

St. John the Baptist



Catholic School

Parent and Student Handbook 2023 - 2024

“Preparing disciples to love the true, the good, and the beautiful.”

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TABLE OF CONTENTS

INTRODUCTION	4
Parish Mission Statement	
Mission Statement	
Philosophy	
Accreditation	
School Leadership, Staff, and Volunteers	
Safe Environment	
SPIRITUAL LIFE	6
Religious Issues	
God's Gift of Human Sexuality	
Spiritual Program	
Service Hours	
ADMISSIONS	9
Admissions	
Procedures	
Transfers	
TUITION AND ACCOUNTS	14
Payment of Fees/Registration	
Payment of Tuition	
Financial Aid	
Moneys to School Office	
ATTENDANCE	16
Parent/Guardian Responsibility	
Absences	
Tardy	
Reporting an Absence	
Frequent or Prolonged Illnesses	
Procedures	
ACADEMICS	20
Educational Program	
Assignments	
Homework	
Grading System	
Schedule of the Day	
Breakfast Period	
Lunch Period	
Textbooks	
Technology	
Library	
Testing/Retention	
Promotion/Retention/Graduation	
Recess/Outdoor Play	
	27

UNIFORMS AND DRESS CODE

HEALTH AND SAFETY	29
Health Standards	
School Security and Safety	
Emergencies	
Weather/Emergency Closings	
Medications	
Environmental Tobacco Smoke	
Child Abuse/Neglect	
DISCIPLINE	33
Diocesan Policy	
Procedures	
Code of Conduct	
Bullying and Cyberbullying	
School Counselor	
Infractions and Consequences	
Harassment	
Seclusion and Restraint	
ATHLETICS	42
GENERAL POLICIES AND PROCEDURES	43
After-School Progra)	
Arrival and Dismissal	
Blogs	
Cell Phones	
Electronic Devices	
Errands	
Field Trips	
Home/School Communication	
Organizations	
Special Projects	
Special Services	
Student Publications and Performances	
Student Records	
Surveys of Students and Parental Review	
Telephone	
Transportation	
School Partnership Diocesan Policy	
Grievances Diocesan Policy	
Parent-Student Agreement Form	50

(to be signed and returned to the school office)

The primary purpose of this Handbook is to inform our parents and students of what is required of all who attend St. John the Baptist Catholic School. The Handbook and other Diocesan school policies are subject to review and interpretation by the Pastor, Principal, and/or the Diocese and are subject to change or revision at their discretion. If unanticipated circumstances present themselves the Pastor and/or Principal will handle the situation and have the final decision on all unforeseen issues.

The St. John the Baptist Catholic School handbook is reviewed and revised annually.

INTRODUCTION



PARISH MISSION STATEMENT

The people of Saint John the Baptist Catholic Parish gather in faith as stewards of all that has been given to us in blessing: to share our time, talents and treasure; to celebrate in worship and prayer; to grow in spirit; to live out the gospel values; and to become instruments of hope and joy as we build God's kingdom here among us.

MISSION STATEMENT OF ST. JOHN THE BAPTIST CATHOLIC SCHOOL

Preparing students to love the true, the good, and the beautiful.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL PHILOSOPHY

St. John the Baptist Catholic School receives its meaning and purpose from the very nature and ministry of the Catholic Church: It embraces and teaches Christ's doctrine; it aims to build loving relationships in the community; it worships God and serves His children.

ACCREDITATION

St. John the Baptist Catholic School is accredited by the State of Indiana and Cognia formerly known as North Central Association (AdvancED).

SCHOOL LEADERSHIP

Integral to any school are the persons vested with leadership and authority. These persons not only have the responsibility to guide those under their care, but in so doing, model what they hope the students to become.

Diocesan leadership includes the bishop, Diocesan School Board, superintendent, and associate superintendent. These persons are responsible for the administration and supervision of the Catholic schools within the Diocese of Ft. Wayne-South Bend and for the

development, review, approval, ratification, and dissemination of diocesan policies and procedures.

Parish and school leadership includes the pastor, principal, school board, and teachers. The pastor and principal are responsible for the direction and administration of the school. The school board serves as an advisory body to the pastor and principal, and the teachers are responsible for imparting the curriculum, evaluating the students' achievement, and maintaining discipline according to established policies. All persons vested with the responsibility of the parish and school leadership do so with the primary interest in the education and overall development of the students.

SCHOOL STAFF

The effective, daily operation of any school is dependent, in great part, on the efforts of conscientious, support staff members. These persons include, but are not limited to, the school secretary, maintenance personnel, and aides/supervisors. They are responsible for carrying out the duties assigned to them by the pastor or principal in a manner cognizant with the philosophy and mission of the school.

VOLUNTEERS

In a parish-school setting, it is not possible to have all operational functions handled by hired personnel. Hence, the generosity of volunteers is important to the overall effectiveness of the school. Parents, guardians, grandparents, and/or other parishioners are encouraged to offer their services to the school. Their efforts are coordinated by the principal and they carry out their responsibilities in accord with values reflective of a Christian/Catholic environment. All volunteers must complete and return to the school office their criminal history forms so criminal history checks can be completed before volunteering.

SAFE ENVIRONMENT

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons, and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures, and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee or volunteer, are subject to and obligated by this policy.

SPIRITUAL LIFE

RELIGIOUS ISSUES (P4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a Diocesan school. Policy 4410 (Religious Issues) may be found in its entirety as maintained in the school office.

GOD'S GIFT OF HUMAN SEXUALITY

(The following statement has been approved and mandated by Bishop Rhoades for inclusion in all school handbooks.)

The Catholic school upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guideline from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor or some other trustworthy person. The diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

On the high school level, students will attend a one-semester course focusing on reverence for life in their freshman or sophomore year.

SPIRITUAL PROGRAM (P4060, 4640)

Flowing from the philosophy and mission of St. John the Baptist Catholic School, the instruction/practice of the Catholic faith, formation of Christian community, and service to the people of God are of paramount importance in the overall program/structure of the school. All students are expected to participate in the school's religion program, including attendance at liturgical/para-liturgical functions. As primary role models for their children's spiritual development, parents/guardians are to guide/nurture students in this most important aspect of their lives.

PROCEDURES

CHURCH CONDUCT: The children gather in church to worship as a community and to pray to our Lord Jesus Christ present in the Blessed Sacrament. Hence, their actions should reflect the sacredness of this space including the quiet manner in which they enter and leave, the use of appropriate symbolic gestures (e.g., folding of hands, genuflecting, etc.), the display of respect for others present, and the enthusiastic way they participate in the Mass and other prayer experiences.

LITURGICAL/PARA-LITURGICAL FUNCTIONS: Students, under the guidance of their teachers, are expected to participate in school religious celebrations as much as possible per their various age/grade levels.

PRAYER: Prayer is a part of life at St. John the Baptist Catholic School. Students pray often throughout the school day. Teachers guide the students in praying traditional prayers of the Church appropriate to various age/grade levels and lead them in other types of prayer experiences (e.g., meditation, silent prayer, etc.).

RECEPTION OF THE SACRAMENTS: Catholic students prepare for and receive the Sacraments of Reconciliation and First Communion in the second grade and Sacrament of Confirmation in the seventh and/or eighth grade. Parents/guardians of these students are required to attend parent meetings to deepen their own awareness of the sacraments, in order that they may more effectively aid their children during this intense time of preparation. The sacrament of reconciliation is also available to the students throughout the year.

SERVICE HOURS: Jr. High students are also asked to share their time and be stewards to their community. Service to others makes us appreciate all the gifts God has given to us. It is defined as "anything that is done for another without compensation." Each of us has the responsibility to care for and help those in need and completing service hours will accomplish this. Students in grades 6-8 are required to complete 8 service hours as part of their Religion grade. Each student is required to complete 2 hours per quarter. The hours can be a combination of time served at school, home or in the community. Some places students have performed these hours have been at:

St. Vincent de Paul Society	Pet Refuge
Reins of Life	Camp Millhouse
Hope Rescue Mission	Nursing Homes
Lions Club (monthly breakfasts)	St. John's Fish Fry
St. John's Parish Picnic	

Home service hours are completed at home or in the neighborhood. Service opportunities include:

Cutting the grass	Raking
Shoveling snow	Washing dishes
Vacuuuming and dusting	Walking the dog

Information and any forms required for service will be distributed during Religion classes during the school year. This is figured in as part of a student's grade as well as living out our theme to love our neighbor. Please be encouraging and supportive as your child looks for ways to serve. If you have any questions, feel free to reach out to rbrandt@stjohnsb.com or sjones@stjohnsb.com.

ADMISSIONS

A basic premise for the admission of all is the ability of the school to meet the students' needs.

All students must follow school policies, procedures, and rules, participate in the schedule of courses determined by the school, including religion classes, and be present for all required student functions. (P4060)

ADMISSION (P4010)

I. School Admission Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and Diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin and reasonably accommodate the disabled in its educational programs.

III. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate and baptismal certificate (if applicable) shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the

Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required.

IV. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students. A child entering kindergarten must be five (5) years old on or before August 1st, or date set by the state. A school may choose to administer formal or informal assessment for determining proper placement in kindergarten. (P4010)

***NOTE:** A child coming into a Diocesan school from an out-of state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law*

First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age. (P4040)

VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/ guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long the carrier is infectious;
- C. the severity of the risk - the potential harm to third parties:

- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and

- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

ADMISSION PROCEDURES

Students will be admitted to St. John's Pre-School through 8th grade according to the following priorities:

1. Active Parishioner's children with siblings enrolled in St. John's School, accepted according to parish registration date, if necessary.
2. Active Parishioner's children who are enrolling for the first time in St. John's School, accepted according to parish registration, if necessary.
3. Non-parishioner children who are currently enrolled in St. John's Pre-School program.
4. Non-parishioner children with siblings already enrolled in St. John's School.
5. First time non-parishioners.

A Parishioner is defined as an Active, Participating, Church-Attending Member of St. John the Baptist Parish using his/her offertory envelope on a regular and consistent basis. In addition to making regular financial contributions to the Church, parishioners are expected to be actively involved in Church and/or school-related activities.

To achieve parishioner priority status during the registration process, a family must be registered with the Parish for one year prior to registration day and must be a parishioner in good standing (as defined above). The pastor will review the status of each family paying the parishioner tuition rate to determine if the above criteria are being met. The pastor will notify any family not meeting the definition of a "parishioner in good standing." Unless immediate steps are taken to justify continued eligibility for parishioner status, any family so notified shall be required to pay the non-parishioner tuition rate for the remainder of the school year and/or the following school year as determined by the pastor.

Students with delinquent tuition will not be able to begin the following school year.

ACADEMIC REQUIREMENTS: The principal studies transcripts, which include ILEARN scores, and other pertinent information provided by the parents and previous school(s). If the principal determines that such a student may be successful in the school, the student is enrolled on a probationary basis. A student may be dismissed from the school if a parent has not disclosed pertinent academic information about the child.

EXCEPTIONAL EDUCATIONAL NEEDS: Parents of physically challenged students may be asked to sign non-liability statements if they wish their children to participate in regular outdoor recesses and physical education classes. A student may be dismissed from the school if a parent has not disclosed pertinent academic information about the child. (P4010)

MEMBERS OF OTHER PARISHES WITH OR WITHOUT SCHOOLS: Prior to accepting students from other parishes with schools, the principal may make inquiry from the principal of the other school. Non-parishioner rates may be charged. According to diocesan policy, student's fees/tuition must be paid in full prior to such a transfer. Students

from other parishes without schools may be accepted based on availability. Determinations regarding payment of fees/tuition are made based upon diocesan policy.

NON-PARISHIONERS AND NON-CATHOLICS: Non-parishioners and non-Catholics are eligible for admission based on availability. They pay the required fees per their status.

SPECIAL NEEDS: Ordinarily, students who have a history of misconduct or have been dismissed or recommended not to return to their existing schools are not accepted, since alternative restrictive environments and special counselors are not available. If for any reason such a student is accepted, it is done on a probationary basis with the appropriate documentation to facilitate dismissal should the placement prove unsatisfactory. (P4010)

STATE CHOICE SCHOLARSHIP/VOUCHER STUDENTS: After review of all student information, if the number of voucher students for a class exceeds the number of seats available, a public lottery will be held to determine the students accepted. In addition, each year an enrollment date for the voucher program is set by the state and students for any grade will not be accepted after said date.

TRANSFERS (P4020)

Once the academic year has started, students are discouraged from transferring to another diocesan school except in the case of a change of residence. Discovery that any information provided to the receiving school was falsified will automatically be grounds for refusal to transfer or to immediately dismiss the child from the school if the discovery occurs after the child has been enrolled. All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school. The final decision of acceptance rests in the discretion of the principal (in consultation with the pastor in the case of an elementary school). (A more detailed copy of this policy is housed in the school office and may be reviewed during regular business hours.)

TUITION AND ACCOUNTS

TUITION RATES:

Saint John the Baptist Tuition Rate for all families is (\$6,819.00) for the 2023-24 school year. This price includes the \$6,669.00 cost of tuition, as well as a \$150 book/technology fee for each student.

PAYMENT OF FEES/REGISTRATION

Several specified fees are charged at St. John the Baptist Catholic School as determined by the School Board. Registration is held beginning in February. Returning and new students/families pay a nonrefundable registration fee of (\$25) per family. Places are not held for students whose parents/guardians have not paid their registration.

Registration Fees are **not** included in the total tuition cost.

PAYMENT OF TUITION

St. John the Baptist Catholic School uses the FACTS Management Program for the collection of tuition. Through the use of this company you may choose your method of payment. You may pay your tuition and fees in full or you may make 10 monthly payments by automatic withdrawal from your checking or savings account. Students who have outstanding tuition and/or fee payments will not be issued current report cards.

If tuition is not paid by the end of the school year, no report card will be issued. If remaining tuition is still not fully paid the student may not return to St. John's, and the billings are turned over to a collection agency with an administrative fee of 40% assessed to the parent/guardian for the services of the credit bureau. Students may not be enrolled for the next school year until the current school year's tuition is paid in full.

St. John's does not reimburse or transfer any of the following fees or dues for any reason: Registration Fees, Textbook Fees, Insurance, Sport Fees, Technology Fees, and Home and School Association Dues. In addition, we do not reimburse tuition once a month has been started by a student.

PROCEDURES

INSUFFICIENT FUNDS/RETURNED CHECKS: The school secretary will notify parents/guardians regarding checks that have been returned due to insufficient funds. Additional bank fees will be assessed to the account according to the rate of each individual bank. All future payments must be made in cash or by money order.

HOLD OUT DAYS: Other hold out days may be established and published by the principal accordingly for parents who are continually delinquent with payments.

FINANCIAL AID

Applications for financial aid are available. Any family seeking financial aid must use FACTS Grant and Aid. A new application must be completed through the FACTS website each school year. Parents/guardians seeking assistance may contact the school office with any questions. A copy of the most recent tax forms (1040 and W-2) will be required by FACTS to complete the application. All applications and FACTS fees must be submitted before assistance is determined.

MONEYS TO SCHOOL OFFICE

To facilitate clerical and accounting procedures, parents are asked to follow established procedures when sending money to the school. The school is not responsible for lost or stolen money brought to school by children.

PROCEDURES

GENERAL SCHOOL PURPOSES: For “general” school collections (e.g., after care, tuition, fines, uniforms, pictures, etc.) money is to be placed in a sealed envelope and identified with the name, date, purpose, and amount. Checks should be made payable to St. John the Baptist Catholic School OR St. John’s. Separate checks should be made out for the various purposes of the checks as they go into separate accounts.

SPECIAL OUTSIDE VENDORS: For “special” outside vendors payments (e.g., book club orders, lunch program, etc.) money is to be placed in a sealed envelope and identified as noted above. Checks should be made payable to the appropriate group company (Troll Book Club, South Bend Food and Nutrition, etc.).

ATTENDANCE

ATTENDANCE (P4040)

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be made up in its entirety.

Release of students during the school day is allowed only in limited circumstances and with a written request by the student's legal guardian, parent, or as otherwise provided by diocesan policy or applicable law. Access to students by non-school personnel during the instructional day and/or during times that the student is in the care of school personnel is restricted to access necessary and incidental to school-sponsored activities, emergencies, or circumstances required by law. Permission shall be sought prior to permitting such access to students in these cases except when directed by civil authorities in the case of child abuse investigations involving suspected members of a student's family, and is not required where such contact is of an emergency nature, necessary to prevent an imminent threat to life or property or to prevent an immediate disruption to school activities. If a law enforcement officer requests to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power, the student's custodial parent or legal guardian shall be notified as soon as practical. (More detailed information in the full policy is housed in the school office during regular business hours.)

PARENT/GUARDIAN RESPONSIBILITY

State law requires that students attend school for 180 days per academic year. Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

Graduates; or Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and principal agree to the withdrawal; and
2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; or

Reaches the age of eighteen (18) years, whichever occurs first.

ABSENCES

Absences from school shall fall into one of the three following categories:

1. Absent Excused

Illness of the student

Funerals for the death in the immediate family for persons outside of the immediate family with parental permission

Out-of-school suspension

Medical and legal appointment - Such appointment should be scheduled after school hours when possible.

2. Absent Unexcused

See Truancy below

Failure to meet requirements for reporting an absence

No physician's note to excuse absences of 3 or more consecutive days

Family vacations

Absences other than those defined as Absent Excused or Absent Present

3. Absent Present

Serving as a page for or honoree of the Indiana General Assembly;

For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal

Court appearances pursuant to a subpoena

Placement in a short-term inpatient treatment program which provides an instructional program

Homebound instruction

Religious observances

School related absences, such as high school placement testing or other as determined by the Principal

An attendance contract may be required by the principal for any student to remain in school when excessive absences have been displayed.

TARDY

Parents have a significant role in seeing that their children value promptness and should promote this by having them arrive at school in a timely fashion.

Students are considered tardy if they are not in their seat and ready to begin the day by the 8:00 AM bell. All students arriving later than 8:00 AM must first report to the school office. The office will send the student to the classroom. A tardy will be excused only if a written notice or phone call is provided by the parent/guardian for the reason of delay. Lack of parental notification will result in an automatic unexcused tardy.

Parents will be contacted when a child has received a third unexcused tardy in a quarter with the hope that the situation can be remedied. If tardiness continues, the teacher/principal will determine an appropriate course of action (e.g., denial of a privilege, detention, issuing of a demerit, reporting to the appropriate civil authorities, etc.). **An attendance contract may be required by the principal for any student with more than 10 days tardy.** St. John's reserves the right to dismiss any student who is chronically tardy.

TRUANCY (P4040)

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

Refusal to attend school in defiance of parental authority.

Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.

Three (3) or more judicial findings of truancy.

REPORTING AN ABSENCE

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written, email or phone call explanation for any absence s by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

FREQUENT OR PROLONGED ILLNESS

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

Call daily from school (secretary or principal), to the parent/guardian to verify absence and to determine reason.

After a student is absent for six (6) days within a 30 day period, a school administrator will make contact with the student's parent/guardian. The date and content of this contact shall be documented.

After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.

- After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to Child Protective Services.

- St. John's reserves the right to dismiss any student that is deemed chronically absent from school.

PROCEDURES

RECORD OF ATTENDANCE: Classroom teachers check attendance each morning at 8:00AM. In order to track the whereabouts of the students, parents/guardians are asked to call the school office by 8:00 AM each day their children will be absent/tardy from school. During the absence, the parent/guardian must be in communication with the school office either by email or phone call. Parents/Guardians are encouraged to send a note upon return of an illness. (P4040)

ASSIGNMENTS: Students generally have the same number of days that they were absent to complete and submit their absent assignments. An unexcused absence is an automatic reason for not making up work and receiving a zero on all assignments which may then result in the lowering of grades and/or retention. (P4040)

FREQUENT ABSENCE/TARDIES: A doctor's excuse is required for five or more consecutive days of absence. Refusal to produce this excuse or continued absence may result in referral to the appropriate civil authorities, the request for alternative educational

placement and/or retention. This is left to the discretion of the teacher and principal with written documentation. (P4040)

APPOINTMENTS: Arrangements for doctor, dental, and other such appointments should be made outside of school time. If, however, appointments such as these are made during the school day, a written request should be presented to the teacher who, in turn, forwards it to the school office. Parents are to report to the school office to pick up their children as is customary when children are sent home due to illness/injury. A note must be brought back from the doctor's office upon returning to school. Without it, a child is unexcused and work cannot be made up. (P4040)

VACATIONS: Parents should not plan vacations during the school year. In the event that this does occur, students are expected to make up all missed assignments upon their return to school and to take required tests at the designated times. Teachers are not expected to provide a list of assignments prior to the vacation; all assignments may be obtained by the student upon the students' return. If a child has missed work in school because of a vacation and it is not made up by the time of Progress Reports or Report Cards, the grade average at the time is recorded on these documents. A grade of "incomplete" is not assigned. (P4040)

ACADEMICS

EDUCATIONAL PROGRAM

St. John the Baptist Catholic School follows guidelines from the Indiana State Board of Education regarding curriculum expectations inclusive of language arts (reading/literature, phonics, spelling, writing, English), math, social studies (history, civics, geography, current events, citizenship), science; health (anti-drug education), computer science, practical arts/industrial technology, music, physical education, art, and exploratory experiences (e.g., careers, foreign language, drama, etc.). Students, parents, and teachers alike are expected to view all aspects of the curriculum as important for the overall educational process.

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend religious/liturgical functions. (P4060)

St. John the Baptist Catholic School participates annually in the Assessment of Catholic Religious Education ARK Testing can be administered to grades 1-8. This test allows for the monitoring of the teaching of religious values within the school curriculum. (P4640)

ASSIGNMENTS

In order to develop good study habits and prepare for future educational endeavors, students are expected to complete written assignments in a neat and presentable fashion according to specific directives given by their classroom teachers.

Students are expected to purchase their own supplies as indicated on the annual school supply list and use them as indicated by their teachers.

ASSIGNMENT NOTEBOOKS: Students in 4th – 8th grades use an assignment notebook to keep track of their studies, this is required for each student in grades 4th - 8th. . Students in Kindergarten through 3rd grades use “Bee Books” (Bring Everything Every day). Parents are required to purchase these through the school as part of their supplies for the year. Both items are used to assist students in developing organizational skills, record class work and assignments, and help keep parents informed of daily classroom activities.

HOMEWORK

Teachers have the responsibility of imparting the curriculum and assigning homework which aids in the fulfillment of this responsibility. Parental interest in their child’s homework and support of the teachers’ requests in this regard foster unified expectations between the home and school and encourage student achievement in all aspects of the learning process. Conferences should be initiated by and between teachers and/or parents when questions/difficulties arise regarding homework.

PROCEDURES

MANNER OF COMPLETION: Assignments are to be completed neatly in accord with guidelines set forth by the classroom teachers (e.g., type of paper, pen or pencil, etc.)

MISSED/INCOMPLETE ASSIGNMENTS: All assignments must be handed in at the proper time (i.e., day and/or appropriate class period in the middle school). Assignment expectations are communicated to the students at the beginning of the year by each teacher. If missing work becomes a pattern, a parent meeting will be scheduled to address the situation and the student could be placed on academic probation.

TIME FRAMES: The amount of time needed to complete assignments varies with the academic abilities, study/organizational skills; and time management techniques of the students. All teachers indicate their expectations regarding approximate homework time and completion to students during the first week of school and throughout the school year as assignments are given. Parents are encouraged to check their child’s assignment notebook to better support the completion of homework in a timely manner.

GRADING SYSTEM

Grades are a reflection of students’ accomplishments in various subject areas. For Kindergarten through 8th grades, report cards are issued at the end of each quarter and progress reports at each mid-quarter. Parents are encouraged to discuss report card/progress

report grades with their children and contact the teachers regarding any concerns. St. John also uses PowerSchool. This allows students and parents to be aware of a student's grades in real time. Login and passwords are given in the first week of school. If you have trouble logging in, please contact the office for support.

PROCEDURES

CONFERENCES: At the end of the 1st quarter, conference times will be arranged for all parents/guardians. In addition, parents/guardians may request conferences with the teachers regarding their child's progress by writing a note or calling the school office and leaving a message for a return call. All conferences are to take place at a mutually agreed-upon and prearranged date and time. Because of their responsibilities to the children and the task at hand, teachers are unable to participate in spontaneous conferences or to respond to telephone calls during class time.

GRADING SCALE: The following codes are used for grading.

<u>Grade</u>	<u>Percentage</u>	<u>Grade Points</u>	
		<u>Full</u>	<u>Half</u>
A+	97-100	4.00	2.00
A	93-96	4.00	2.00
A-	90-92	3.67	1.84
B+	87-89	3.33	1.67
B	83-86	3.00	1.50
B-	80-82	2.67	1.34
C+	77-79	2.33	1.17
C	73-76	2.00	1.00
C-	70-72	1.67	.84
D+	67-69	1.33	.67
D	63-66	1.00	.50
D-	60-62	.67	.34
F	0-59	0.00	

Academic Probation

Students are expected to put their best effort into their work. Classes are structured so that if a student is completing their homework and participating in class they should be receiving a passing grade. For that reason, students are expected to maintain a C average in their core classes (Math, Reading/LA, Literature, and Religion). If a student is unable to do this, they may be placed on probation. Probation would require a meeting with their parents, periodic check-ins with a staff member to review grades and missing work, help in finding tutoring services as well as loss of participation in extracurricular activities until the grades are raised.

Celebrations

To celebrate students accomplishments, St. John holds quarterly award ceremonies. Students may receive awards for Reading, Math, Saint in the Making and Super Spartan. The school staff also recognizes students weekly for going above and beyond in their character with the Spartan of the Week Award. Finally, students may be celebrated for their ability to embrace reading with the St. Jerome Award which is given once a month.

RECORDING CURRICULAR AND GRADE ACCOMMODATIONS/MODIFICATIONS:
Frequent curriculum and grade modifications used to remediate, extend, or advance our curriculum may be provided to a student based on needs as determined by the administrator or teacher.

Written consent on a school form is required from the student's custodial parent or legal guardian.

At least one annual case conference shall be made available to the parent/guardian. Nothing in this policy is intended to alter the requirements imposed by an Individualized Educational Plan or Individualized Service Plan (IEP or ISP). (P4110) A "Modified for Ability" label will be affixed to the front of the permanent record file of any student receiving "Frequent Curriculum and Grading Accommodations/ Modifications." No modifications will be indicated on the report cards however, a letter may be sent in advance or in the report card reminding the parent/guardian of the modifications/accommodations agreed to in writing at the beginning of the school year (or at an appropriate time of conferencing). A Modifications/Accommodations form should be completed by the student's homeroom teacher each year and kept in the student's permanent record file. An appropriate notation shall be indicated on the permanent record. (P4120, 4110)

SCHEDULE OF THE DAY

The daily schedule at St. John the Baptist Catholic School is designed for the purpose of facilitating the educational and spiritual programs, while at the same

time fulfilling time allocation requirements set forth by the Indiana State Board of Education.

7:15 AM	Students begin arriving at school by being dropped off at Doors 4 and 5, just outside Fr. Jacobs Hall. Students choosing to eat breakfast may begin eating upon their arrival. Students cannot arrive before 7:15 since adult supervision is not available.
7:45 AM	Breakfast ends. Students arriving after 7:45 will not be allowed to eat breakfast.
7:50 AM	Morning announcements in Fr. Jacobs Hall. Teachers will take students to their rooms when announcements are completed.
8:00 AM	Students arriving after 8:00 AM must enter through the Front Office doors.
11:30-12:25	Lunch/Recess (PK-4)
11:30-12:25	Recess/Lunch (5-8)
3:00 PM	Dismissal

(NOTE: Students are not to remain in the building unsupervised.)

BREAKFAST PERIOD

St. John the Baptist Catholic School will be offering breakfast to interested participants. Research has shown that breakfast is the most important meal of the day for children's health, academic achievement, cognitive development and mental health. We believe offering this option to interested families allows students to begin their days on a positive note. We encourage children to develop healthy eating habits and to enjoy balanced, nutritious meals. We discourage the sharing of food and are not responsible for illnesses caused by such practices. Concerns regarding breakfast will be addressed directly to the student, parent or guardian since it is in the best interest to enjoy balanced, nutritious meals to allow for alertness throughout the day.

PROCEDURES

COLD/HOT BREAKFAST: Students may bring their own bagged breakfasts to school. When purchasing breakfast via the South Bend Community School Corporation Satellite Breakfast Program, students/parents are to adhere to requests relative to the manner/time of

purchase as set forth at the beginning of the school year. In addition, students who receive free or reduced breakfast meals must adhere to state policies of the program or lose this status. Students are not allowed to bring glass bottles, caffeinated breakfast drinks or any energy drink to school. Microwaves and refrigerators are not available for student use.

CONDUCT: Students will be expected to follow the same cafeteria guidelines and procedures for breakfast as they follow for lunch.

SCHEDULE:

7:15- Breakfast begins

7:45- Breakfast ends; any students arriving after 7:45 will not be served breakfast.

LUNCH PERIOD

St. John the Baptist Catholic School has a closed lunch period which means that all students remain at school during this time. We encourage children to develop good eating habits and to eat nutritious meals. We discourage the sharing of food and are not responsible for illnesses caused by such practices. Concerns regarding lunches will be addressed directly to the student, parent or guardian since it is in the best interest to eat nutritious meals in order to be alert throughout the day.

PROCEDURES

COLD/HOT LUNCHES: Students may bring their own bag lunches to school. When purchasing hot lunches via the South Bend Community School Corporation Satellite Lunch Program, students/parents are to adhere to requests relative to the manner/time of purchase as set forth at the beginning of the school year. In addition, students who receive free or reduced lunches must adhere to state policies of the program or lose this status (i.e., take lunches and milk daily, etc.). Students are not allowed to bring individual parts of a lunch and add them to the school lunch (Chips, Takis, and soda). Students are not allowed to bring glass bottles to school. Microwaves and refrigerators are not available for student use. Students are not allowed to have sports/energy drinks at school or any school function.

CONDUCT: During outdoor lunchtime recess, students are expected to follow playground rules set forth in the conduct section of this handbook. During indoor lunchtime recess, students are expected to follow classroom policies set forth by their teachers. In addition students are expected to show proper respect for adult supervisors at all times. Recess is a privilege and can be taken away at any time for pertinent reasons.

TEXTBOOKS

St. John the Baptist Catholic School evaluates and purchases textbooks in accordance with the diocesan and state adoption cycle and approved lists. The book fees are included in the Choice Scholarship.

PROCEDURES

CARE: Since respect for property is a Christian value, students are responsible for proper textbook care which includes seeing that their books are covered at all times.

DAMAGED/LOST BOOKS: A fee, determined by the principal, will be charged for any defacing of books (scribbling, tears, etc.). Complete reimbursement (at the full price paid for the books) will be expected for any losses.

PAYMENT FOR RENTAL: Book fees are included with the Tuition and School Fees.

TECHNOLOGY (ACCEPTABLE USE POLICY) P4620

St. John the Baptist Catholic School follows the diocesan internet policy which is available in full in the school office during regular business hours. Agreement forms are sent home annually for parents to sign.

Policy Statement: FWSB recognizes that in today's environment, with the increasing prevalence of the Internet, employees, clerics, parents and volunteers will use the Internet to conduct ministry work and to communicate with associates and friends. The Internet provides various ways for individuals to interact and has changed the way we communicate and share information. FWSB views the Internet as an important educational and evangelizing tool to promote school and ministerial programs. The diocese encourages administrators, pastors and principals to support Internet use and to give employees, clerics and volunteers the necessary training and tools to interact safely and responsibly online. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on FWSB, its reputation, its employees, and those whom we serve. In light of this possibility, employees, clerics and volunteers are required to adhere to the following policy regarding the use of personal and ministry websites including social networks and blogs.

Personal Websites FWSB recognizes that church personnel, clerics parents and volunteers may create personal websites as a medium of self-expression. Employees, clerics and volunteers must recognize that anything published on a personal website is no different from making such information available in any public forum. Any information that causes or has the potential to cause embarrassment to FWSB must be avoided. Note: The use of personal websites for ministry or ministerial communications is a practice that must be avoided.

Social Media

Engagement in online blogs such as, but not limited to, Twitter, Instagram, Facebook®, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

LIBRARY

The school library exists as a resource for the intellectual growth of the students and as an environment for the enhancement of reading. Expectations regarding the use of materials

and maintenance conducive to a learning and reading environment are similar to those set forth in any public library facility.

PROCEDURES

DECORUM/USE OF MATERIALS: Rules regarding library conduct and use of materials are communicated by the library supervisor and teachers during the first week of school. Failure to abide by these rules is addressed, as in all situations, through the regular Code of Conduct.

OVERDUE/DAMAGED/LOST BOOKS: Fines are issued for damaged books. Students who lose books are required to reimburse the school for the replacement costs of these books. Library privileges may be suspended at any time during the year for repeated failure to meet these fines/replacement costs. Report cards and other school documents will be held back for students who have not met these financial penalties.

TESTING/RETENTION

Frequent evaluation is viewed as a means of monitoring the students' progress in order that individual student and also group needs may be addressed adequately.

PROCEDURES

ORDINARY TESTING INSTRUMENTS: Teacher-made chapter and unit tests are the most frequently used testing instruments. Other creative things such as writing samples or projects may be used. Students having a great deal of difficulty with grade level work may be recommended by their teachers for summer school/tutoring/retention. Teachers keep in contact with parents of these students so that together they may decide on the best manner of helping the children progress.

STANDARDIZED TESTING: The standardized testing program mandated for various grade levels by the Indiana State Board of Education is followed and attempts are made to use a standardized instrument with grade levels not mandated by the state. Students who do not pass standardized tests mandated by the state may be required to attend summer school with regular attendance, retake the test at the end of the summer school session, and/or remain in the same grade.

IREAD-3: Third grade students take the state mandated IREAD-3 Test in March. If they do not pass the test they are required to attend remediation classes and take the test during the summer session. Students who do not pass the IREAD-3 may be retained following state directives.

PROMOTION/RETENTION/GRADUATION (P4130)

The promotion, retention or graduation of a student is the local school's decision based on evaluation of the following factors: ability and achievement, emotional and physical maturity, attendance, completion of all required curriculum, testing results, progress reports, and previous retention. A principal may recommend that a student be retained in the present

grade after considering the above factors. In addition, the school shall implement the state mandated testing program, including remediating and retention provisions. The school may prepare a recommendation for retention whenever practical and consistent with diocesan educational standards. When possible, the parent's/guardian's decision should be followed. (Further details are provided in the full policy as housed in the school office during regular business hours.)

RECESS/OUTDOOR PLAY

Recess gives students a necessary break from mental activity by providing them with fresh air, sunshine, and physical activity. The children are expected to participate in recess and dress properly for various types of weather. They will go out whenever the temperature is 20 degrees above zero or warmer, as long as it is not raining. Students may not remain indoors unless supervised by a teacher. The regular Code of Conduct is expected to be followed.

UNIFORMS AND DRESS CODE

Students in Pre-Kindergarten through 8th Grade follow the uniform policy set forth by St. John's School Board.

Bottoms: Solid navy blue/khaki uniform trousers (e.g., cords, Dockers, Bugle Boy, etc.) must be worn at the waist and be in good repair. Jogger style khakis are allowed. **NO** hip huggers, bell bottoms, cargos, baggies, stirrup type, grungies or jean style with metal studs or flat seams are allowed. **NO** denim of any color may be worn. Girls may also wear solid navy blue jumpers, skirts, or skorts (must be fingertip length or longer). Tight leggings **may not** be worn as pants. Shorts: Solid navy blue/khaki walking style uniform shorts may be worn (must be fingertip length or longer). Shorts may be worn during **August, September, May and June** or if decided by the discretion of administration.

Tops: Navy, light blue or maroon knit polo shirts (no emblem) with collar. Shirts must be buttoned and fit appropriately and tucked in. If a student wishes to wear a long sleeve shirt under their polo it must be without any graphics and be either navy, beige, gray, white, or black.

Sweaters: Solid navy blue crew neck, v-neck, vest or cardigan (no over-sized, no hoods, no zippers). Must have a collared uniform shirt underneath.

Sweatshirt/fleece: St. John's maroon logo "uniform" sweatshirt with the polo underneath (ordered through Sports Image Apparel). St. John's logo fleece may also be worn (ordered through Sports Image Apparel). Must have a collared uniform shirt underneath. Hooded St. John sweatshirts are to be worn on spirit days or dress down days.

Socks: May be any color, but must be worn with shoes. Girls may wear white or navy blue knee socks or tights.

Shoes: Tennis/athletic shoes or dress shoes in good condition. Shoes must be tied at all times. No open toed or open back shoes, crocs or sandals are permitted even on dress down days.

Accessories:

Earrings: Students are allowed to wear simple plain post earrings not to exceed the earlobe.

Bracelets: Bracelets are not allowed.

Hair and Face: Make-up and fake fingernails (acrylic and press on) are not allowed at any time. Tattoos or facial piercings are not permitted. Hair must be neatly groomed and maintained by the student at all times (not excessive, cause a distraction, or present a ragged, unkempt, or extreme appearance.) **No Mohawk-style haircut or hair etchings are allowed.** Boys in middle school are allowed facial hair as long as it is kept **neat and trimmed.**

Hair Color: If a student wishes to add color that is not their natural hair color, it must be approved by administration ahead of time. This includes colored braids and extensions

Gym:

Students in 5th through 8th are expected to dress for gym class. Students may wear plain colored sweatpants, shorts and shirts in place of ordering a gym uniform. There should be no writing on any of the clothing. There should be no hoods on any shirts or sweatshirts. **ALL CLOTHING SHOULD BE NEAT AND CLEAN. NO HOLES, TEARS, OR FRAYS!**

Dress Down:

Jeans and sweatpants must **NOT** have any rips, tears, or holes. **Leggings must be worn with a top that comes mid thigh.** Shirt graphics must not be offensive.

VIOLATIONS:

Students will be required to call home when in violation of dress code to ask for the correct clothing. If correct clothing cannot be brought to school, we will check from our supply for something appropriate. If nothing can be found, the student will receive a checkmark on the discipline chart. If the violations become a regular problem, a meeting with parents will be set up to try and address the problem.

**ALL CLOTHING SHOULD BE NEAT AND CLEAN.
NO HOLES, TEARS, OR FRAYS!**

HEALTH AND SAFETY

HEALTH STANDARDS (P4010, 4220)

St. John the Baptist Catholic School cooperates with local public health officials in meeting federal, state, and local public health standards. Non-fulfillment of established standards may jeopardize students' continued attendance in school.

The school shall be concerned with the health and safety of all students. Anything that is considered in the opinion of the school personnel a health or safety hazard in the school building or on school grounds shall be reported to the principal or other appropriate school personnel. If necessary, appropriate actions should be taken to protect students, staff, visitors, or others from the thing being considered hazardous. A more detailed copy of the Diocesan policy is housed in the school office and can be reviewed during regular business hours. (P4220)

SCHOOL SECURITY AND SAFETY

The safety of every person who enters our building is of primary importance. Therefore, the following procedures must be followed at all times.

PROCEDURES

DOORS: Doors are kept locked at all times during the school day. Students are not permitted to open doors for anyone.

VISITORS: During the school day, all parents, guardians, and visitors are to enter through the front school doors. Since we discourage disruptions to classrooms during teaching time and **MUST** maintain a safe environment for everyone, visitors may not enter classrooms or the main school building unless approved by the principal or secretary. All visitors **MUST** check in at the office during their time in the school building. Visitors **MUST** only exit through the front doors to check out.

OUTSIDE SECURITY: Adults and students are encouraged to report any suspicious activities or persons to the office immediately.

EMERGENCIES

The entire staff at St. John the Baptist School holds the safety and well-being of the children as a primary concern. All state/diocesan guidelines are followed relative to various types of emergency regulations.

PROCEDURES:

DRILLS: The principal sees that all emergency procedures are submitted to the appropriate civil authorities for approval; presented to the faculty and staff; posted in the classrooms and other significant locations; and practiced with the students in a timely fashion. Students are

expected to abide by the procedures and observe silence before, during, and after the drills. All occupants of the school building and church must exit or take cover during these drills as well.

FORMS: Emergency forms are sent to parents before the start of school and need to be returned to the school office by the first day of school. These forms are essential in case of student illness/injury/emergency. If addresses/phone numbers change during the year, parents have the responsibility to inform the school office. Students may be withheld from class if proper forms and information are not provided as required. (P4140)

MESSAGES: Teachers and students may receive emergency messages during school hours. However, the person making the contact should take this interruption seriously and be sure that the message is “for emergencies only,” so as not to disturb the educational functions taking place in the school.

MEDICAL EXAMINATION/IMMUNIZATION FORMS: The school nurse will see that required medical examination/immunization forms are distributed at strategic times (e.g., initial registrations, immunization “booster” years, etc.). These forms will indicate a return date after which time students will not be able to remain in school. (P4010)

SCREENING: Students are tested at designated grade levels for vision, hearing, and/or scoliosis irregularities. Parents are informed of any suspected difficulties and are asked to have a more extensive examination done by their family physicians or family clinic facilities. Any parent not wanting their child to participate in such screenings must give a written letter with reasons to the school to attach to the school’s state report. (P5430)

SMOKE-FREE ENVIRONMENT: In order to preserve a federally mandated smoke-free environment, no one is permitted to smoke in the school building or on school property.

NOTIFICATION: Parents must notify the school of any communicable diseases and show a written and signed release from a licensed physician in order to return to school. The principal will notify parents if their child has been exposed or has exposed others to a communicable disease. The principal or designee maintains the right, in the presence of another staff member, to check a student for signs of any suspected communicable disease and to pursue the advice of a school/health official, the health department, or a licensed physician before allowing a child suspected of having such into a classroom. Communicable diseases include but are not limited to chicken pox, shingles, strep throat, lice, herpes, diarrheal diseases, hepatitis, impetigo, meningitis, pinkeye, ringworm, scabies, scarlet fever, COVID-19 and/or fifth disease.

WEATHER/EMERGENCY CLOSINGS

St. John the Baptist School complies with the decisions of the local school corporations regarding severe weather/emergency closings. In addition, if parents determine that roads are too hazardous for transporting their children to and from school, they should exercise their parental rights and keep their children home. If school is not canceled, attendance is reported as usual for state records.

PROCEDURES

WEATHER CLOSINGS: The local TV Stations (WNDU, WSBT) will be used to announce weather closings. Listen for announcements indicating St. John the Baptist Catholic School is closed or delayed. In the event of delays, watch for lunch information. All weather delays or closings will also be announced on the St. John Spartans Facebook page.

EMERGENCY CLOSINGS: If an emergency arises during the day which necessitates the closing of the school, it will be announced by the local media, and attempts will be made to reach parents by phone. The children will be removed to a safe place as called for by the particular situation, and parents will be asked to pick them up as soon as possible. is the normal evacuation site.

MEDICATIONS (P4210)

Diocesan policies and procedures are the standard for the administration of both prescription and/or over-the-counter medications to students by school personnel. Written permission and proper instructions are required for both categories of medications by the parents/guardians and physicians. Appropriate forms for this purpose may be obtained in the school office.

PROCEDURES:

INFORMING THE OFFICE: In order for school personnel to provide any necessary medication to a student, the proper forms must be filled out. Parents/guardians may obtain the forms from the school office. If there are special medical needs, a letter with specific instructions from the attending physician must also be provided. The school personnel are not required to provide special medical attention for which they are not specifically trained. (P4210)

MEDICATIONS: Parents/guardians must supply medications in the original container with instructions for dosages. In addition, if there are special medical needs, the parent/guardian is responsible for supplying the school with all needed materials (i.e., bandages, gloves, cups, spoons, etc.). An adult over the age of 18 must bring all medications (over the counter or prescribed) into the building and to pick these up. No child is allowed to carry these into or from the building. Parents or guardians will be responsible in the event that another child obtains and/or uses such medications. (P4210)

DISPENSING MEDICATIONS: Designated personnel (usually the school secretary or principal) distribute medications at appropriate times as specified on medication forms filled out by the parent/guardian. These are recorded each time in the medical book which is kept in the office. All medications are kept securely in the school office. Refrigeration is not available for medications. (P4210)

INHALERS: Students who use inhalers out of medical necessity may carry them with them if a physician's prescription and proper forms have been filed in the school office.

Parents/Guardians are responsible for teaching their child the proper use of an inhaler. They are also responsible should another child find their own child's inhaler and use it, causing

injury or harm. Therefore, careful instruction of care must be given to their child. The school is not responsible for lost, stolen or broken inhalers or for improper use or storage. (P4210)

ENVIRONMENTAL TOBACCO SMOKE (P5430)

Effective January 1, 1995, all facilities where education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor, is allowed to smoke in these buildings while such services are being provided to children.

CHILD ABUSE/NEGLECT (P3610)

The Indiana Juvenile Code protects the rights of children and requires all persons to report suspicions of child abuse/neglect. The administration, faculty, and staff of St. John the Baptist Catholic School are committed to the safety and well-being of all children and thus, carry out this reporting requirement with responsibility and integrity.

PROCEDURES:

CHILDREN IN NEED OF SERVICES: The principal, teachers, and staff members of the school are responsible to become familiar with the signs of abuse/neglect which allege that children are in need of services. According to the Indiana code, children are in need of services if, before their 18th birthday, their physical or mental condition is impaired or endangered due to the inability, refusal, or neglect of parents/guardians to supply food, clothing, shelter, medical care, education, and/or supervision; their physical or mental health is endangered due to injury by the act/omission of the parent/ guardians; they are victims of or participants in a sexual offense; and/or they substantially endanger their own health or the health of another.

REPORTING: The principal, teachers, and staff members act as individuals in reporting suspected incidents of child abuse/neglect to Child Protective Services. No consensus regarding suspected abuse/neglect is required.

DISCIPLINE (P4230, 4420, 4570, 4580)

VI. BEHAVIOR AND DISCIPLINE

PURPOSE

It is the purpose of the "Disciplinary Code" to help provide an atmosphere which is conducive to an orderly process of education in an environment which provides for the welfare and safety of all who attend. Our primary purpose is to educate, not to discipline. However,

when behavior of individuals conflicts with the rights of others, corrective action is indicated both for the benefit of the individual and the school as a whole.

GENERAL CONDUCT AND STANDARDS OF BEHAVIOR

Students of Saint John the Baptist are expected to be good citizens and to act in accordance to their own dignity and the dignity of all others in the school community. Standards of behavior reflecting good citizenship are expected and all administrative procedures and school rules are established to ensure such standards. All policies, procedures, and rules may be applicable in the school, on the grounds, and at all school activities both at and away from school (e.g. field trips, sporting events, and other extracurricular events).

PARENT RESPONSIBILITY

Parents are requested to provide the school with pertinent information regarding health disorders which could affect the student during the school day or have a long-range effect on his/her educational progress. The school expects that parents will work with the school to bring about changes in the behavior of students who violate standards of normal conduct. Parents will be held responsible for financial loss suffered by the school and their employees when their children, through malicious or careless conduct, cause damage to the school buildings, equipment, parish or personal property. To ensure student success, parents should, at regular intervals, discuss with their children the importance of obtaining a good education and the necessity for good citizenship. Students with a positive social attitude are more prone to having a successful and rewarding school experience.

PARENT/GUARDIAN CONCERNS WITH DISCIPLINARY MATTERS

The principle of subsidiarity calls for issues to be addressed at the most local level possible. As with matters related to academic issues, parents/guardians with particular concerns over disciplinary matters should follow the principle of subsidiarity by taking the following steps in order:

1. Consult the teacher most immediately involved in the disciplinary issue
2. If the issue is not resolved, consult the principal
3. If the matter is not resolved, consult the pastor

ADMINISTRATION AND FACULTY RESPONSIBILITY

The principal of Saint John the Baptist School shall have the overall responsibility and authority for the orderly administration of discipline policies within the framework of school policy. The teacher's primary responsibility and authority shall be to maintain order and control within the classroom, and general responsibility and authority for maintaining order and control on school property.

SCHOOL REGULATIONS

Students will be expected to govern their conduct in a way that they will be a source of pride to themselves, their classmates, and the parish. Attending Saint John the Baptist School is a privilege not a right. At the beginning of each year, classroom teachers will make clear rules and expectations for behavior.

Saint John's Spartans Rock

In addition to any particular rules in each classroom, the entire school will emphasize the following Spartan Core Values "Rock":

1. Students will be Responsible
2. Students will be Obedient
3. Students will be a part of the Community
4. Students will be Kind to one another

Discipline

St. John the Baptist School's mission is to prepare students to love the true, the good and the beautiful. This is supported by the school's core values of Responsibility, Obedience, Community and Kindness, often referred to as ROCK. The school meets as a community daily to learn about the virtues to use as tools to help guide student's choices and orient them toward Christ-like behavior and better living out the core values and mission. In accordance with this, St. John sees discipline as a tool to learn from and that is to be restorative and not punitive.

Teachers use a tracking sheet to track positive behaviors as well as unacceptable behaviors. There are two types of infractions. The first type offers students the chance to adjust their behaviors before receiving a detention referral. The second type are automatic detention referrals. Both types are listed below:

Three Tries	Automatic
No homework,	Foul Language
Excessive Talking	Blatant Disrespect for Authority
Uniform	Cheating/Dishonesty
Gum/Candy	Bullying
Disruptive Behavior	Fighting/Play Fighting
Disrespectful Behavior	Phone
Not Prepared	Other (anything extremely disruptive)
Off Task	
Insubordination	
Tardiness	

Detentions are served on Tuesday and Thursday after school from 3:15-4:15. During detention students answer questions on the referral sheet to help them reflect on their choices and how to make better choices if faced with the same problem again. A copy is made and filed, the original goes home with the student and an electronic copy is sent to parents via email/text.

If it is found that a student is repeatedly being referred to detention, they may be placed on a behavior intervention. The parent is required to meet with the discipline team to better understand their role in helping the intervention be successful. If a student's behavior requires a suspension, they will be required to be on a behavior contract as a condition for returning from the suspension. The return to school may include but does not require a meeting with the pastor and administration. Violation of the contract can lead to more serious consequences including but not limited to another suspension, expulsion, or a required withdrawal.

These measures are all in place to continually help students to develop their moral code and live a life oriented toward Christ like behavior. Christ is the best model for our actions and we are always striving for that at St. John the Baptist.

GROUND FORS SUSPENSION AND EXPULSION

The grounds for suspension or expulsion below apply to student conduct which occurs:

- A. on school grounds;
- B. off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event;
- C. or, at any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the school or the diocese.

The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in Diocesan Policy 4530.

This listing is not intended to be exhaustive of all types of conduct:

1. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constitution and interference with school purposes, or urging other students to engage in such conduct.
3. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
5. Threatening or intimidating any individual for whatever purpose.

6. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
7. Violation of the Diocesan Gun Free School Policy.
8. Possessing, using, transmitting, being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
11. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
12. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
13. (4530 L-p2) Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
14. Engaging in any unlawful activity on or off school ground if the unlawful activity is considered by school officials to be an interference with school purposes or an education function.
15. Bullying and Harassment

Parent/Legal Guardian Concerns Procedure (P2310)

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issues with the classroom teacher (or the person with whom he/she has the problem).
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor (elementary schools only).
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure.

PROCEDURES:

SUSPENSION/EXPULSION: In addition to suspension/expulsion resulting from use of the discipline system, the principal/pastor may utilize these disciplinary measures without prior warning to students and parents/guardian for very serious, extreme cases including, but not limited to, delinquency, immorality, physical and/or verbal abuse to peers or those in authority, vandalism, distribution, transmitting, selling or possession of illegal drugs, controlled substances, alcohol, weapons and/or explosives of any nature, repeated violations of rules necessary for the functioning of the school, refusal to follow the direction of school personnel or supervisors, theft, violence, coercion, threat, intimidation, passive resistance, conduct interfering with the purpose of the school or the urging of others to engage in such conduct, possessing or using any electronic devices, cell phones, laser lights not related to school purposes, and/or engaging in any unlawful activity. In these cases, more formal measures are used which may include investigation into the problem, explanation of the misdemeanor to the students with subsequent opportunity for response, relaying of the situation, reporting procedure to the parents/guardians, and notification to students and parents of the course of action to be followed. In extreme cases, particularly those which involve the safety/well-being of other persons in the school, procedures may be abbreviated and taken up at a date following the suspension/ expulsion.

(P4520, 4530, 4560) (also, GUN FREE SCHOOLS, P4560: Students are prohibited from bringing firearms to school or school functions.) Further, students are prohibited from possessing firearms enroute to or from school sponsored activities or on school property. A violation of this policy carries an automatic permanent expulsion from school. This penalty supersedes any penalty which may be attributed to a local school discipline policy.

STUDENT SEARCHES: All students who enroll in a Diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc. at any time and for any reason consistent with this policy. The school reserves the right to examine the contents of the student's pockets, purses, backpacks, book bags, or other personal belongings when an administrator or designee has reason to suspect that they may contain inappropriate, illegal, or wrongfully obtained materials or items. This right of inspection is effective at all times while the student is on school premises or at any school-sponsored events. Within two school days of a search, parents or guardians shall be notified in writing that a search has taken place. (P4590)

STUDENTS ACCUSED OF A NON-SCHOOL CRIMINAL ACT: A student accused of a non-school criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process. Some circumstances, such as the need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardian will be

considered, but the final decision regarding removal is the principal's after consultation with the pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student. (P4550)

FAILURE OR REFUSAL OF A PARENT/GUARDIAN TO PARTICIPATE IN DISCIPLINARY PROCEEDINGS: The failure or refusal of parents/guardians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare. (P4420)

CONTROLLED SUBSTANCES: Self-destruction is a serious abuse of the Christian value of loving oneself; hence, students are prohibited from using, possessing, transferring, purchasing, selling, and/or being under the influence of alcohol or other controlled/harmful substances while on school premises or at school functions. Controlled substances include drugs which are not legally obtainable, not obtained in a lawful manner, and /or not used in a prescribed fashion. (P4570)

SUBSTANCE ABUSE: The Diocese of Fort Wayne-South Bend recognizes that substance abuse is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease. If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or school counselor shall meet with the student and arrange a conference with the student's parent/guardian at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student (at the expense of the family) see a substance abuse counselor for an evaluation and to require that recommendation for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or the student's parents refuse to cooperate, the principal may require the parents to withdraw their child from the school. Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation involved was related to a substance abuse problem. (P4570)

SEXUAL/RACIAL HARASSMENT PROHIBITION: It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from sexual or racial harassment. It shall be a violation of this policy for any student or employee to harass another student or employee through conduct or communication of a sexual nature as defined in Section I of the Procedure or of a racial nature as defined in Section II of the Procedure. The regular Code of Conduct will be followed except in extreme cases where the principal's discretionary clause can be used in collaboration with the pastor and/or Superintendent of Schools. These procedures are maintained in the school office. (P4580)

St. John the Baptist Catholic School administration and staff believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. We will not tolerate harassment of any type, and the appropriate disciplinary action will be taken.

Students who feel they have been subjected to harassment (a consistent pattern of verbal taunts, name calling, actions or gestures) should report it to the homeroom teacher or principal.

CODE OF CONDUCT

The essence of the code of conduct at St. John the Baptist Catholic School revolves around the Christian value of love. In this light, students are expected to be respectful, courteous, truthful, cooperative, self-controlled and responsible. Cooperative efforts between the home and school are necessary so that the best possible social/emotional/ moral development of students may take place. Rules of conduct find their source in Christian love and the positive attitudes that flow from it. The principal, teachers, and/or other adult staff members/supervisors have the responsibility of helping students distinguish between appropriate/inappropriate behaviors; hence, their opinions/guidance should always be respected by the students.

PROCEDURES:

CLASSROOMS: Teachers set standards for acceptable conduct in their respective classrooms and relay these expectations to students and parents alike. Basic to any specific expectations of individual teachers, all children raise their hands for permission to speak, leave their seats, and/or be excused; complete their work in an accurate, neat, and timely fashion; pay attention at all times; assist in maintaining a quiet atmosphere; practice physical self-control; promote a clean environment free of litter/food/drink/gum; and use language appropriate for a Christian/Catholic environment.

EXTRACURRICULAR ACTIVITIES: Extracurricular activities are extensions of the educational program at St. John the Baptist Catholic School. Therefore, appropriate attire, conduct, and representation of the school are expected at all times. This includes any school-sponsored or other school sponsored activity that is extended to our students. The same measures for the Code of Conduct are applied to such situations.

GENERAL AREAS: Appropriate conduct in general areas is important since all students must work together to maintain an environment conducive to the educational function of the school. General areas include the lunchroom, hallways, restrooms, social room, church, library, computer room, etc.

Students are expected to walk through these areas in a polite manner, maintain a quiet environment, and promote neatness and cleanliness.

PLAYGROUND/PLAYGROUND EQUIPMENT: The safety and well-being of the students are the guidelines by which playground rules are established. These rules include, but are not limited to: staying in designated areas; assuming responsibility for approved classroom/playground equipment; engaging in fair play without rough-housing of any type; including everyone in games/activities; maintaining a clean environment free of litter/food/drink/gum; requesting permission to enter the building or use restrooms; approaching teachers/supervisors on duty for injuries/conflict resolutions; using equipment for the purposes for which each was designed (e.g., swings for swinging only, jump ropes for

jumping rope, balls for playing catch, etc.); and avoiding language inappropriate for a Christian/Catholic environment.

WEAPONS: Aggression of any type in a school setting poses a serious threat to the safety and well-being of all concerned. Hence, students are prohibited from possessing/using weapons of any type (e.g., guns, knives, etc.) or other objects (e.g., sticks, stones, etc.) which, when used inappropriately, may become as dangerous as commonly recognized weapons. (P4560)

BULLYING AND CYBERBULLYING

St. John the Baptist Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

HARASSMENT

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

SECLUSION AND RESTRAINT

St. John the Baptist Catholic School, of the Diocese of Fort Wayne/South Bend believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school. State law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion and restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

ATHLETICS

Sports provide students with the opportunity for physical, psychological, emotional, moral, and social growth. Students in 5th through 8th grades may participate in sports. The Athletic Association of St. John the Baptist parish coordinates the sports program and relies on the cooperation of parents for its effective operation. Since sports participation is considered extracurricular, it is subject to academic policies set forth by the parish School Board and carried out by the principal of the school.

PROCEDURES

ACADEMIC EXPECTATIONS: Sports eligibility is determined by grades at progress report and report card times. Students must maintain a “C” average in the major subject areas (i.e., English, Math, Religion, Reading/Literature, Science and Social Studies). An “F” or a “U” in any subject constitutes an automatic suspension from sports.

ACADEMIC SUSPENSION: Students who do not meet the academic expectations indicated above are suspended from all games and practices for a two-week period. Parents/guardians are notified in writing by the principal. In addition, the appropriate coaches are notified of the circumstances. At the end of two weeks, the parents and coaches are informed in writing regarding the sports participation status of the student involved. Any student who is ineligible for a second time during a particular sport is ineligible for the remainder of that sport.

SPECIAL CIRCUMSTANCES: In order to provide for extraordinary situations and individual student’s needs, the principal has final authority and discretion in the application of the Sports Suspension Policy as it pertains to student athletes. The principal will use this discretionary power in consultation with teachers/parents, and/or the pastor as needed.

SPORTSMANSHIP: Sports participation is an extension of the educational function of the school. Therefore, the code of conduct set forth for the school is applicable to athletic participation. Misdemeanors in this regard will result in disciplinary action.

PAYMENT OF SPORTS FEES: Payment of each sport fee is due before the first day of practice. School documents of any nature will be withheld for outstanding fees.

SPORTS UNIFORMS/EQUIPMENT: Sport uniforms and equipment are the property of the school’s Athletic Association and must be returned in good repair at the end of each sport. School documents will be withheld for unreturned or damaged uniforms/equipment.

SCHOOL DAY ARRIVAL & DISMISSAL

For their safety and well-being, students and parents are asked to abide by all arrival and dismissal procedures, obeying directives of all patrol persons and the supervisor on duty.

PROCEDURES:

ARRIVAL: Students are not to begin arriving at school before 7:15 AM, the time at which a teacher begins supervision. Cars enter the parking lot near the rectory (EAST ENTRANCE), and loop around to the north end of the lot. When in the CONE AREA near the school, the first three cars in line may let their children out of the car. Children will enter through Door 5 and gather in Fr. Jacobs Hall until the entrance bell rings at 7:45AM. Drivers may then exit through the gate near the school (WEST EXIT). Students are expected to be in their seats and ready to begin their day at 8:00AM.

DISMISSAL: Students are dismissed at 3:00 PM. They leave the school building led by their teachers and are expected to walk home or proceed to buses/cars in a cautious, responsible manner, obeying the directives of the supervising teacher on duty. Students who are not picked up by 3:00 PM must report to Fr. Jacobs Hall where an assigned teacher or staff member will be waiting, and parents are charged the appropriate fee. Pick up follows the same traffic pattern as drop off. Students will be called when their car is at the front of the line during pick up.

CELL PHONES/ELECTRONIC DEVICES

Students should NOT have cellphones in school. For the safety of all, if a cell phone is necessary it is to remain in the principal's office/with the classroom teacher during the school day and while on school premises. The cell phone MUST be turned into the classroom until the end of the school day. If there is an emergency all phone calls are to go through the school office phones.

If a student is caught with a cell phone or any type of electronic device, the cell phone or electronic device will be subject to confiscation. The parent/guardian will then be requested to pick up the cell phone after school. The student may also receive an automatic detention.

ERRANDS

For the safety and well-being of the students and to protect the school from undue liability, children may not be sent on errands beyond the parish property during school hours.

FIELD TRIPS

Class visits to places of cultural, educational, and/or religious significance broaden and enrich the overall development of children and should be encouraged. Diocesan expectations regarding the completion of the appropriate field trip forms must be fulfilled.

Parents/guardians always have an option regarding their children's participation/non-participation in field trips. Since field trips are to be educational in nature, a teacher may opt to assign appropriate work if a student does not attend or participate in a field trip. In addition, field trips are a privilege and may be revoked at any time due to misbehavior, etc. at the discretion of the principal.

PROCEDURES

APPROVAL/OTHER GUIDELINES: Prior to finalizing plans for any class trip, teachers request the approval of the principal. The principal's signature on the permission form indicates this approval. Teachers prepare and distribute the appropriate field trip forms, collect them, and carry along the medical emergency information in case parents/guardians need to be contacted during the course of the trip. In addition, teachers establish rules relative to proper conduct on the trip and relay these rules to the students. Students and chaperones who do not comply with field trip rules may jeopardize future attendance on trips. Appropriate measures of the Code of Discipline follow as with any school sponsored activity.

FORMS: All students attending a field trip must have submitted the required written Field Trip Permission, Release, and Medical Authorizations forms completed by their parents/guardians.

The "Permission and Release" portions of the form are completed for each field trip. Nothing may be substituted for these forms (e.g., letters, notes, phone calls, etc.). Parents/guardians who drive for field trips must submit copies of their valid driver's license, proper insurance, and liability coverage at least two (2) days before the trip.

FUNDING: Costs related to field trips are the responsibility of the class (e.g., funded through approved fund raising activities, etc.) or the responsibility of the individual students/parents/guardians.

LONG DISTANCE TRAVEL: Public transportation (e.g., bus, United Limo, etc.) is used for field trips that necessitate out-of-state or beyond county travel. Exceptions to this rule (e.g., if the trip is "just a little past" the county line) are made at the discretion of the principal

HOME/SCHOOL COMMUNICATION

Regular communication between parents/guardians and the principal and teachers promote the positive interaction necessary for student achievement.

PROCEDURES:

PARENTS/GUARDIANS: Parents/guardians wishing to speak/meet with a teacher or the principal should make this request in advance by phone or note.

PRINCIPAL: A parent email with important school updates are sent home every Friday via the email address given by the parents (If you would like it sent to multiple people please let the office know). Annual and monthly calendars are also issued. Parents may also request to receive the paper version of the folder. If you request a paper version you will be asked to sign the dated sheet inside the folder to return to school. The principal may make changes in the calendar when circumstances necessitate such a change.

TEACHERS: During the first week of school, teachers send home a letter to parents/guardians indicating expectations regarding their method of determining grades, the manner in which they will inform parents of their children's progress, and any other expectations/rules specific to their classrooms.

ORGANIZATIONS

Student participation in extracurricular activities which are moderated by faculty/staff members or volunteers helps students to learn how to become responsible leaders. Parents are invited to model this type of leadership for their children by joining school-related adult associations.

PARENT ORGANIZATIONS: The School Board is comprised of a representative group of parents and parishioners and serves as an advisory body to the pastor and principal. Parents whose children participate in sports belong to the Athletic Association, the purposes of which are to establish and monitor appropriate rules for athletic participation and to raise funds for sports' needs. The Home and School Association (HASA) functions as a service organization to the school, students, and faculty. All school parents are part of the HASA group and are welcome to attend any scheduled meetings. It provides opportunities for community building, building school pride, and fundraising for special equipment and other needs that the school could not otherwise afford.

STUDENT ORGANIZATIONS: Several extracurricular activities are available for students, all of which require conscientious commitments.

. Mass Servers are students in 3rd through 8th who minister to Father during Mass and/or other liturgical celebrations. Student Government plays a vital role in the life of the child and is led by officers from the middle school along with class representatives. This organization promotes community outreach, school pride and other essential values.

VOLUNTEER ACTIVITIES: Volunteer assistance is vital to the overall operation of the school and will be requested from students and parents alike. A willingness to serve in this manner, without expecting something in return, is a highly respected Christian/communal response. Volunteers may be notified that their services are no longer needed or welcomed if actions, words or behavior stray from the school mission. A criminal history check for all volunteers working with the students will be required.

SPECIAL PROJECTS

Each year, students will be presented with opportunities to expand their knowledge through required projects and voluntary participation in contests/fairs. Children should be encouraged to assume responsibility for required tasks and to enter various local, statewide, and/or national contests. Teachers may assign and include participation as part of their curriculum (i.e., Science Fair, etc.) with the approval of the principal.

SPECIAL SERVICES

Services for students with special needs (e.g., Speech, Title I, IEP/ISP Individual Service Plans, etc.) are available through the South Bend Community School Corporation. Parents are encouraged to take advantage of these services for the well-being of their children.

STUDENT PUBLICATIONS AND PERFORMANCES (P4320)

The principal, as representative of the Bishop and pastor, has the responsibility for final approval of any student and school related publication or performance. Student and school related publications are means of keeping the public informed of current school activities. Such publications shall reflect Church teaching, Christian values, journalistic excellence, and good taste. Plays and other performances by students shall reflect Christian values and aesthetic taste.

STUDENT RECORDS (P4020, 4150, 4160, 4170)

Saint John the Baptist Catholic School follows current diocesan procedures in maintaining and transferring official student records. In accordance with the Family Educational Rights and Privacy Act of 1975, any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian has the right to inspect and review his/her minor student's educational records, unless the school has been provided a court order, state statute, or legally binding document that specifically precludes such inspection and review. In addition, a student who has reached the age of eighteen (18) years of age or is attending an institution of post-secondary education will have access rights that his/her parent or guardian would have prior to that time. Absent such court order or legally binding document, a noncustodial parent has the same right to inspect and review as a custodial parent. (More detailed information on this policy is housed in the school office and can be reviewed during regular business hours.) (P4170)

PROCEDURES:

STUDENT RECORDS: Permanent records of students are the direct property of the school. They are maintained by the school secretary and by the homeroom teacher annually. Only authorized school personnel shall have access to student permanent records. These persons sign off each time they enter a student's record with the date and reason for entering.

TRANSFERRING RECORDS: The official record files shall include cumulative grade reports, cumulative attendance forms and standardized test summaries. Health cards may be sent separately or with the student record files. In the event of a student transferring to another diocesan school, the original student record shall be forwarded to that school. If the student transfers to a non-diocesan school, copies of the official file shall be forwarded to the new school upon receipt of a signed request. The official, original file remains at the last diocesan school of enrollment. If a student transfers during a grading period, a report of the student's work up to the date of transfer should be included in material sent to the receiving school. School records are never given directly to a parent since they are the property of the

school. Other schools must send an official “Request for Records/Transcripts” in order for the school to mail these to them.

SURVEYS OF STUDENTS AND PARENTAL REVIEW (P4610)

No student shall be required without prior written consent of the student’s parent or guardian, as part of an applicable program administered by the U.S. Secretary of Education, to submit a survey, analysis, or evaluation; mental and psychological problems potentially embarrassing to the student/family; sexual behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom the respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, ministers, priests, etc.; income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.) Parent/guardians of students enrolled in the diocesan school are entitled to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation taken as part of that program.

TELEPHONE

To help students develop responsibility, we encourage parents/guardians to help organize personal things and after school arrangements prior to arrival to school. Students are not allowed to use the telephone during business hours to retrieve homework, forgotten items, or to make arrangements for other activities unless directed to do so by a teacher, principal or staff member. Students not picked up by 3:00PM must go to Fr. Jacobs Hall and may not wait for rides outside or in the office.

TRANSPORTATION

BICYCLES

Bicycles may be ridden to school if the related procedures are followed. The students are responsible for parking and locking their bicycles. The school is not responsible for loss or destruction. The students must walk their bicycles on and off school property and wear protective headgear.

SCHOOL PARTNERSHIP

(Diocesan Requirement for All School Handbooks, 2002)

Enrollment in Saint John the Baptist Catholic School is subject to the approval of the Diocese and Saint John the Baptist School Administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and to comply with all policies and rules which are established by the Diocese or School.

The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student’s parent/ guardian and,

as a result, the withdrawal of the student would be in the best interest of that student, the School, other students attending the school, or the fulfillment of the School's mission.

GRIEVANCES

(Diocesan Requirement for All School Handbooks, 2002)

Parents/guardians wishing to address and/or question an area or situation regarding a specific teacher or classroom must follow the grievances procedures established by the Diocesan and School Administration.

Procedures

1. Address the issue with the classroom teacher.
2. Address the issue with the principal.
3. Address the issue with the pastor.



PARENT-STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Hardcopies of the Parent-Student Handbook will not be issued to school families. The Parent-Student Handbook, which includes important school policies and procedures, will be available on the school website (stjohnspartans.com). If you do not have internet access at home, you can request a copy of the handbook by contacting the school office (574-232-9849).

By signing below we acknowledge that we have read the St. John the Baptist Parent-Student Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and

disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort-Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Parent/Guardian Signature:

Student Name(s) and Grades:

Date: _____