess is part of the regular school program. There will be no supervision in the classroom during recess periods. See Recess guidelines in the appendices

### **Records**

Student's files are kept locked in the school office. This file contains the diocesan progress reports and/or public school report cards, attendance records, kindergarten screening, and standardized test results. A parent/guardian has the right to review this file, and must make a written request of the school administrator to do so.

The school stands by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Religious Instruction**

Religion is taught in each homeroom. Teachers and students plan and participate in liturgies weekly. First Eucharist is received in second grade, and the reception of First Reconciliation is made available beginning in second grade. Parents' sessions are held in preparation for the reception of both of these sacraments. Religious instruction is part of the core academic experience at SJB and cannot be opted-out.

### **School Services**

St. John the Baptist uses the testing and evaluation services of the Howard-Suamico district. Speech therapy is also available. Parents are responsible for transportation. A Supportive Consultant and Reading Specialist are available to assist classroom teachers in the evaluation of students and in implementing modifications and accommodations. A guidance counselor is on campus Monday, Wednesday and Thursday mornings.

### **Site Advisory council (SAC)**

The Site Advisory Council will serve as an important parent and parish member body for feedback and consultation for the St. John the Baptist School Principal, the GRACE system President and the GRACE Council of Trustees. The Site Advisory Council is comprised of parent, teacher, and parish member volunteers. The council's primary responsibility is to meet site-based fundraising requirements. All matters, activities and decisions will be aligned with St. John the Baptist School's mission statement and vision.

### **Sports Activities**

The athletic program is run by St. John the Baptist Parish. If your child is participating in St. John's extracurricular sports programs, you are responsible for working a minimum of one shift in the St. John's Packer Booth during a preseason, regular season, or postseason football game during the school year in which your child participated in the sport. If you are unable to work at least one shift and do not find a replacement for your shift, you will be required to pay an additional fee of \$200. This is the estimated cost of lost funds and penalties imposed for improper booth staffing.

### **Tardiness – Truancy**

Any child who arrives at school after 8:15 a.m. is considered tardy. **Students who enter the building after 8:15 must have a parent sign them in.**

If a child is habitually tardy or is absent for more than five days in a trimester without an excuse, a meeting will occur between the parent and appropriate school personnel. If a parent does not attend this meeting, the school will refer to Catholic Charities of the Diocese of Green Bay and, if deemed necessary, current Wisconsin Statutes relative to compulsory school attendance and truancy.

### **Technology**

All students at St. John's have access to technology. Technology can be an important learning tool. However, technology must be used appropriately and ethically. Any student inappropriately using technology will lose the opportunity to use the technological resources at St. John's. Please see the GRACE Technology Policy: <https://gracesystem.org/about-grace/technology/>

Students will use the Internet in an appropriate and responsible manner. This means students will:

- Go on the Internet under instruction of their teacher
- Not enter personal information onto the Internet (name, address, phone number, etc.)
- Not access chat rooms or news groups on the school computers
- Use the school's access to the Internet for research purposes only
- Have a plan of action before using the school's system
- Not use E-Mail unless directed to by the teacher
- Notify the teacher if questionable material appears
- Not play games unless instructed by a teacher
- Not tamper with or tweak/change the system
- Not make any changes that cause someone else difficulty in access or use
- Not bookmark sites without permission
- Share site addresses others can use with the teacher

### **Vandalism**

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires the restitution be made by the student(s) according to the terms determined by the School Administrator.

### **Volunteers**

As a volunteer, you are a very valuable member of our school family. Through your generous gifts of time, talent, and treasure you have allowed St. John the Baptist School to provide many services to the students which otherwise would not be possible. A Volunteer Handbook is available on the school website to assist families in better understanding our school, your rights, and your responsibilities. If you are interested in volunteering, you must complete a background check and VIRTUS training before being permitted to volunteer. This includes parents, adult siblings, grandparents, and any other adults who wish to spend their time, talent, and treasure with our students in our school. Please refer to the Green Bay Diocese website, <http://www.gbdioc.org/protectingourchildren/virtus.html> for more information or to view training opportunities.

Many opportunities will be available to volunteer your services in our school throughout the year. Not all volunteer opportunities are eligible for third source fundraiser service hours, but all volunteer work benefits our school.

### **GRACE Food Service Department: Meal Charge Guidelines**

#### **General Process:**

1. Through the National School Lunch Program (NSLP), the GRACE Food Service Department serves reimbursable lunches, which are charged to prepaid student lunch accounts. Lunch accounts should maintain a positive balance, and are issued per student, not per family.
2. Prepayment is accepted via cash, check, or credit card. Checks can be made payable to GRACE, and credit card payments are only available via the Clover Machine in the school office.

#### **Lunch Account Balances:**

To maintain and encourage positive lunch account balances, the following occurs:

- Weekly letter alerts are sent home when student(s) balance is \$10.00 or less. Letter alerts continue until the account maintains a positive balance above \$10.00.
- If payment is not received after weekly letter alerts, and the lunch account maintains a negative balance, once it reaches -\$50.00 a final letter alert is sent from GRACE stating the negative balance will be added on to student(s) tuition account.
- If payment is not received after adding the negative balance on to student(s) tuition account, GRACE has discretion to close student(s) lunch accounts; thus requiring payment for respective day's meal service in hand at time of service. \* In extreme circumstances only, if lunch account debt is ever considered uncollectable (as determined by the Director of Food Service and Director of Business Services), a transfer from GRACE will be made to cover the debt.

#### **Student Transfers and Withdrawals:**

1. If a student transfers between GRACE schools, their lunch account and balance (positive or negative) transfers with them.
2. If a student withdraws to attend a school outside of GRACE, or graduates from GRACE, their lunch account is analyzed, and the following occurs:
  - As applicable, all balances (positive or negative) are transferred to sibling(s) who attend the same GRACE school the child was previously enrolled.
  - If transfer to a sibling is not possible, GRACE will try to collect the negative balance via phone and/or the Lunch Account Balance Procedure outlined above OR GRACE will issue/send a refund check for the positive balance remaining.

**Resources:** Families may apply for free and reduced price meals via paper application any time during the school year. Applications are available at: school site offices, school site webpages, and in the GRACE Food Service Department. Additionally, payment plans for delinquent debt are available. If assistance is needed regarding free and reduced applications, payment plans, or if families have any questions regarding the Meal Charge Guidelines, families should inquire by contacting Jamie Hurley, RD, CD, Director of Food Service at 920-499-7330 ext. 306 or email at [jhurley@gracesystem.org](mailto:jhurley@gracesystem.org).

## **School Discipline Practices Bullying or Harassment**

See Diocesan Board of Education Policy #5160, #5090 and #5141

GRACE schools are nurturing communities focused on building a foundation of faith and care for others. We are committed to making our schools safe and caring places for all. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our schools. It is the responsibility of all parents and school staff to model kind actions and words toward and about others.

The school utilizes two general frameworks to guide their discipline practices: *Discipline with Purpose*, and *Education in Virtue*. Both of these frameworks focus on teaching students how to behave in a way consistent with our high character expectations and Christian virtues. Each interaction, positive or negative, is viewed as an opportunity to learn and grow.

Bullying is deliberate or intentional behavior using words, actions, or electronic communication, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Harassment is systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.

Sexting is the act of sending sexually explicit messages or photographs, primarily between mobile phones. It is a combination of the words sex and texting, where the latter is meant in the wide sense of sending a text possibly with images.

### Reporting

Anyone can and should report bullying or harassment. Reports should be made immediately to the adult in charge of supervising the location where the bullying or harassment occurs. Reports may also be made to the homeroom teacher. Reports may be made in person or in writing. Each school employee has the authority to deal with the said behavior. Staff is trained on when to report behavior to the administrator.

In most circumstances, when behavior is reported to the office the following procedures take place: investigation, documentation, and consequences. As each situation is unique, therefore each response is unique. Depending upon the severity of the circumstance, parents may or may not be contacted. Behaviors that are considered bullying or harassment will be documented in the office. Parents or students should not have any expectation of being made aware of the consequences of any student's behavior other than their own child.

### **Detention**

As part of the middle school merit system, students may be punished with a detention. Detentions occur after school until 3:30. This time is to be a quiet time for students to reflect on their mistakes. Students will be notified by their homeroom teacher when he/she needs to serve a detention.

### **In-School Suspension**

The student will spend the entire day or days (no more than two) separated from the rest of the class in a designated area under supervision of the administrator; assigned work to be completed by the end of the day; and the student will be expected to make up missed tests or class work. The purpose of an in-school suspension is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue. Parents/Guardians will be notified by the administrator of an in-school suspension and a parent/guardian conference will be scheduled. This suspension will be recorded in a student's file.

### **Out-of-School Suspension**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the administrator(s) at each GRACE school. Suspensions may be recommended by teachers, but may be implemented only by the administrator(s) after conference with teacher(s). The student and parents/guardians must be given notice. The parents/guardians must be given an explanation of the evidence that the school administrator(s) possesses. A conference must be scheduled between the student, parents/guardians and administrator within five (5) school days following the beginning of the suspension.

After an out-of-school suspension and prior to the student returning to school, the student may be placed on probation with a behavior contract which is for a limited time during which a student must fulfill the terms of the behavior contract or the student faces expulsion. This suspension will be recorded in the student's file.

### **Expulsion**

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Expulsion from GRACE schools begins with suspension by the administrator. This removes the student from school until the proposed expulsion can be reviewed. The administrator notifies in writing the student and parent/guardian of the suspension with the possibility for expulsion and the specific charges. The administrator informs the GRACE President and the Chairman of the GRACE Board of Trustees.

The administrator shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a separate file and apart from the student's permanent record. The student's permanent record shall indicate that the reason for transfer was expulsion. Expulsion must be reported to the GRACE President and the school to which the student transfers. Expulsion from GRACE schools may be permanent, or the school administrator or the Executive Committee of the GRACE Board of Trustees may set conditions for re-admittance on a case-by-case basis.

## **SCHOOL FAMILY RESPONSIBILITIES & EXPECTATIONS**

Every year, GRACE establishes a fundraising requirement for our school. Meeting this fundraising requirement allows us to maintain competitive tuition rates. If this requirement is not met, the deficit will be billed to school families. If this requirement is exceeded, the surplus will be dedicated to enhancing the school environment.

In order to reach this goal, each family (K-8) is required to meet the “Fundraising Service Hour Requirement” which is to complete a minimum of 20 Fundraising Service Hours per year. These fundraising activities support the direct needs of the students and the school, either saving or making the school money. Fundraising hours follow the current school calendar and do not carry over from year to year.

- Each family’s fundraising service hours are valued at \$800.00 (\$40.00 per hour). Each family can elect to buy out any or all of their 20-hour Fundraising Service Hour commitment by filling out the “Fundraising Service Hour Buy Out” form ([available here](#)).
- Near the end of each school year, unfulfilled service hours will be billed to school families at the rate of \$40.00 per hour. This fee must be paid no later than May 31st.
- During an eligible Fundraising Service Hour event, Fundraising Chair Persons are required to review and approve all volunteers’ hours. All volunteers are responsible for signing in and out of their event and verifying the accuracy of the hours.

If you have questions regarding fundraising, please click here (<http://www.sjbhschool.org/required-service-hours/>). Follow this link ([sign up tool link](#)) to view and sign up for fundraising activities. Only the events listed on this link are considered eligible opportunities to earn Fundraising Service Hours.

The application of this policy is under the discretion of the school administrator.

Updated September, 2018

## EC4 - 1 Grade Playground Rules and Expectations

### Students will:

- Play safe
- Be kind
- Stay inside the fence
- Line up as soon as the bell rings
- Listen to **all** supervisors!

### Reminder:

- 4K-2 students** are not allowed to use the monkey bars
- 4K & Kindergarten** students are not allowed to use the fire pole

### Consequences for not following the rules:

- Students may lose their recess privilege and be told to stand by the wall
- Homeroom teachers will be advised of any incidents occurring at noon recess
- Students may lose further privileges if the situation warrants.
- Any incidents of fighting or abusive language will be referred to the office.

### Winter Weather:

- Students must wear weather appropriate attire for recess
- Students must have snow pants and boots to play on the snow or playground
- No throwing snow!
- Stay off of icy areas
- Be respectful of other students' snow creations

### Ball Games:

- no tackling of any kind
- play on the grass, away from buildings or trees
- watch out for other students
- only 1 hand touch for football
- fighting and arguing will not be tolerated
- The supervisors are the final authority – what they decide regarding games goes!

### Playground Rules:

#### **Swings/Tire Swing:**

- Wait in line
- Take turns
- Always sit on your bottom
- Stand back so you don't get hurt

#### **Tetherball:**

- Wait in line
- Take turns
- Be careful – no throwing toward the face

#### **X-Wave:**

- Always sit on your bottom
- Hold on to the handles
- One person per end may push

#### **Slides:**

- Slide down on your bottom, **feet first**
- Only slide down, no climbing
- Stay off of slides on wet days

#### **Fire Pole:**

- First Grade and older only
- use two hands
- stay off on wet days

\_\_\_\_\_ I have read and understand the playground rules and guidelines outlined on this sheet. I understand it is my/my child's responsibility to abide by these rules, or loss of privilege may result.

Student Signature:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_

## 2-5 Grade Playground Rules and Expectations

### Students will:

- Be safe and kind
- Respect all supervisors
- Stay inside the fence
- Line up as soon as the bell rings

### Consequences for not following the rules:

- Students may lose their recess privilege and be told to stand by the wall
- Homeroom teachers will be advised of any incidents
- Students may lose further privileges if the situation warrants
- Any incidents of fighting or abusive language will immediately be referred to the office

### Playground Rules:

#### **Swings:**

- Take turns
- Always sit on your bottom
- Stand back to avoid getting hurt
- Do not walk between swings while students are using them
- Slow down and wait for the swing to stop before getting off
- Do not use when puddles are below swings

#### **Tire Swing:**

- Wait in line
- Take turns
- Three or fewer people on the swing at a time
- Stand back when in use
- Only one or two pushers at a time
- Only sit on the tire swing
- Do not use when a puddle is below the tire swing

#### **Tetherball:**

- Wait in line
- Take turns
- Follow all game rules
- Be careful – no throwing toward the face

#### **X-Wave:**

- Always sit on your bottom
- Hold onto the handles
- Five or fewer people per section
- One person per end for pushing

#### **Surfboards:**

- Take turns
- Only person at a time
- Stand back while in use
- Stay off on wet days

#### **Slides:**

- Slide down on your bottom, feet first
- Only slide down, no climbing up
- Wait until the slide is clear of others to slide down
- Exit immediately after reaching the bottom
- Stay off of slides on wet days

#### **Fire Pole:**

- First Grade and older only
- Use two hands while sliding down
- Stay off on wet days

#### **Monkey Bars:**

- 3rd Grade and older only
- Take turns
- Watch out for other students
- Do not sit or crawl on top of bars
- Stay off on wet days

#### **Gaga Pit:**

- 3rd grade and older only
- Follow all game rules
- Exit the pit when eliminated (No sitting on ledge with feet inside)
- Do not stand on the ledge
- Be respectful of others – no yelling or arguing
- The supervisors have the final authority

#### **Ball Games:**

- Play on grass or pavement, away from buildings and trees
- No tackling of any kind
- Watch out for other students
- Only one hand touch for football
- Fighting and arguing will not be tolerated
- Notify a supervisor when a ball goes beyond the fence or into the forest (They will get it or give you permission to)
- The supervisors have the final authority

#### **Winter Weather:**

- Students must wear weather appropriate attire for recess
- Students must have snow pants and boots to play on the snow or playground
- No throwing snow!
- Stay off icy areas
- Be respectful of other students' snow creations

\_\_\_\_\_ I have read and understand the playground rules and guidelines outlined on this sheet. I understand it is my/my child's responsibility to abide by these rules, or loss of privilege may result.

Student Signature:

\_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_