



2023 – 2024

Parent/Student

Handbook

725 Frame Road
Newburgh, Indiana 47630
Phone: 812.490.2000
Fax: 812.490.2020
www.sjbschoolnewburgh.org



St. John the Baptist Catholic School

**725 Frame Road
Newburgh, IN 47630
812-490-2000**

www.sjbschoolnewburgh.org

Dear Parents/Guardians and Students,

Welcome to the 2023-2024 school year. We extend a special welcome to all of our new students and their families. We hope you will enjoy being part of our St. John the Baptist Catholic School family.

The faculty and I embrace the responsibility of educating and caring for your children. Our goal is to create the best learning environment so that each child may achieve his/her highest, God-given potential. The handbook, which can be found on our school website, explains the policies and procedures that are used here at St. John the Baptist Catholic School. Those policies include the **Diocesan Code of Christian Conduct, the Internet Use Policy, the Dress Code and the Attendance Policy**. Please read the handbook carefully and discuss it with your students. All forms, policies, and agreements will require a parent and student electronic signature via PowerSchool Enrollment.

Our diocesan theme for the 2023-2024 school year is *"Anchored in Faith"*. As a Catholic School, we recognize the importance of helping to form our students in their faith. As a school and parish community, we keep faith at the center of all that we do each and everyday. We welcome your family as part of our school family and are here to partner with you.

Please keep us in your daily prayers as your children grow and learn this year. Thank you for entrusting them to us.

God bless,

Mrs. Elizabeth Flatt

Principal

**St. John the Baptist Catholic School
725 Frame Road
Newburgh, IN 47630**

ACKNOWLEDGEMENT and

AGREEMENT to ABIDE by HANDBOOK

This handbook, including the Code of Christian Conduct, form the basis of our contract with you. The school agrees to enforce these rules and procedures, and we, parents/guardians and students, agree to follow and abide by the same rules and procedures. Our concern or disagreement with a rule or procedure may not be used as a reason for not adhering to it. Also, ignorance of a rule or procedure may not be used as an excuse for not following that rule or procedure.

Not every situation can be covered in a handbook, nor can the consequences be detailed exactly for violations. The school reserves the right to interpret all rules and procedures. The school also reserves the right to amend or make changes in this handbook and/or in the rules and procedures contained here from time to time. Any issue not covered in this Parent/ Student Handbook will be addressed on an individual basis.

Each family member enrolled at St. John School, as well as each parent/guardian, agrees to be bound by the rules and procedures contained in this handbook, including the Code of Christian Conduct, and will be required to sign-off electronically by initialing via the PowerSchool Enrollment/Registration portal at the beginning of each school year.

TABLE OF CONTENTS

<u>ORGANIZATION</u>	<u>PAGE</u>
Mission Statement	6
School Calendar	7
School Staff	8
St. John the Baptist School Council	9
St. John the Baptist School PTSA	9
Christian Code of Conduct	10
Parents as Partners	11
Brief Description of School Program	11
Tuition	12
Book/Technology/Supply Fee	12
Non-Discrimination Policy	12
St. John the Baptist Resource Program Guidelines	12
Admission Guidelines	12-13
Custodial Rights	13
Admission Policy	14
<u>RULES AND REGULATIONS</u>	
Uniform Policy	14-15
Physical Education Uniforms	16
Philosophy of Discipline	16
Discipline Policy	17
Demerits/ Detentions/ Suspensions/ Expulsions	18-19
Diocese of Evansville & SJB Anti-Bullying Statement	19-20
Child Abuse Laws	20
Harassment/Sexual Harassment by Students	20
Seclusion and Restraint Statement	21
Search Policies	21
Smoking & Vaping	21
Social Media	21
Electronic Devices	21
School Hours	21
Student Arrival Time	22
Attendance Policy	22 - 24
Dismissal Procedures	24
Withdrawals and Transfers	24
Lunch Program	24-25
Procedure for Student Lunch/ Meal Accounts	25-26
Lunch Regulations	26
USDA Nondiscrimination Statement	26
Indoor Recess	26
Playground Rules	26
Field Trips	27
YMCA After School Care	27
Closed Campus	27
Visitors	27
School Closure	28

School Messenger	28
Emergency Dismissal	28
Fire/Tornado/Earthquake/Lockdown Drills	28
Wellness Policy	28
Walking Program	28
Health Program	29-31
Telephone Calls	31
Party Invitations and Birthday Treats	31
Lost and Found	31
Tiger Tales	32
<u>RELIGIOUS EDUCATION AND SACRAMENTAL LIFE</u>	
School Mass	32
Sacraments	32
Service to Others	32
<u>ACADEMIC PROGRAM</u>	
Accreditation	33
Curriculum	33
Report Cards	33
Parent/Teacher Conferences	33
Grading System K-2	33
Grading Scale 3-8	33
Homework Policy	34
Honor Roll	35
B.U.G. Awards	35
Testing	35
Student Records	35
Physical Education	35
Library	35-36
Computers	36
<u>ATHLETICS/ EXTRA-CURRICULAR ACTIVITIES</u>	
Eligibility for Athletics/ Extra-Curricular Activities	37
Sports Guidelines	38
Responsibilities of Athletic Director	38
Crowd Control	38-39
<u>OTHER</u>	
Surveillance Cameras	39
Bus Rules	39-40
Crisis/Confrontation Policy	40-41
Notification of Availability of Asbestos Management Plan	41
School Pest Control Policy	41
Youth Protection Policy	42-43
Internet Use Policy	43-44
Extended Learning Away From School Building	44-45

Mission Statement

**St. John the Baptist Catholic School is a
Christ-centered community forming
disciples through faith, knowledge, and
service.**

St. John the Baptist Catholic School | 2023-2024 CALENDAR

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		17

9 First Day of School

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			19

3 Potential Make Up Day
4 First day of 2nd Semester
15 MLK Day – Potential Make Up Day

SEPTEMBER '23						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

1 PD Day for Teachers
4 Labor Day

20 No WCSC Bus Service

FEBRUARY '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		20

7 No WCSC Bus Service

19 Presidents Day – Potential Make Up Day

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				19

6, 9 & 10 Fall Break
(13 Last Day of Q1)
13 No WCSC Bus Service
16 No WCSC Bus Service

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

8 Last Day of Q3

25-29 Spring Break
29 Good Friday
31 Easter Sunday

NOVEMBER '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						19

22-26 Thanksgiving Break

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						21

1 Easter Monday – Potential Make Up Day

5 No WCSC Bus Service
12 No WCSC Bus Service
26 No WCSC Bus Service

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						14

20 No WCSC Bus Service

(20 Last Day of Q2)
Semester 1 = 88 Days

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	16

10 No WCSC Bus Service

Semester 2 = 92 Days

School is IN Session

School is NOT in Session

2023-2024 SCHOOL STAFF

Pastor	Rev. Claude “Dusty” Burns
Principal:	Elizabeth Flatt
Assistant Principal:	Katie Hubiak
Counselor/Technology/Athletics	Carrie Howe
Administrative Assistant:	Julie Young
Administrative Assistant:	Abby Boes
Kindergarten A:	Jenny Copeland
Kindergarten B:	Hannah Simmons
Kindergarten Assistant:	Kathy Dassel
Grade 1A:	Christy Schulz
Grade 1B:	Ashley Niehaus
Grade 2A:	Jennifer Dill
Grade 2B:	Kelsey Whitehead
Grade 3A:	Susan Davis
Grade 3B:	Mary Rogers
Grade 4A:	Jennifer Decker
Grade 4B:	Jenn Corressell
Grade 5A:	Angie Wayne
Grade 5B:	Trisha Memmer
Grade 6,7,8 Social Studies:	Kyle Lewis
Grade 7,8 Language Arts:	Lisa Hardesty
Grade 6,7 Language Arts/Speech:	Breyanna Knoll
Grade 6,7,8 Science:	TBD
Grade 6,7,8 Math/Algebra I:	Amanda Cadden
Grade 6,7,8 Religion:	Lora Bailey
PE/Health/Computer:	Jon Day
PE:	Adam Paul
Music:	Karrie Anne Keepes
Art:	Cynthia Barfield
Spanish:	Krista Smith
Band:	Mary Buedel
Exceptional Learning Program/High Ability ELA	Maria Janney
Exceptional Learning Program/High Ability Math:	Kate Jones
Exceptional Learning Program/ High Ability:	Jenna Hochmeister
Exceptional Learning Program/Resource:	Katie Whetstone
Exceptional Learning Program/Resource:	Lisa Mohr
Exceptional Learning Program/Resource:	Gina Tucker
Exceptional Learning Program/Resource Assistant:	TBD
Exceptional Learning Program/Resource Assistant:	Sheri Eberhard
Exceptional Learning Program/Resource Assistant:	Elizabeth Daywalt
Exceptional Learning Program/Resource Assistant:	TBD
Library:	Ann Masnado-Smith
Maintenance:	Wendel Martin/Greg Flatt/TBD
Cafeteria Manager:	Melissa Brown
Cafeteria Assistant:	Kelly Wollenmann
Cafeteria Assistant:	Denise Baer
Cafeteria Assistant:	TBD

ST. JOHN THE BAPTIST SCHOOL COUNCIL

The **St. John the Baptist Catholic School Council** meets monthly during the school year. All meetings are open with meeting agendas and previous minutes. Agenda items *must* be turned into the school office or school council president one week prior to a scheduled meeting for discussion.

The functions of the board include policy-making and review, supporting the school mission and budget setting. The school council and principal set policies to meet the needs and goals of the school in conjunction with best practices shared by the Diocese. For further clarification of council policy, refer to the School Council Constitution or contact a serving member.

St. John the Baptist Council Members:

Ashley Hammer	President
Katy Gilberg	President Elect
Eileen Surprenant	Secretary
Randy Folz	Finance Officer
Brian Pope	
Aaron Luttrull	
Liz Niehaus	
Tabita Boggs	

ST. JOHN THE BAPTIST SCHOOL PTSA

St. John the Baptist Catholic School PTSA is the cooperative group of parents, teachers, and students who work together to ensure quality education for the children attending St. John the Baptist Catholic School.

PTSA organizes volunteers to provide services to support the school staff in the day-to-day operation of the school and also organizes fundraisers to support a variety of needs (i.e., the library, technology, and facilities improvements). Meetings are held quarterly. Parents and teachers are encouraged to attend the meetings.

St. John the Baptist School PTSA Officers:

Jacie Schneider	President
Amanda Doleh	Vice-President
Megan Niehaus	Secretary
Casey Whetstine	Treasurer

**CATHOLIC DIOCESE OF
EVANSVILLE CODE OF CHRISTIAN
CONDUCT
COVERING STUDENTS AND PARENTS/GUARDIANS**

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians will work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

PARENTS AS PARTNERS

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

To support the religious and educational goals of the school.

To volunteer their time, talents, and treasures to support school facilities and programs.

To treat teachers with respect and courtesy in all discussions.

To inform the school of any special situation regarding the student's well-being, safety, and health.

To attend Sunday Mass regularly.

To support and cooperate with the discipline policy of the school.

To complete and return promptly to school any requested information.

To see that students pay for any damage to school property or books due to carelessness or neglect on the part of the student.

To send your child to school ready to learn by being:

...Nourished.

...Rested.

...Prepared for class with homework, books, and supplies.

...Punctual to arrive.

...Dressed appropriately in accordance with the uniform policy and weather conditions.

When situations arise in the classroom, parents should contact the classroom teacher and discuss the situation. If the situation is not resolved, a meeting will be scheduled with the teacher and the assistant principal or the principal. Classroom concerns are typically resolved when the teachers and parents discuss the situation. Unresolved issues may be presented to the pastor and/or the Diocesan School Office.

BRIEF DESCRIPTION OF THE SCHOOL PROGRAM

- St. John the Baptist Catholic School is accredited by the Indiana Department of Education and Cognia. All professional staff personnel are likewise certified.
- The school contains grades Preschool-8. Grades K-5 operate self-contained and grades 6-8 operate predominantly on a departmentalized basis. Preschool and Pre-K are also on campus.
- Classroom sets of Chromebooks and iPads are available for learning activities and writing in the classrooms.
- Chromebooks used by students in grades 6-8 can be taken to and from school.
- Classroom sets of Chromebooks for grades 2-5 and iPads for grades K-1 are used at school regularly.
- Physical education is offered to all grades twice a week.
- Instrumental music/band is available to students in grades 6-8 twice a week.
- Vocal and general music is available to all students in grades K-8 twice a week.
- The "FAMILY LIFE" program is taught in grade 5. The body and reproductive systems are taught in 7th grade during science class.
- Art classes are offered once a week in grades K-8.
- Spanish classes are offered once a week to all students in grades K-8.

St. John the Baptist Staff and Administration encourages parents to talk with teachers. If parents wish to talk with teachers, they may email the teacher or call the school office and the teacher will be notified to return parent calls at the end of the day or at the convenience of the teacher.

TUITION 2023- 2024

<u>Active Parishioner</u>		<u>Non-Parishioner</u>	
1 child	\$5,820	1 child	\$8,282 / child
2 children	\$7,710	2 children (10% off total tuition)	
3 or more children	\$9,640	3 or more children (20% off total tuition)	

BOOK/ TECHNOLOGY/ SUPPLY FEE

The book/technology/supply fee for the 2023-2024 school is \$400 per student. This fee is non-refundable. Payments are made through the parish office and family accounts are set up through automatic payments in the FACTS tuition management program.

The purpose of the book rental program is to provide books to the pupils for approximately one-fourth of the purchase price. Lost and damaged books must be replaced at the expense of the family.

The supply bill varies from year to year according to fluctuating material costs. The amount is an average of the total school bill, which includes book rental, workbooks, the weekly magazines for some classes, achievement tests, paper for the duplicated materials, art materials, and writing paper. The technology fee allows our school to provide maintenance, infrastructure, wifi access, educational programs and devices to enrich the learning experience at St. John the Baptist Catholic School.

NON-DISCRIMINATION POLICY

The schools of the Catholic Diocese of Evansville shall be open to qualified students of any sex, race, color, national or ethnic origin to all of the rights, privileges, programs, and activities made generally available by such schools. Schools do not discriminate in the administration of their educational policies, scholarship programs, athletics, and other school-administered programs.

ST. JOHN THE BAPTIST RESOURCE PROGRAM GUIDELINES

- In many circumstances, we are unable to fully meet the educational and psychological needs of students with Emotional Disabilities, Mild, Moderate, or Severe Disabilities.
- Students must be potty trained unless a medical condition prevents such a case. If this issue is present, the principal and staff will discuss a toiletry plan with the guardians to ensure toileting is properly covered by guardians and/or family support.
- Speech therapy is provided by the Warrick County School Corporation and occurs weekly in small group sessions.
- No direct occupational or physical therapy or related services are provided.
- Parent involvement is necessary in determining student curriculum and needed accommodations. Parents must be available to meet for ongoing educational planning.
- Parents must be willing to sign a release form allowing the school to communicate with any outside professionals working with the child.

ADMISSION GUIDELINES

Families applying to St. John the Baptist Catholic School will meet with the principal to discuss the application process. The principal may meet with the students prior to acceptance. In some cases, the school may require an evaluation or assessment for the purpose of appropriate grade placement. St. John the Baptist Catholic School will strive to meet the learning needs of all students whenever possible. Prior school records will be requested and reviewed prior to enrollment.

KINDERGARTEN ENROLLMENT

Students are accepted into kindergarten based on age and readiness. The child is to be 5 years of age on or before August 1st. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, preschool teacher or prospective kindergarten teacher may request additional evaluations. The purposes of the screening program are to provide an opportunity for discussion regarding readiness levels required in the kindergarten environment and to help provide the best possible educational program for the child's development. The screening may include, but not limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

KINDERGARTEN EARLY ADMISSION PROCESS

St. John the Baptist Catholic School recognizes some children may mature faster than others and are ready for kindergarten at a younger age. If a parent feels the child is ready for early kindergarten enrollment, the following appeal process can be utilized:

1. A request, in writing, should be provided to the principal explaining why the request is being made. A copy of the birth certificate must accompany the request.
2. The teacher or designee will arrange for the kindergarten screening.
3. An evaluation of the child may be required to document the child's emotional, social, and academic development. The parents will be responsible for any fees that may be incurred.
4. The child's current preschool teacher may be contacted to give feedback helpful to placement.
5. A conference will be held with the parents, teachers, and the principal.
6. The school will approve or deny the kindergarten enrollment.

STUDENT TRANSFERS

In the case of a family's desire to transfer from one school to another, the principal of the receiving school shall explain the expectations for communication between the two schools.

Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include the following:

- Whether the student has behaviors that negatively impact his or her academics and/or the learning/social environment.
- Whether reasonable efforts to manage the student or correct the behavior at the sending school have failed; and/or
- Whether the student's parents have provided their full cooperation and support of the sending school's efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer. The transfer of middle school level students is strongly discouraged.

CUSTODIAL RIGHTS

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL

ADMISSIONS POLICY

APPLICATIONS ACCEPTED PRIOR TO MARCH 1:

Students will be enrolled in the following order:

- St. John the Baptist active parishioners who have children currently attending St. John the Baptist Catholic School. Active parishioners demonstrate a commitment to parish life by weekend Mass attendance and by contribution of time, talent and financial support.
- St. John the Baptist active parishioners who want to enroll a child for the first time.
- Parishioners of Catholic parishes who do not have a school, who have children currently attending St. John the Baptist Catholic School.
- Siblings of Non-Catholic students currently enrolled.
- Parishioners of Catholic parishes who do not have a school, who are enrolling their first child.
- Parishioners of other Catholic churches whose schools have full enrollments.
- Non-Catholic families.

APPLICATIONS ACCEPTED AFTER MARCH 1:

Students will be enrolled in the following order:

- New parishioners moving into Newburgh who have joined St. John the Baptist Parish.
- Families new to Newburgh who have joined parishes without a school.
- Siblings of non-Catholic students already enrolled.
- Parishioners of other parishes with a school.
- Non-Catholic families.

UNIFORM POLICY - ALL GRADES

Students must choose their attire to meet the guidelines below. Since the student-parent handbook cannot make provisions for the continual changing of clothing styles, the school administration reserves the right to decide what is acceptable and appropriate dress for school and school-related functions.

TOPS

- **ALL STUDENTS ARE REQUIRED TO HAVE ONE ROYAL BLUE POLO WITH THE SJB LOGO FOR FIELD TRIPS AND OTHER SCHOOL EVENTS.**
- Uniform-style polo shirts must be solid colored, with or without the school logo, long or short sleeved, any color, without pockets and tucked in at all times.
- ¼ zip pullovers with the SJB logo can be worn regularly and must be royal blue or navy in color. Approved fabrics are fleece, sweatshirt material, and dri-fit/moisture wicking. A polo shirt should be worn underneath at all times.
- No visible brands or logos should be on shirts.
- A navy crewneck sweatshirt or uniform cardigan may be worn with or without the school logo. No hoods.

BOTTOMS

- Navy or khaki uniform pants, capris, or shorts with belt loops may be worn. They should fit appropriately and not be too tight or form fitting. "Skinny-style" and/or leggings material pants are not permitted. Belts are required.
- Shorts must not be shorter than 4 inches above the knee (typically a 7-9 inch inseam).
- Bottoms should not have cargo pockets.
- No visible brands or logos should be on bottoms.
- Navy or khaki uniform jumpers (with polo shirt under), skirts, and skorts may be worn by

girls in grades K-5. These should be no shorter than 4 inches above the knee. Tights/leggings may be worn underneath and should be a neutral, solid color.

BELTS: Belts are to be worn each day and should be plain in color with no embellishments. Approved colors are black, tan, brown, or navy.

SOCKS/TIGHTS: Socks, leggings, and tights should be a neutral, solid color (black, brown, gray, navy or white).

SHOES: Students should wear closed shoes (toe and back) that can be tied and/or securely fastened.

EARRINGS: Girls may wear **small post earrings** (lower lobe only), **NO DANGLES OR HOOPS**. Boys will not be permitted to wear earrings to school.

No body art, piercings or tattoos will be allowed.

HAIR/MAKE-UP & NEATNESS: Hair should be kept clean and properly styled. Hair coloring in sharp contrast to the natural color is not permitted. Hair style and color bordering on the extreme will not be permitted. The decision will be at the discretion of the administration. Natural colored makeup only. Boys' hair must be no longer than mid-ear and above the collar and brow. Male ponytails or headbands are not permitted.

WINTER DRESS CODE: Due to the cooler weather, shorts and capri pants cannot be worn during the months of November through March. Tights/leggings must be worn under skirts during this time frame as well.

SPIRIT DAYS: School spirit days will be held each Monday. At that time, students will be allowed to wear St. John or Memorial (Tiger/Spirit) shirts and sweatshirts. Collars are not necessary. Regular uniform bottoms are required. Shirts must be tucked in and a belt is required.

HOUSE SHIRT DAYS: 6-8 students are **required** to wear their house shirts on Wednesdays. Regular uniform bottoms with a belt must be worn and shirts should be tucked in. Earned house jackets may be worn any day.

MASS DAYS: Students are encouraged to wear their official royal blue SJB polo shirt on Mass days.

ALTERNATE DRESS DAYS: If shorts are worn, they must be at least uniform length. Sleeveless tops, shirts, or dresses may not be worn at any time. Midriff should be covered at all times. If fitted pants/leggings are worn, the shirt must cover the child's bottom when arms are raised above the head. No flip-flops, sandals, boots, Crocs or hats.

FUNDRAISER/THEMED DAYS: Throughout the year, themed and/or fundraiser days may be utilized. Students should follow the alternate dress guidelines for these days with the only exception being if the attire is part of the theme or it is noted that shoes/hats are included.

UNIFORM CLOSET: A used uniform closet is available in the library to swap, purchase or donate uniform items.

Inappropriately dressed students will be sent to the office and asked to change or a parent will be called to bring appropriate clothing. Demerits will be given for not following the dress code.

PHYSICAL EDUCATION UNIFORMS

PE uniforms are worn by students in grades 6-8.

- Official SJB PE Uniform shirt and shorts with last name
- White, black or gray athletic socks
- Non-marking gym shoes

PHILOSOPHY of DISCIPLINE

St. John the Baptist School exists as a learning institution based on Catholic Christian beliefs and values derived from those beliefs. Discipline is a *virtue* that requires the cooperative effort of student, parent, teacher, and administration. As a virtue, discipline has a positive and affirming meaning. Discipline is a purposeful, goal-oriented, and channeled action. As a student travels through his/her school years, one of the most important lessons to be learned is that of discipline. While it is not a specific subject, it underlies the whole educational structure. It is the key to good conduct and to treating everyone with respect.

With an understanding of the purpose of discipline in school, each student may form a correct attitude toward it. Do your part in making St. John the Baptist Catholic School an effective place for learning, and also develop the habit of self-restraint, which will make you a better person.

It is the policy of St. John the Baptist Catholic School that first priority shall always be given to the safety of our students and to the attainment of quality education, free from disruption, for all students who seek it and accept its responsibility. Disciplinary action, therefore, may be required:

- to aid the student in self-direction and self-discipline
- to direct the individual into acceptable patterns of behavior through improving self-discipline
- when the student's behavior impedes his/her own progress or interferes with the orderly process of the school community.

During school hours and at all school functions, students are expected to behave in a manner appropriate to the situation of time and place. Each teacher has the right to determine the regulations (consistent with school policy) to be followed in his/her classroom. All members of the professional staff share equally the obligation to maintain discipline and to establish an atmosphere of mutual respect. Parents are expected to support and reinforce school policies and the faculty/staff in order to develop and maintain a strong cooperative approach between home and school for the best interest of our children.

The following precepts guide the conduct of St. John the Baptist Catholic School students:

- Mutual respect and honesty are the norm for behavior.
- All personal and school property will be respected.
- Proper student conduct is expected at all times to ensure the educational and personal rights of all.
- A school-wide dress code will be enforced.
- To ensure a safe environment, students will follow all safety rules.

DISCIPLINE POLICY

At St. John the Baptist Catholic School, no student has the right to choose behavior that infringes on the rights of others. As Catholic educators, we recognize the primary role of the parents, yet also recognize the partnership that needs to exist among home, school, and parish if the students are to benefit fully from the Catholic education. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

The school-wide expectations from every student are:

- Keep your hands and feet to yourself.
- Act and speak kindly and respectfully to others.
- Follow instructions the first time given.

Classroom expectations are developed by each teacher. Expectations will contribute to a positive learning environment. This code of behavior will be communicated to and discussed with the students during the first week of school operation. Parents will also be notified in writing or during the open house.

Teachers will ensure that positive behavior is given recognition. Students will also know when the behavior chosen is unacceptable. Our goal is to help students understand he/she is responsible for his/her own behavior and that each is in control of him/herself. The choice is always with the student.

Minor offenses will be handled “on the spot” and the student will understand if the same offense continues, the consequence will be greater. Major offenses are those behaviors that threaten the orderly function of the school or threaten the well-being of others. The staff has the right to pass over one punishment for a more severe punishment, if needed. Examples of violations include, but are not limited to:

- | | |
|-------------------------------------|--------------------------------------|
| * Missed assignments | * Violation of school or class rules |
| * Failure to come to class prepared | * Violation of dress code |
| * Disruption of class | * Violation of bus rules |
| * Tardiness to class | * Misbehavior in church |
| * Damaging property | * Verbal altercations |
| * Cheating | * Plagiarism |
| * Inappropriate language | |

Violations may be handled through any or all of the following, though not in order presented:

- | | |
|--|---|
| * Walking laps at recess | * Demerit or detention |
| * Lunch period restrictions | * Conference |
| * Verbal correction | * Suspension |
| * Written, phone, or e-mail notification to parent | * Referral to administration |
| * Removal from class or activity | * Special assignment related to offense |

Depending on the circumstances, these types of behaviors could be considered minor or major offenses.

DEMERITS/DETENTIONS/SUSPENSIONS/EXPULSIONS

DEMERITS / DETENTIONS

- There are three categories for demerits; Academic, Behavior and Technology.
- Upon receiving a third academic demerit **in a subject**, a third behavior demerit, or a third technology demerit, a detention will be issued and served at the next scheduled detention session. **Demerits are cumulative K-8 in a single grading period. Demerits are communication tools to parents.**
- **If an infraction is serious, a detention may be issued immediately without 3 notices. Detention has priority over all other events and is served in the school library.**
- Detention should be served from 2:20-3:00 p.m. on the next scheduled detention day. Students are given at least one-day notice.
- Absolute silence must be observed in detention.
- During every served detention, a Positive Growth Form/Tiger Promise Reflection must be written and completed containing:
 - All events that led to detention.
 - Description of how his/her actions are inappropriate to a positive learning environment.
 - The measures he/she will take to improve his/her current behavior.
- Failure to comply with any of the stated rules or failure to serve a detention will result in an additional detention.
- Students who accumulate three (3) **academic** detentions during the school year may be subject to staying after school to work on assignments if additional academic detentions occur.
- For the fourth detention given during the **school year** for **behavior**, the student will be subject to a one-day in-school or out-of-school suspension.
- For the fifth detention for **behavior** served during the school year, the student will serve an additional one-day in-school or out-of-school suspension. At this time, the parents and student will be required to meet with the student's homeroom/house teacher and administrator to discuss the situation and make recommendations for the student. The in-school vs. out-of-school suspension will be made by the administration. Extra-curricular events cannot be attended on days of suspension.

SUSPENSIONS / EXPULSIONS

Decisions concerning suspension and expulsion will be made through consultation of teachers and assistant principal, and the principal. Notwithstanding more specific school rules, the following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for suspension or expulsion of a student from schools:

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes
2. Damaging or stealing school property
3. Damaging or stealing the property of another
4. Threatening or intimidating any student
5. Doing harm to a fellow student
6. Threatening or doing physical harm to a school employee
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, tobacco, marijuana, alcoholic beverage or intoxicant of any kind
8. Knowingly possessing, handling, or transmitting any object that might be considered a weapon
9. Engaging in any unlawful activity that interferes with the school process
10. Insubordinate conduct, repeatedly defying or disobeying anyone in authority
11. Violation of school attendance policies
12. Sexual harassment
13. Violation of Diocesan Code of Christian Conduct or Crisis/Confrontation Policy

THE ABOVE MENTIONED APPLIES TO CONDUCT BOTH IN (DURING) AND OUT OF SCHOOL.

During a suspension, class work must be completed and homework grades will be reduced by 30% for the day missed due to the suspension.

The principal and the assistant principal make the final decision in all serious disciplinary situations.

Please refer to the **ELIGIBILITY POLICY** for athletic and other extracurricular activities.

DIOCESE OF EVANSVILLE & SJB ANTI-BULLYING STATEMENT

The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

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.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the Catholic Schools Office, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal or assistant principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an IncidentForm must be sent to the superintendent as soon as possible.

Our school embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who feel left out.
- When we know somebody is being bullied, we will tell an adult at school and at home.

If a student’s presence in the school is no longer of mutual benefit or if there is a lack of willingness on the part of the parent(s) or student, the parent(s) will be asked to formally withdraw the student from the

school. If the student is not withdrawn upon the school's request, the student will be immediately expelled from school.

The school principal, pastor, or those delegated the authority can immediately remove a child from the school if there is any **clear and present danger** to any person(s) in the school. Parents and local authorities will be notified immediately.

If a parent feels his/her child is a victim of bullying, a bullying report should be filled out and sent to school. This form is available on the school website or by request from the assistant principal.

CHILD ABUSE LAWS

St. John the Baptist Catholic School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/ or neglect be reported to Child Protective Services.

HARASSMENT/SEXUAL HARASSMENT BY STUDENTS

Harassment of any type is not tolerated. Sexual harassment by students is unacceptable conduct that may constitute grounds for detention, suspension, or expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature when such an activity is sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment.

Any person who has a complaint of sexual harassment by a student must bring that complaint to the attention of the school principal. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy the violations of this policy.

SECLUSION AND RESTRAINT STATEMENT

St. John the Baptist Catholic School 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. The purpose of this statement 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 or 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.

SEARCH POLICIES

The school reserves the right to search anything brought on school property. This includes backpacks, book bags, cell phones and other electronic devices.

Student Searches - Administration and teachers may question students and search their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches - The school reserves the right to inspect lockers at any time. School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. School administration may search student lockers at any time. School administration may also authorize any other school official or law enforcement officers to search any student locker at any time.

SMOKING and VAPING

Smoking or vaping of any type is not allowed on campus.

SOCIAL MEDIA

Engagement in online social media such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students or the parish made on a parent's social media page may result in the children of the parent being separated from the school.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official St. John the Baptist Catholic School Facebook, Twitter, or Instagram page are the ones created and monitored by the school/parish. A parent who chooses to create such an account may result in the children of the parent being separate from school.

ELECTRONIC DEVICES

Electronic devices, including cell phones, smart watches, ipods, recorders, computer/electronic games, and laser lights are not to be brought to school. Cellular phones are permitted, but **when in the building, the phone must be "off" and remain in the locker or office.**

Smart watches are not to be worn or used during the school day and will be treated as phones. Fitness trackers that do not have text capabilities, photo, recording, or the ability to connect to the Internet are permitted. The use of Kindles/eReaders will be at the discretion of the teacher.

Electronic devices (including cell phones) may not be taken on field trips or used during the school day. If a device (including a cell phone) is taken from a student during the school day, it will be sent to the office and a parent must pick it up.

SCHOOL HOURS

School office hours are 7:00 a.m. to 3:30 p.m.

- Grades K, 1, 2, have lunch from 10:25-11:05
- Grades 6, 7, 8 have lunch from 11:10-11:40
- Grades 3, 4, 5 have lunch from 11:45-12:20

All school doors are locked at all times. Parents and visitors must report to the office to sign in and pick up a visitor's badge.

STUDENT ARRIVAL TIME

Students may enter the school building after 7:00 a.m. If students arrive before 7:15 a.m., they must be dropped off in the back of school at the Center/Arena doors and report directly to the Arena for the walking program. The front doors of school will be opened at 7:15 a.m. Students may go to classrooms after 7:15 a.m. No students should be in the hallways prior to the 7:15 a.m. bell. Classes begin promptly at 7:30 a.m. with announcements and prayer. Students are to be seated and prepared for class at this time.

ATTENDANCE POLICY

(Approved: Memorial Partner Schools – 4/2017)

- Students should report to their homeroom or 1st period class by 7:30 a.m. Students who arrive after 7:30 a.m. should report to the office with a parent to sign in and receive a tardy slip. A tardy detention will be issued after the 5th tardy and again after the 10th tardy in a quarter and all other subsequent tardies in that quarter. Additionally, upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified and an Attendance Truancy and Violation notification hearing will be held in accordance with Diocesan Policy.
- If a student is not in attendance, a parent/guardian must call the school office by 8:00 a.m. each day the student is absent. **Please use the Attendance Hotline - 812-853-3779.** Students must be fever free and non-contagious for 24 hours before returning to school.
- If a student signs in after 9:30 a.m. or signs out before 12:15 p.m., the student will be considered absent for one-half day.
- In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. If requested, homework for students in grades K - 5 can be picked up in the school office by the parent between 2:15 p.m. - 3:00 p.m. unless other arrangements have been made.
- The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.
- A written notice for a known future absence (appointment, vacation, etc...) should be presented in advance to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.
- Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
- The parents must sign out students leaving school during the day (appointment, illness, etc...) at the office. If they return during the day, they must sign back in at the office.

EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian
- Attendance at a family funeral
- Absence related to deployment and return for military connected families

UNEXCUSED ABSENCES

An unexcused absence shall be defined as any absence not covered under the diocesan's definition of an excused or exempt absence.

VACATION POLICY

St. John the Baptist Catholic School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian at least a week in advance.

If a student is absent for an extended period of time, the parent must expect their child to have the class work made up within the same number of days he/she missed upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. (Assignments and missed work will be given upon the student's return to school as teachers modify plans daily to meet the needs of their class.) The family who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

CHRONIC ABSENTEEISM

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- **A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.**
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

HABITUAL TRUANCY

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the department of Child Services and/or the Juvenile Court System.

DISMISSAL PROCEDURES

Dismissal from St. John the Baptist Catholic School is done in the following order after school:

- Buses, walkers, car riders.
- Buses arrive at St. John the Baptist Catholic School at approximately 2:10 p.m., and students board the buses in front of the school shortly afterwards.
- Walkers and car riders will be dismissed after the buses have departed.
- Parents picking up students at dismissal need to form double lines coming into the parking lot on the south side of the church...this procedure will keep cars from backing up onto Frame Road. Please follow the flow of traffic and directions from faculty members.
- Students are expected to follow dismissal procedures in an orderly fashion. Assigned teachers are on duty from 2:15-2:30 p.m.
- Due to safety factors, bicycles may not be ridden to school.
- If a student needs to leave early for an appointment, they must leave prior to 2:05 p.m. No one will be allowed to cross the car line. Due to the safety of students, teachers, and drivers, this rule will be strictly enforced. Please use the crosswalk.
- Students leaving with, or going home with another student on a bus, must have written permission from their parents and approved by the bus driver(s). This note must be signed by the principal or administrative assistant by noon.

WITHDRAWALS AND TRANSFERS

Please notify the office immediately to complete a Withdrawal Form when moving out of the area or transferring your child to another school.

LUNCH PROGRAM

St. John the Baptist Catholic School participates in the National School Lunch Program and offers a nutritionally balanced lunch daily. All students are expected to eat lunch. Students may either bring a sack lunch or purchase a hot lunch in the cafeteria. The main purpose of the school lunch program is to provide every child with a well-balanced meal. The cost of a lunch meal is \$3.30 for students and \$4.60 for adults which includes milk.

Additional items cost:

Milk, small water, juice \$.50

Extra side item/string cheese \$.60

Large water \$1.00

Smart Snacks/Yogurt \$1.00

Extra Entree \$2.00

Payment: If you do not want your child to purchase extras, please send a note to the cafeteria manager. A

family may make payments online through the Titan Family Portal, or pay by cash or check through the school office. Checks should be made payable to the St. John School Lunch Program. Lunch money needs to be put in an envelope and marked with the family name and amount to be credited to the family account. **Online Balances** can be checked on the Titan Family Portal.

Students may not leave the building for lunch. Parents may join their children for lunch but must bring a sack lunch or notify the office that they would like to order lunch before 8:30 a.m.

Soft drinks are not permitted in school lunches.

Microwaves are NOT available for student use.

PARENTS ARE NOT PERMITTED TO BRING IN OUTSIDE OR FAST FOOD FOR THEIR STUDENT(S).

PROCEDURE FOR STUDENT LUNCH/MEAL ACCOUNTS

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. St John the Baptist Catholic School will adhere to the following meal charge procedure:

- All cafeteria purchases are to be prepaid before meal service begins. Payment can be made at any time to the school cafeteria by cash or check. Please make checks payable to St John School Lunch Program. Online payments may also be made through Titan.
- A student may charge up to 10 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts. Once the maximum has been met, the student will be given only the option of a Type A entree meal-no salad bar, alternates, or a la carte items as an option.
- A staff member may charge up to \$25 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" items, including extra entrees or make purchases for water, extra milk, or juice.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The food service manager will send emails each week to parents of students who carry balances less than \$10.
- All accounts must be settled at the end of the year. Emails will be sent home weekly during the school year to students who have balances less than \$10. Balances over \$30 will receive a letter/phone call to determine if any financial assistance is needed, and a payment arrangement will be made to get the account back to positive standing. Negative balances of more than \$75 not paid in full 30 days prior to the start of the next school year will force the school to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the school.
- Students who graduate or withdraw from the corporation and have a balance more than \$10 in their lunch/meal food service account will be notified and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation

and have less than \$10 will not receive a direct notification, but the household can contact the school to receive a refund. If no response is received within 30 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the general lunch fund.

LUNCH REGULATIONS

Students are to quietly remain in line (line cutting is not permitted) while waiting to be served. All lunch items must be consumed in the lunchroom. Students are to dispose of papers, straws and refuse in the receptacles provided. Each student is expected to dispose of his/her own trash and to return his/her tray, dishes, and silverware in an orderly fashion. Students will help clean lunch tables and are expected to clean them properly.

SHORT FORM OF USDA NONDISCRIMINATION STATEMENT

St. John the Baptist is an equal opportunity provider.

To view the Full Nondiscrimination Statement, please click on this link:

https://docs.google.com/document/d/1hoNPAHXHzF_9FlQfGhnw8PGuoYF6VHBOeZzelod0QqM/edit?usp=sharing

INDOOR RECESS

- Students are not permitted to run, throw any objects, or engage in horseplay.
- Students will speak in a conversational tone of voice.
- Students are to ask permission of the teacher on duty to leave the classroom.
- Students are to obey any additional rules their teacher may have.
- Students will remain inside for recess when the "feels like" temperature is 32 degrees and below or 98 degrees and above.

PLAYGROUND RULES

The following rules must be followed every day. They are inclusive but not limited to:

- Students will not leave the building unless accompanied by a teacher.
- Students will play in designated areas only.
- Students are to ask permission of the teacher on duty to re-enter the building during the recess period if an emergency arises.
- Students are to sit facing forward on swings. No standing on, jumping from, twisting, hand holding, or feet joining while on the swings will be allowed.
- Only one (1) student per swing.
- Students are to slide feet first on the slide. No standing up, no flipping on the bar before going down, and no climbing up the slide will be permitted.
- Students may only cross monkey bars with hands. No sitting, standing, lying or hanging upside down on monkey bars will be permitted.
- Students are **NOT** permitted to play tackling games of any kind.
- Students are never permitted to throw rocks, sticks, or other items.
- Students are not permitted to use obscene or distasteful language or gestures on the playground at any time.
- Students are to take their assigned places on the playground when the bell rings ending recess.
- Students are to enter the building quietly after recess.
- Students are **NOT** permitted to chew gum at any time during the school day.

***All rules pertain to before school, during school, and after school.**

FIELD TRIPS

1. Field trips are designed to correlate with teaching units to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip
15. All chaperones must be 25 years of age or older.

YMCA AFTER SCHOOL CARE

Students in grades K-8 may attend the YMCA after school care program on school days until 6:00 p.m. Child care will not be provided on days when school is not in session.

FOR MORE INFORMATION: Contact the YMCA at 812-492-6718.

CLOSED CAMPUS

St. John the Baptist Catholic School has a closed campus in that students may not leave the school unless at the direction of administration. Students are expected to go directly home at the close of school or to after school care. Certain group activities are exceptions.

VISITORS/VOLUNTEERS

In order to protect our children, it is most important that all visitors report to the school office upon entering the FRONT of the building. **All other doors will be locked.** Parents may visit the classroom but need to be mindful that teachers are teaching and all visits must be approved through the office and classroom teacher ahead of time. Due to health, safety, and fire regulations, we require parents who come to school, including all volunteers, to sign in at the office and print a visitor badge – badges must be worn by all guests. All volunteers must complete a background check and Safe Environment training through the CMG Connect Program.

SCHOOL CLOSURE

We will follow the Warrick County School Corporation decision regarding school closures or delays due to weather. If it is necessary to delay or close school, an announcement will be made via a message sent to the contacts of the student via SchoolMessenger. Parents will be notified of dates for make-up days as the State of Indiana requires a minimum of 180 school days. E-learning days may be utilized.

SCHOOL MESSENGER

SchoolMessenger provides a telephone and email broadcast system that enables school personnel to notify all households and parents/guardians by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. This service may also be used from time-to-time to communicate general announcements or reminders.

EMERGENCY DISMISSAL

In the event that students are in school and the entire school is to be dismissed early without advance notice, the principal will notify parents through **SchoolMessenger** for this to be announced. It would be wise for parents to work out a system of “what to do” should your child need to be sent home without notice. If this is a county-wide dismissal, the buses will be running. All dismissal procedures follow Warrick County School Corporation. If this is a St. John the Baptist School problem only – students will need to be picked up. **EMERGENCY CARDS** are kept in a file box next to the phone in the school office. It is **VERY IMPORTANT** that this information is kept up-to-date. In the event of a change of phone number, address, parents’ employment phone number, email address, etc., **please inform the school office immediately.**

FIRE /TORNADO /EARTHQUAKE /LOCKDOWN DRILLS

Fire Drills are held monthly to acquaint the students with the proper exits in case of an actual fire. Each room has a designated exit for evacuation, which is posted.

Tornado Drills, Earthquake Drills, and Lockdown Drills will be held to familiarize the students with the proper procedures. In case of very severe weather, students and staff may seek shelter in the lower level of the church. Students will be held at school until the severe weather has passed. Parents and other visitors will not be permitted to enter or leave school during these drills.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the national School Lunch Act, the Child Nutrition Act, and the Healthy, Hunger Free Kids Act, must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the full St. John the Baptist Wellness Plan can be found in the school office or on the school website. **Only water and fresh fruits and vegetables should be brought in for class parties.**

WALKING PROGRAM

Students may walk in the Arena each morning from 7:00 - 7:15 a.m. This is a great way for students to start the day.

HEALTH PROGRAM

St. John the Baptist Catholic School provides a school health program to promote and protect the health of our children. The school health services provided are considered part of the school program.

The school nurse(s) at St. John the Baptist are volunteers. The Warrick County Public Health Nurse is available for consultation and will assist whenever possible with screenings/problems that may arise.

Every school year, screening procedures are carried out to detect children who may need further attention in specific areas. Vision screenings are performed for students in grades K, 3, 5 and 8. Hearing screenings are given in grades 1, 4 and 7. Screenings are also done on all new students and referrals from teachers and/or parents. These screening tests help to identify health needs and problems that might interfere with learning. Referrals are made by sending a referral slip home with the student or contacting the parent by phone.

Allergy Policy: Parents are asked to provide pertinent information including a care plan regarding any type of medical condition that affects their child in an acute manner. Training for staff is provided on an annual basis as needed. The staff will cooperate with parents to provide a safe environment for the student. Student epipens will be kept in the school office.

Asthma: Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. When necessary, inhalers will be kept in the school office. All inhalers must be labeled with the student's name by the parent.

Permanent Health Records are kept at school for each student. This includes disease and immunization records, as well as a record of physical exams, screenings, allergies, accidents and any other health problems the school should be aware of in order that the students' needs can be anticipated and cared for.

Parents are urged to help keep these records up-to-date by informing the school of immunizations received and of any health problem that may arise.

Immunizations: Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system.

Insurance: Neither the school, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. Parents or guardians are obligated to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

Physical Examination: Written documentation of a physical check-up by a physician is required for new students and students entering KINDERGARTEN and 6th GRADE. This is due by the first day of school. A physical performed after January 1 is considered valid for the school year beginning in August of the same year.

Communicable Disease: Parents as well as school personnel must work together to control communicable disease effectively. It is one of the most common health problems during the school year, and parents should keep the child at home when he has fever, colds, rash or other symptoms of communicable disease.

****A child must be fever free (un-medicated) for 24 hours before returning to school.**

Medications: Only prescription medications will be given that are in clearly marked bottles (NO BAGGIES!) with precise instructions from the attending physician for that student. Please ask your pharmacist to issue duplicate prescription bottles for use at school. Over-the-counter medications must be in original containers with the child's name clearly labeled. Medications will be kept in the school office and administered by administration or office personnel. No medication will be given without written permission. All medications must be picked up by a parent/guardian.

Dental Health: As part of the school health program, regular periodic dental examinations as recommended by your dentist are strongly urged.

Pediculosis (Head Lice) Control: During the course of any school year, there usually are a few cases of head lice reported to our office. Normally, there is no cause for alarm. However, sometimes we are not informed until several cases become apparent. When this happens, control of this parasite becomes more difficult.

In the event of a pediculosis outbreak, parents should take the following precautionary measures:

1. Students should not bring combs, brushes, and hair care products to school.
2. Inspect children's heads daily for a period of two (2) weeks.
3. Inform the school office if you find your child is infested.
4. Remind children not to share personal items.
5. Call the office if you have a question or need assistance.

The following procedure will be adhered to for students re-entering school after treatment:

1. The child must report directly to the school nurse or designated personnel for a visual inspection.
2. The child will not be readmitted to school until all lice are removed.
3. The child must be re-inspected after ten (10) days for evidence of re-infestation.
4. Reasonable reassurance must be provided by the parents that they have followed the necessary home decontamination procedures

For the optimal health of the child, parents are required to provide necessary physical exams, immunizations, and dental care.

How Sick is Too Sick?

This information sheet is designed to be used as general guidance.
If you have a medical question, please consult your physician.

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eyes	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

TELEPHONE CALLS

Calls made in the school office require students to have a pass from the classroom teacher.

Calling home for forgotten homework, Chromebooks, lunches, gym clothes, etc. will **NOT** be permitted.

PARTY INVITATIONS AND BIRTHDAY TREATS

Students bringing party invitations to school instead of using the postal service or email may distribute them to their classmates provided ALL students in the class receive an invitation.

For birthday celebrations, students will be treated to a special gift from the office when his/her birthday is announced. No food is to be brought in. It is recommended that a book may be contributed to the library or an item may be donated to the classroom in honor of the child's birthday.

LOST AND FOUND

Please mark or sew in name labels, especially gym clothes, sweaters, jackets, lunch boxes, etc. This will aid greatly in helping students identify their lost objects. If your child loses an item, please notify the school staff. All items left at the end of each quarter will be sent to Mother Teresa's Store or donated to the uniform closet.

TIGER TALES

The weekly newsletter, monthly menu/calendar, along with special announcements and assorted forms, will be available online. If your family does not have online access, please notify the office and items will be sent home at the end of the week with the youngest/only child in each family. Tiger Tales has weekly news and the calendar for the following week.

RELIGIOUS EDUCATION and SACRAMENTAL LIFE

It is our mission to provide formal religious training in the doctrine, philosophy, and practice of the Catholic faith...

One of the purposes for the existence of St. John the Baptist Catholic School is to assist the parents in the Catholic religious education and development of their child(ren). We hope to accomplish this by having good Christian teachers to guide the children in each of their classes throughout the school year. Being Catholic is a priority at St. John the Baptist Catholic School. Religion classes are taught in all grade levels by a practicing Catholic teacher.

As parents are the primary faith educators of their child(ren), we are counting on your support so that we together can offer your child(ren) a quality Catholic education. **Attendance of weekend Mass is expected of all St. John the Baptist families.** (Non-Catholic families are expected to worship weekly at the church of their choice.)

SCHOOL MASS

School Mass will be celebrated every Friday and on Holy Days of Obligation at 8:30 a.m. Each class will prepare liturgies on a rotating basis throughout the year, thereby students learn to fulfill various responsibilities. All students are expected to participate in Mass through active prayer, song, and word.

SACRAMENTS

The preparation of the children for the reception of the sacraments is a cooperative effort between the school and the home. Therefore, St. John the Baptist has adopted the plan whereby each year the parents of the children who are to receive First Reconciliation and Holy Eucharist are asked to meet with the religious educators to work together to prepare the children for these sacraments. First Reconciliation and First Communion are offered in our parish in second grade.

SERVICE TO OTHERS

Students are urged to share their time and talent in service to the school, church, community, and family. In recognizing the service they perform to/for God and others, our students learn their effort and work can make a difference in the world around them. Through the various services they provide, we hope they develop a stronger sense of self and community.

One service hour per grade is encouraged (i.e., two hours for second grade, five for fifth, etc.) Examples of service:

- Altar server, cantor (not school Masses)
- Babysitting without pay
- Summer Social volunteer
- Vacation Bible School volunteer
- Community Service Project (Mother Teresa, Fortress of Fun clean-up project, parish grounds clean-up, soup kitchen, etc.)

- Individual class or grade service projects.

ACADEMIC PROGRAM

ACCREDITATION

St. John the Baptist School is accredited by the State of Indiana and Cognia which means that at present, it is in compliance with the state standards along with additional standards and benchmarks for being an effective Catholic School.

CURRICULUM

St. John the Baptist School follows the Curriculum Guidelines established by the Diocese of Evansville and the Indiana Department of Education. All textbooks and supplementary materials are current and have been recommended by Diocesan Textbook Committees.

REPORT CARDS

Report cards are important tools for communication. Report cards will be issued four times during the academic year every nine weeks.

PARENT-TEACHER CONFERENCES

Conferences are scheduled at the end of the first quarter grading period. Parents meet with their child's homeroom teacher in grades K-5 and middle school core teachers in grades 6-8. Other teachers will be available to conference with if requested. First quarter report cards are given out at this time. Teachers may recommend and parents may request individual conferences for students at any time during the school year.

GRADING SYSTEM – GRADES K-2

Students in grades K-2 are assessed according to the Indiana Academic Standards for their respective grade levels. Indiana Academic Standards clarify what your child should know, understand, and be able to do in each subject, at each grade level. Progress reports will be given each quarter that will provide detailed information about your child's strengths and weaknesses relative to the Standards and can help determine how to work with your child to meet these standards. For more information regarding the Indiana Academic Standards, please visit: <https://www.in.gov/doe/students/indiana-academic-standards>

Grades on the quarterly Progress Report will be reported using the following scale:

Proficient - 3 *Consistently demonstrates grade level knowledge and skills*

Emergent - 2 *Inconsistently demonstrates grade level knowledge and skills*

Beginning - 1 *Demonstrates a lack of grade level knowledge and skills*

GRADING SCALE - GRADES 3-8

Parents should check PowerSchool regularly to stay aware of students' current grades and academic progress. The Eastside Catholic schools have adopted the following grading scale for uniform academic and athletic eligibility:

A = 94-100 %

B = 85-93 %

C = 77-84 %

D = 70-76 %

F = 0 - 69 %

HOMEWORK POLICY

Homework provides for practice of skills and applications of principles based upon work begun in the classroom. Homework should enrich school experiences and promote an interest in life-long learning, as well as stimulate individual initiative, personal responsibility, and the use of good study skills.

While the school encourages students to complete as much of their assigned school work as possible during the regular school day, some degree of assigned homework is essential. Parents are urged to *help* rather than *do* the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and by seeing that the assignments are completed.

An average amount of homework is assigned by individual teachers, and students are given some study time while at school. However, if your student spends an excessive amount of time on homework, it may be that good use of time at school is not being made. If you have questions about homework, a call or a conference with the teacher is recommended.

Daily homework assigned will be due at the beginning of the next class session unless otherwise noted. If a child has been ill and missed a homework assignment, the work will be made up.

Parents/legal guardians are responsible for obtaining information regarding homework, tests, field trips, etc., when a student is absent. This information may be obtained after, NOT BEFORE, dismissal for all grades. Parents of absent students may have work sent home with siblings or carpools if prior arrangements are made with the homeroom teacher. Assignments can also be picked up between 2:15-3:00 p.m., when teachers are no longer involved in duties pertaining to large groups of students. Appropriate time will be given to students to make up homework when the student has been ill.

Any assignment or homework not turned in on time will result in an academic demerit and the homework is expected to be completed and turned in the next day for full credit. If the completed assignment is not turned in on the following day, a lunch restriction will be given and the student will be expected to complete the missing assignment that day during lunch for half-credit at a separate table away from his/her peers. Lunch restriction is for the entire lunch period. If the assignment is not fully completed during this time, students will be able to take it home that evening and return it the next day for the half-credit. If it is not returned that day, no credit will be given.

For example, if a student doesn't turn in an assignment on a Tuesday, he/she will be issued a demerit. If the assignment is turned in on Wednesday, he/she will receive full credit. If the assignment is not turned in on Wednesday, he/she will serve lunch restriction that day and be able to submit the completed assignment for half-credit. If the completed assignment is still not returned on Thursday, no credit will be given.

Assignment of in-class work, or homework, or the grades assigned to such work, shall not be contingent on a student's participation or attendance at any extra-curricular activity. Reasonable exceptions to this policy include a teacher's request that students attend a seminar, lecture, etc., or view a television program, which, in the teacher's opinion, is relevant to the classroom.

HONOR ROLL

A student in grades 6-8 with all A's will earn High Honors. A student in grades 6-8 with all A's and B's will earn Honors.

B.U.G. AWARDS

Bringing Up Grades Award Program is a national program sponsored by the Newburgh Kiwanis Club for students in grades 3-8. Students must bring up a grade during the 2nd, 3rd or 4th quarter to qualify for the award. They cannot go down a grade in any subject to qualify. The awards are given for grades earned in the 2nd, 3rd, and 4th quarters.

TESTING

ILEARN (Indiana's Learning Evaluation Readiness Network) will be administered to grades 3-8 during the Spring. IREAD-3 (Indiana Reading Evaluation And Determination) will be administered to 2nd and 3rd grade students in March. Students will also participate in iReady formative assessments in math and reading throughout the year to measure growth and progress. The ACRE (Assessment of Catechesis Religious Education) is also given in 5th and 8th grade. The PSAT 8/9 is given to help place 8th grade students in classes for their freshman year.

STUDENT RECORDS

It is important that records be kept during the school career of each student. These records are used to ensure one's just and legal privilege of obtaining an education, and they must be maintained in a manner that protects the individual's rights and privacy.

St. John the Baptist Catholic School adheres to the Buckley Amendment (Family Educational Rights and Privacy) regarding access to student records.

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students' official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

PHYSICAL EDUCATION

Grades K - 8 will be scheduled for two gym classes per week.

Grades 6-8 will change clothes and have an official uniform for P.E. (found in the uniform section of the handbook). Students in grades 6-8 will need to have a separate pair of **non-marking** sole shoes which will be used for indoor P.E. classes specifically. The P.E. pair of shoes shall remain in the student's locker all year.

On P.E. days, K-5 students should wear non-marking tennis shoes.

If your child is unable to take physical education, he/she must have a doctor's excuse on file in the school office.

LIBRARY

A school library is a valuable teaching tool providing resource material, and the library introduces the students to a wide range of literature. The following library policy is in effect.

- Each class goes to the library on the same day each week.
- Books/audio books are checked out for one week and may be renewed twice.
- No additional materials may be checked out if a student has overdue materials. Replacement

value will be charged for lost or damaged materials.

- If students bring books home that parents do not want their children to read, please return the books with a note to the classroom teacher. The teacher and staff will review the book to determine if it is appropriate for library checkouts.
- Classroom rules apply in the library.
- No food or drink is allowed in the library.

COMPUTERS

Computer Security: Any student attempting to access information on the school devices, other than that authorized under his/her name, is subject to indefinite exclusion from utilizing devices, suspension from school, or possible expulsion. A written policy concerning the use of the internet is included and must be signed by each student and his/her parent/guardian.

Students changing settings or entering an application without permission or instruction, will be subject to disciplinary action.

The above rules are to be observed on all school devices and in all classrooms.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES
ATHLETICS/EXTRA-CURRICULAR ACTIVITIES (ELIGIBILITY POLICY)
ELEMENTARY SPORTS for EVANSVILLE FEEDER SCHOOLS (Apr. 2006)
(These policies may also be applied to other non-athletic extracurricular events at principal, dean and sponsor's discretion including math bowl, school play, speech, etc...)

I. Academic Requirements (Grades 3 – 8)

The athlete must not be failing any classes. Grades will be reviewed as reports cards are issued whether that be on a 6 or 9 week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator or designee. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students who are academically ineligible at the end of the school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.

II. Conduct Requirements

1. A student receiving his/her **second behavioral or second academic detention during the season will be ineligible to participate in 20% or two of the total competitions, whichever is the lesser.**
2. A student receiving his/her **third behavioral or third academic detention during the season will be ineligible to participate in an additional 20% or two of the total competitions, whichever is the lesser.**
3. A student receiving a one-day suspension **during the season will be ineligible to participate in 30% or three of the total competitions, whichever is the lesser.**
4. A student receiving more than a one-day suspension will have additional consequences determined by the school administration.

If a student receives more than **three academic detentions, three behavioral detentions, or one suspension** during a season, he/she will be removed from the team.

E. Any student receiving a “U” in general conduct for the quarter from any teacher is rendered ineligible to **PARTICIPATE** in 20% or the next two consecutive games/activities following the issuance of the report card.

Any student deemed ineligible to participate is still required to attend all practices/games/activities with the team. Participation at the practices is at the coaches' discretion.

SPORTS GUIDELINES

- Basketball (boys and girls), volleyball (girls), cheerleading (girls), soccer (girls), wrestling (boys), football (boys), archery (boys and girls), cross country (girls and boys), and track (girls and boys) are available at St. John the Baptist.
- Written permission is required for participation in these sports.
- Selection of coaches to be made by the athletic director and the school administration.
- Practices will begin no earlier than one month prior to the start of a particular sport.
- On days when school is dismissed due to bad weather, no school sports practices or games may be held. Exceptions made only by the principal and/or athletic director.
- If a student athlete quits the team after the season has started, he/she is ineligible to play that sport the following year.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

1. To act as a liaison between the School Council, principal, parents, and coaching staff.
2. To brief coaches and parents of the sports policies.
3. To organize a parent group to assist the coaching staff with organizational matters.
4. To select the coaches.
5. To maintain records of all athletes in season.
6. To inform players, parents, and coaches of matters regarding eligibility of players.

CROWD CONTROL

Crowd control is the responsibility of the host school and its patrons as well as coaches, sponsors, and officials. The following guidelines pertain to ALL competition involving the name and reputation of St. John the Baptist School, whether or not it occurs on these premises. Violations may result in the discontinuance of any or all athletic programs and extracurricular activities for a period of time which is deemed appropriate by the principal and the School Council.

1. All spectators, participants, and coaches/sponsors will conduct themselves in a sportsmanlike manner at all times when representing St. John the Baptist School at an event.
2. Rude, unsportsmanlike or otherwise inappropriate behavior will not be tolerated. Violators may be ejected from the premises.
3. **NO ONE**, including parents, may approach a coach/sponsor, or participant **PUBLICLY** to express dissatisfaction with his/her performance either before, during, or immediately following the contest. These concerns should be expressed privately.
4. **NO ONE**, with the exception of the official representative of St. John the Baptist, the coach/sponsor, may approach an official for **ANY** discussion concerning the officiating/judging of an event.
5. Spectators **MAY NOT** verbally abuse, single out an official for verbal abuse, or otherwise incite unsportsmanlike behavior among the crowd.

6. Spectators are to remain in the designated areas. Spectators **ARE NOT** permitted on the gym floor or in the team areas at any time.
7. Student participants or spectators are not allowed to leave the building without appropriate accompaniment.

SURVEILLANCE CAMERAS

St. John the Baptist Catholic school recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Only authorized personnel, as determined by the one responsible for the property will be involved in, or have access to, surveillance camera images and data.

BUS RULES

A written request must be sent by the parent for the child to ride a bus he normally does not ride and approved by the bus driver. The request will be denied for any child without the request slip. St. John the Baptist students are expected to speak and act in a mature, responsible, and respectful manner. Buses are an extension of St. John the Baptist Catholic School.

To have better discipline and safer buses, the following safety rules have been established for the school buses by the Warrick County School Corporation. Our children ride these buses. Please read and discuss these rules with your child. Students are expected to follow the bus rules as published by the Warrick County School Corporation. Violation may mean suspension of a student from riding the bus.

- Be ready, lined up and waiting when your bus arrives.
- When waiting for your bus, wait off the traveled portion of the road, on the shoulder, or better still, in the driveway.
- Do not push and crowd onto the bus.
- Go to your seat immediately and stay there until the bus stops at your school or bus stop.
- If students must cross the road to board a bus, they should wait for the signal light from the driver before crossing.
- The light is on the hood of the bus near the front.
- Keep your hands to yourself and your books in your lap.
- Take your music instruments to your seat with you unless otherwise instructed by the bus driver.
- Keep your arms and hands inside the bus.
- The emergency door is for a bus drill or an emergency so keep hands off.
- Keep hands off the stop arm and door handles.
- Keep the aisle clear.
- Pay attention to the driver's instructions.
- When boarding a bus at school, walk. Do not run; and stay within the designated safety lane.
- When the bus stops at the bus stop, get off immediately and go straight home and report your arrival. Do not go elsewhere without permission from parents.
- When walking home from bus stops, walk on the side of the road facing traffic. Do not walk more than two abreast. For greater safety, it is recommended you walk single file.
- Students who must cross the road to reach their homes should cross in front of the bus and only when the signal light has been turned on by the driver.

- Talk in a moderate tone – do not shout. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- Pupils should not tease, scuffle, trip or abuse one another in any manner.
- No windows will be opened or closed except by permission of the bus driver.
- Pre-school children should not be permitted to run to the bus stop.
- Parents should signal the bus driver if the pupil is not riding the bus that day.
- Be ready, lined up and waiting for the bus. Any tardiness increases the non-safety factor all along the bus route and it is not fair to the other pupils who are ready.
- Upon recommendation of the **bus driver**, a pupil may be denied the privilege of riding on the school bus if the pupil refuses to cooperate with the above stated rules.

CRISIS/ CONFRONTATION POLICY

St. John the Baptist Catholic School has a crisis plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

The safety and well-being of every student, the school staff, and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway, or may occur absent intervention.

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- B. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
- C. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
- D. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind on school property or at any school function;
- E. A student knowingly possesses, handles, conceals, or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- F. A student knows, but fails to disclose to school authorities, that another student either:
 - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon

such student and his/her parents or guardians which, in the opinions of school authorities, are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

ASBESTOS FREE

The Asbestos Hazard Emergency Response Act (AHERA) of 1987, required the compilation of all asbestos containing building materials (ACBM), within public and private schools (K-12 grades). This compilation was designed to identify, not only if asbestos was present, but its location, amount, and condition. The compiled data, assessments, and recommendations along with other pertinent information was to be assembled into an Asbestos Management Plan for each building.

AHERA also requires that asbestos materials identified in the Management Plan be checked every six months by trained school maintenance personnel and that these materials be re-inspected by accredited asbestos inspectors every three years to ensure that the materials are maintained in a safe condition. The six-month surveillance and the three-year re-inspection must continue for as long as asbestos remains in the building.

The Evansville Catholic Diocese has complied with the AHERA by developing Asbestos Management Plans for each of the Diocesan Schools, including St. John the Baptist. The asbestos materials have been abated and the triennial re-inspection completed to indicate this school is now asbestos free.

The Asbestos Management Plan for St. John the Baptist School is available for your review. The Plan is located in the facility manager's office at 725 Frame Road, Newburgh, Indiana. The Management Plan for all of the Catholic Diocese of Evansville Schools are available for your viewing in the Administration Office at 4200 N. Kentucky, Evansville, Indiana. The Management Plan may be copied at a nominal fee of 10 cents per page, during regular school hours by notifying the school in advance to prevent scheduling difficulties.

If you have any questions concerning the AHERA Program in St. John the Baptist School, please contact the facility manager, the designated person at 812-490-2000.

SCHOOL PEST CONTROL POLICY

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

Diocese of Evansville
Best Practices for Pastoral Conduct
*For Bishops, Priests, Deacons, Candidates for Ordination, Pastoral Ministers,
Administrators, Staff, and Volunteers*

As children are the most important gifts God has entrusted to us, the Diocese of Evansville is committed to safeguarding minors, which are persons under eighteen (18) years of age.

As a condition of their providing services to the minors of our diocese, bishops, priests, deacons, candidates for ordination, pastoral ministers, administrators, staff, and volunteers that work with minors in any capacity shall:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Immediately report the suspected abuse or neglect of a minor to the Department of Child Services (Indiana DCS Hotline: 1-800-800-5556) or to a local law enforcement agency; then inform the appropriate supervisor.
- Immediately report the suspected sexual abuse of a minor by diocesan personnel to the Department of Child Services or to a local law enforcement agency.
 1. If a bishop has (a) performed sexual acts with a minor or a vulnerable person; (b) forced someone to perform or to submit to sexual acts through violence, threat, or abuse of authority; (c) produced, exhibited, possessed, or distributed child pornography, including by electronic means, or recruited or induced a minor or vulnerable person to participate in pornographic exhibitions; or (d) executed actions or omissions intended to interfere with or avoid a civil or Church (canonical) investigation into allegations of sexual abuse committed by a cleric or religious: after reporting to DCS or to a local law enforcement agency, inform the Catholic Bishop Abuse Reporting service (www.reportbishopabuse.org or 1-800-276-1562), which is a third-party reporting service for gathering and relaying such reports to the appropriate Church authorities.
 2. If the sexual abuse of a minor involves a priest, deacon, candidate for ordination, pastoral minister, administrator, staff person, or volunteer: after reporting to DCS or to a local law enforcement agency, inform the diocesan victim assistance coordinator (toll-free: 866-200-3004; local: 812-490-9565).
 3. Cooperate fully in any investigation of abuse of minors.
 4. Participate fully in the required training sessions for adults working with minors.
 5. Be subject to a thorough criminal history background check.
 6. Refrain from smoking or using tobacco, or smoking electronic cigarettes or similar devices ("vaping"), at any time while serving minors in parish, school, or diocesan sponsored functions.
 7. Refrain from using, possessing, or being under the influence of alcohol or illegal drugs at any time while serving minors in parish, school, or diocesan functions.
 8. Be informed that the diocese's policies and procedures regarding allegations of sexual abuse of minors is on the diocesan website (www.evdio.org).

The sexual abuse of a minor also includes:

- A vulnerable person is any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally limits their ability to understand or to want or otherwise resist the offense.
- Child pornography, which is any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors for primarily sexual purposes.

Failure to report suspected child abuse or neglect to the Department of Child Services or to a local law enforcement agency is a Class B Misdemeanor. The only exception to this requirement involves information learned within the Sacrament of Reconciliation.

Any action inconsistent with Safe Environment Program policies and procedures may result in the termination of a person's giving services to minors.

(Updated May 2020)

CATHOLIC DIOCESE OF EVANSVILLE **INTERNET USE AND POLICY AGREEMENT**

We are pleased to bring Internet access to St. John School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

STUDENT AGREEMENT

1. **Personal Responsibility.** Students will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, bullying, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use.** Students' use of the Internet and e-mail will be in support of educational purposes only and in support of educational research and the educational goals and missions of St. John the Baptist Catholic School as defined by the teacher in charge. Students agree to not "surf" the Internet for non-instructional purposes. Students agree to obey all federal and state laws and regulations, as well as any rules put in place by the school or classroom teacher.

3. Network Etiquette. Students will be polite and will not send or encourage others to send abusive messages. Students will use appropriate language and realize that they are a representative of their school community. Students will never use swear words, vulgarities, or other inappropriate language, or any language that could be perceived as bullying.
4. Privacy. Students will not reveal their full name, usernames, passwords, home address or their personal or family phone numbers or those of any member of their school community to anyone over the Internet at any time.
5. Expectation of Privacy. Students understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. Students will not send or publish anything that they do not want others to see or read.
6. Security. Under no circumstances will students order any material over the Internet. Students will not download and/or attach files from any user or users they are not familiar with. Students will not attempt to gain unauthorized access to resources or files.
7. Copyright. Students understand that to copy another person's work on the Internet and call it their own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, students will ask permission when possible and credit the author accordingly.
8. Chat/Messaging. students will not use chat or messaging programs or services unless it is part of a class activity which is supervised by their teacher. When posting messages for an activity, students agree to not post anonymous messages or post messages using a false name of another person.

STUDENT AGREEMENT: Use of the Internet and e-mail at our school is a privilege and not a right. Students understand and will abide by the above Internet Use Agreement. Students further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of their Internet use or access privileges may be revoked and school disciplinary action may be taken.

PARENT AGREEMENT: The parent or guardian will read and discuss the Internet Use Policy and Agreement with his or her child. The parent or guardian understands that Internet access is provided by the school for education purposes only. However, the parent or guardian also recognizes it is impossible for the school to restrict access to all controversial materials and will not hold the school or faculty responsible for materials acquired from the Internet. The parent or guardian gives permission for the student to access the Internet pursuant to the attached Agreement while supervised at school.

CATHOLIC DIOCESE OF EVANSVILLE EXTENDED LEARNING PERIODS AWAY FROM THE SCHOOL BUILDING

General Statement – Public Health and Safety

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

Tuition

In case of an extended learning period related to any public health and safety, or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

Attendance

In the event of an extended learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

(Approved by CSO-June 2020)