



**St. John the Baptist  
Catholic School**

# **2017 – 2018 Handbook**

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Newburgh, Indiana 47630  
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Dear Parents/Guardians and Students,

Welcome to the 2017-2018 school year. We extend a special welcome to all of our new students and their families. We hope you will enjoy becoming part of our 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 Sycamore or on our school website, explains the policies and procedures that are used here at St. John the Baptist Catholic School. Please read the handbook carefully. The Handbook Acknowledgement Form is included on the last page of this document. **This form must be signed by each parent/guardian and student and returned to school by Friday, August 11, 2017.**

Our diocesan theme for the 2017-2018 school year is "***Called to Serve***". At St. John the Baptist Catholic School, we feel called to not only educate your child but to also serve you and your family as we work together to form each student in faith, knowledge, and service.

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

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## St. John the Baptist Catholic School | 2017-2018 CALENDAR

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Calendar Template © www.calendarlabs.com

## **2017-2018 SCHOOL STAFF**

Pastor	Rev. Thomas Kessler
Associate Pastor	Rev. John Pfister
Principal:	Elizabeth Flatt
Administrative Assistant:	Julie Young
Administrative Assistant:	Abby Boes
Kindergarten A:	Jenny Copeland
Kindergarten B:	Katie Whetstine
Kindergarten Assistant:	Kathy Dassel
Grade 1A:	Sheri Eberhard
Grade 1B:	Courtney Eberhard
Grade 2A:	Jennifer Dill
Grade 2B:	Alex Diekhoff
Grade 3A:	Trisha Memmer
Grade 3B:	Kristi Hershberger
Grade 4A:	Mary Rogers
Grade 4B:	Susan Davis
Grade 5A:	Angie Wayne
Grade 5B:	Lora Bailey
Grade 6,7,8 Social Studies:	Wyatt Arvin
Grade 6,7 Language Arts/Speech:	Jenna Hochmeister
Grade 7,8 Language Arts:	Lisa Hardesty
Grade 6,7,8 Science:	Megan Wade
Grade 6,7,8 Math/Algebra I	Sarah Agler
Grade 6,7,8 Religion	Mary Grady
Athletic Director/PE/Health/Dean of Students:	Jon Day
PE/ Health:	Dave Meyer
Computer/Technology:	Joel Bueltel
Music:	Karrie Anne Keepes
Art:	Cynthia Barfield
Spanish:	Krista Smith
Band:	Mary Buedel
DEEP/High Ability Language Arts:	Maria Janney
DEEP/High Ability Math:	Becky Humm
SEEDS/Special Education:	Kristin Fields
SEEDS/Special Education:	Christan Shockley
SEEDS/Special Education:	Emily TenBarge
Library:	Ann Masnado-Smith
Maintenance Director:	Chad Bennett
Maintenance:	Mike Fiedler
Maintenance:	Wendel Martin
Cafeteria Manager:	Melissa Brown
Cafeteria Assistant:	Mollie Boone-Mills
Cafeteria Assistant:	Christin Eberhard
Cafeteria Assistant:	Jennah Keffler

## **MISSION STATEMENT**

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

## **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 unapproved minutes. Agenda items *must* be turned into the school office 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. For further clarification of council policy, refer to the School Council Constitution or contact a serving member.

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 dean of students 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.

### **St. John the Baptist Council Members:**

Steve Hoar	President
Sarah Flamion	President - Elect
Matthew Schultheis	Secretary
Rodney Russell	Finance Officer
Corey Ainscough	
Steve Hanley	
Keith Scheessele	
Michael Titzer	

## **ST. JOHN THE BAPTIST SCHOOL PTSA**

The **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 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, with the School Council's approval, to support a variety of needs (i.e., the library, computer lab, and the Facilities Expansion Project). All fundraisers will include incentives geared toward rewarding the school or classroom as a whole, encouraging students to work together toward a school or group goal. This policy applies to any and all fundraisers that include any part of the St. John the Baptist student body. Meetings are held monthly. Parents and teachers are encouraged to attend the meetings.

### **St. John the Baptist School PTSA Officers:**

Liz Niehaus	President
Sherry Heldt	Vice-President
Sam Milewicz	Secretary
Libby Scheessele	Treasurer

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

**St. John the Baptist Catholic School**

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 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

## **BRIEF DESCRIPTION OF THE SCHOOL PROGRAM**

- St. John the Baptist Catholic School is accredited by the Indiana Department of Education and AdvancED. All professional staff personnel are likewise certified.
- The school contains pre-school classes and grades K-8. Grades K-5 operate self-contained and grades 6-8 operate predominantly on a departmentalized basis.
- The computer lab houses desktop computers with students being scheduled on a rotating basis.
- Classroom sets of laptops, Chromebooks and iPads are available for learning activities and writing in the classrooms.
- Chromebooks are used by students in grades 6-8 on a daily basis and can be taken to and from school.
- Classroom sets of Chromebooks for grades 4-5 and iPads for grades K-3 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.
- 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 e-mail 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 2017 - 2018**

<b>Parishioner</b>		<b>Non-Parishioner/Non-Catholic</b>
<b>1 child</b>	<b>\$5050</b>	<b>\$7200 per child</b>
<b>2 children</b>	<b>\$6725</b>	
<b>3 or more children</b>	<b>\$8400</b>	

## **BOOK/TECHNOLOGY/SUPPLY FEE**

**The book/technology/supply fee for the 2017-2018 school is \$350 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**

**St. John the Baptist Catholic School does not discriminate against students on the basis of race, color, sex, age, national origin, disability, or any other status or condition protected by applicable state or federal law.**

Reasonable accommodations will be made for students with special needs who can be largely mainstreamed into general education classes.

Students with certain learning disabilities and mild mental handicaps may be better served by the Annunciation at Holy Spirit Special Education Program, which is located on Holy Spirit School premises. Enrollment in this program is established by the principals of Holy Spirit and St. John the Baptist.

## **ST. JOHN THE BAPTIST RESOURCE PROGRAM GUIDELINES**

- ❖ 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 three times a month in small group sessions.
- ❖ No direct occupational or physical therapy or related services will be 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.

## **ADMISSION GUIDELINES**

Families making application to St. John the Baptist Catholic School will meet with the principal to discuss the application process. In all cases, the principal will also 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 endeavor to meet the learning needs of all students, whenever possible.

### **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 1<sup>st</sup>. 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, pre-school 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 diocesan 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.

## **ST. JOHN THE BAPTIST CATHOLIC SCHOOL** **ADMISSIONS POLICY**

### **APPLICATIONS ACCEPTED PRIOR TO APRIL 11:**

#### **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 APRIL 11:**

#### **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.

## **ST. JOHN SCHOOL LOTTERY PROCESS POLICY**

If St. John the Baptist were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that St. John the Baptist can successfully accomodate, then St. John the Baptist would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for St. John the Baptist School at a public meeting. The priority of admissions order stated above would occur before the lottery process would occur.

Applications must be submitted by **March 23, 2018** to be considered for part of the lottery.

If necessary, the lottery will take place on **Monday, April 2, 2018 at 7:00 pm** in the school library.

## **UNIFORM POLICY - ALL GRADES**

*Students must choose their attire from the list 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.*

- **ALL STUDENTS ARE REQUIRED TO HAVE ONE ROYAL BLUE POLO WITH THE SJB LOGO FOR FIELD TRIPS AND OTHER SCHOOL EVENTS.**
- Solid-color uniform-style polo shirts, with or without school crest, long or short-sleeve, any color. No pockets.
- Polo shirts must be tucked in at all times.
- Navy or khaki uniform pants. Pants must fit appropriately and not be too tight.
- Navy or khaki uniform shorts. All shorts must not be shorter than 4 inches above the knee.
- Navy or khaki Capri pants.
- **No cargo pockets on shorts or pants.**
- No visible brands or logos on uniform tops or bottoms.
- Plain belts of the following colors: blue, black, tan or brown. No embellishments.
- Navy sweatshirt, with or without school crest, crew neck, banded waistline. No hood.
- Navy uniform cardigan, with buttons. No hoods.
- Solid-color socks or tights/leggings under skirts/jumpers in neutral, black, brown, navy or white. No visible logos, colors, or designs.
- Navy or khaki uniform jumper, skirt, skorts - **K-5 only.**
- Royal blue or navy fleece with St. John the Baptist School logo.
- Royal blue or navy ¼ zip sweatshirt with St. John the Baptist School logo.

T-shirts worn underneath clothing must be **plain white** with sleeves no longer than that of the shirt.

**SHOES** – No sandals, “flips,” clogs, or boots – closed shoes only with laces, velcro, or buckles. Shoelaces should be tied and/or securely fastened. Solid white or navy **KNEE-HIGH** socks may be worn.

**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, piercing 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 are not permitted.

### **ALTERNATE/FREE DRESS DAYS**

If shorts are worn, they must be at least uniform length. Sleeveless tops or shirts may not be worn at any time. Midriff should be covered at all times. No fitted yoga pants. No flip-flops/sandals or hats.

### **WINTER DRESS CODE**

Due to the cooler weather, shorts and capri pants can not 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.

### **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 a parent will be called to bring appropriate clothing or to take the child home to change. Demerits will be given for not following the dress code.**

## **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                         |

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

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

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

## **DETENTIONS and DEMERITS**

- 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.**
- 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.

Any student not picked up after detention will automatically be sent to After School Care and the daily fee for this service will be paid.

Please refer to the **ELIGIBILITY POLICY** on page 33 for athletic and other extra-curricular activities.

## **PARENT NOTIFICATION**

For any students accumulating three (3) **behavior detentions** during the school year, the parents will be notified regarding the detentions and be informed that with the fourth detention the student will be subject to a one-day in-school suspension. Contact will also be made with the parents of a student who accumulates three (3) **academic detentions** during the school year, stating that the student will be subject to staying after school with the principal or other faculty member to work on assignments if additional academic detentions occur.

## **SUSPENSIONS**

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. Class work must be completed and homework grades will be reduced by 30%.

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. During the one-day suspension he/she will receive pass or no pass on work completed during the suspension. Classroom work missed during the suspension must be made up and the student will receive a pass or no pass as a grade on classroom work. At this time, the parents and student will be required to meet with the student's homeroom teacher and principal 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.

## **SUSPENSION AND EXPULSION**

Decisions concerning suspension and expulsion will be made through a consultation of teachers, dean of students and the principal. The following types of student behavior MAY constitute grounds of **IMMEDIATE** suspension or expulsion:

- Using violence, force, coercion, threats, intimidation or other similar conduct and thereby interfering with school purposes. (The Diocesan Safety and Security Coordinator will be called if a student threatens anyone; even if the student says he is kidding.)
- Doing or threatening physical harm to any person in authority or a fellow student.
- Knowingly possessing, using, transmitting any weapon or object that can be considered dangerous or harmful to another. (Indiana law makes it illegal for students to possess alcohol, tobacco, and handguns.)
- Engaging in any unlawful activity (e.g. stealing, defacing property, gang activity).
- Repeatedly defying or disobeying anyone in authority.
- Sexual harassment.
- Violating the diocesan Code of Christian Conduct or Crisis/Confrontation Policy.
- False or prank 911 calls or false activation of fire alarms.
- Lying, cheating, stealing or forgery.

The dean of students and principal make the final decision in all serious disciplinary situations.

## **BULLYING STATEMENT**

Bullying is a repeated, intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, social media).

Bullying may constitute grounds for detention, suspension, or expulsion. The full bullying policy is available in the school office.

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 are easily 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 will be available online or by request from the Dean of Students.

## **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 policy 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. The full policy is located in the school office.

## **SEARCH POLICIES**

**Student Searches** - The principal 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** - 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. The school principal or dean of students may search student lockers at any time. The principal or dean of students may also authorize any other school official or law enforcement officers to search any student locker at any time.

## **ELECTRONIC DEVICES**

Electronic devices, including TV's, radios, MP3/IPOD, CD players, 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 locker or office.**

Electronic devices (including cell phones) may not be taken on field trips or used during the school day or after school care. 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**

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 11:15-11:45
- Grades 3, 4, 5 have lunch from 11:50-12:30

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. 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 Feeder Schools – 4/2017)

- Students should report to their homeroom or 1<sup>st</sup> 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 5<sup>th</sup> tardy and again after the 10<sup>th</sup> tardy in a quarter and all other subsequent tardies in that quarter. Additionally, upon receipt of the 15<sup>th</sup> tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18<sup>th</sup> 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. Homework for students in grades K - 5 should 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 test, 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.
- Students are expected to follow dismissal procedure in an orderly fashion. Assigned teachers are on duty from 2:15-2:30 p.m.
- **Any students who have not been picked up by 2:30 p.m. will be sent to After School Care to wait until their rides arrive and will be charged the daily rate for this service.**
- 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 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. This note must be signed by the principal or administrative assistant by noon.

## **WITHDRAWALS AND TRANSFERS**

Please notify office immediately when moving out of the area to complete a Withdrawl Form.

## **LUNCH PROGRAM**

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 fee is \$2.55 and includes milk. Additional milk/juice is available for \$.40. Extra entrée – \$.75 – yogurt – \$.50. If a student refuses milk, the cost of the lunch is still the regular price.

**Payment:** If you do not want your child to purchase extras, please send a note to the cafeteria manager. A family may pay weekly or monthly. Checks should be made payable to 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 Sycamore by clicking on “My Accounting” in the left column and then clicking on “Cafeteria”.

**Charging Policy: Lunch/milk charges are strongly discouraged.** Families will be notified by email when balances fall below \$10. A note will be sent home regarding negative balances. Any student with a negative balance will not be allowed to purchase extras until the balance is paid. School administration will contact parents if balences remain unpaid.

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.  
**PARENTS ARE NOT PERMITTED TO BRING IN OUTSIDE OR FAST FOOD FOR THEIR STUDENT(S).** (Adult lunches - \$3.25)

## **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:  
<http://www.fns.usda.gov/sites/default/files/cr/Nondiscrimination-Statement.pdf>

## **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.

## **INDOOR RECESS**

- Students are not permitted to run, throw any objects, or jump rope.
- 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.

## **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, 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**

All students must have a royal blue polo with the school logo to wear on field trips and other special events. Diocesan school field trips (away from school premises) must conform with the following guidelines:

1. The trip must be intended to provide a definite learning experience for the students involved, considering their level of achievement.
2. The students should be prepared for the observations they will make and the information they will obtain on the trip.
3. The students should be given a follow-up assignment to help them express and assimilate what they have observed on the trip.

An adequate number of responsible adult chaperones must accompany the students to assist in supervision. Trips involving a substantial amount of travel should be discouraged in the case of elementary school students. A licensed public carrier will be employed to transport students on all school field trips. Written permission must be secured from the parents of all students planning to attend the scheduled trip. Information provided to parents should include the date, time, destination, anticipated expenses, means of transportation, expected time of return and purpose of the trip.

St. John the Baptist School will follow this policy and use the Diocesan permission form. The form may not be altered in any way or the student will not be allowed to go. No child will be permitted to go on a field trip without a completed permission slip. **Verbal consent will not be allowed.**

## **AFTER SCHOOL CARE**

Students in K-8 may attend the after school care program. Parents using after school care will be given guidelines, rules and an emergency/medical information sheet that must be signed and returned before attending after school care. The cost will be \$9 per day per child with a maximum family fee of \$18 per day. There is no registration fee. Cell phones are not to be used by students during after school care. **The phone number for contacting the After School Care Program is 812-518-1550.** Students must be picked up by 6:00 p.m. If you do not pick up your child(ren) on time there will be a late fee applied of \$1 per minute (per child) late for pick up.

## **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 the principal. Students are expected to go directly home at the close of school or to after school care. Certain group activities are exceptions.

## **VISITORS**

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. 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. **All other doors will be locked.** Due to health, safety, and fire regulations, we are asking parents who come to school, including all volunteers, to please sign in at the office and pick up a visitor badge – badges must be worn by all.

## **CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER**

The closing of school due to snow or other weather conditions will be announced over local news media prior to 7:00 a.m. Please wait for the 7:00 a.m. announcement rather than attempt to call the news media or the school. We will follow the Warrick County School Corporation decision. Announcements will also be made through **SchoolMessenger**. Parents will be notified of dates for make-up days as the State of Indiana requires a minimum of 180 school days. eLearning days may be utilized if the need arises.

## **SCHOOLMESSENGER**

SchoolMessenger provides a telephone and e-mail 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 by e-mail.

## **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 these cards are 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**. It is **very important** that the **back** of the emergency card be filled out and an explanation be given to your child concerning exactly what he/she should do in the event there is an emergency dismissal. If such an incident occurs, it is **extremely important that you put the exact phone number of the person(s) that we need to notify at this time**. Please note: **BOTH** parents/guardians **MUST** sign the emergency card when applicable.

## **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.

**Tornado Drills, Earthquake Drills, and Lockdown Drills** will be held to familiarize the students with the proper procedure. 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.

## **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 wants to provide a school health program to promote and protect the health of our children. The school health services provided should be 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 1,3,5 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 and usually talking with the parent by phone.

**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.

**Immunization Records:** Each child must present a written report from his/her physician concerning an updated report on all immunizations. The Federal Government is very strict in this manner and requires a summary report of these each year. Your cooperation in this matter is essential since this assures all children that communicable diseases are not spread. All students entering St. John the Baptist Catholic School must be immunized according to the requirements from the Indiana Health Department.

Indiana Law states that if proper medical forms and immunizations are not received by the first day of school, the student will be suspended from school until such time that these forms have been received.

**Physical Examination:** Written documentation of a physical check-up by a physician is required for new students and students entering KINDERGARTEN and 6<sup>th</sup> 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 child's name clearly labeled. Medications will be kept in the school office and administered by the principal or designated person. 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 re-admitted to school until all nits 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.

### **TELEPHONE CALLS**

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

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

### **PARTY INVITATIONS AND BIRTHDAY TREATS**

Students bringing party invitations to school instead of using the postal service may distribute them to their classmates provided ALL students in the class receive an invitation. (In the case of an all-boy or all-girl party, see the principal.)

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 educator 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.)

### **ALL SCHOOL MASS**

**All School Mass will be celebrated every Friday and on Holy Days of Obligation at 8:30 a.m.**

**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 AdvancED 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.

### **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. Students in 6-8 will hold student-led conferences overseen by the teachers. 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:  
<http://www.indianastandards.org>.

**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**

**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 %

**Conduct grades will also be given as follows:**

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## **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 misses 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 car pools. 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. The work will be sent to after school care after 3:00 p.m. if requested by parent.** 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. The signed demerit is also due at this time. Each additional day the assignment is not turned in will result in a 10% grade reduction.**

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 an average of 3.75 to 4.0 will earn High Honors. A student in grades 6-8 with an average of 3.5 to 3.74 will earn Honors. Students achieving an average of 3.0-3.49 will receive an Honorable Mention.

## **BUG 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 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> 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 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters.

## **TESTING**

ISTEP (Indiana Statewide Testing of Educational Progress) will be administered to grades 3-8 during the Spring. IREAD-3 (Indiana Reading Evaluation And Determination) will be administered to 3<sup>rd</sup> grade in March. Students will also participate in STAR assessments in math and reading throughout the year to measure growth and progress.

## **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.

The responsibility for development, maintenance, and security of student records falls to the combined efforts of students, parents, and designated school employees. The Office of Education of the Diocese of Evansville in compliance with the "Family Education Rights and Privacy Act of 1987" (Federal P.L. 93-380) has established a policy regarding student records for the Catholic schools of the Evansville Diocese.

Parents may request to view student records on file in the school office.

**High School Placement Tests** for Memorial are given in January to help place students in classes for their freshman year.

## **PHYSICAL EDUCATION**

Grades K - 8 will be scheduled for two gym classes per week. Grades 4-8 will change clothes. Students in grades 4-8 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. Shoestrings for P.E. shoes must be **BLUE (royal, navy or powder blue)**.

The designated P.E. shoes do not have to be brand new. We ask that they be non-marking soles, clean, rock-free and suitable for laces showing from the outside. **"All shoes must have visible laces (no zippers on shoes, velcro, or non-tie shoes will be permitted)**. Once you bring your designated P.E. shoes to school, do not wear them outside again. (Leave them in your locker.) The designated laces enabled the P.E. teacher to make a quick visual check to make sure the proper shoes have been worn

How to determine non-marking soles – try scuffing the floor on tile or linoleum at the store (shoe reps instruction). If the shoe does not leave marks, it should be all right. Some shoes have black soles – some of these are still non-marking. **Test all shoes first!**

This policy will be in place by the 2<sup>nd</sup> full week of school and will allow for time to get the proper shoes – new shoes are not necessary but must be clean and non-marking. School designated laces are required. Students who do not have proper P.E. shoes will have their grades lowered due to non-participation. We want to maintain our Arena floor and ask everyone to follow the above guidelines

## **PHYSICAL EDUCATION UNIFORMS**

Grades 4-8 BOYS and GIRLS must have their last names on these items:

- White, black, gray, blue or gold gym shorts (no writing on shorts).
- White, black or gray athletic socks
- Plain white, blue, gray or gold t-shirt or a SJB spirit shirt.
- Non-marking gym 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 for 2017-2018.

- 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.
- Videos are checked out for one week.
- 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.

## **COMPUTER LAB**

**Computer Security:** Any student attempting to access information on the computers, other than that authorized under his/her name, is subject to indefinite exclusion from the lab, 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 are not to bring any software or copied disks to school. Classes will be provided with disks to use at school, and disks will remain with the computer teacher until graduation or transfer.

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

The above rules are to be observed in the lab and in all classrooms.

## **ATHLETICS**

### **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES (ELIGIBILITY POLICY)**

#### **ELEMENTARY SPORTS for EVANSVILLE FEEDER SCHOOLS (Apr. 2006)**

(These policies may also be applied to other non-athletic extra-curricular events at principal, dean and sponsor's discretion including math bowl, school play, speech, etc...)

#### **I. Academic Requirements**

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 15<sup>th</sup> school day, the grade situation will be reviewed by the school administrator. 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 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**

A. 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.

B. 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.

C. 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.

A student receiving more than a one-day suspension will have additional consequences determined by the school administration.

D. 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 (boys and girls), wrestling (boys), football (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 principal.
- 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 Board, 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 extra-curricular activities for a period of time which is deemed appropriate by the principal and the School Board.

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.

## **BUS RULES**

A written request must be sent by the parent for the child to ride a bus he normally does not ride. The request will be denied 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 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**

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**

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 compiled with the AHERA by developing Asbestos Management Plans for each of the Diocesan Schools, including St. John the Baptist School. The asbestos materials have been routinely monitored and the second triennial re-inspection has been completed.

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 Plans 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 5 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 Chad Bennett, the designated person at 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  
Youth Protection Policies  
(Summary)**

1. Every parish or cluster and each high school is to appoint a Youth Protection Coordinator who is responsible for implementing the policies of the diocesan Youth Protection Manual at the lower level. A checklist indicating compliance with the safe environment program is to be completed and sent to the Diocesan Chancellor by December 31 of each year.
2. Each parish and high school is to have a Youth Protection Manual and required handbooks with the local guidelines and procedures for educational, catechetical, and youth ministry activities.

**3. Diocesan Policy: Report and Inform**

The Diocese of Evansville has in place a policy that requires investigating current and past allegations of sexual abuse of minors by church personnel. Sexual misconduct violates human dignity and the mission of the church. The spiritual well-being of all victims, their families, and others in the community is of particular concern to the church.

**Any allegation of child abuse:**

- The allegation **must** be reported to civil authorities. Indiana law requires that any individual who has reason to believe that a child is a victim of child abuse must report immediately to the local Child Protection Services agency (800) 800-5556 or the civil authorities, then inform the appropriate supervisor. (*Failure to report suspected abuse to civil authorities is, according to the law, a Class B misdemeanor. The only exceptions to this requirement involve information learned within the Sacrament of Reconciliation or within an attorney-client relationship.*)

**Sexual abuse of a minor:**

- **Report to authorities**
- **Inform the bishop's office**

If an allegation of sexual abuse of a minor arises, the allegation is to be reported to civil authorities and the bishop's office is to be informed.

Allegations are to be reported to Child Protection Services, an agency of Indiana state government, (800) 800-5556. Local law enforcement agencies may also be contacted.

The bishop's office is to be informed, so that certain diocesan procedures may be performed as specified, in the event of an allegation of sexual abuse of a minor by church personnel.

The bishop's office is located at 4200 North Kentucky Avenue, Evansville, IN 47724. Phone (812) 424-5536 or toll-free (800) 637-1731.

For details on policies and procedures for child abuse (sexual, physical, mental, or psychological), a diocesan Youth Protection Manual is on file in the principal's office.

- Every adult working with youth in any capacity is required to sign the **Best Practices of Pastoral Conduct**. This form is to be signed annually.
- Every adult working with youth in any capacity is **required to attend a training session** which includes the policies of the Youth Protection Manual. Adults working with children and/or youth for the first time must complete the full training. Thereafter, on an annual basis, all adults are required to attend a refresher session. Children and youth are to be trained using age appropriate materials. Parents are also to be trained regarding safe environments – an outline of the curriculum and resources to be used for this training can be found in the manual.
- Any adult (paid or volunteer) who works with youth in any capacity is **required to submit to a criminal history background check**.

**ST. JOHN the BAPTIST SCHOOL  
725 FRAME ROAD  
NEWBURGH, IN 47630**

**ACKNOWLEDGEMENT and AGREEMENT  
to ABIDE by HANDBOOK**

This handbook, including the Code of Christian Conduct, forms 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 make changes in this handbook and/or in the rules and procedures contained here from time to time.

We have read and agree to be bound by the rules and procedures contained in this handbook, including the Code of Christian Conduct.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Each family member, enrolled at St. John School, as well as each parent/guardian must sign this agreement, which will be kept in the school office.