



St. John's Academy

Jamestown, North Dakota

Providing Catholic Education since 1890

Dear SJA family and friends,

The 2019-20 academic year at St. John's Academy has arrived and the entire staff could not be more excited to begin our school's 129th year!

We are working to ensure that we continue to offer our students and their families the best Catholic-based education possible and need your assistance to accomplish this. In the following pages you will find the: [Parent/Teacher Handbook](#), [SJA Parent/Student Code of Conduct Pledge](#) and a reminder of the [Family Service Agreement](#) that you received earlier in this year's Financial Agreement letter. Please take the time to read everything in its entirety.

The items in this handbook were carefully considered and listed to provide a safe and healthy learning environment for all students at St. John's Academy. Please note the areas throughout the manual in **BOLD** print, as those are recent revisions to the handbook.

At the end of the manual, we have included copies of documents which requires a signature from both you and your child. These documents will be available in your child's classroom during "Back to School" night on August 20th. Please ensure that you read the handbook in its entirety and sign the Agreement forms listed below on "Back to School" night.

1. Parent/Student Handbook Contractual Agreement & Student Code of Conduct Pledge
 - a. A copy will be provided on Back to School Night – in students classroom.
2. Use of Technology Agreement
 - a. A copy will be provided on Back to School Night – in students classroom.

Additionally, I would like remind parents of our "**Volunteer Service Requirement**" for all families with children attending SJA. The details of this requirement are included on page 2 of the handbook. Thank you in advance for agreeing to assist the Academy with our volunteer needs throughout the academic year. Without your assistance we would be unable to meet all our needs and thus tuition rates would be substantially higher.

On behalf of the entire staff at St. John's Academy, we thank you for sending your child/ren to our school. Please keep all the students and staff in your prayers throughout the academic year. May God bless our students with an amazing year of academic learning and spiritual growth!

God Bless,

Jeff Trumbauer
Principal – St. John's Academy



St. John's Academy Parent Volunteer Service



Signature Note Required on this copy

St. John's Academy has many traditions, but one of the most important traditions is the time families spend volunteering at the Academy. Volunteer hours help defray the costs of tasks necessary to organize events, assist clerical needs, and help build school community. In accordance with the SJA handbook, parents are asked to be involved in the efforts of the parent community to support the balance of the school budget through fundraisers and volunteer service. Each family is **required by policy** to volunteer for **20 hours** each school year. We do allow an opportunity for families to be relieved from their volunteer and fundraising requirement. However, families who choose this option will be required to pay the full cost of attendance at St. John's Academy as indicated below.

We desire that all families assist the school with their service time. Listed below are the volunteer opportunities we offer. **Please check** 2-3 areas that you're interested in volunteering for. You will receive a call from the volunteer coordinator or the SJA office with more details later for the areas you have chosen to assist.

- _____ VOLUNTEER COORDINATOR: Make phone calls to arrange help for events and functions.
- _____ HOPE: Chairperson, auction, decorating, banquet, entertainment, set-up, clean-up. 10-20 + hours
- _____ PTO: PTO board, back-to-school picnic. 1-10 hours
- _____ St. John's Academy School Board Member: 20 hours
- _____ RECRUITMENT: KK, Pre-K and Kindergarten open house, phone calls, and letters. 1-10 hours
- _____ GIVING HEARTS SPAGHETTI SUPPER: Set-up, serve, clean up, etc. 1-5 hours
- _____ FAITH FORMATION: 1-10 hours
- _____ PARISH VOLUNTEER: 1-10 hours
- _____ OFFICE HELP: Secretarial duties/substitute, picture day, flu shots. 10-20 hours
- _____ CAFETERIA substitute 10-20 hours
- _____ BUILDINGS AND GROUNDS 1-10 hours

2019-2020

Contractual Agreement Between St. John's Academy And Individual Family

_____ 1. We agree to be involved in the school community by volunteering for **20 hours** and participating in school fundraisers and thereby do our part to make up the gap between tuition and the full cost per student.

OR

_____ 2. We are choosing to be released from all volunteering and fundraising expectations. As a result of this choice, we agree to pay the full cost of attendance at St. John's Academy for 2019-2020 to the amount of \$7,827 per student.

Signature of Parent/Guardian

Date

St. John's Academy

Parent/Student Handbook

This handbook specifies the policies and regulations that help the community at St. John's Academy understand the services offered and the expectations that we have of one another.

It is updated and provided each year to parents and students, who are asked to read and to be familiar with this school-related material.

Parents and students are asked to sign and return a Contractual Agreement on the back page, indicating that they "agree to be governed by this handbook."

The principal retains the right to amend the handbook for just cause. Parents and students will be given prompt notification in the weekly parent letter if changes are made.

MISSION STATEMENT

History:

Saint John's Academy was founded in 1890 by Bishop John Shanley and the Sisters of St. Joseph from St. Paul, Minnesota. The school began with instruction for high school girls in both academic and commercial classes. Later, the school became coeducational and eventually added classes for elementary students. St. John's Senior High classes were discontinued in 1965. With the closing of the Junior High School in 1968, the school served grades 1 - 6. The school facilities were sold to St. James Parish which assumed the direct responsibility for the operation and maintenance of St. John's Academy. Kindergarten was added in 1979, and preschool in 1989, with the YMCA beginning day care in the fall of 1991. In the fall of 2005, St. John's Academy became the first school in the city of Jamestown to offer all-day, every-day kindergarten. The school added five ½ day per week pre-kindergarten program in the fall of 2009.

Mission:

Saint John's Academy is a Catholic coeducational school providing regular academic programs for preschool through grade six. Staffed by dedicated teachers who are fully certified in the state of North Dakota, the curriculum covers all requirements needed at the elementary level to meet state accreditation. The school serves both Catholic and non-Catholic students of all economic, ethnic, cultural and national backgrounds. An advisory School Board sets policy and formulates the budget under the ownership of the Basilica of St. James and the Diocese of Fargo.

St. John's Academy offers a holistic approach to education in which the Gospel message is not only taught but lived. Staff and students, parents and parishioners work together to foster the educational and spiritual development of children in an environment infused with Christian social and moral values. In a welcoming and caring atmosphere, this community is committed to academic excellence, cooperative learning experiences, and the development of good character. Students are provided opportunities to develop a life of prayer, responsibility, respect for all, and service reflective of the Gospel. St. John's students prepare to meet daily challenges with Jesus' vision for a better world.

Parents/Visitors/Volunteers

All parents /visitors/volunteers during the regular school hours are **REQUIRED TO CHECK INTO THE SCHOOL OFFICE**. All volunteers need to have met the following volunteer guidelines to safety of every child under our supervision is high priority.

1. View the Circle of Care Safe Environment DVD. Sign the “Acknowledgment of Circle of Care Training Form” upon completion of viewing the DVD.
2. Review the Diocese of Fargo Code of Conduct booklet and sign the Appendix E located on the last page. Sign and return the form on the last page.
3. Complete the background information form.

ADMISSION

AGE

The age of admission is five years by August 31st for kindergarten and six years for first grade according to state policy. Parents are required to submit a birth certificate for entrance to kindergarten. Early admission permitted/allowed following strict DPI rules.

NEW STUDENTS

A family seeking admittance to St. John’s Academy shall interview with the principal concerning their reasons for choosing St. John’s Academy, the learning needs of the student(s), their willingness to be involved in the school community, and their financial commitment.

NONDISCRIMINATION

St. John’s Academy admits students of any race, sex, national or ethnic origin, or status with regard to public assistance to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

ATHLETICS

5th and 6th graders are provided the opportunity to participate with Jamestown Public School students in all sports.

The following is a list of athletic activities and the months during which they are offered:

GIRLS

Volleyball -	January (5 th & 6 th)
Basketball	Sept/Oct (5 th & 6 th)
Gymnastics -	Feb/Mar (5 th & 6 th)
Swimming -	Mar/Apr (5 th & 6 th)
Track -	Apr/May (5 th & 6 th)
Cross-Country -	Aug/Sep (6 th Only)

BOYS

Basketball -	Nov/Dec (5 th & 6 th)
Wrestling -	Oct/Nov (6 th only)
Gymnastics -	Feb/Mar (5 th & 6 th)
Swimming -	Mar/Apr (5 th & 6 th)
Track -	Apr/May (5 th & 6 th)
Cross-Country -	Aug/Sep (6 th only)

In order for a sick student to participate in practice or competition they must arrive and attend school **by** 1:00 p.m. Any medical absence will be approved if, Doctor signed, slip is returned.

ATTENDANCE

The minimum attendance required for promotion is 160 days according to North Dakota Century Code. Children receiving instruction at home or in the hospital under approved special education programs are considered to be in attendance. Individual exceptions may be made on the basis of illness or other acceptable reasons.

Excused absences shall include: 1) illness, 2) doctor or dental appointments, 3) family need. Unexcused absences beyond 20 days may be reported to authorities as educational neglect.

Students who have not attended a minimum of 160 days shall be required to demonstrate minimum academic achievement. The school will recommend retention should class work not be completed satisfactorily or the student shows a lack of ability for the next grade.

School Board Policy approved 6/10/03

Excused absences shall include:

- a. Illness** - Students are to complete all assignments. Arrangements need to be made with the teacher or through the Office to pick up homework for the student.
- b. Doctor or Dental Appointments** -- These appointments should be scheduled during non-school hours and/or vacation periods when possible.
- c. Family Need/Trips** -- Parents are expected to arrange at least three days in advance with the principal/classroom teacher for students to be excused. Students will be expected to complete all assignments.
- d. Inclement Weather** -- Students absent when rural buses do not run will be marked absent but are considered excused.

ABSENCE/TARDINESS

1. Every absence/tardiness must be verified either in writing or by telephone by the parent before or after the absence. Written excuses should be dated and give the reason for the absence/tardiness.
2. If your child is to be absent, please notify the Office by 9:00 a.m. In an effort to give you, as parents, assurance your child has arrived at school, we will call parents of absent students before 10:00 a.m. if we have not heard from you.
3. Any student leaving school early is required to present a written excuse to the teacher with notification of the time and reason for dismissal and the person who will be picking up the student. Students will not be released to persons who do not have legal custody or guardianship unless written permission is given by the parent.
4. Tardiness is a problem for both students and teachers. Patterns of late arrival are disruptive to the entire educational process. A parent conference will be arranged when a student is tardy three times. The tardy bell rings at 8:35, if students are not in the room by this time, they will be considered tardy. Students riding the bus will not be considered tardy when the bus arrives late.
5. Students are not marked tardy for medical appointments when the school is notified in advance.
6. Students absent due to inclement weather (even when rural buses do not run) will be marked absent. Recorded absentees are merely a record of presence in the building.

ILLNESS

1. Students who are ill with coughs and colds especially in the early stages should be kept at home in consideration for the student as well as others in the classroom.
2. A student who has been absent for a lengthy period of time because of a contagious disease must have a note from the doctor when he/she returns to school.
3. Ordinarily, students who are not well enough to play outside at recess periods should be kept home. However, students who have been absent for an extended period of time due to illness; may need to stay in from the cold air to facilitate full recovery. Please contact the teacher in writing if this is necessary.
4. Students who have permission to remain indoors will be expected to sit quietly in the classroom or at a table in the school hall.
5. When a student becomes ill at school, a parent or appointed person will be notified to come and pick up the student.

ARRIVAL/DISMISSAL

Students should arrive **no earlier than 8:00 am** and picked up **no later than 3:15 pm**. If these times cannot be met, you will be advised to use our childcare. For reasons of safety we ask that parents adhere to this guideline. Students will only be supervised during school hours. If special circumstances do arise, please notify the office staff or principal.

BICYCLES

Bicycles may be ridden to school by students in grades 4, 5, and 6. Students must handle their bicycles with safety and concern for others which includes walking the bicycle on school property at all times, school property being defined as the perimeter around the school within the chain link fence. Bicycles are to be kept in the bicycle rack during school hours. A padlock is recommended.

BULLYING/HARASSEMENT POLICY - #5750

Bullying of any type has no place in the school setting. St. John's Academy will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental or written interactions. Bullying can cause undue anxiety relative to attending school, playing on the playground, participating in or attending activities, or riding on the bus. This can adversely affect student or employee performance.

The School Board expects administrators and supervisors to make it clear to students and staff that bullying in the school building, on the school grounds, on the bus, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of the students, and termination of the employee.

BOOKS

Since textbooks are issued to a student on a rental basis, the student is responsible for their care. When a book is lost or destroyed, the student must pay for the replacement value of the book. **Students are expected to use a book-bag to carry books to and from school.**

BUS SERVICE

Bus service is provided by the Jamestown Public Schools. The buses deliver the children to St. John's and likewise pick them up after dismissal. Parents arrange service directly with the transportation coordinator at the Jamestown Public School Central Office, (252-1950) or the bus garage (252-1007). Faculty members supervise loading of buses at St. John's. Transportation is provided for resident pupils of the Jamestown Public School district route whose legal residence is 10 blocks or more from school. This transportation is furnished at a cost paid per semester per pupil, payable in advance. If 3 or more children from the same family ride the bus, the charge is less per semester beginning with the third child.

SAFETY RULES FOR RIDING THE SCHOOL BUS

1. Leave home early enough to reach your bus stop on time. It is the duty of the driver to be on schedule.
2. As you wait for the bus, stay back from the roadway so that you will not accidentally slip and fall onto the roadway or distract passing motorists. Avoid horseplay while waiting for the bus. Do not trespass on or damage the property of others.
3. Stay back and wait for the bus to come to a complete stop before moving toward it. Board the bus without delay, holding the handrail as you go up the steps. Take a seat quietly and remain seated until the bus comes to a complete stop.
4. Follow the instructions of the driver promptly and willingly. He has complete authority and responsibility for his passengers' safety.
5. Keep all property and feet out of the aisle.
6. No passenger is allowed to stand on a moving bus.
7. Remember, good conduct is the first rule of safe behavior. There is nothing wrong with quiet conversation, but loud talking and any kind of active play are out. All talking should stop when the bus stops at a railroad crossing so that the driver can listen for trains.
8. Don't do homework or eat on the bus. Think what might happen if the bus went over a bump or stopped suddenly. You might choke on a mouthful of food or jab someone with a pencil.

9. Never put your head, elbows, arms out the windows. Do not throw anything out of the windows or door.
10. The first aid kit, fire extinguisher, flares, and emergency doors are for emergency use only. **DO NOT TAMPER WITH THEM.**
11. Get off the bus quickly and quietly without pushing and shoving. Do not linger around bus loading and unloading zones.
12. When getting off the bus at home, go immediately away from the bus. Do not stop to look in your mailbox. If you must cross the road, always go in front of the bus and wait for the driver to signal you across. If you drop something or the wind should blow something under the bus, under no circumstance should you try to retrieve it.

CONDUCT ON BUSES

The Transportation Coordinator has procedures identified for dealing with students who are not following the above rules. These procedures include notification of parents, and when necessary, the principal at St. John's. Cooperative action is then taken to solve any problem which may have arisen. When students continue to be uncooperative, they may be denied bus privileges temporarily or permanently.

CALENDAR

Parents are provided a one-page calendar of school days and holidays (see insert prior to Table of Contents). Weekly letters from the principal announce additional events or changes that are necessary. These letters are usually issued on Tuesdays and available through PowerSchool or a direct link from St. John's Academy website.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may not use or display cell phones or other personal electronic devices during the school day (including smart watches), or while enrolled in the child-care program, without permission of the principal or his designee.

Violation of this policy will result in confiscation. Confiscated devices may be picked up at the school office by a responsible parent or legal guardian.

Cell phones and other personal electronic devices may be brought to school and stored with other personal effects, e.g., in backpacks or lockers. However, SJA is not responsible for damage, loss, or theft.

CHILDCARE

Before and after school care for students in **grades K-6** and daytime care for **3-5-year-olds** is available for those who wish to use it. The program is available through St. John's Academy. The program is supervised by Cody Kachel and Nikki Fritz. Questions can be answered by calling 252-3397 x 36.

SUPERVISION is provided for students before school from 8:10 - 8:35 am and after school from 3:00 pm until 3:20 pm. Students who need to be here before or after those times will be expected to use the Child Care program. Students **will not be** permitted on school grounds unless prior arrangements have been made with the school principal.

CHILD-CARE PAYMENT POLICY

POLICY #3132.2

Purpose: To establish and communicate consistent billing procedures for the Saint John's Academy (SJA) child-care program.

Policy: Prompt payment for the previous month's childcare services is expected at all times. Prompt payment would be no later than the 10th of the month.

Procedure:

1. Families will be billed during the 5th of the month or the next school day after the 5th. Invoices will be applied via the FACTS Tuition Management Co.
2. Payment is expected by the 10th of the month or the next school day after the 10th.

3. A late fee of \$25.00 will be assessed if payment is received after the 10th.
4. If the outstanding balance is not paid within 30 days, continued enrollment in the SJA child-care program will require a conversation and agreement with the principal.
5. Circumstances that necessitate an alternative payment plan should be addressed with the school principal prior to the payment due date.

COMMUNICATION

Communication between home and school is essential in the development of good relationships in the school community. Staff members welcome questions of clarification or the sharing of information about the way in which a student is responding to the school environment. **When parents have a question or a difference of opinion with any staff member about procedures in the classroom, a specific incident, or the adult/student relationship, they should consult the staff member involved first.** Contact should be initiated within a reasonable time (one week) from the date on which the incident or condition referred to occurred, or from the time the parent became aware of the incident or condition. Ordinarily, open communication on the part of those concerned will resolve the question or complaint.

SJA EMAILS: You are automatically signed up each school year to receive these emails. If you are not receiving regular emails please call 252-339.

SJA School website - www.stjamesbasilica.org/St--John-s-Academy:

The website can be used for information pertaining to SJA School as well as school specific information. Staff e-mail lists can also be found there.

School Newsletter: A newsletter is emailed every month containing school specific information such as upcoming activities and a monthly menu. This newsletter is available online for each month as well hard copies in the school office. You are encouraged to visit this site often to keep abreast of school happenings.

Classroom Newsletter: Teachers will keep you informed of classroom happenings and upcoming tests or reviews through their own newsletter.

Parents can leave a message with the school secretary requesting that a staff member contact them by phone or may contact a staff member before/after school hours.

CONFLICT RESOLUTION:

If the parent complaint is not resolved, the following formal procedure should be followed:

1. Parent shall document in writing (with date/s) the fact that the staff member has been clearly informed of the complaint.
2. Parent shall share the complaint with the principal. The principal will:
 - Call a conference with the parent(s) and staff member.
 - Ensure that a plan, timeline, and follow-up are communicated in writing to parent(s) and staff member.
3. The principal will document all contacts involving the complaint.
4. If the parent is not satisfied, further contact should be made in the following order:
 - 1st - School Board President
 - 2nd - Pastor of the Basilica of St. JamesProcedures for these contacts will be on file in the school office.

CONFLICT RESOLUTION FOR STUDENTS

When a disagreement arises between students, whether in the classroom, in the halls, or on the playground, students are encouraged to use the following steps to reach a just and peaceful settlement:

1. STATE THE PROBLEM.

State clearly and firmly - but kindly - to the other person the unacceptable behavior.

- e.g. I do not like it when _____. Please stop.
It hurts me when _____. Please stop.

2. GET A WITNESS.

If the problem continues, find a third party (a witness - probably an adult) to help both individuals state the problem and reach a solution.

3. GO TO ADULT IN CHARGE.

If the problem still continues, **seek a staff member to intervene.**

CRISIS MANAGEMENT PLAN

St. John's Academy and the School Board recognized the need for orderly handling of crises that impact students, staff, and/or parents. A crisis, for purposes of this policy, is defined as any significant event, whether emotional or physical, which impacts persons within St John's Academy's community to an extent that the normal school routine becomes affected. The event may happen to one or more people, but the impact is felt by several or many others. Examples may include a school lockdown procedure, the death or serious illness of a student, or faculty member; loss of property or life due to a weather-related event such as a flood or tornado; an attempted suicide by a student or a faculty member; or a state or national crisis.

Crisis management is not intended to be used as a substitute for obtaining individually the services of a skilled, certified counseling professional within the school or community. Rather, it is to be used as a guideline and resource to help people receive appropriate and necessary help and intervention in situations which have an impact beyond one individual, and which are likely to affect learning within the school building. The objectives of the Crisis Management Plan are:

The objectives of the crisis management plan are:

1. To respond sensitively to the emotional needs of students, staff members, and affected families.
2. To establish building-level Crisis Management Team which will give clear and effective communication to staff, students and parents about the events taking place and the procedures to help manage the crisis.
3. To minimize the impact of the crisis on the educational process.

Revised 11/2011

CUMULATIVE RECORDS

Information about a student is collected upon entry and throughout the time a student is enrolled. This information is kept current and is maintained in a cumulative record file. Information contained in the cumulative file includes basic information about the student, attendance records, grades and/or progress reports, health information, results of intelligence, aptitude and special individual assessments. Parents are welcome to see or have a copy of the material in this file at any time. Should a student transfer to another school system, parents will need to sign a release of the file to the new school. No individual or agency outside the school system will be permitted to inspect a child's file without the written consent of the parents or a court order. Cumulative records are located in the school office.

CURRICULUM

Ongoing curriculum development is an essential part of the school improvement process at St. John's Academy. SJA is accredited with commendations by the North Dakota Department of Public Instruction. All teachers are certified and required to continue in their own professional growth. The faculty includes: specialists in music, physical education; the parish priest and administrative staff; Title 1 and Resource Teachers and school guidance counselor. On-going curriculum development is essential for helping students grow in knowledge. Knowledge consists of both substance and processes of knowing, i.e. both what is known (subject matter) and how it is known (method of learning process).

CUSTODY/COURT ORDERS/SCHOOL RECORDS

In the event of separation and/or divorce among school families, St. John's Academy staff will serve as advocates of the children to whatever extent possible. School personnel strive to be objective when conferring with either parent and will not side with either parent.

The Principal should be made aware when family difficulties arise. He/she is responsible for coordinating the school's involvement and for notifying staff as deemed appropriate.

Guidelines shall be developed to clarify the school's responsibility in regard to court orders, custody, and school records. School Board: 5/13/97

Signed Court Order

When a signed court order is presented to school personnel, a copy is to be left with the Principal to be placed in each child's cumulative folder. The following information should be clarified:

- the duration of the order
- the party responsible for notifying the school when the situation changes (present a new order)
- who is authorized to pick up the child

Cooperation with the Court

St. John's staff will cooperate with formal requests from the Court. A request from either party for written information may be sent to the Court as deemed appropriate by the Principal.

School Records

The Family Educational Rights and Privacy Act (Buckley Amendment) of 1975 gave parents and students the right of access to school records. At St. John's Academy, permanent records contain student data, academic transcripts, and testing and health records. Parents wishing to review files are asked to give twenty-four-hour notice with a written request.

Non-Custodial Parent: This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. John's will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

School staff will send a copy of the yearly school calendar, handbook, quarterly report cards, and, where applicable, the Individual Education Plan to the non-custodial parent. If said parent wishes to receive other specific school communications, he/she is encouraged to make a request in writing. School personnel will accommodate the request in a timely manner.

DAMAGES

Parents will be responsible for any willful damage done to school property by their children. They will be notified and billed accordingly.

DISCIPLINE

Discipline is the process through which parents and teachers guide and motivate students in a positive way to grow in personal and social responsibility. It is built on a caring relationship between parent, teacher, and student, in an atmosphere where everyone in the school and the home community is encouraged to develop the fullness of his/her potential. The initial process is based on internal motivation - a desire on the part of each person to do what is morally right - to be the person we want to be. The moral values of **respect** and **responsibility** are central to being a good person. When a student does not respond to this process, appropriate consequences will be used.

Each teacher at the beginning of the school year will share with both students and parents the classroom expectations and procedures that will be followed. Please review "Behavior Expectations" attachment in appendix.

See the following for specific rules:

Bicycles	Damages	Library	Messages	Parties	School Related Activities
Books	Dress Code	Lockers	Money	Playground	Telephone
Bus	Field Trips	Lunch		Shoes	Toys
Conflict Resolution	Homework	Medication		School Functions	

Bottom Line Issues

1. Weapons on school grounds or threats about killing someone.
2. Drugs/alcohol on school grounds – see policy #5131.1
3. Serious physical harm to another.
4. Repeated verbal or physical harassment.
5. Outright or persistent defiance to an adult.

Consequences:

1. Notification of parents.
 2. Behavior contract developed.
 3. Apology and restitution/time-out of class.
 4. Monetary restitution or community service when appropriate.
 5. Serious or repeated offenses include the following:
 - A. Parent conference
 - B. Referral for counseling
 - C. In-school suspension
 - D. Out-of-school suspension
 - E. Expulsion
-
1. Any threat about killing someone or bringing weapons to school, whether serious or in jest, will result in a full day suspension from school.
 2. Bringing a weapon on the school grounds will result in suspension or expulsion.
 3. Use of foul or suggestive language/gestures on repeated occasions may result in a full day suspension. (i.e. Language that is disrespectful of the human body or an attack on the person)
 4. Repeated defiance of authority will result in a full day suspension from school.
 5. Use or possession of drugs or alcohol on the school grounds will result in serious consequences. See School Board Substance Abuse Policy #5131.1

Parents will be notified in writing of these serious offenses.

DRESS CODE

School dress should be in keeping with the age of the students, the principles of Christian modesty, and appropriateness for the school day. Students are expected to arrive neat and clean. (Cut-offs and clothing with holes do not meet this guideline.) Messages and/or pictures may not portray violence, drugs, or indecency. The length of shorts and skirts (i.e. all outfits) must reach the fingertips when the arm is held at the side. No spaghetti strapped tops will be permitted. Shorts will be allowed **before October 1st** and **after April 30th**. Coats and hats/caps are not worn in the classroom. Students who need additional warmth are encouraged to wear a sweater or sweatshirt for this purpose.

- Students are required to wear socks every day to prevent the spread of foot diseases that are contagious.
- Students who are out of dress code will be reminded by the classroom teacher. When necessary, parents will be notified.

DRILLS

FIRE DRILLS

Fire drills are conducted three times a year. All persons must leave the school in a quick, quiet, and orderly fashion via the nearest unobstructed exit. After the children have evacuated, each teacher calls roll to account for each student. Talking is not allowed during fire drills. A signal will be given to reenter the building.

LOCK DOWNS DRILLS

Lock downs will be practiced two times a year.

TORNADO DRILLS

Tornado drills will be practiced two times a year.

EMERGENCIES

Fire, Bomb, Tornadoes, Snowstorm, etc.

In the event of fire, the building will be evacuated immediately. Fire drills are held periodically. The signal is the ringing of the fire alarm. All persons in the building are required to evacuate at the sound of the alarm. Students will leave **quickly, quietly**, and in an **orderly manner** by routes indicated in each room. All doors and windows are to be closed before leaving. Silence will be observed so that special instructions may be heard. Fire drill procedures will be used when any emergency arises requiring the evacuation of the building (e.g. bomb threat). If necessary, students will be taken to the KC Hall or the Basilica Parish Center for safety and warmth.

In the event of a tornado, persons who are indoors shall take cover under desks, tables, or against weight bearing walls, away from windows and light fixtures. If time allows, students and teachers will take cover in the rooms off the cafeteria. A tornado drill will be held at least once a year. The signal is the city siren and the school bell.

In the event of a snowstorm or other inclement weather, **St. John's Academy will follow the decision of the Jamestown Public School Administration regarding school closure.** Late starts, early dismissals and/or school day cancellations will be announced on **all local radio stations and local TV stations.** Parents will also receive a call from **Powercaller** which is recorded message from the principle. SJA students riding buses will be dismissed whenever the public-school buses leave early.

FIELD TRIPS

Field trips are an important part of a school program. They are selected and planned to supplement classroom learning experiences. Your child's teacher is responsible for informing you each time a field trip is planned.

At St. John's Academy field trips are considered a privilege, not a right. Students who cannot be trusted to follow the rules will have this privilege withdrawn. Moving out of the classroom into the field causes increased need for care. Therefore, the following guidelines apply:

1. Field trip permission slips will be developed by the teacher for each field trip. The purpose of these slips is communication to and approval by the parent(s) regarding certain particulars of the trip.

2. Any student whose daily behavior indicates probable disturbances on an excursion will have the privilege withdrawn. Such students will remain at school under the charge of another teacher or the principal during the duration of the field trip.
3. Only students whose parents have signed permission slips will be permitted to go on the trip. These permission slips must be in the Office one day before the event. Phone calls granting permission will not be accepted.

In the event the permission form has been misplaced, the following format should be used:

I/we, the parent(s)/guardian(s) of _____ request that the school allow my/our son/daughter to participate in (insert activity/trip, place, date, and time). In consideration for the making of the arrangements for this trip, we hereby release and save harmless the school and all its employees from any and all liability arising to my/our son/daughter as a result of this trip.

Students walk or ride frequently to nearby facilities, such as The Basilica of St. James, the KC Hall, the Alfred Dickey Library, Arts Center, one of the parks, Central Dakota, Rock of Ages, or Hi Acres Nursing Homes. Parent(s) are asked to sign a general permission form at the beginning of the year to cover these activities.

The **Basilica of St. James** has primary liability coverage and the **Diocese of Fargo** has an umbrella policy to cover major claims resulting from accidents or misfortune. When parents use privately owned vehicles to transport students on a field trip, they will be required to carry adequate liability coverage. (Minimum of \$100,000 per person/\$300,000 per occurrence.)

FINE ARTS

St. John's Academy participates in the Artist-in-Residence programs organized by the Jamestown Arts Center and sponsored by SJA PTO. This provides additional experiences in the visual arts, creative writing, and creative dance. Intermediate students have opportunities for elementary choir, band and orchestra with the Jamestown Public Schools.

FUNDRAISING

All fundraising projects must be approved by the School Board and Basilica. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations unless approved by the principal.

HEALTH

Contagious Diseases

When a student is identified with a contagious disease at school, parent(s) will be called to take the child home. The student will be allowed back in school 24 hours after first treatment or when a written note from Central Valley Health personnel or a Doctor states that the student is cleared to return. Examples of contagious diseases will include:

Strep Throat
Impetigo
Pink Eye
Head Lice
Hand, Foot, Mouth

Emergency Information Form - Each family is asked at the beginning of the year to complete an Emergency Information Form for each student to provide essential information for school personnel to reach the parent/guardian when necessary. The form provides space for specific instructions in the event of a serious emergency.

First Aid care will be given for minor injuries at school. Parents will be contacted when school personnel feel more attention is needed. Emergencies will be handled according to the instructions given by the parent/guardian on the Emergency Information Form.

Height, Weight, Vision, Hearing

Central Valley Health Unit of Jamestown conducts the Fall Health Screening which includes height, weight, vision, and hearing. All students suspected of vision impairments are then checked by a local eye clinic for further recommendation. Scoliosis screening is also held for sixth graders at this time.

Immunization Requirements

All students must have an up-to-date Certificate of Immunization Record in the school office prior to the first day of school.

Medication

Teachers are not allowed to give medication to students. Office personnel will not give aspirin or Tylenol to students from a general supply. Students who need to take any medication must have a written message from a parent/guardian with the student's name, the instructions regarding date, time, and dosage clearly indicated, **ORIGINAL CONTAINER** and the parent/guardian's signature. All medication with instructions must be kept in the school office and dispensed either by the secretary or the principal. **EXCEPTION:** Students using inhalers are asked to arrange with the classroom teacher to use as needed.

Speech and Hearing Screening

At the beginning of each school year the speech therapist screens children for possible speech disfluencies. All first, third, and fifth grade students are screened, as well as transfer students. Referrals may be given to the speech and hearing therapist by the parent at the beginning of the school year if the parent suspects a speech deviation or hearing loss.

Hearing screening is available each fall. Children with suspected deficiencies are referred to the speech and hearing therapist for further testing.

HOMEWORK

Often a teacher gives home study to help reinforce what has been presented during the school day. It provides the parents an opportunity to follow their child's subject matter and progress in school. Students who do not use study time well during the school day will be expected to complete their assignments as homework.

Written work is not the only type of homework; study assignments are also given. Whatever type is assigned, the student must realize that the quality of homework is his/her responsibility and it must be done consistently. Emphasis should be placed on completeness, accuracy and neatness.

Reasonable expectations for time spent on homework are:

K	10 minutes	4th	35 minutes
1st	15 minutes	5th	45 minutes
2nd	20 minutes	6th	1 hour
3rd	30 minutes		

If your child is regularly spending more than this amount of time on homework, please visit with the teacher to discover the reason and remediate the situation.

Homework for students who are absent will be given at the teacher's convenience. It is often difficult to prepare a student's assignments prior to instruction in the classroom. However, if you know of a planned absence let the school and teacher know. Depending on a teacher's schedule they will **try** to send future assignments home prior to the absence. Homework is limited on Wednesday evenings to respect church night. If homework becomes an issue that isn't being resolved satisfactorily between teachers and parents, the principal will become directly involved. Students in grades third through sixth will be provided an assignment book. Parents can help a great deal by checking with their child to see what their assignments are and if they have been completed. Positive encouragement from home is vital to a student's success in school.

LIBRARY

The library is open daily for check out of materials. Teachers bring their classes for library period once a week and determine the number of books appropriate for their students. Books must be stamped with the date due.

Reference books may not be taken from the school building. Parents are asked to see that library books and magazines are returned on time. Students who are negligent in returning or caring for library books will be assessed a fine. **CENSORSHIP:** Every effort is made to have only decent and age-appropriate materials available for our students. We ask that this be monitored in the home as well.

LOCKERS

Each student in grades 3, 4, 5, and 6 is assigned a specific locker. A student may not go to his/her locker during class nor go to another person's locker without permission. No student may switch lockers with anyone at any time without permission from the classroom teacher.

LOST AND FOUND

Please mark your child's belongings to help eliminate the loss of coats, sweaters, mittens, etc. Lost and found items will be located at the playground entrance. Check for missing items frequently, especially at conference time and the end of the year. Remaining items will be given to The Basilica of St. James for the fall rummage sale or to the Salvation Army.

LUNCH PROGRAM

St. John's is privileged to have the availability of a hot lunch program. Students may bring cold lunch to school or participate in the hot lunch program. Pop is not allowed in the cafeteria as part of a student's noon lunch. Fast foods are not permitted in the cafeteria for noon lunch. Parents who wish to take their own children from the building for lunch are asked to send written notification with the student(s). Please follow scheduled lunch hours as closely as possible.

Guidelines for free and reduced lunches and an application form are given to each family prior to the beginning of each school year. Prices are established yearly for students and visitors. Adults who wish to eat with students on an occasional basis are asked to notify the Office by 9:00 a.m. so that an accurate lunch count may be taken. Milk is available for cold lunch students for a nominal fee. Students in grades four, five and six provide community service by helping with serving and clean-up in the cafeteria on a rotating basis.

Lunch fee's will be applied via FACTS Incidental Billing on a monthly basis.

Price Schedule: 2019-2020

Breakfast: By the month (20 days)	\$ 42.00
By the day	\$ 2.10 (milk included)
Lunch: By the month (20 days):	\$ 56.00
By the day:	\$ 2.80 (milk included)
Adult Guests and preschoolers	\$ 3.60
Milk: By the day:	\$ 0.50 (for additional milk)

You are able to view balances online by visiting www.stjamesbasilica.org/St--John-s-Academy. Once you have entered the site hold the cursor over the [St. John's Academy](#) heading and then select [Parent Information](#) and finally select [PowerSchool](#). Once you have entered PowerSchool, type in your username and password then click on the dollar sign to view cafeteria balance. This step eliminates the need for paper billing as you can check on your balance at your convenience.

LUNCHROOM RULES

1. Remain quiet in lunch line outside of the lunchroom and in the lunchroom. Begin visiting with your friends after you sit down at your table.
2. Use soft voices.
3. Use good manners.
4. Walk in the lunchroom.
5. Take tray to be scraped when you are finished eating. Return to your place and stay seated until you are dismissed.
6. Clean up the area where you eat. Pick up napkins and straws.
7. Be responsible to help make the lunchroom an enjoyable place to eat.

Cafeteria Dues Policy 3131.3

This policy was created to ensure that school cafeteria fees are collected in a timely manner making it possible to guarantee that St. John's Academy continues to provide high-quality and nutritious meals to its students, faculty and visitors. As a Christian Catholic School, we expect all families to make a good faith effort to pay their fair share of the cost of feeding their children.

If a family is past due on their cafeteria dues by at least \$100.00 at the end of any month, or if a family is past due on their cafeteria dues by at least \$20.00 for two consecutive months, a letter from the Cafeteria Administrator (CA) will be sent home with the student(s) stating the outstanding balance and requesting that arrangements be made with the CA for full payment. A second letter will be sent home with the student(s) if another month passes and the outstanding balance has not been paid.

If a family continues to be delinquent in payment of cafeteria dues after the second letter from the CA, they will receive a third letter and will also receive a phone call from the Principal. The Principal will work with the family in an attempt arrange for full payment.

If at the end of the school year, a family continues to be past due on their cafeteria dues, the family will have by the end of June to have their account brought up to 80% paid and to have a plan filed with the CA outlining a schedule for paying the remaining balance. Unless an honest attempt is made to pay the debt in full by July 31st, at the discretion of the Principal and Pastor, the family will not be allowed to enroll in the hot lunch program for the upcoming school year.

Approved 11/16/2009

Eucharist (Mass)

The celebration of the Eucharist (Mass) is a central part of who we are as a Catholic school community. Liturgies that are meaningful and age-appropriate for elementary students will take place weekly on **Thursdays** at **St. John's Academy** at **8:45 AM** with an occasional Eucharist taking place at **St. James Basilica** at **10:00 AM**. Schedules will be distributed to each family and are also available in the school office.

Parents and parishioners are encouraged to join the school community in this time of prayer.

MEDICATION

See HEALTH, p. 13.

MESSAGES FOR STUDENTS

Decisions about how students are to go home should be **made and communicated** before your child/ren leave for school in the morning. This includes arrangements for all extra-curricular activities. If students are going home with another student, communication with the other parent is necessary. **Decisions about students going home with a friend must be made before coming to school and put in writing for the teacher.** We are happy to take emergency or "change-in-plans" messages.

MONEY

Money sent to school should be in a sealed envelope clearly marked with the name of the child, the amount, and the purpose for which it is designated. Students should not have extra money with them in school.

PARENT-TEACHER CONFERENCES/GRADES/REPORT CARDS

Conferences are scheduled for all students. At other times, teachers and parents share the responsibility for arranging conferences when either academic progress or personal growth, warrant a meeting. Any parent who wishes a conference with a particular teacher at any time may do so either by written request to the teacher or calling the school office for an appointment.

2019-2020 Parent Teacher Conferences have been scheduled. Fall Conferences: October 14th and 15th 2019;

Spring Conferences: February 3rd and 4th, 2020.

Progress reports are issued mid-quarter to enable parents to access their child's progress in school.

Report Cards are issued at the end of each quarter. Students in grades K - 3 receive the following letter codes:

S+	Indicates especially strong areas
S	Satisfactory progress
S-	Has some understanding, but needs additional help
US	Unsatisfactory performance

Students in grades 4 - 6 receive the following:

A	Excellent	S+	Indicates especially strong areas
B	Above average	S	Satisfactory progress.
C	Average	S-	Skills which need to be strengthened
D	Below average	US	Unsatisfactory progress
F	Failure		

The above codes are used to indicate progress in personal and social development as well as academic areas.

PARENT TEACHER ORGANIZATION (PTO)

The mission of the PTO is to enrich the quality of our children's physical, mental, social, and spiritual education. The PTO is comprised of parents, teachers and building principal. The organization has specific committees to ensure the mission is carried out. The PTO holds monthly meetings and parents are encouraged to attend. Please contact the school office or a board member if you are interested in serving on a committee.

PTO Board members for 2019-2020:

Kristin Hoff	Jen VanBerkom	Sara Moser	Megan Mann	April Readel
Erin Romans	Katie Ettl	Kristy Landenberger	Candy Hogarth-Baldwin	McCall Fix
Katie Ryan-Anderson	Janel Monson			

Parent membership dues are \$20.00, payable during the August Back-to-School Night. Fundraising activities annually include a candy sale.

PARTIES

1. Birthdays: If the teacher is notified ahead of time, a child may bring one treat. Please, no gift exchange in school. Please follow the Peanut/Tree nut policy.
2. Holidays: Homeroom parents will plan with the teacher for the celebration.
3. Other occasions: Parties must be approved in advance by the principal.
4. Party invitations may be distributed at school only if all boys or girls in the class are invited.

• Regarding deliveries of flowers or balloons:

The staff discourages deliveries to students at school, such as balloons and/or flowers. If such deliveries are made to the school for a student, they will be held in the office until dismissal time.

PEANUT & TREE NUT POLICY

2911.0

For purposes of this policy, "Peanuts" will mean peanuts and all tree nuts including products that use or contain nuts and peanuts or use peanut oils.

The St. John's Academy (SJA) School board recognizes that peanut & tree nut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy. In order to protect those students, staff, employees, visitors, and guests of St. John's from an environment that may be harmful to them because of such an allergy the Board hereby prohibits the use, serving, or selling of peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests in the SJA building or on SJA grounds.

Please visit the school website to review the Food Allergy Management Plan.

Approved 8-28-10

PERMISSION FORMS

Permission forms must be signed for specific events when students are taken a greater distance from the school. A general form is signed at the beginning of the year to allow students to walk or ride to the KC Hall, The Basilica of St. James, Alfred Dickey Library, one of the parks, or ride to Central Dakota, Hi Acres, or Rock of Ages Nursing Homes. Permission by telephone will not suffice.

PETS/ANIMALS IN SCHOOL

Individuals may only bring live animals to school when the following criteria are met:

- Teacher and Principal must be notified at least one day in advance.
- A curricular goal/objective is identified by the classroom teacher or principal.
- The animal is on a leash or in an appropriate cage.
- Written verification of current vaccination is presented where applicable.

Furthermore:

- Animals brought in by outside personnel for school presentations are the responsibility of the owner. Any harm/damage done by the animal is the liability of the owner.

When animals are part of the academic curriculum, teachers will complete the **PETS/ANIMALS IN SCHOOL FORM** and present it to the Principal for prior approval.

School Board: 3/11/97

PICTURES

School pictures are offered in the fall for all students interested. Registration is accomplished online. Pictures will be taken of all students for office records and for the class composite.

PLAYGROUND

The playground is not supervised before school starts or after school is dismissed. Students are not permitted to leave the school grounds while waiting or attending extra-curricular activities. Winter weather guideline for outside recess is -10 with wind chill or colder students will stay inside for recess.

The social and physical skills learned and practiced on the playground are extremely important in a person's life-long development. It is important that every student makes good use of this opportunity. In order to help facilitate this, the following rules are observed:

1. Use all equipment in the proper ways:
 - Slides: slide down in sitting position, one person at a time.
 - Jump ropes: For jumping only
2. Respect others by being concerned for their safety and not interfering in their games.
3. Avoid the following dangerous or harmful activities:
 - jumping from high playground equipment
 - tackle football, crack-the-whip, wrestling, playing tag or throwing balls on playground equipment
 - throwing items other than balls (ex. snowballs, rocks, etc.)
4. The following items are not allowed on the school playground:

Hard balls	Skateboards	War toys or weapons
Wooden bats	Roller blades	
5. Chasing and tag games that may result in damage to clothes are not allowed.
6. Students on the playground in need of rest room facilities will request permission from the supervisor and report their return to the playground.
7. When a ball goes beyond the playground fence, students must ask an adult to supervise its retrieval.
8. Digging may be done only in the sandbox.

Inclement Weather

Students should be prepared with coats, hats, gloves, and boots when the weather warrants such clothing. They will be expected to be outdoors at recess time except during rainy or extremely cold weather. Students who must stay indoors will be expected to sit quietly.

Cold Weather Guidelines

Students will stay indoors when wind chill temperatures reach **minus 10 degrees or lower**. When the wind is calm, school personnel may give students an option to go outside for a period of time.

- Students absent due to inclement weather (even when rural buses do not run) will be marked absent. Recorded absentees are merely a record of presence in the building.

PRAYER

Prayer experiences are an important part of each day at St. John's Academy. The school day begins and ends with prayer in each classroom, as well as at mealtimes and as part of religion class. Students are asked to memorize certain formal prayers at each grade level and are introduced to other forms of prayer. The Advent and Lenten season provide special times to focus on the presence of God in our lives.

PROGRESS REPORTS - See Parent/Teacher Conferences, p.16-17.

PROMOTION/RETENTION/ACCELERATION

Students shall be assigned at the grade level in which they will be best adjusted academically, socially, and emotionally. Teachers shall use a Consideration for Retention/Acceleration form whenever retention is being considered to ensure communication with parents at the earliest possible date. The final decision to promote, retain, or accelerate a student should be a cooperative one of parent, student, teacher, and administrator. Teacher, parents, and principal shall sign a final Recommendation for Retention/Acceleration form to be filed in the student's record.

RECORDS

The Family Educational Rights and Privacy Act (Buckley Amendment) of 1975 gave parents and students the right of access to school records. At St. John's permanent records contain student data, academic transcripts, and testing and health records.

Parents wishing to review files are asked to give twenty-four hour notice with a written request.

Non-Custodial Parent: See Custody/Court Orders/School Records, p. 6.

REPORT CARDS - See Parent/Teacher Conferences, p.12.

SACRAMENTS

Catholic students attending St. John's Academy receive the **Sacrament of Reconciliation** in the 2nd grade. The **Sacrament of Eucharist** and the **Sacrament of Confirmation** are received in the 3rd grade. Preparation for these sacraments is coordinated with other parish programs.

SAFETY

See: **Bus Rules, p. 6.**
Emergencies, p.12.
Playground Rules, p.18-19.

Drop-off and Pick-up

Traffic Pattern

Parents bringing children by vehicle in the morning are asked to unload along the EAST street (3rd Ave). The Yellow painted curb indicates a drop-off and loading zone only. Parking is not allowed during school hours in this area. This area should only be used for a brief period of time for drop-off/pick-up.

Families should drive around the building in a clockwise motion, putting their passenger side of the vehicle next to the school's curbs. Vehicles who are on the opposite side of the street must park their vehicle and walk their child to school grounds using the designated crosswalk areas!

Preschool, Pre-Kindergarten, and Day Care families may use the street by the south door (5th Street) in the AM, at noon, and after 3:10 in the PM. From 8:15 - 8:45 AM, the east street must be free for the school buses. From 2:45 - 3:10, the south street (5th Street) must be available for the school buses.

SCHEDULE

School begins:	8:25 a.m.
Tardy Bell:	8:35 a.m.
Lunch Hour:	11:45-12:35
Grades 1 - 3 resume	12:15 p.m.
Grades 4 - 6 resume	12:40 p.m.
School dismissal:	3:00 p.m.

The school building is open for students at 8:10. Supervision on the playground is provided from 8:10-8:25 a.m. and from 3:00-3:15 p.m. while buses are loading. **Students may not be on the school ground unsupervised.** Students who need to be here before or after these times will be expected to use the Child Care program or not be on our grounds. The SJA Child Care provides before and after school care for those who need this service. Breakfast is available beginning at 7:45 a.m. and concluding at 8:15 a.m. in the cafeteria.

SCHOOL BOARD

The St. John's Academy School Board serves in an advisory capacity to the Parish Council and the Pastor. Major areas of responsibility are policy development and finances. Parents who are members of the parish of The Basilica of St. James or neighboring Catholic parishes may be nominated through a discernment process to serve on the board. Meetings are held the third Monday of each month and are open to all. Persons who wish to be on the agenda are asked to contact the Board president one week in advance.

SCHOOL FUNCTIONS

Respect and courtesy should be shown to all persons. When attending a school or social function after school or in the evening, the students are expected to conduct themselves in a courteous and Christian manner.

SCHOOL RELATED ACTIVITIES

Students who are taking part in after-school activities should have made all arrangements with parents before coming to school. Students will not be given access to the telephone to arrange to go with friends.

SCHOOL SUPPLIES

Each year the list of school supplies will be distributed to students at the end of the year and also mailed with the summer mailing. It is important for students to have supplies that are listed.

SCHOOL SECURITY

Due to safety standards, all entrances in our school will be open from 7:45 to 8:30 am. The remainder of the school day all doors will be locked until after 3:00 pm. Students arriving late or leaving early are required to have parent or guardian sign them in and check them out. Visitors will use a buzz system to get permission to enter into the building. We are recommending that all visitors call the school office before arriving.

SEXUAL HARASSMENT

SCHOOL BOARD: Approved 3/8/94:

- A. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. S2000e, et seq., and the North Dakota Human Rights Act.

- B. It is the policy of St. John's Academy to maintain a learning and a working environment that is free from sexual harassment.
- C. It shall be a violation of this policy for any student or employee of the St. John's Academy to harass a student or employee through conduct or communications of a sexual nature as defined by this policy.

DEFINITION:

A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature by any employee to a student, any employee to another employee, any student to another student or any student to an employee when:

- 1. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- 2. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or social environment.

B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:

- 1. Verbal harassment: Unwelcome words of a sexual nature directed at another person, verbal pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, threats concerning one's safety, grades, job, etc., if sexual demands are not met.
- 2. Physical harassment: Unwelcome contact with another which includes: deliberately bumping, touching, stroking, cornering, mauling, patting, grabbing, kissing, hugging, fondling, pinching, gesturing, leering, or staring.
- 3. Visual harassment: Unwelcome displays of sexually explicit or sexist photos, drawings, cartoons, pictures, magazines, posters, graffiti, or objects like novelties, mugs, statues, trinkets, or clothing.

Procedures and forms for filing a report of sexual harassment are available in the school office.

SHOES

Students are asked to have an "indoor" pair of shoes as well as an "outdoor" pair of shoes. The indoor shoes may be tennis shoes that can be used for PE classes in the gymnasium. No Heely's or roller shoes will be permitted.

SNACKS AND TREATS

Students in grades Pre-K and Kindergarten will have school sponsored snacks at a fee of \$14.00 a month or \$126 per year. 1st through 6th grades will provide their own snacks. Please follow the peanut and tree nut policy. Birthday treats may be brought provided they obtain their teacher's permission.

SPORTS

See Athletics, p.2.

Sports Program School Board Policy

The Jamestown Public School District sponsors an elementary athletic program for 5th and 6th graders. St. John's Academy is invited to participate in the program. Our only expense is to pay our share of referee and award fees. St. John's will follow the schedule and guidelines established for the public schools. This includes no practice on Wednesdays.

The sports program is coordinated by a volunteer parent, whose main task is to recruit coaches as needed for each grade. Information about each athletic season will be sent out to students through the Office.

Coaches are preferably volunteer parents. When necessary, college or high school students may fill this role. If the coach is a high school student, an adult must be present during practices to supervise.

STANDARDIZED TESTING

Standardized tests are administered each fall to students in K through Sixth grades. These tests measure scholastic aptitude and academic achievement. This is one source in identifying a student's strengths and areas of need. School profiles are helpful in evaluating curriculum and in selection of teaching resources.

SUBSTANCE ABUSE: STUDENTS

Policy #5131.1

St. John's Academy is a supportive partner with parents in educating the entire school community in the area of alcohol, drug, and tobacco abuse. We realize that substance abuse remains a significant problem for our society. We strongly support preventive education which must find its roots in the home. The school curriculum shall provide comprehensive instruction supporting good self-esteem, decision-making skills, and the dangers of alcohol, drug, and tobacco abuse.

The illegal purchase, distribution, and/or sale of alcohol, drugs, tobacco, or any other legally controlled mind-altering substance by any person on the school grounds or at any school function is considered to be an offense of a very serious nature. Such purchase, distribution, or sale shall be cause for disciplinary and/or legal action.

Possession and/or use of alcohol, drugs, tobacco, or any other legally controlled mind-altering substance by any person on the school grounds, or at any school function will be considered an offense of a serious nature. The same shall apply to the abuse, distribution or sale of prescription or over-the-counter medications. Infractions shall be cause for disciplinary and/or legal action.

Organizations wishing to serve alcoholic beverages to adults (21 and older) on the school grounds or at any school function must have the express written permission of the pastor and/or the principal.

Procedures for disciplinary action of students shall be developed by the administration.

Infractions by other individuals will be reported to the appropriate authority.

Approved: 4/11/95

SUBSTANCE ABUSE: DISCIPLINARY ACTION FOR STUDENTS

Procedures:

1. Parents/guardians shall be contacted.
2. If appropriate, police shall be notified.
3. Immediate consequences may range from detention to suspension or expulsion.
4. A probationary period and/or contract may be initiated as a condition of continued enrollment.
5. In cases of substance abuse, an assessment by competent personnel in the community may be required. If recommended, a counseling or treatment program may be required as a condition of continued enrollment. All fees will be assumed by the family.
6. If cooperation and growth are not evident within one quarter period, termination from the school will result.
7. Possession includes but is not limited to being on the person, in clothing items, desk, locker, backpack, book bag, or gym bag.

TELEPHONE

Neither teachers nor students may be called to the phone during school hours except in an emergency. Messages for students will be delivered during breaks. Teachers will be notified of any calls and asked to return them at their convenience.

Students will not ordinarily be allowed to call home for forgotten items, e.g. band instruments, homework assignments, library books, permission slips, tennis shoes, lunch, or money, unless the teacher deems the item indispensable to the common good of the class for that day. In an effort to challenge students to personal

responsibility, we ask parents not to voluntarily bring forgotten items to school, but rather to give their children the freedom to solve their own problems and bear the consequences of their actions.

TOYS

Students are encouraged to use classroom playground equipment and creative imagination on the playground. Ordinarily, bringing toys from home will be discouraged. Any toys that represent war, violence, or destruction will not be allowed. The school will not be held responsible for broken or missing toys.

TUITION AND FEES

1. To operate the school effectively and to maintain high standards, parents are asked to make regular tuition payments. (See attached tuition policy) A schedule of tuition and fees is set yearly by the School Board. At the time of spring registration (usually in February), a non-refundable registration fee is charged each family. Contracts with teachers are signed on the basis of this registration.
2. At August registration, Financial Agreements are signed with each family determining the payment plan for the year. There will be an annual family enrollment fee applied at the time of enrollment.
3. All tuition and fees are to be paid in full before school records can be sent to another school.
4. If a family needs financial assistance, applications may be made to the **FACE Scholarship Fund** by May 1st. Application forms are available in the school office.

Please visit the school website to review the Tuition Policy

Subsidized Tuition Scale for 2019-20:

	Parish Total Tuition	Non-Parish Total Tuition
K-6		
1st Child	\$3,254.00	\$4,179.00
2nd Child	\$2,603.00	\$3,343.00
3rd Child	\$2,082.00	\$2,674.00
4th Child	\$1,666.00	\$2,140.00
 Pre-K TUITION		 \$2,150.00
 KK TUITION		
	MWF SESSIONS	\$1,600.00
	TTH SESSIONS	\$1,200.00

VISITORS

St. John's Academy appreciates sharing its school community with visitors. Parents or visitors entering the building are asked to check in at the Secretary's Office. Classes in session are not to be disturbed unless the teacher is expecting the visit. We ask that you notify the school, teacher and principal at least two (2) days in advance to visiting, unless otherwise arranged.

VOLUNTEER SERVICE

The **cost per student** for the 2019-20 school year is budgeted at nearly **\$7,827**. Families registered at the Academy are asked to be involved in the efforts of the parent community to support the balance of the school budget through fund-raisers and volunteer service. The School Board recommends 20 hours of service per family for this school year. Families who wish to pay the actual cost per student may do so and be released from further fundraising responsibility. Attached in the appendix are several items related to volunteer service including further information about volunteer service including the contractual agreement and a listing of services or areas of service.

Attached in the appendix is the 2019-20 Contractual Agreement form which when completed obligates the individual or family to meet financial specifications of the Financial Agreement including volunteer commitments. Also attached is a listing of possible volunteer services that are available for commitment by the individual or family. Finally, a descriptive Family Service Requirement insert has also been attached in the appendix.

WELLNESS POLICY 3-27-2006

St. John's Academy will play a significant role in creating a healthy environment for:

- prevention of childhood obesity
- elimination of health and fitness problems associated with poor nutrition
- safety and respect for individuals with food allergies
- safety and respect for individuals with medical conditions
- promotion of physical activity

Goals for nutrition education, physical activity, and other school-based activities are designed to promote individual wellness. Nutrition standards for foods that are available will be established with the objective of promoting personal health.

Nutrition Education Goals:

At St. John's Academy, students in Grades Pre-K to grade 6 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors including eating a healthy breakfast. Nutrition education will be offered in the school dining area as well as in the classrooms. Students will receive consistent nutrition messages throughout the school, classrooms, and cafeteria. Nutrition will be integrated into the health education and core curriculum where appropriate. Nutrition education will be taught by staff with training. SJA is enrolled as a Team Nutrition School and conducts nutrition education activities that involve parents, students, and the school community.

Physical Fitness Goals:

The primary goal of physical fitness is to provide opportunities for each student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the benefits of a physically active and healthful lifestyle.

- 1) The physical education instructor will be state-licensed. Student to teacher ratio will follow the policy established by the school board. Students will receive no less than 90 minutes of physical education instruction per week. In addition, students in grades K-3 will have 40 minutes of daily recess; grades 4-6 will be provided 30 minutes of daily recess. Adequate equipment will be provided for all students.
- 2) Physical activity is encouraged to be incorporated into the school curriculum.
- 3) Fitness activities are encouraged for inclement weather days.
- 4) Students will be provided with the opportunity to participate in after school physical activity programs whenever possible. The school will work with the community to create an environment that is safe and supports physical activity. The facilities may be available for community use.
- 5) It is recommended staff members participate in 30 minutes of daily physical activity outside of the school day.

Nutrition Standards:

It is recommended that foods available on the school campus during the school day follow nutrition standards. School meals will meet the program requirements and nutrition standards, and USDA guidelines. Parent donations, concessions, treats brought to classrooms, and sack lunches are encouraged to be in compliance with the school wellness policy.

A. Quality School Meals

- 1) St. John's Academy will offer full reimbursable lunches for all grade levels in the least stigmatizing manner preventing the identification of students that are free and reduced.
- 2) Food Program is administered by qualified staff that participates in professional development activities.
- 3) Menus meet nutrition standards established by the USDA, conform to good menu planning principles, are tasty, attractive, and served at the proper temperature.
- 4) Foods made available will comply with local food safety and sanitation regulations. Access to food will be limited to food staff.
- 5) Students may give input for menus.

- 6) School personnel and parents will serve as good role models and encourage students to participate in the school lunch program.
- 7) All promotional activities and advertising will be connected to activities that encourage physical activity, academic achievement, or positive youth development.

B. Pleasant Eating Experiences

A pleasant eating environment has been shown to positively influence students' eating habits. St. John's Academy encourages the following:

- 1) Students are provided with 20 minutes for lunch. (From the time the student is seated.) School personnel assist students in developing healthy practices of hand washing before eating.
- 2) Dining area is attractive and provides enough space to ensure student access to school meals with a minimum of wait time. Water will be available for students at meal time.
- 3) Socializing is encouraged among students and adults. Adults will supervise and are encouraged to be good role models. Parents are invited to eat with students in the cafeteria.
- 4) Recess for elementary students is encouraged to be scheduled before lunch so children will come to lunch less distracted and ready to eat.

School Based Activities Goals:

The school environment should provide consistent wellness messages, promote healthy eating, and being physically active.

Effective Environmental Goals:

- Provide a clean, safe, enjoyable meal environment for students.
- Schedule lunch during the middle of the day
- Discourage the use of food as a reward or withheld as punishment
- Discourage denial of student participation in recess or other physical activity as a form of discipline, and cancellation of recess or other physical activity time for instructional make-up time
- Ensure fundraising efforts are supportive of healthy eating
- Provide on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education
- Provide student access to physical activity options outside of school hours
- Develop strategies for teachers, school administrators, students, and foodservice professionals to serve as role models in practicing healthy eating and being physically active, both in school and at home
- Include 50% non-carbonated beverages in vending machines
- Recommend beverages: water, 50-100% fruit juice, low fat, fat free, or flavored milk, and electrolyte replacement drinks;
- Refreshments and treats for school, after school, and school activities are strongly recommended to offer healthy alternatives, keeping in mind individuals with food allergies
- Recommend classroom snacks be consumed before 10:00 AM
- Provide a list of recommended snacks to families each school semester
- Wellness Committee will meet yearly and plan a staff wellness activity
- Provide yearly health screenings for children

Plan for Measurement/Implementation

An evaluation/assessment component shall be established by the Wellness Committee for the purpose of determining effectiveness of this policy. The Committee will periodically report to the Principal how well this policy is being implemented, managed, and enforced. The Principal will report to the School Board yearly on the school's programs and efforts to meet the purpose and intent on this policy.

May 14, 2009

TO STAFF, CLIENTS, AND PARENTS OF ST. JOHN'S ACADEMY

In 1986, the United States Government passes a law relating to asbestos in school buildings. This law (called AHERA) states that every school building must be inspected for asbestos and it requires that an EPA certified inspector do this inspection. The law also requires that each school building have an "Asbestos Management Plan". The purpose of this plan is to assure building occupants that any asbestos-containing materials that may be present in the building are kept in a "safe" condition.

Part of this law requires that each school keep a copy of this "Asbestos Management Plan" on file, and that this plan be available for public viewing. The school must provide all building occupants (both staff and students) with annual notification as to the following: (1) what is being done in the school building with regard to asbestos, and (2) availability of the "Asbestos Management Plan". It is therefore the intent of this letter to inform you that the following steps are being taken in regard to asbestos in our school.

An accredited Inspector/Management Planner from Badlands Environmental Consultants, Inc. performed the re-inspection of our building on May 15th, 2012 and issued a report regarding the results. All asbestos containing materials in our school are in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

It is the intention of John's Academy to keep all building occupants informed as to the exact nature of these two areas of concern. The school's "Asbestos Management Plan" is available for viewing during normal business hours in the school's office. However, it is possible to receive a copy of this plan for the cost of copying.

Sincerely,



Jeff Trumbauer
Principal and AHERA Designated Person



St. John's Academy

Code of Student/Parent Conduct

Acknowledgement



Code of Conduct Philosophy:

In the spirit of the Catholic Faith, the St. John's Academy Code of Conduct informs students and parents of the basic expectations of a student.

Preface:

The intention of this Code of Conduct is to assist the students to be “imitators of God as beloved children and walk in love” by conforming their thoughts, words and actions to the “mind... which is yours in Christ Jesus,” and by following His example. (CCC 1694). It is meant to ensure a safe, healthy and moral environment for youth in our school setting. This Code is a reminder that we are all created with dignity in the image and likeness of God. (Gen. 1:26-28).

Pope St. John Paul challenged young people to heroic faith. In his message for World Youth Day 2002, he exhorted them “*not be content with anything less than the highest ideals!*” He also said, “*If you have an ardent desire for the Lord, you will steer clear of the mediocrity and conformity so widespread in our society...*” This Code aids in the creation of an environment that aspires to the highest of standards and ideals.

The content of this Code is inspired by the Holy Father's message, Jesus “*great commandment*” (Matt 22:36-40) of love, and the God-given dignity of each person. This Code is one of Christian kindness, respect, hospitality and care which will provide an ability to defeat mediocrity and conformity. This Code also reflects Christian stewardship and our proper duty and respect towards places and things.

The following Code will be used in conjunction with existing St. John's Academy Student Handbook policies and protocols.

Responsibility Toward God – “You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and first commandment.” (Matt 22: 36-38)

- By using God's name and the name of Jesus Christ only with respect, and never in a careless, abusive or angry manner.
- By respectfully participating in prayer and worship.
- By faithfully representing the teachings of the Catholic Church with integrity in word and action.
- By showing respect to the Creator by taking care of God's creation.

Responsibility Toward Self – “...blessed are the pure of heart for they will see God” (Matt 5:8)

- By being mindful that God created each of us in His image and likeness, participants will act accordingly.
- By being truthful, understanding, open-minded, gracious, reliable and respectful.
- By upholding and supporting God's plan for growth and maturity as young men and women.
- By promoting purity in dress, speech and action.
- By respecting human life in the following ways:
 - Not using alcohol, tobacco, and/or any form of illegal drugs
 - Not swearing
 - Not possessing weapons
 - Not acting in a disruptive manner

Responsibility Toward Others – “*You Shall love your neighbor as yourself.*” (Matt 22:39)

- By not bullying others, students will not:
 - Be unfriendly or exclude others
 - Be physical – pushing, kicking, hitting, punching, with the intention of hurting another person
 - Be judgmental of others based on race, gender, socioeconomic status, or personal background
 - Use language – name-calling, sarcasm, spreading rumors, teasing with the intent to hurt another person
 - Use electronic devices to bully through text messaging, emails, rumors, embarrassing pictures, videos, false profiles on social media
- By respecting adults
- By reporting immediately to a responsible adult anytime I see the safety of another in jeopardy
- By honoring and respecting the personal dignity and boundaries of others
- By making restitution for any damages I may cause
- By demonstrating responsibility toward others, students will not:
 - Use physical aggression and or harm
 - Use language that insults, bullies, intimidates or humiliates
 - Isolate or exclude others
 - Threaten or use behavior that leads others into disobedience, disrespect for others, or illegal behavior
 - Steal
 - Disrespect the property of others
 - Gossip, slander or use mean speech or jokes
 - Cheat
 - Encourage or cooperate in harmful behavior/harassment

The school will work cooperatively with parents/guardians and students to assist students in meeting the academic, moral and behavioral expectations of the school on or off campus.

Parents/guardians may respectfully express their concerns about school operations and personnel. However, they may not do so in a manner that is discourteous, rumor-driven, threatening or contrary to Catholic principles. In the event that parents/guardians have a concern about the school operation and its personnel, it is important that the appropriate chain of command be recognized and followed. The appropriate steps should include:

- Start by visiting with the appropriate classroom teacher or staff member.
- Visit with the Principal if the situation is not resolved.

In signing below, we are acknowledging that we have read and agree to be governed by the 2019-2020 Parent/Student Handbook for St. John’s Academy. Additionally, we agree to abide by the Student/Parent Code of Conduct.

Student (1) Print: _____ **Student Signature:** _____

Parent Print: _____ **Parent Signature:** _____
Guardian _____ **Guardian** _____