



“Prepare the Way of the Lord.” ~ Mark 1:3

PARENT-STUDENT HANDBOOK 2019-2020

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ST. JOHN THE BAPTIST CATHOLIC SCHOOL POLICIES AND PROCEDURES

I. Mission Statement

Within our diverse cultural environment and our ministry to Pre-K through eighth grade students, St. John the Baptist Catholic School community is committed to teaching Catholic principles and values, striving for personal academic excellence, and developing Christ-like leadership through service to others.

Our Creed

We believe:

- a. That as a Catholic school, we are dedicated to working toward a common understanding of a dependence on Jesus as a teacher, friend and Lord.
- b. That by our example, we hope to develop in our students an awareness of who Jesus is and a desire to live by His teachings.
- c. That a Catholic education is an expression of the mission entrusted by Jesus to the Church.
- d. That education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of the community.
- e. That Christian education is intended to make people's faith become living, conscious and active through the light of instruction.
- f. That St. John the Baptist Catholic School must integrate religious truth and values with the rest of life.
- g. That the Sunday Eucharist is the foundation and confirmation of all Catholic practice. The Catechism of the Catholic Church (#2118) teaches that because the Eucharist is the heart and center of our faith, 'the faithful are obligated to participate in the Eucharist on days of obligation, unless excused for a serious reason.' Therefore, we agree that our child/children will attend Mass on Sundays and Holy Days of Obligation. From the beginning of Second Grade, our child/children will turn in a weekly church envelope at Mass, submitting a good deed, a monetary offering or both. Further, it is understood that attendance at Mass will be a condition upon which the child is to be admitted to our school.

II. St. John School Advisory Board

A. Purpose of Board

The St. John the Baptist Catholic School (SJB) Advisory Board serves in an advisory capacity to the Pastor and the Principal of the School, subject to regulations that might proceed from the Ordinary of the Diocese and/or the Director of Catholic Schools.

B. Duties and Functions:

1. To implement policies and procedures of SJB and those of the Diocesan School Office.
2. To propose new policies for the School, which become effective only after being approved by the Principal and the Pastor.
3. To create better understanding and support of the School's programs in the local community.
4. To establish subcommittees on a standing or ad hoc basis, as an ex-officio member requests or as needs arise.

C. Membership

1. Members of the Board shall consist of the Pastor (ex-officio), the Principal (ex-officio), and seven members (when applicable).
2. All parishioners 21 years and older are eligible to serve on the School Advisory Board.
3. Nominations and selection for half of the board (3 new members) shall occur every two years.

D. Implementation of Policies and Rules

All policies adopted by the St. John Advisory Board and all rules and regulations established by the Principal of the school, which are intended to implement the policies of the Board, shall be binding on all students, faculty members and all other employees of the School.

III. Administrative Staff

A. Principal

The Principal is the responsible, administrative head of the School. It is the Principal's responsibility to provide Catholic educational leadership for the members of the staff and the School system. Some of the Principal's duties shall be, but not limited, to:

1. Attend all meetings of the St. John Advisory Board and implement the policies established by the Board.
2. Serve as a liaison between the School Advisory Board and the faculty.
3. Provide assistance, whenever possible, to all teachers.
4. Be available for parental concerns.
5. Maintain all of the School records required by law.
6. Attend (personally or by representative) all School-sponsored activities.
7. Evaluate and supervise the professional staff
8. Be responsible for all official School communication
9. Provide parent-teacher meetings.
10. Maximize student learning.

IV. Instructional Staff

A. Employment

1. Teacher applications must be processed through the Diocesan School Office.
2. According to Diocesan School Office Regulations, all applicants to St. John the Baptist Catholic School must be certified by the State of Indiana (or be actively seeking certification in Indiana).
3. The salary schedule adopted by the Diocese shall be followed. (Revised 2017)
4. Teachers must fulfill diocesan requirement by becoming Virtus trained, be compliant with training bulletins and submit to an extended criminal background check.
5. Contracts of faculty members are signed by the Principal (or Pastor) and the faculty member.
6. Teachers shall not leave the School building during school hours without first making arrangements with the Principal for the absence.

B. Duties and Responsibilities

1. A teacher's role is, in part, that of assessing each child's needs and potential. Following from this assessment, the teacher will provide the atmosphere wherein thinking is stimulated and student learning takes place.
2. As a Catholic school educator, the teacher should assist in the formation of a Christian attitude in the student.
3. The teacher should inform the parents about the academic progress and conduct of their child.
4. In planning for special activities (i.e., field trips, etc.), the teacher must receive prior approval from the Principal and written approval from the parents.
5. Teachers will attend and participate in all in-service or other teachers' meetings of the School.
6. The teacher shall be professional in his/her attire as well as their demeanor towards colleagues.

V. Tuition Policy

The amount of tuition is set each year by the Finance Committee, with the approval of the Pastor in consultation with the

Principal and School Board. Tuition rates are based upon the projected cost of educating a child which includes additional expenses associated with:

- Salaries and benefits mandated by the Diocese
- Professional development to maintain a highly qualified staff
- Continuous improvement to the academic program
- Utilities and inflation rates
- Infrastructure costs associated with the upkeep of an aging and much-utilized building
- Cost of educational material, including office supplies

Please note: The school and parish operate on a strict budget so it is necessary that all tuition payments be made when due via FACTS Tuition Management.

- The person and/or persons financially responsible for a child's tuition in Grades PK-8 must sign and return a Financial Agreement to the school and pay the tuition to FACTS.
- Payments not received by the due date will have a late fees applied.
- Book fees are included in the tuition.
- Tuition payments are no longer taken in the Main Office. St. John the Baptist Catholic School (SJB) has partnered with *FACTS Tuition Management* to manage tuition payments. By moving to a tuition management system, SJB joins other private schools utilizing such services to better serve families. The partnership with *FACTS* allows for a confidential system where families can see for themselves a complete report of their tuition account. A secure log-in ID enables parents to view and edit your own profile, including your contact information, payment options and much more. You can review and print your monthly billing details and payment history at any time of the day. ***Enrollment in the program is mandatory!*** If you have questions regarding your account please contact the FACTS Help Center at 866-441-4637 which is open for your convenience 24 hours a day, 7 days a week.
- The registration fee must be paid at the time of registration and is ***non-refundable***.
- The technology fee, per student in Kindergarten through 8th grade, must be paid prior to May 15th of the preceding year, or at the time of registration for a new family.
- There is a \$35.00 handling fee for all checks returned for insufficient funds. Cash or money orders will only be accepted thereafter.
- Post-dated checks are not acceptable.
- Report cards, transcripts, or other official school records will not be accessible to parents whose tuition and other fees are delinquent at the end of any grading period.
- Any student whose tuition and/or fees are outstanding at the time of graduation will not receive their diploma at the time of the Graduation Ceremony. A blank page will be placed inside the diploma cover. SJB will not release report cards/official transcripts until all outstanding tuition and fees are paid in full.
- ***Tuition and fees must be paid in full by April 30th. If payment in full is not received by May 1st, registration for the next school year will be invalid and records will not be released.***
- Families whose ancillary charges, including Lunch, Helping Hands, Library and related assessments, are not paid in full by **April 30th** may have their students removed from the school until all delinquent payments are made.
- Payments made after April 15th must be made by cash or money order only. Checks are not accepted.
- Payments for next year's tuition can be made after July 1st according to your FACTS payment schedule.
- ***Student transcripts and records will not be released if there remains an outstanding balance.***

FINANCIAL ASSISTANCE

There are three common types of financial assistance available.

1. The Diocese has a Tuition Assistance Program that offers financial aid to families based on need. Applications for this program are available in February of each year and must be completed and returned to the school office by early March.
2. Other Catholic Parishes (outside of the Whiting-Robertsdale Catholic Community) may offer tuition assistance to the children of their parishioners. To qualify for this type of aid, you must speak with your Pastor and bring a letter from your Pastor at the time of registration that specifies the amount of assistance he will provide so that your family tuition requirement can be established.
3. St. John the Baptist Catholic School participates in the Indiana School Choice program which provides vouchers for eligible families. Consult the School Choice website to check on eligibility at www.myschoolvoucher.com.

All monthly tuition payments for PK-8th will be due on the date that you have selected in FACTS. Payment dates can be changed up to two times during the school year.

FREE AND REDUCED LUNCH PROGRAMS

SJB participates in the federally supported free and reduced lunch program. This program is extremely confidential. Families that qualify will receive either free or reduced price lunches. In addition, the school receives benefits and special programs from the State of Indiana based on the number of qualifying children. All eighth grade students who qualify will be nominated to the Twenty-First Century Scholars Program. This program guarantees that the State of Indiana will pay the cost of Indiana State operated colleges when identified criteria are met by the student and family.

VI. STUDENTS

A. Admission and / or Continued Enrollment

1. Policy

SJB welcomes the opportunity to enter an agreement with parents to meet their child's/children's spiritual, educational and social needs while enrolled in a school devoted to the work of Catholic education. As part of this agreement, parents agree to pay the determined fees and tuition.

2. Application Procedures

- a. SJB admits students without any discrimination in regard to race, ethnic origin, or creed, though the school was and always will be primarily for Catholics who can and will be granted preference whenever open enrollment is available. Likewise, the admission of Catholics also may be prioritized on the basis of parish membership when enrollment spaces are limited and all enrollment procedures have been observed in a timely fashion.
- b. Academic & Sacramental records are to be submitted.
- c. Transfers and health records are **required** from the previous school.
- d. The requirements of the State of Indiana regarding immunization must be observed by all students.
- e. Students entering from another Indiana school must have successfully passed the State's testing program and have been eligible at the previous school for the grade the student is seeking to enter.
- f. All new students will be accepted on a provisional, 90-day basis.
- g. Student report cards will be reviewed at the end of each year to determine continued enrollment.

3. Procedures for Continued Enrollment

- a. SJB presumes students and parents are totally aware of the school's rules and have a willingness to abide by and observe them. The spirit of the regulations must also be kept in mind since it is never possible to list every conceivable action which might disrupt or contradict the school's mission/vision.

- b. SJB is free to cancel, at its discretion, the agreement with parents or students who do not wish to observe the rules of the School.
- c. SJB has the discretion to automatically suspend its agreement to educate a student whose parents object to the regulations of the School (and/or their implementation) to the extent that the parents seek to file civil suits against the School until such actions are resolved, be it by civil courts or by other means.
- d. Students currently enrolled (K-7) are given a preferred re-registration time period in January/February for the subsequent school year and **MUST** re-register during this time or pay a late registration fee.
- e. Students who are enrolled in SJB whose parents choose to withdraw from the school are not permitted to re-register in subsequent years without approval of the Pastor and Principal. ***Admission to SJB is without regard to race, color, national origin, sex or disability.***

4. Grade Level Retention

The goal of SJB is to help each student attain his/her academic potential. When the need arises, a teacher may suggest that a student be retained at a specific grade level. Decisions regarding retention **must be** based upon:

- A statement of alternatives and strategies attempted to help the child.
- The findings of a study team composed of the parents, teacher, principal and other vital parties.

The final decision to retain a student shall rest with the Administration. If the parents decline to have their student retained, then an alternative school will be required. **No child shall be retained more than one time.**

B. Student Assessments

1. REPORT CARDS

Report Cards are issued quarterly. Students' grades are updated weekly on SJB's FACTS Family Online system. Mid-quarter grades (Progress Reports) must be viewed by parents with verification sent in to their child's teacher when requested.

2. CONFERENCES

Conferences take place at the end of the first quarter and third quarters in all grades. Parents will sign up for a time to attend with their child if possible. Report cards will not be released without the conference taking place and all outstanding balances paid. Parents who are not able to meet on the scheduled day must arrange with the teacher to meet on a day **after** the scheduled conference day.

3. VERIFICATION OF REVIEW OF REPORT CARDS AND PROGRESS REPORTS

Quarterly progress reports and report cards are to be viewed by parents on FACTS Family Online at the designated time each quarter and mid-quarter. Parents are required to review your child's grades, print out the grades, sign and date it, and return it to your child's teacher within a week of the posted date for review. (Parents who are not able to view the reports on a computer are to notify the teacher so that a printed copy may be sent home to be signed.) Parents are also required to check your child's grades weekly on FACTS in order to keep aware of your child's progress in both academics and behavior.

4. HONOR ROLL CRITERIA — GRADES 4-8

- A Honor Roll:
 - Must have all A's in Religion, Language Arts (L.A.), Literature (Lit) Math, Science, Social Studies, & PE
 - Must have all 3's or 4's in conduct and effort in **all** areas (including co-curricular subjects—Art, P.E., Music, Band, Choir, and Computers)
- AB Honor Roll:
 - Must have all A's and/or B's only in Religion, L.A., Lit, Math, Science, Social Studies, & PE
 - Must have all 3's or 4's in conduct and effort in all areas (including co-curricular subjects—Art, P.E., Music, Band, Choir, and Computers)

5. ***IDOE Assessments—GRADES 3-8***

The IDOE's ILEARN state assessments are administered in the Spring of each year to students in grades 3-8. The tests measure student achievement in the areas of Reading/Language Arts, Math, Science and Social Studies and provide a growth model to assess each student's progress over the years. Visit [www.https://www.doe.in.gov/assessment](https://www.doe.in.gov/assessment) for more information.

6. ***I-READ3 TESTS—GRADE 3***

I-READ3 Tests are administered in March/April to assess the reading progress of all third graders. Students who do not pass these tests are then involved in remediation sessions before taking the re-test in the summer. Students who do not pass the retest **may be retained in Grade 3 or placed in Grade 4 with reading instructions at the 3rd grade level.** Further information is available from the third grade teachers or the SJB administration.

7. ***NWEA MAP GROWTH TESTS (Northwest Evaluation Association) GRADES K-8***

NWEA Measure of Academic Progress (MAP) are ongoing formative assessments administered three (3) times during the year (September, January & May) to monitor student growth and progress over time. The tests are computer-based and provide data used by teachers to plan and structure lessons and strategies based on student needs. More information can be found at <https://www.nwea.org/assessments/map/>.

8. ***Record Requests***

Requests for 8th grade records to be forwarded to high schools must be made two (2) weeks in advance of the due date in order to allow teachers adequate time to complete the necessary forms and recommendations. ***Paperwork will be sent directly to the school and will not be sent home to the family.***

C. **Religious Activities**

The duty of a Catholic school is the religious education of its students. Religious development depends on two facts:

1. The primary responsibility rests with the parents. If the child does not encounter a Catholic example at home, true Catholic development is most certainly hampered.
2. SJB, as a Catholic school, must continually espouse the Catholic way of life in all facets of the school. In regard to liturgy, students attend Mass weekly. The administration of First Holy Eucharist, First Reconciliation, and Confirmation shall be determined by the Pastor of the parish in conjunction with the Director of Religious Education (DRE). Sacraments are available throughout the year to students and staff. Grades Pre-K thru 8th will attend weekly mass and celebrate Holy Days of Obligation as a Catholic School Community.

D. **Attendance/Absences**

Students are expected to be in attendance on all school days in order to benefit from the instructional program provided by each teacher and the school. Actual in-class instructional time and educational experiences are vital and can never be made up. In order for your children to receive the full benefits of their education at SJB, they must be in attendance and arrive on time each day.

The State of Indiana requires the school principal under I.C. 20-33-2-25 to “report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services.**”

Except for excused absences (**not beyond 18 total days for the school year**), students are to be present in school.

Excused absences include:

- Illness verified by a note from parent/guardian
- Illness verified by a note from Physician (for absence of more than 5 consecutive days)
- Family funeral
- Other—as determined by the principal

Unexcused absences include:

- Family vacations
- Sporting events outside of SJB of Catholic Youth Organization (CYO) sanctioned contests.

Teachers are the first line of contact with parents regarding their children. They are also the primary interveners or first responder to a possible or perceived crisis. Teachers are required by law to report suspected cases of child abuse or neglect to Child Protective Services (CPS) and to file a report.

If a teacher suspects that a child is in serious need of assistance (physical, mental, emotional, psychological), the teacher will contact the child's parent(s) immediately. The principal will also be notified immediately of any child in need of assistance. In the event of possible serious or critical physical or mental incapacity, appropriate referrals shall be made to physicians, psychiatrists, and/or counselors in order to provide the necessary assistance for the health and welfare of the child. In instances of serious or critical health concerns, a release from a medical practitioner will be required in order for the student to return to school.

***** All absences, excused or unexcused, will affect perfect attendance. *****

Students who are absent and/or tardy from school more than 18 days during the year may be retained in the current grade. Extenuating circumstances are considered by the administration.

1. When a student is absent, a parent (or guardian) must report the absence to the Main Office 60 mins before the school bell. The school will attempt to contact the parents/guardians if we have not received notification.
2. Homework requests should be made at the time of the call-off. Homework requests made after this 60 min window may not be honored. Homework will be placed in Helping Hands for pick-up between 3:00-6:00 pm, or when available, work will be posted online using FACTS, teacher blogs, *Google Classroom*, or emailed directly to the student using their SJB-hosted *Gmail* account.
3. Students may return 24 hours after they are free of fever, or have no signs of a fever, without use of fever-reducing medicines.
4. A written, signed note from the parents is **required** whenever a student is returning to school after being absent. All tardy students must report to the Main Office for an admittance slip. If a student is tardy more than five (5) times during the year, a parent is required to come to the office to sign the student in each time he/she is tardy thereafter.
5. Requests to be excused from class during the school day in order to keep appointments with doctors should be made in writing by a parent at least one day in advance, if possible.
6. If a child constantly misses school for a chronic illness, a doctor's notice is required each time the child returns to school. SJB Administration reserves the right to require a physician's release or explanation regarding the student's chronic absences.
7. If a parent anticipates that their child will be absent from school for more than two (2) consecutive days, the parent must notify the principal in advance of the absence. Absences due to family vacations are considered unexcused absences. Vacations taken during school time are *strongly discouraged for academic reasons*.
8. **A doctor's note is required if the student is off school for more than five (5) consecutive days.**
9. Extended absence disrupts a child's learning patterns and places the child at risk of missing important material. If

a parent chooses to take the student out of school for a family vacation, it is the parent's responsibility to notify the school in writing indicating the reason and the dates for the anticipated absence. Responsibility for the missed work rests with the student and the parent(s). Teachers will not be held responsible for preparing the work ahead of time. Missed assignments will be given to the student upon his/her return. Assignments will be due within a reasonable time period determined by the teacher(s). Any penalty for missed assignments turned in after that reasonable time period will be at each teacher's discretion. If the student does not return the missed assignments within the set time period, the student will receive **zero credit** for the missed work. Students will be expected to keep up with their current assignments along with making up missed assignments.

10. No student or parent may enter a classroom if the teacher is not present. In an effort to teach responsibility to students, students and/or parents are **NOT** permitted to re-enter school after dismissal to get forgotten books/materials.
11. Students will not be allowed to participate in extracurricular activities (e.g. athletic practices, games, contests) on days they are absent from school.

E. Tardiness

Students are expected to arrive at school **on time each day**. Students who arrive late miss a very important part of the school day and disrupt the order of the classroom. Parents/guardians are responsible for getting their children to school on time.

Students who are tardy must report to the school office to receive a pass. Consistent tardiness will not be tolerated. **If a student is tardy more than five (5) times during the year, a parent is required to come to the office to sign the student in each time he/she is tardy thereafter.** Tardiness will be monitored by both the teacher and the school office. Excessive and/or chronic tardiness will necessitate a conference with the teacher and the principal or his designee.

The school day for students in grades K-8 begins at 8:00 a.m. and ends at 3:00 p.m. on regular school days. On most Wednesdays, school will begin at 9:00a.m. unless otherwise noted. (Kindergarten ends at 2:35 p.m.) The students may enter the building at 7:50/8:50a.m. when the first bell rings. They are to report directly to their classrooms in preparation for the day. The 8:00/9:00a.m. bell will ring and our school prayer begins the day. Students should not arrive earlier. Those students who must arrive earlier are required to enroll in the Helping Hands Program. In inclement/very cold weather (rain, snow or temperatures below 25 degrees), the school doors will open at 7:30a.m. Students must report to the Cafeteria for supervised gathering time with SJB Faculty & Staff until 7:50/8:50a.m.

F. Lunch Time/Recess

1. SJB has a closed lunch policy: all students must remain on campus for lunch.
2. Students must follow all rules and regulations determined by the Cafeteria staff.
3. All students will go outside for a recess period after eating lunch. Students may not stay indoors during the lunch hour unless the school is given a written notice from a doctor stating that the child is unable to go outside for medical reasons or the student is receiving specific academic assistance from a teacher.
4. When the temperature reading is less than 25 degrees outside, including wind chill, or when it is raining, the students will remain indoor for recess. The principal or his designee will monitor the weather and make a decision on recess daily.

G. Internet Usage

Internet use is a privilege, not a right. Inappropriate use will result in cancellation of those privileges and school disciplinary action. Student files may be inspected at any time without prior notice by the administration.

Restrictions

1. Students must stay out of chat rooms.
2. Students are not allowed to play or download networked or live games.
3. Students must not purchase software, products or services online.

NOTE TO PARENTS REGARDING VANDALISM AND DAMAGE TO EQUIPMENT

Vandalism will result in immediate cancellation of user privileges and possible disciplinary action. Uploading or downloading computer viruses is vandalism. Parts, services and labor charges for repair or replacement of damaged equipment (at current market value) will be paid by the student(s) and / or parent(s), regardless of the student's intent at the time damage was done.

Students who have access to Chromebooks, email accounts, and other G-Suite privileges will be subjected to following proper procedure and protocol as outlined in the "Acceptable Use Policy" found in the Appendix of this handbook. A signed copy will be kept in the Main Office in the student's file. Please refer back to this document as often as necessary. All equipment is owned and operated by SJB. ***A student's privilege can be revoked at any time for a specific amount of time by the principal or his designee.***

H. Conduct and Discipline Policies

In any society, general rules and policies are necessary for orderly operation and for ensuring the safety of all members. Good discipline and order are positive aspects of school rather than negative. It is the duty of St. John the Baptist Catholic School to help students adjust -- rather than punish -- and turn unacceptable behavior into acceptable. Good discipline is the absence of distractions, frictions or disturbances that interfere with the functioning of the individual, class or school. It is the presence of a friendly, yet business-like atmosphere where all work together for the common good. The following information applies not only to the school day, but includes all extracurricular activities involving the school.

Serious misconduct from a student will result in an immediate Parent-Pupil-Teacher-Principal conference, immediate suspension and possible expulsion. No pupil shall be expelled except by the authority of the Principal, after consultation with the Pastor.

A student identified as a chronic disciplinary problem may be suspended or recommended for expulsion on the basis that despite prior punishment, such student has persistently violated the rules of the school even though each prior violation may not alone have warranted suspension or expulsion.

Discipline Policy

Our discipline policy is based on the Christian Values of respect, love, mercy, and forgiveness.

The school atmosphere should be one which allows the teacher to teach and every student to learn. All staff members are responsible for developing good discipline and should model good behavior. To ensure that every child is provided an adequate learning environment, students and parents will allow teachers to teach, respect the right to learn, and behave in ways that support the best interests of the class and school.

Discipline is a process, not a single action or statement. The ultimate goal is to have students become self-disciplined individuals who know and accept personal boundaries, standards, and expectations. Self-disciplined persons are motivated to do the right thing, whether observed or not.

This discipline policy applies to students in school and at school sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings, or could bring disrepute or embarrassment to the school. SJB reserves the right to discipline students for conduct, whether inside or outside the school, that is detrimental to the reputation of the school, including matters that the school is aware of on social media (e.g.: Facebook, Twitter, Instagram, House Party, KIK, SnapChat, etc.)

The following general rules are to be adhered to by students, but are not limited to the following:

GENERAL RULES:

- Be in class and ready to learn before the 1st bell - 8:00/9:00am.
- Listen to **ALL ADULT** supervisors within the school environment.
- Respect school property at all times.
- Follow the Dress Code Policy.
- Respect other students' personal space and property: No pushing, shoving, hitting, tripping, etc.
- Improper language, music, gestures, drawings, or writings are not tolerated.
- Fighting will not be tolerated.
- Gum is not allowed in school.
- Follow specific classroom rules as determined by teachers and students.
- Once distributed, students in grades 5-8 should have the school ID on at all times.
- Weapons of any kind are not permitted.
- Alcohol and drugs are not permitted.
- Follow the policy for electronic devices and cell phones (*See Acceptable Use Policy*)

Hallway & Stairwell Rules:

- Walk at all times on the right side of the hallway unless otherwise instructed.
- Move quietly. No talking unless allowed by the teacher.
- Always keep hands to self.
- Go directly to and from destination without detouring.

Lunchroom Rules:

- Walk at all times.
- Sit in grade level assigned seats.
- Speak in low, conversational tones.
- Display good table manners.
- Have lunch card ready.
- Never trade, share, sell, play with, or throw food due to food allergies or other circumstances.
- Remain seated except to throw items away.
- Clean up after oneself.
- Follow directions of lunchroom staff and parent volunteers.

Restroom Rules:

- Follow classroom, lunchroom, recess, or any other procedures to be excused.
- Flush toilets and urinals after use.
- Wash hands after bathroom use.
- Throw paper towels in trash cans only.
- Do not deface or destroy bathroom property.
- Return promptly.

Playground Rules:

- Follow all grade level rules and regulations for the playground.
- Never leave school property or playground area without permission.
- Be careful of other students when playing on playground.
- If allowed by teacher, toys, balls, etc., may be brought from home, but students will be responsible for them.

Classroom Rules:

- Each classroom will post classroom rules within the classroom. Classroom rules will be discussed, modeled, practiced, reinforced, and reviewed periodically. All students will follow these rules as expected or consequences will be enforced.

Bullying/Teasing:

SJB is committed to providing an environment free from physical, psychological, verbal and virtual harassment. Any behavior that creates, or is intended to create a hostile, offensive, or intimidating school environment constitutes harassment. SJB prohibits any form of harassment and views such action as extremely serious. Any allegation of bullying made to an adult, teacher, staff member, or administrator will be investigated and documented.

The discipline policy is implemented and enforced by all faculty/staff members and the administration throughout the year. A copy of this policy is sent home to all parents at the beginning of the school year in the handbook. Each parent is asked to read it, review it with their child, and sign/return the *Handbook Acknowledgement Form* indicating they have done so. The handbook from the previous year will stand in place until a current handbook is published and distributed.

Behavior Management and Consequences

One hour detention	Behavioral Contract	Out-of-School Suspension (OSS) 1-10 days	Expulsion
Distrptive, uncooperative behavior on school property (e.g., classrooms, church, hallway, cafeteria, bathrooms, and playground)	Receiving a 3rd infraction or directly in relation to areas listed below.	Receiving a 4th infraction, after having a contract, or directly in relation to the areas listed below. No detention served.	Receiving a 5th infraction, after an OSS, or directly in relation to the areas listed below. No detention served.
<p>Negative Behaviors include but are not limited to: Cheating, class disruption, destruction or misuse of school property, disobedience, disrespect/insubordination, failure to appear for detention, forgery, infraction of classroom policies, in off-limit areas of campus, inappropriate language/behavior, lying, stealing Unauthorized cell phone usage during school hours Misuse of school property Multiple warnings will be given prior to a detention being issued for the following: Chewing gum, dress code violations, excessive tardiness/truancy</p> <p>Any conduct that might detract from the educational environment.</p>	<p>Racial/sexual harassment, bullying, and/or threats.</p> <p>Damage to, or theft of, school/personal property, extortion or gambling</p> <p>Excessive/repeated defiance or refusal to cooperate.</p>	<p>Possession of tobacco or tobacco products including matches, lighters, cigarettes, chewing tobacco, and smoking pipes</p> <p>Fighting. A student, who takes any physical action toward another including: students, teachers, or teacher aides, is considered a participant in a fight. Students must keep their hands to themselves at all times.</p> <p>Videotaping or taking pictures of students or staff without their consent for purposes of ridicule or bullying.</p> <hr/> <p>Missed work must be completed, but zero's will be given for, assignments, and homework. Tests and quizzes may be made up.</p>	<p>Unlawful activity, including, possession/use of weapons, drugs, or alcohol, including "look-alikes"</p> <p>Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual or threatening nature in electronic or any other form, including the contents of a cell phone or other electronic device.</p>
Not limited to the above examples, may be given at the discretion of administration	Not limited to the above examples, may be given at the discretion of administration	Not limited to the above examples, may be given at the discretion of administration	Not limited to the above examples, may be given at the discretion of administration

Parents are asked to follow the chain of command by contacting the teacher first for more information regarding the situation and decisions regarding action taken.

This discipline policy will be strictly and consistently enforced by the School Staff and Administration.

After School Detention

SJB are expected to follow school policy regarding attendance, assignments, uniform and behavioral expectations. Failure to do so may result in the student serving an hour detention after school on Friday in the Principal's office. Parents will be notified the day of the behavioral incident and mandatory Friday detention must be served and arrangements must be made to pick up the student after detention.

Drugs and Alcohol

SJB does not tolerate the use or possession of illegal drugs or look-alike drugs, marijuana, narcotics, controlled substances, alcoholic beverages or intoxicants of any kind, as well as drug apparatus or paraphernalia. Using, transmitting, possessing or being under the influence of any of the items listed above, by any student while on school property or at any function connected with SJB, will result in suspension and expulsion procedures will be initiated.

Medications

When a child is placed on prescription medication and the medication is to be taken during school hours, **a note from the physician is required with the following information:**

- Child's Name
- Name of Medication
- Dosage of Medicine
- Time(s) to be taken

IT IS THE STUDENT'S RESPONSIBILITY TO COME TO THE OFFICE TO TAKE THE MEDICATION AT THE REQUIRED TIME.

The student will NOT be called to the office and reminded to take the medication.

Written permission from parent or guardian is valid for one school year. The medicine must be delivered to school by the parent or guardian in the original bottle from the pharmacy with the child's name and dosage. ***SJB reserves the right to dispose of any/all medications that are expired. Medication not picked up at the end of the school year will be disposed of on the last day of school.***

Over-the-counter (OTC) medications (including but not limited to: cough/cold/sinus/flu/multi-symptom) will not be administered to students during school hours. Parents must administer OTCs at home or in the Main Office themselves. Cough drops are permitted in the classroom only with a note from the parents.

Cell Phones and Electronic Devices

Students attending SJB are permitted to be in possession of cell phones. Once the student enters the school building, the cellular telephone must be completely turned off unless specific permission is given from a teacher after consulting with Administration. If a student is found using his/her cell phone during normal school hours, without specific permission for education purposes only, it will be confiscated and a parent will have to pick it up in the school office. SJB is not responsible for lost, damaged or stolen cell phones and/or accessories. If a student must

make a call at the conclusion of the normal school day, the cell phone call will be made from a school vestibule outside of Door “A.”

Students are not permitted to be in possession of an IPOD, CD Players, PSP, or any other electronic device on school property unless specifically authorized by teacher or administrator. Any such item must be turned completely off and stored in the student locker and the device cannot be turned on until the student leaves the school building. If, during normal school hours, a student is found to be in possession of an IPOD, CD player, PSP or any other electronic device, the item will be confiscated and a parent will have to pick it up in the school office. SJB is not responsible for lost, damaged or stolen cell phones or other electronic or digital devices.

Tattoos and Body Piercing

Desecrating the body with tattoos or body piercing jewelry is not allowed. A student who has a tattoo or body piercing will be suspended from school until he/she complies with school standards.

Gang Related Activities

A gang is defined as any group of students who are perceived as a distinct group (not an approved organization) which prompts a disruptive response in the school community. A student engaging in gang-related activities is subject to suspension and expulsion from school. SJB will not tolerate any open display of gang symbols, colors or gestures, the recruitment of members or any form of intimidation, including bringing knives or weapons of any sort to school.

Weapons

Students possessing, handling or transmitting any object that can reasonably be considered a weapon are subject to expulsion. Storage of a weapon in one's locker or on one's person is included in the definition of possession. Students found in possession of a weapon will immediately be suspended for a period of five (5) days with possible expulsion as a consequence.

School Lockers

All lockers are the property of SJB. They are provided to the students as a service and as a way to store clothing and school items. Lockers may be searched at any time when the administration deems it necessary. Posting pictures, etc. in the lockers is not allowed.

Fighting

Students who get into a fight on their way to school, during school or on their way home from school or at any school-related activity will be suspended for up to five days, subject to expulsion.

Field Trips

According to Indiana Code, field trips must be educational and properly documented as part of the State School Accreditation process. Field trips should begin with the school day and end when school is dismissed. Exceptions for travel time may be made. The Diocese of Gary does not endorse overnight field trips. After careful consideration and consultation with the principal, it may be the judgment of a teacher that a student is withheld from participating in the privilege of a class field trip, or that a child's parent/guardian be in attendance. This decision may be due to the student's deliberate actions resulting in disciplinary notices, detention or consistent tardiness. ***Parents serving as chaperones are not permitted to bring other children on the trip.*** Chaperones are not permitted to smoke or consume alcoholic beverages on the field trip nor to engage in extensive cell phone conversation or texting.

Gum Chewing

Gum chewing is not allowed on school property.

Hall Passes

Middle school students in the halls during class periods must have a note or a faculty hall pass from a faculty member. Students are not allowed to leave the school property during the school day.

Library policy

Students in Kindergarten through 8th grade have the privilege of borrowing books from our school library every week. Each student may borrow a library book for one (1) week. If they wish to enjoy the book a second week, they **MUST** bring the book on their scheduled library day and renew it. Failure to do so will result in an overdue mark. Forgetting to bring their book back on their scheduled library day also results in an overdue mark. Overdue marks remain on their record even after the book is finally returned. (If a student is absent, the book will **NOT** be counted as overdue. However, the book should be returned as soon as the child returns to school.)

Overdue marks are monitored closely. **STUDENTS WILL LOSE THE PRIVILEGE OF BORROWING SCHOOL LIBRARY BOOKS IF THEY REACH THE MAXIMUM NUMBER OF OVERDUE MARKS AS FOLLOWS:**

- Maximum # of Overdues:
 - Kindergarten through 4th grade: 6
 - 5th through 8th grade: 5

Once the maximum number of overdue marks is reached, the student will continue to come to the library every week with the class, but he/she will **NOT** be allowed to borrow a book for the remainder of the school year.

Messages for Students

Parents are asked not to call school with messages to be given to students. All after-school plans and arrangements should be taken care of in advance. **Only emergency messages will be conveyed to students.**

Phone Use

Students are not allowed to call home for forgotten items or to arrange after school activities. They may use the office phone only in **emergencies** and with permission of the office personnel. Except for emergencies, neither teachers nor students are called to the phone during school hours.

Parent Newsletters

Parent newsletters and monthly calendars are issued prior to/on the first day of the month and will be available online via email and on ParentsWeb. All parents are responsible for reading and complying with the information included in the weekly newsletters. E-versions will also be sent home using email and/or FACTS. Hard copies are available for those without computer access upon request. Please inform your child's teacher if a hard copy is needed.

Dress Code

All students are expected to be in full uniform the first day of school. Students who violate the dress code will receive further discipline. The school uniform is carried at various locations (i.e., Target, Wal-Mart, JCPenney). SJB recommends purchasing uniforms at Dennis School Uniforms in Highland at 8345 Indianapolis Boulevard (838-7120). Uniformity of dress is the mandatory attire for all students at SJB in Kindergarten through eighth grade.

Students who are not in proper uniform/attire will be sent to the office to make arrangements to obtain the proper uniform. **Dress-up and/or dress-down days are not allowed on days students attend Mass.**

General Uniform Guidelines:

Polo Shirts/Blouses - Solid white or navy blue with no logo or insignia

- Short or long sleeve.
- Must be tucked in at all times.
- Belts must be worn at all times.
- Anything worn under the uniform that is exposed must be solid white.
- No long sleeve shirts under the short sleeve shirt.

Sweatshirt (including 1/4 zip pullover) - Solid navy blue with gold/white SJB logo on upper left side.

- Uniform Polo/blouse must be worn under sweatshirt.
- No embroidered personal names.
- May only be worn **October 15 through April 15** and/or when the temperature is below 70° and/or when otherwise stated by the principal. Deadlines can/will be extended as needed.
- Hoodies or any other non-SJB sweatshirt/sweater/jacket are not allowed to be worn during the school day as part of the SJB uniform.

Pants/Shorts - Navy blue loose-fitting slacks **NO SKINNY/STRETCH/SLIMMING** pants.

- Pants with belt loops must be worn with a solid color belt.
- Grades 6 – 8 may also wear khaki pants/shorts.

-Acceptable brands:

French Toast-Modern Fit

- Twill Dress Pants
- Flat Front Shorts
- Pleated Shorts
- Bermuda Shorts

Dickies-Classic Fit

- Flat Front
- Multi Pocket Shorts
- Bermuda Shorts

Cherokee -Flat Front Pant

- Pleated Pant
- Trouser Shorts

George -Flat Front Pants

- Bermuda Shorts
- Skimmer Shorts
- NO SKINNY

Chaps-Flat Front Twill

- Pleated Front Twill
- Pleated Front Twill Shorts
- Twill Uniform Skimmer
- Flat Front Chino
- Twill Bermuda Short

IZOD –Flat Front Pants

- Pleated Pants
- Flat Front Shorts
- Pleated Shorts
- Bermuda Short

Shoes - Solid color athletic-type shoes, or a combination of black, white, and/or grey.

- Black, navy or brown dress soft-soled shoes with or without ties
- Shoes must have heels lower than 1.5 “
- Student’s entire foot must be enclosed
- Students may wear boots to school but they must be changed once at school

Socks – must be a solid color

- No logos on the socks
- Socks must be at least 1” above the ankle at all times. No anklets or “footies”
- Socks must match

Hair - No outlandish hair styles (Mohawk, shave designs, etc.)

- No hair color or highlights - hair color must be **natural** human hair color
- Hair must be out of the eyes
- Boys hair must not cover the ears and not touch the shirt collar

-No facial hair

Jewelry - Only scapulars or one religious medal to be worn tucked into the shirt

-Girls may wear one pair of stud earrings in the ear lobes only

-No other piercings or tattoos

-Nothing is to be worn on the wrists or fingers with the exception of a medical ID band

*No make-up, tinted lotion or nail polish unless otherwise granted permission by SJB administration.

Girls Uniforms:

-Plain white blouse or polo without logo or insignia

-Navy blue or red cardigan uniform sweater

-Navy blue uniform sweatshirt (no hoodies)

-Red plaid uniform skirt, skort, or jumper no shorter than 1 inch above the knee

-Navy blue loose fitting uniform slacks

-Navy blue loose fitting uniform shorts (may be worn *April 15th through Oct. 15th*)

-Brown khaki loose fitting uniform slacks. (Grades 6 – 8 only)

-Brown khaki loose fitting uniform shorts. (May be worn *April 15th through Oct. 15th*) (Grades 6 – 8)

-Plain navy blue, white or red tights or socks that are 1 inch above the ankle at all times

-No anklets, “footies” or thigh -highs.

-A solid color belt is to be worn with slacks and shorts that have belt loops

*Cargo pants or shorts are not allowed

*Shorts cannot be shorter than 2 inches above the knee

Boys Uniforms:

-Navy blue or red cardigan uniform sweater.

-Navy blue uniform sweatshirt (no hoodies)

-Navy blue loose fitting uniform slacks.

-Navy blue loose fitting uniform shorts (may be worn *April 15th through Oct. 15th*)

-Brown khaki loose fitting uniform slacks. (Grades 6 – 8)

-Brown khaki loose fitting uniform shorts. (may be worn April 15th through Oct. 15th) (Grades 6 – 8)

-Plain navy blue, black or white socks that are 1 inch above the ankle at all times. No anklets or footies.

-A solid color belt is to be worn with slacks and shorts that have belt loops.

*Cargo pants or shorts with low side pockets are not allowed

*Shorts cannot be shorter than 2” above the knee

Dress Up Days - Picture Days, Mary Day, Special Occasions

Girls

Shirts/top pieces – plain, no writing or pictures

-Sleeves must be the same length as the uniform polo, no exposed shoulders

-Must have a fit collar (does not expose chest when child leans forward)

-Must be well below the belt line, when child raises her arms no skin should be exposed

-No ties on the bottom of the shirt

-No sheer material

Pants -Must hang loose no skinny slacks

-No leggings /jeggings

-No hip huggers. Pants must cover navel

-No shorts

- Dress capris are acceptable
- No jeans

Dress/Skirts

- Length is to be no shorter than at the knee
- Must hang loose - skin tight is not acceptable
- No slits or cuts in the skirt
- No sheer material lower than 1" below the lining
- Dress top portion must have a sleeve the length of a polo shirt (also under sheer top portion)

Shoes

- No athletic shoes
- No slippers
- No sandals student's entire foot must be enclosed
- Must have heel no higher than 1.5 inches

Socks/nylons/tights- Must be plain, solid color which matches outfit.

- Socks must match
- No thigh highs
- Leggings may be worn under dress/skirt but dress/skirt must still be at the knee

Jewelry - Only scapulars or one religious medal to be worn tucked into the shirt

- Girls may wear one pair of stud earrings in the ear lobes only
- No other piercings or tattoos
- Nothing is to be worn on the wrists or fingers with the exception of a medical id band

****No make-up, tinted lotion, or nail polish***

Boys

Shirts

- Sleeve must be at least as long as school shirt polo
- Must have a collar
- Casual T- shirts are NOT acceptable
- No writing or pictures

Pants

- No Jeans / denim
- Must hang loose, no tights pants
- No shorts
- Casual dress pants are permitted
- Must wear a dark brown or black belt.

Shoes

- No athletic shoes
- No slippers
- No sandals student's entire foot must be enclosed

Socks

- Must be plain, solid color which matches outfit.
- Socks must match

Jewelry -Only scapulars or one religious medal to be worn tucked into the shirt.

- Nothing is to be worn on the wrists or fingers with the exception of a medical id band.
- No tattoos

Dress Down Days:

Good judgment must be exercised on dress down days. If there is doubt about any item, it is best not to wear it to school. Students who fail to wear the appropriate clothing for the dress-down day will be required to make arrangements to obtain their school uniform. Clothing must be clean and in good condition and not disruptive to the educational process. (e.g.: too tight/baggy, too short, no holes or rips, low cut or otherwise revealing). Please obtain expressed permission from Administration for any questionable clothing item.

Girls:

- Shirts/top pieces – Writing or pictures must be appropriate for school.
- Sleeves must be the same length as the uniform polo, no exposed shoulders.
 - Must have a fit collar (does not expose chest when child leans forward)
 - Must be well below the belt line, when child raises her arms no skin should be exposed
 - No ties on the bottom of the shirt
- Pants
- Blue or black jeans/denim are acceptable - **NO rips, tears, or holes in pants.**
 - Must hang loose no skinny jeans
 - No leggings/jeggings/skinny pants
 - No hip huggers. Pants must cover navel
 - Shorts must be no shorter than 2” above the knee and must not be tight
 - Leggings may be worn under dress/skirt but dress/skirt must still be at the knee
- Dress/Skirts
- Length is to be no shorter than at the knee
 - Must hang loose / skin tight is not acceptable
 - No slits or cuts in the skirt
 - No sheer material
- Shoes
- Athletic shoes are permitted
 - No sandals student’s entire foot must be enclosed
 - Must have heel no higher than 1.5inches
 - No slippers
- Jewelry
- Only scapulars or one religious medal to be worn tucked into the shirt.
 - Girls may wear one pair of stud earrings in the ear lobes only.
 - No other piercings or tattoos
 - Nothing is to be worn on the wrists or fingers with the exception of a medical id band.
 - * No make-up, tinted lotion or nail polish

Boys

- Shirts
- Sleeve must be at least as long as school shirt polo
 - Casual t- shirts are acceptable
 - Writing or pictures must be appropriate for school
- Pants
- Blue or black jeans / denim are acceptable. **NO rips, tears, or holes in pants.**
 - Must hang loose, no tights pants
 - Shorts must be no shorter than 2” above the knee
- Shoes
- Athletic shoes are accepted
 - No sandals student’s entire foot must be enclosed

-No slippers

Jewelry -Only scapulars or one religious medal to be worn tucked into the shirt
 -Nothing is to be worn on the wrists or fingers with the exception of a medical id band
 -No tattoos

- The Principal or her designee will be the final judge in regard to a student's proper attire. Three violations will result in a conference between Administration and the parents to determine whether or not the student intends to comply with the standards of this school. A suspension may result from repeated non-compliance.
- Students who are not in proper uniform/attire will be sent to the Main Office to make arrangements to obtain the proper uniform.

Extracurricular Activities

1. The following activities are provided in conjunction with the School, but are conducted after school hours:

Academic Teams (Spelling Bees, etc.)	Service Groups
Bright Knights (Chess)	Cultural Activities
Student Council	Intramural Sports (Grades 1-4)
Science Olympiad	Girl Scouts/Daisies
Boy Scouts	Bricks 4 Kidz (STEM)

2. School Band

SJB has a band program. Band offers another viable mode of expression. Participation in the school band is open to the fourth through eighth grades. Before a child is permitted to participate in band, all school accounts must be paid up on a current status.

I. Physical Education Program

A doctor's note is required when there is some physical problem which would prevent a student from participating or restrict the student's participation in PE class. It is the responsibility of the parents to secure the doctor's notes and send it to school. Students in grades K-8 are required to wear the SJB gym uniform on all days they have class. ***On dress down days, students with PE class are required to bring/dress in clothes that allow for full participation in class.***

J. Sports Policy Rules — Grades 1-8

All students involved in sports must adhere to the Athletic Department Handbook located in the Appendix.

K. Scheduling

The Diocesan Superintendent establishes the school year schedule to comply with the Indiana Department of Education regulations. The daily schedule is the responsibility of the Administration in view of local situations and with the requirement to meet the number of hours in the school day as established by the Department. A school calendar is listed at the beginning of this handbook and can be found online on FACTS

L. School Health Program

The health screenings are administered by the Lake County Board of Health.

M. Playground Supervision

All students will utilize the playground located near the Rectory. The school relies on volunteers to help supervise the playgrounds at lunch time. Rules regarding playground behavior are distributed by the Principal. Parents who volunteer to assist with lunch/playground supervision must sign in at the school office each day and wear the proper ID badge during their time in the building.

N. Cafeteria

SJB participates in a federally subsidized school lunch program and hot lunches are served. Children who wish to bring their lunch may purchase milk and use the cafeteria. “Fast Foods” such as McDonald’s and Burger King are not allowed to be brought in for students because they violate the meal standards set forth by the United States Department of Agriculture (USDA) and the National School Lunch Program (NSLP). More information about this program can be found by visiting <http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>.

O. Boy-Girl Parties/Off-Campus Parties

1. Families should assume any off-campus party is not sanctioned by SJB. What transpires at the party is totally out of the school’s control. Questions of proper supervision and responsibility rest solely on the shoulders of the adults initiating the party.
2. Invitations for off-campus parties should be passed out off-school grounds and outside of normal school hours – 8:00am-3:00pm, Monday thru Friday.
3. Those attending the party are not covered by any school insurance and all legal matters arising from such a party would be the responsibility of the adults sponsoring the party.
4. All students are not capable of dealing with the social and psychological demands that an exclusive party creates. When it is exclusive, someone is always left out. SJB does not want to subject any student to the extra pressure of trying to determine why he or she was not invited.
5. Parents must be aware that behavior and incidents at the party could very well carry over into the regular school life, which could be detrimental to the learning environment and may result in further consequences.
6. Should any incidents arise that carry over into the normal school day, the Principal will notify all necessary parties, including teachers, parents, coaches, etc. A meeting may be scheduled to determine the best course of action and proper consequences should the situation(s) call for them.

P. Security—For the safety of all students and staff, all doors are locked.

1. Once in the building, all visitors must sign in at the office and obtain a visitor’s badge. Upon departure, the visitor must report to the school office, sign out and return the badge.
2. Parents must pick up sick children in the Main Office and sign them out.
3. Conferences with teachers must be arranged prior to school visits and may not take place during instructional time. Parents are not allowed in the classrooms or staff-only areas without the proper authorization from the Main Office.

Q. Traffic Flow

For all those who drive their children to / from school, the following plan must be followed:

1. **Morning Drop-off:** Students should be dropped off on the parking lot behind the rectory or on Lincoln Avenue along the north playground. Lincoln Avenue in front of the school is closed during the morning drop-off. Parking is allowed on Atchison Avenue side of lot only in the mornings.
 - When the temperature reading is less than 25 degrees outside (including wind chill) or when it is raining, the students will be allowed inside earlier (no earlier than 7:40/8:40AM). The parents also have the options of waiting in the car with the students until the doors open or sending students to Helping Hands prior to 7:40/8:40 AM.

2. **Noon Time:** Lincoln Avenue is barricaded between 119th Street and Benedict Avenue. For the safety of the students going to the playground behind the Rectory, this area must be free of moving cars.
3. **After School Pick-up:** There are two designated pick-up areas for children after School.
 - a. Children in grades PK – 3rd grade should be picked up on the playground north of the School.
 - b. Students in Grades 4-8 should be picked up at the playground behind the Rectory (Church Parking Lot)

STUDENTS WHOSE RIDES DO NOT ARRIVE ON TIME WILL BE SENT

DIRECTLY TO THE HELPING HANDS PROGRAM WHERE THEY MUST BE PICKED UP.

- Parents are also responsible for notifying the teacher in writing of any changes in their child's normal routine.
- Parents are also responsible for informing those who pick up their children of the above procedures.

Because the children cross Lincoln Avenue to get to the playground behind the Rectory, Lincoln Avenue (in front of the School) is closed to all cars at dismissal. Parents or guardians should make sure that this procedure is shared with all individuals who may pick up their child. Any inconvenience created is surpassed by the safety brought to all of the children at SJB.

R. Emergency School Closing

When it may be necessary to close school early, an automated phone message will be sent to all families, as well as a mass-text using *Remind 101* and on the SJB social media accounts (@stjohnbap). The information will also be broadcast over radio stations WJOB (1230-AM), WGN Radio 720 AM, WBBM Radio 780 AM, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, WGN Ch. 9, and Fox 32. School closing information will also be stated on the school's answering machine, posted on ParentsWeb as well as on the Emergency Closing Center website: <http://www.emergencyclosingcenter.com/ecc/search.jsp>.

Any announced school closing is for that day only.

S. Excessive heat policy and procedures

The following reflects a plan for the school in case of severe heat. Most of the school building is NOT air conditioned. Therefore, a plan is necessary to insure the safety of all students, faculty, and staff. The HEAT POLICY may be put into effect due to a predicted temperature humidity index (THI) of **over 90 degrees**. The THI is reported as the feel-like temperature. Procedures to take when policy is put into effect.

1. Non air-conditioned classes can relocate to air-conditioned areas. The air-conditioned areas include the Cafeteria, Mural Room, and Founders' Room.
2. Students will be allowed to possess water bottles and cold water will be made available to students, faculty, and staff.
3. With a predicted temperature humidity index of over 90 degrees, an early dismissal schedule may be implemented for the next school day or possibly the next few school days depending on the extent of the heat wave. All students will be released from school at **1:00pm** when the early dismissal schedule is put into effect, or sooner should the conditions dictate.
4. Prior to the implementation of the early dismissal schedule, parents, students and staff will be notified. Notifications will be made using the following methods:
 - FACTS communication system, P.A. announcement to all students and staff, automated telephone messaging system, mass texts, a Twitter post, and/or paper notes sent home with all students.

All lunch periods will be 30 minutes long with no outdoor recess. All students will be dismissed at **1:00pm**. Faculty and staff dismissal time will be announced by the Principal for each early dismissal day. Afternoon PK3 classes will not be held on early dismissal days due to the heat. PK4 will follow the rest of the school.

T. Delayed Start of School

In certain cases, when there is inclement weather early in the morning, the start of classes may be delayed until 10:00 a.m. The 10:00 a.m. start pertains to all classes and programs including the Helping Hands Program.

U. Emergency School Dismissal Information

Weather or mechanical breakdown may sometimes call for early or emergency dismissal. Parents will be contacted via our FACTS communication system, a P.A. announcement to all students and staff, automated telephone messaging system, mass texts, social media posts, and/or paper notes sent home with all students.

V. Smoking Policy

SJB's building is a smoke-free building. Smoking is not permitted in the Gymnasium, Marian Theater Guild Auditorium, Pastoral Center, Cafeteria, Mural, Founders' Rooms and all adjacent areas. **By law, smoking is not allowed within eight feet (8') from the school building.**

W. Telephone

At certain times it is necessary for parents to speak to their child's teacher - and we encourage this. Unless your call is of an emergency nature, please call during the school day and leave a message. **Students are not allowed to call home for forgotten items or to arrange after school activities.** Students may use the office phone only in **emergencies** and with permission of the office personnel. No calls will be allowed to obtain band instruments or gym clothes when the child has had previous knowledge that he/she would need them. This policy is intended to teach responsibility and to promote positive communication, not intended as punishment.

VII. COMMUNICATIONS/SOCIAL MEDIA

Student and/or parent use of social media, (Facebook, Twitter, MySpace, FACTS, etc.) whether inside or outside of the school, that demeans or defames others in our school community including, but not limited to, teachers, administrators, students, or other school personnel, or communication that is detrimental to the reputation of the school or any school personnel will result in immediate suspension of **five (5) days** and possible expulsion of the student and/or termination of the student and family from SJB. Parents/family members may also be permitted from volunteering their time for school events, such as field trips and class parties, as well as be prevented from having any interaction with SJB during normal school operating hours, 8am-3pm, Monday thru Friday and other special days.

VIII. PARENTSWEB AND SCHOOL TO HOME COMMUNICATIONS

Every parent/family is expected to log-on to ParentsWeb account **AT LEAST** three times per week for school communications updates. Also, teachers post grades on a weekly basis for parents and students to review. Regular communication between parents and faculty/staff is strongly encouraged and expected via email. SJB uses gmail for all professional communication. Emails are available upon request and are listed on course syllabi.

ParentsWeb also provides an immediate and round-the-clock way for the school to communicate with families in case of an emergency. Further, when a student is absent from school, parents can check ParentsWeb for daily assignments and due dates posted on the teacher's bulletin board. Parents are expected to be familiar with the information sent home by the school and the teachers each week. Exceptions will not be made for families who claim to be uninformed about readily available school information. It is the responsibility of the parents to remain informed of school notices and events. Families who do not have computer internet access should notify the child's teacher. Hard copies will be sent home.

Any abuse of any of the communications systems by parents/guardians/families which is detrimental to the school and its mission will result in denial of access to the ParentsWeb system and/or possible suspension or expulsion. See the

IX. PARENTS

A. Home and School Association (H.S.A.)

For a Catholic School to be viable, the relationship between home and school must be a positive one. The H.S.A. is the organization that develops positive school communications and support. All parents are automatically members of the H.S.A. and are encouraged to become active participants. A \$5 donation is strongly recommended to join.

B. Room Parents

Room Parents volunteer to be of service to the students and teachers throughout the academic school year. Interest sheets are handed out at the beginning of each school year. Since the needs of varied age-levels and classroom activities differ from teacher to teacher, Room Parents will be selected at the discretion of each teacher and/or grade level class. **Volunteers MUST be Virtus-trained, compliant with training bulletins, submit to and clear an extended criminal background check, comply with the Diocese of Gary Confidentiality Policy, and comply with the SJB Volunteer Guidelines.**

C. Parent Obligation

SJB depends upon volunteers to assist in many areas of the operation of the school. Besides assisting in the smooth operation of the school, volunteer parents receive a first-hand glimpse of the school on a daily basis.

All parents of SJB students are required to work a minimum of 8 hours during the school year, with 4 occurring during the annual SJB WinterFest. Families who DO NOT meet this obligation will pay a \$400.00 fee. \$200.00 will be added to each of the March and April payments.

To volunteer, please complete all paperwork and processes listed above.. An criminal background check is processed for all adults working with our children. The social security number is required for the background check. Volunteers must also attend the Virtus “Protecting God’s Children” workshop and comply with regulations for reading the monthly online bulletins. Consult your SJB School Calendar or the Virtus website to see when workshops are hosted here or at other parishes. Parent volunteers may sign up and complete the workshop at other Diocese of Gary Catholic Schools as well. For more information, please visit <https://www.virtusonline.org/virtus/>, or call the Rectory and speak with our Director of Religious Education (DRE), Mrs. Jamie Sandona.

Employee and Volunteer Confidentiality Agreement

Office of Catholic Schools
Roman Catholic Diocese of Gary

Confidentiality is one of the cornerstones of professionalism and ethics in education. You have a responsibility to preserve and protect the confidentiality of the students, educators, school staff, families, and school professional expectations, ethics and laws.

Students in the Catholic Schools of the Roman Catholic Diocese of Gary have the right to expect that information about them will be kept confidential by **ALL** employees, volunteers, interns, student teachers, substitutes, and employees of independent contractors. All things that are witnessed and/or heard at school about children and their families should be considered privileged information and shall not be shared with anyone who is not directly involved in a student's education and certainly not outside of the school setting. Further, privileged information shall not be shared with those who are directly involved in a student's education unless it is relevant to the student's educational growth, safety, or well being. This includes, but is not necessarily limited to:

- Treating all student information as personal and confidential regardless of source.
 - Dealing impartially with students regardless of background, ability, physical or emotional maturity.
 - Not discussing student progress or behavior.
 - Never using information about individual students outside the school (such as photographs/names) without parental permission.
 - Ensuring all student educational records remain strictly confidential.
-

St. John the Baptist Volunteer Guidelines

General

1. Volunteers are required to have a background check before a volunteer assignment begins.
2. Volunteers must be Virtus trained and be current on Virtus bulletins before a volunteer assignment begins.
3. All volunteers must sign both in and out in the main office. When entering the office, the volunteer must register in the Volunteer Sign-in Log on the counter and pick up a visitor's badge that must be worn during service. At the end of the volunteer time the volunteer must return to the main office to sign out and return the badge.
4. Volunteers must make outside arrangements for child care of non-school age children instead of bringing them to school during volunteer time.
5. Volunteers in school are asked not to use the time to deal with issues regarding their own children. If you wish to speak to the classroom teacher or another staff member, you must make an appointment in the usual way.
6. As a volunteer, you have the opportunity to impact the success of many students. Your willingness to contribute is highly regarded by all. Remember, the children model our behavior, professional statements and respect is a must (we are modeling the behavior) please simplify the statement we are expecting from our children. (Volunteers should model respect for teaching and learning by reporting to their designated area only.) The message is not clear to me
7. Please remember to focus on the children and save adult conversation for later.
8. Personal cell phone should be muted and use be limited to emergency use only.
9. Class room picture policy must be should be discussed with the teacher prior to any students being photographed.
10. Volunteers must reinforce and demonstrate the school's mission statement.

Our Mission: Within our diverse cultural environment and our ministry to Pre-K through eighth grade students, St. John the Baptist Catholic School community is committed to teaching Catholic principles and values, striving for personal academic excellence, and developing Christ-like leadership through service to others.

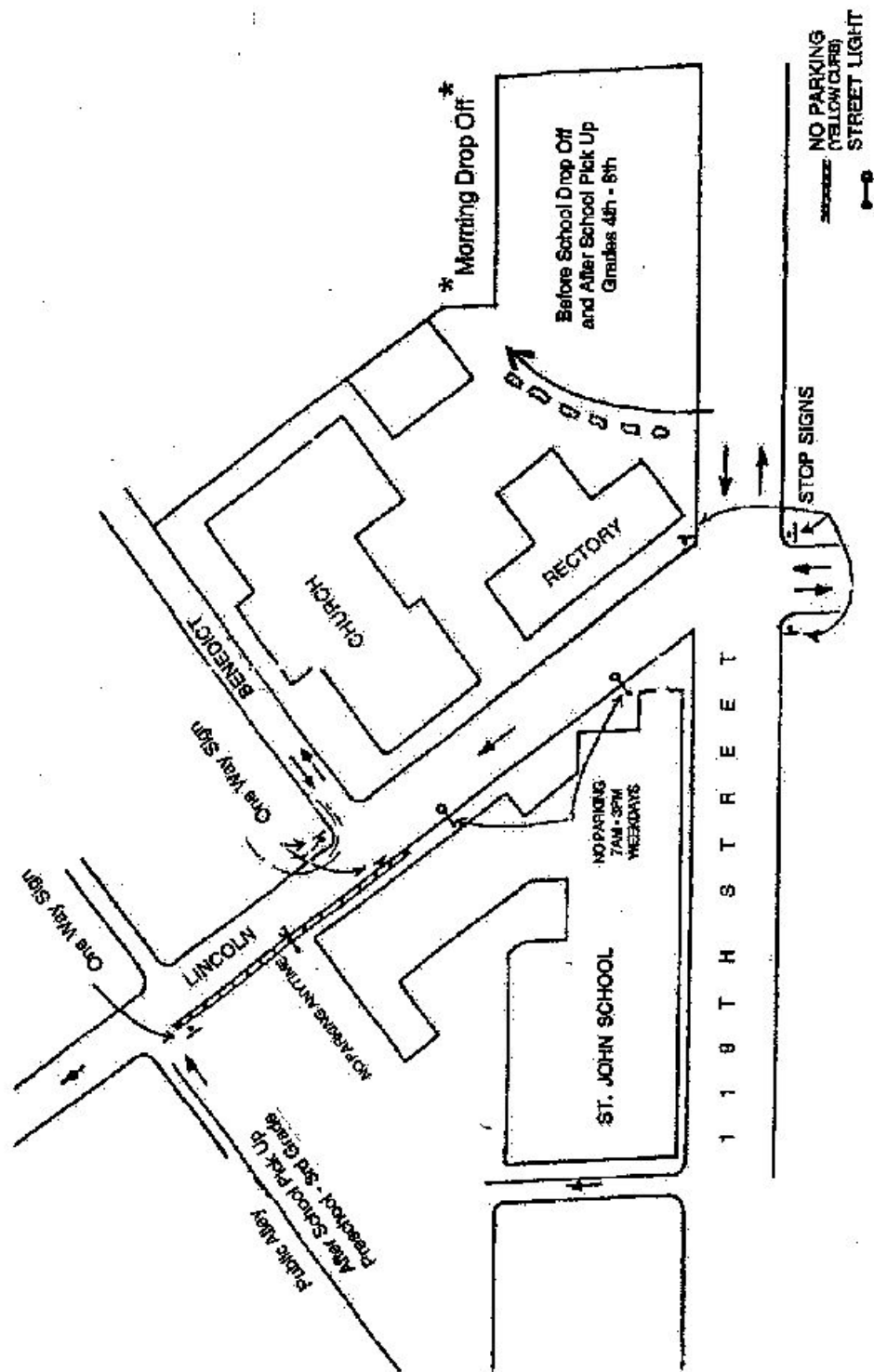
Classroom

1. Volunteers should use proper judgement in supervising children and should in all instances respect each student's person and privacy. It is of the utmost importance that confidentiality is maintained. Volunteers should discuss any and all concerns directly and exclusively with the supervising teacher/staff.
2. Teachers are responsible for the students and the activities in his/her classroom.
3. When entering the classroom volunteers should come in quietly and wait for a break in the activity/lesson before communicating with teachers/students.
4. All volunteers must the classroom teacher before volunteering.
5. Make sure to have a good attitude, as adults we set the tone of the room.

Confidentiality

1. It is very important that all staff, parent volunteers, and other adults working in the school honor confidentiality. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are here at school. It is vital that you do not share anything about specific children with friends or family or a child's parent. The teachers here have the responsibility of informing parents of any concerns about the child.
2. If a child tells you something that causes you concern, please tell the classroom teacher as soon as possible in an appropriate (private) setting so that others cannot overhear.
3. Volunteers working in classrooms should do so with the understanding that they support the teaching staff and will not pass opinion of such matters as discipline or teaching styles outside the school.
4. Volunteers are not to post or share information online through any means, including all areas of social media, eg Facebook, Twitter, which relates to any individual stakeholder that brings Saint John the Baptist school into disrepute.





St. John the Baptist Catholic School

ADDENDUM

SEXUAL MISCONDUCT TOWARD MINORS AND OTHERS AT RISK

The Policy of the Diocese of Gary

THESE POLICIES AND PROCEDURES ARE TO BE IMPLEMENTED IN RESPONSE TO AN ALLEGATION OF SEXUAL MISCONDUCT TOWARD OTHERS AT RISK.

7-10-93

slightly revised 4-25-02

further revised 6-27-02

further revised 7-15-18

INTRODUCTION

In recent years there has been an explosive increase in reported cases of sexual misconduct towards minors and others at risk throughout our country. Because of the destructive impact of such incidents on the victim, the victim's family, the local Church community, as well as the accused, a diocesan policy exists to deal in a forthright and compassionate way with situations in which an employee, volunteer or cleric is accused of sexual misconduct toward a minor or other at risk.

Our purpose in establishing this policy is to assure victims of sexual misconduct the healing they need to help reduce the destructive effects of their traumatic experience. It is also our strong desire to ensure appropriate pastoral outreach to the affected families and local Church communities. Pastoral concern is also extended to the accused and to those ultimately found guilty of sexual misconduct as they are made aware of the destructiveness of their behavior by prescribing the necessary professional treatment.

With a profound respect for the dignity of each person involved, it is our goal that compassion and healing be the foundation upon which this policy is based. For those abused, those accused, and those found guilty of sexual misconduct, this is how we approach this work.

Policies and Procedures

I. RESPONSE TO COMPLAINTS AND ALLEGATIONS OF SEXUAL MISCONDUCT

- A. Indiana Code (I.C.) Sections 31-35-5-1, 31-35-5-3, and 31-35-5-4 (See Appendix II) require that staff members of a private institution, school or facility who have reason to believe that a minor has been physically or sexually abused shall immediately orally report such belief to the local Child Protection Service or law enforcement agency.
 - 1. Note that the statute says to report immediately when a person has "reason to believe" that physical or sexual abuse has occurred. This means that if a report is made of sexual abuse, it must be reported immediately and not after an "in-house" investigation,
 - 2. The definition of "Reason to Believe," according to Indiana Statute, means that if presented to individual of similar backgrounds and training, it would cause those individuals to make a judgment that a child was abused or neglected.
- B. It is the responsibility of every cleric, administrator, employee or volunteer of the Diocese of Gary who receives a complaint or allegation of sexual misconduct to report it immediately to the Bishop's Delegate. If he/she is not available, the report is made to the Bishop's Administrative Assistant. In the case of a minor, the public

authorities will be notified and then the Response Team.

- C. The diocese will cooperate with the authorities in the investigation. The Bishop's Delegate will direct an investigation of all rumors, anonymous phone calls and unsigned letters. Members of the Response Team will be contacted to assist in this process.
- D. The Diocese of Gary will not enter into confidentiality agreements except for grave and substantial reasons brought forth by the victim. Such reasons shall be noted in the agreement.
- E. Any modifications to this policy will be made after consultation with the Response Team and if appropriate other consultative bodies of the diocese. Any modifications must have the approval of the Bishop of the Diocese of Gary. If modifications are made, the United States Conference of Catholic Bishops shall receive a copy of the revised policy within three months after such modifications.

II. RESPONSE TEAM

- A. The Bishop has established a Response Team consisting of two priests, a psychologist, a social worker versed in cases of sexual misconduct and abuse, and six other persons who bring a particular sensitivity to this role. One member of the Response Team is the Bishop's Delegate and chairperson. He will also serve as the Assistance Coordinator on behalf of the alleged victim. The concept of the Response Team is to have a small representative group which can act with promptness, fairness, confidentiality and compassion toward all concerned.
- B. The Team Chairperson's responsibility is to convene the Response Team to ensure that the prescribed process is implemented and that proper procedures are followed. It will also be the Chairperson's responsibility to keep the Bishop informed in a timely fashion of an allegation and the progress of the Response Team concerning the allegation.
- C. The Response Team will oversee all steps of the procedure for dealing with the accusations, and will act as guarantor of the due process for all parties.
- D. Members of the Response Team are appointed by the Bishop who is to ensure that the Team's composition reflects expertise in the areas addressed by the Team. Members are appointed to a five-year term which is renewable.
- E. The Communications Director of the diocese is the spokesperson to the media, and will be appropriately informed in each situation by the Bishop's Delegate.

III. INTERVENTION PROCESS

- A. The Bishop's Assistance Coordinator will ensure that appropriate pastoral care be provided for the alleged victim and family to assist them in healing and reconciliation. If the Response Team considers it necessary, reasonable qualified medical/psychological care support groups and other social services will be offered.
- B. The Response Team will, when reasonably indicated, provide prompt pastoral care to all pastoral institutions affected by the allegations of sexual misconduct. The scope, type and duration of this service will be determined by the Response Team on a case-by case basis.

- C. The person who made the allegation, the parents of the minor or other at risk, and, if advisable, the victim of sexual misconduct will be interviewed by the Bishop's Delegate or member(s) of the Response Team appointed by him/her.
- D. The victim will be advised of their right to make a report to the public authorities.
- E. The volunteer, employee or cleric against whom the allegation is made will be informed of the allegation and advised of their right to legal counsel.
- F. Every interview will be respectful and courteous. The goal is to determine each person's account of the alleged incident.
- G. If, after careful review, the Response Team judges the complaint to be without merit, the Bishop's Delegate will fully inform all parties in a timely fashion of the results of the investigation. The Team will take all necessary steps to protect the accused from defamation, and to restore the peace of the community.
- H. If, after careful review, the complaint is judged to be credible, the Response Team will recommend that the Bishop take immediate administrative action toward the accused.
- I. The following procedure will then apply:
 - 1. A volunteer will be immediately relieved of all volunteer duties, responsibilities, and activities
 - 2. An employee: the employee will be immediately terminated or placed on administrative leave at the discretion of the Bishop who will determine whether or not the leave will be with or without pay.
- J. Where sexual abuse by a priest or deacon is admitted or is established after an appropriate investigation in accordance with common law, the following will apply:
 - 1. The cleric will be immediately placed on administrative leave, and moved to a supervised residency.
 - a) He is asked to sign a medical and psychological assessment release form prepared by the diocese.
 - b) He is required to undergo, as soon as possible, a complete psychological and medical assessment at a facility designated by the Bishop.
 - c) In the event that cleric refuses to comply with the above, he will immediately incur suspension for all priestly or diaconal duties.
 - 2. When even a single act of sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate process in accord with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants. The Bishop of the Diocese of Gary has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties and to limit his exercise of priestly ministry. See paragraph 5 following.
 - 3. In every case the process provided in common law shall be observed, and the various provisions of common law shall be considered.
 - 4. The accused priest or deacon shall be encouraged to retain the assistance of civil and/or canonical counsel. If requested, the diocese will supply canonical counsel to a cleric. See paragraph

5. In case of a minor, where the penalty of dismissal from the clerical state has not been applied for reasons such as advanced age or infirmity, the offender is to lead a life of prayer and penance. Priest-offender will not be permitted to celebrate Mass publicly as a priest.
- K. For Clerics accused of sexual misconduct toward others at risk: When allegations of sexual misconduct are brought against a cleric and are substantiated, it might be possible for continued ministry within the diocese. However, it will be the responsibility of the Response Team to make a recommendation to the Bishop about a ministerial assignment for the cleric. This will be based upon the evaluation and advice of qualified experts, and following in-patient residential or out-patient psychological/psychiatric treatment. The Response Team's recommendation may include:
1. the cleric receiving no ministerial assignment within the diocese
 2. support for resignation from priestly or diaconal ministry
 3. canonical process for laicization
 4. a ministerial assignment with various conditions

IV. FOLLOW-UP

- A. For the victims of sexual misconduct: The Bishop's Delegate/Assistance Coordinator, in consultation with the Response Team, will continue to monitor the pastoral needs of the victim as well as to confirm that proper medical/psychological care, group, support, or other social services are available for an appropriate period of time. Similar pastoral care and reconciliation will be offered to the affected community.
- B. For clerics accused, but found not guilty of sexual misconduct: If it has become public knowledge, every possible, appropriate step will be taken by the Bishop's Delegate, in collaboration with the Bishop and the falsely accused cleric, to repair any damage to the cleric's reputation.
- C. For volunteers and lay employees accused, but found not guilty of sexual misconduct: Every possible, appropriate step will be taken by the Bishop's Delegate and members of the Response Team to repair any damage to the volunteer's or lay employee's reputation.

APPENDIX I

DEFINITION OF TERMS:

In this policy, regarding allegations of sexual misconduct towards minors and others at risk, the following terms are defined:

CLERIC: For the purpose of the Policy, the term "cleric" shall include and be limited to diocesan priests, religious priests, and transitional and permanent deacons.

EMPLOYEE: For the purpose of this Policy, the term "employee" means any person employed by the diocese or any subdivision thereof. An employee may be a cleric, a lay person or a member of a religious order.

REGULAR VOLUNTEER: For the purpose of this Policy, the term "regular volunteer" shall mean any person who serves as a volunteer in a Church-sponsored activity, or under the auspices of the diocese or a subdivision thereof. This would include, but it is not limited to, student teachers, aides, coaching assistants, special instructions, catechists, scout leaders, server coordination, etc.

MINORS: For the purpose of the Policy, the term "minors" shall be limited to persons under eighteen (18) years

of age.

OTHERS AT RISK: For purpose of this Policy, the term “others at risk” shall include, but not be limited to, developmentally disabled persons, and those who place themselves under the trust of a cleric, religious, or employee wherein a power/authority relationship is in place.

SEXUAL MISCONDUCT: In this policy, sexual misconduct means any sexual conduct which is either unlawful and/or contrary to the moral teaching of the Church.

APPENDIX II

INDIANA CODE 31-35-5-1 DUTY TO MAKE REPORT

Sec 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article. As added by P.L.1-1997, Sec. 16.

INDIANA CODE 31-33-5-2 NOTIFICATION OF INDIVIDUAL IN CHARGE OF INSTITUTION, SCHOOL, FACILITY OR AGENCY; REPORT

Sec. 2 (a) If an individual is required to make a report under this article in the individual’s capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency.

(b) An individual notified under subsection (a) shall report or cause a report to be made. As added by P.L. 1-1997, Sec. 16.

INDIANA CODE 31-35-5-3 EFFECT OF COMPLIANCE ON INDIVIDUAL’S OWN DUTY TO REPORT

Sec. 3. This chapter does not relieve an individual of obligation to report on the individual’s own behalf, unless a report has already been made to the best of the individual’s belief. As added by P.L.1-1997, Sec. 16.

INDIANA CODE 31-33-5-3 EFFECT OF COMPLIANCE ON INDIVIDUAL’S OWN DUTY TO REPORT

Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual’s own behalf, unless a report has already been made to the best of the individual’s belief. As added by P.L.1-1997, Sec 16.

INDIANA CODE 31-33-5-4 IMMEDIATE ORAL REPORT TO LOCAL CHILD PROTECTION SERVICE OR LAW ENFORCEMENT AGENCY

Sec 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:

- 1) the local child protection service; or
- 2) the local law enforcement agency.

As added by P.L.1-1997, Sec. 16.

APPENDIX III

List of Agencies for Report of Sexual Abuse or Neglect

Lake County

Child Protection Services	219 886-6152
If closed, contact local police or the Sheriff's Department	219 755-3300

Laporte County

Child Protection Services	219 326-5870
If closed, contact local police or the Sheriff's Department	219 326-7700

Porter County

Child Protection Services	219 462-7555
If closed, contact local police or the Sheriff's Department	219 465-3515

Starke County

Child Protection Services	574 772-3411
<i>If closed, contact local police or the Sheriff's Department</i>	<i>574 772-3771</i>

SAFE ENVIRONMENT PLAN

In conjunction with the Sexual Misconduct Toward Minors and Others at Risk
Policy of the Diocese of Gary

6-13-03

PURPOSE

The Diocese of Gary has established the Sexual Misconduct toward minors and others at risk in July 1993. To implement this policy as revised on April 1, 2003, a Safe Environment Plan has been established in order to:

- Provide a safe and secure environment for the children and youth in the faith communities within our Diocese of Gary
- Assist the Diocese in evaluating a person's suitability to work with children, youth or the elderly
- Satisfy the concerns of parents and staff members with a screening process
- Provide a system to respond to the victims and their families, as well as the accused
- Reduce the possibility of false accusations against clergy, employees and volunteers
- Reduce the risk exposure of the parishes and the Diocese of Gary

DEFINITIONS

Background Check

The verification of information provided on Application for Employment or Volunteer Service, including a minimum of three reference contacts.

Child Abuse

Consists of any of the following:

- a. Sexual Abuse includes any act or interaction whether it involves genital or physical contact, with or without consent, even if initiated by child, which involves sexual contact, molestation or sexual exploitation of a child by a parent or any other person who has permanent or temporary care or custody or responsibility for supervision of a child, whether physical injuries are sustained or not, to include:
 1. The intentional touching of the genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks of a child or of a perpetrator by a child for purposes of sexual arousal or gratification
 2. Rape, sexual intercourse (vaginal or anal), oral/genital, oral/anal contact
 3. The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for purposes of sexual arousal or gratification
 4. Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child's presence.
 5. Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made of descriptions or depictions of sex acts or contact, or which is principally made up of descriptions or depictions of sexual acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prudent interest.

Physical Abuse

Includes any act which:

1. Willfully causes or inflicts physical injury to a child or
2. Willfully causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to that child.
3. It is the policy of the Diocese of Gary that corporal punishment of a child is prohibited in all entities under the auspices of the Diocese of Gary.
4. Physical abuse does not include the appropriate restraint of a child who is attempting to injure another person or him/herself, or the appropriate physical direction of a child away from danger or the minimum restraint necessary to place a child in “time out” or other appropriate limitation of movement to promote the child’s regaining safety and emotional control.

Neglect

Includes:

1. Abandonment of a child by a parent, custodian or guardian.
2. Lack of care by not providing appropriate and necessary food, shelter, clothing and education.
3. Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

Criminal Background Check

The submission of form to provide information on existence and content of a criminal arrest record.

Substantial Contact

Contact with children in which the duration and scope in both time and exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis.

EDUCATION

Purpose and Objective

This policy applies to the programs that provide specific training in the prevention, recognition and reporting of child abuse that are developed and/or offered by the Diocese and is:

- a. Required of all Diocesan personnel and volunteers directly involved or in contact with children.
- b. Required of all children and youth who participate in activities, services and programs under the auspices of the Dioceses and
- c. Recommended of parents and other adults who participate or have children who participate in activities, services and programs under the auspices of the Diocese.

The objective of these programs is to prevent, recognize and appropriately report child abuse through educational programs, such as seminars, workshops and meetings, provided by the Diocese and completed by all Diocesan personnel who have substantial contact with children, on an annual basis.

Personnel

The following Diocesan personnel shall participate in an annual education program on child abuse:

- a. All priests, deacons and members of religious communities.
- b. All principals, administrative staff, teachers, guidance counselors, librarians, all volunteers and staff at all levels, including aides, janitors, food service workers, school nurses, and office personnel of all Catholic elementary, middle and high schools.

- c. All directors, catechists, staff, and volunteers of religious education programs and youth ministry programs.
- d. All Diocesan personnel providing child care services.
- e. All youth ministry coordinators, directors/coaches of children's activities (e.g., athletics, scout troops, choir, camp counselors, etc.) and similar Diocesan personnel who provide such services.

The Bishop shall have the authority to direct additional personnel of the Diocese (other than those specified in a-e) to attend the annual education programs.

Educational Curriculum

VIRTUS will provide the training program for adults. Each parish will have two people trained as facilitators. The facilitators will provide the training sessions for the adults according to the timeline.

Deadlines for Completing Training

New staff and volunteers who will have substantial contact with children shall receive appropriate preventive education programs at the earliest possible date and no later than **sixty (60) days** following the assumption of their duties.

Pastor/parochial administrators, principals and agency directors will ensure that all personnel required to receive training do so within the requisite time period or are removed from contact with children for failure to attend appropriate training programs. Parishes, schools and agency offices will maintain lists of those who have completed the training requirement.

Educational Programs for Students

The Superintendent of Schools, the Director of Religious Education, and the Youth Director will ensure that age-appropriate abuse prevention education programs are available at both the elementary (K-8th grade) and secondary (9th-12th grade) levels. Each school, religious education program and youth program is required to submit the curriculum to the School Office.

Such programs shall be provided annually to children in all grades of every Catholic school and religious education programs as well as youth ministry programs in the Diocese.

Assessment and Evaluation of Educational Efforts

With a view toward assessing the progress of the educational efforts called for by this Policy, records shall be kept of:

- a. The number of training courses offered
- b. The number of training courses attended by
 - 1. Priests, permanent deacons and religious
 - 2. Staff members
 - 3. Volunteers
 - 4. Parents
 - 5. Children and Youth
- c. The number of attendees requesting additional training or assistance
- d. Proportion of new staff and volunteers trained by deadlines
- e. Participant evaluations of training content and learning opportunities
- f. Curriculums of the schools, religious education programs and youth groups

The Safety Committee in consultation with the appropriate constituent groups will review the child abuse prevention curricula every three years.

Requirements

Each Diocesan entity shall:

- Appoint a Safety Officer (clergy, staff or volunteer) to oversee the Safe Environment Program
- Form a Safety Committee to implement the Safe Environment Program
- Implement the Safe Environment Program following the guidelines and procedures found in the Diocesan Safe Environment Program Booklet.

Screening Procedures

The following screening procedures are to be used with clergy, staff, and volunteers who work with children, youth, senior citizens or the developmentally disabled. All collecting information is to be treated as confidential.

- Screening. Volunteers should have attended the parish an adequate length of time to become well known by the other adults and leaders.
- Employment application. Those applying for a paid position must complete an employment application.
- Reference Check. Maintain a written record of each reference check.
- Interview. Interview each new applicant.
- Criminal Background Check. Conduct a criminal background check on clergy, staff, and volunteers who work with children, youth, senior citizens, or the developmentally disabled.

Confidentiality

Like all personal records, information obtained through the Screening, Application, Reference, Interview and Criminal Background check must be kept confidential. It is recommended that all material be kept in a locked file cabinet and access to it be restricted to administrators. These materials should be destroyed after three years of the employee's employment is terminated or the volunteer ceases his/her volunteer duties. (See Confidentiality Agreement.)

SAINT JOHN THE BAPTIST CATHOLIC SCHOOL RELIGIOUS EDUCATION POLICIES

It is the mission of the Office of Faith Formation of SJB to assist parents in their responsibility as their children's primary and most important religious educator. It is our goal to offer parents and students opportunities to grow in their knowledge of the Catholic faith and develop a personal relationship with God.

Children who are not members of the Roman Catholic faith may be enrolled as students of Saint John the Baptist School. All children, no matter what their faith background is, **are required to participate in religion classes and activities as well as attend school Masses and prayer services.**

SACRAMENTAL RECORDS

Upon registration a copy of each student's Baptismal certificate must be submitted. It is the responsibility of the parents to provide that copy. Verification of the reception of the sacraments of Reconciliation, Eucharist and Confirmation must be included in every student's permanent record. If a student enrolls in SJB after receiving one of the above sacraments it is the responsibility of the parents to provide that verification to the school. The verification may be in the form of a copy of the sacramental certificate or a document from the parish, school or religious education program where the student received the sacrament.

SACRAMENTAL PREPARATION

Preparation for reception of a sacrament is developmental; therefore, a child must be enrolled in Saint John School (or another Catholic School or Catholic religious education program) for two (2) consecutive years before beginning the preparation for a sacrament. Verification of attendance in another Catholic School or Catholic religious education program must be provided upon registration.

The Sacrament of Baptism

Children under the age of seven (7) are baptized under the guidelines of the Catholic Church's Rite of Infant Baptism. In order to request baptism for their child, at least one parent must be a practicing Catholic. Through the Whiting-Robertsdale Faith Community's Infant Baptism Ministry, parents of children under the age of seven (7) are required to attend sessions to prepare them to have their child baptized in the Catholic Church. The Office of Faith Formation coordinates the Infant Baptism Ministry.

Children over the age of seven (7) who have not been baptized must attend SJB (or another Catholic School or Catholic religious education program) for two (2) consecutive years before their sacramental preparation begins. In order to request baptism for their child, at least one parent must be a practicing Catholic. Upon completion of their preparation, these children will receive the sacraments of Initiation (Baptism, Confirmation and Eucharist) on Holy Saturday at the Easter Vigil Liturgy.

Children over the age of seven (7) who have been validly baptized in another Christian denomination will be prepared to make a Profession of Faith in the Catholic Church. The requirements and preparation process is the same for children over the age of 7 who are unbaptized.

The Sacrament of Reconciliation

Children are prepared to receive the sacrament of Reconciliation (Confession) in the 2nd Grade. In addition to classroom preparation, the candidates for the sacrament and their parents must also attend Mass each Sunday and Holy Day of Obligation including the Rite of Enrollment for the Sacrament of Reconciliation.

Parents are also required to attend sessions which are designed to assist them in the preparation of their children to receive the sacrament. It is the responsibility of the parents to submit all required forms and fees on or before the dates due.

A Sacrament Fee of **\$15.00** is assessed to each student to help defray the cost of materials and additional texts used in sacrament preparation classes.

The Pastor will defer the reception of the sacrament of Reconciliation if a child does not exhibit sufficient understanding of the sacrament, does not attend Sunday Mass, or if the parents have not abided by the above policies.

The Sacrament of Eucharist (Holy Communion)

Children are prepared to receive the sacrament of Eucharist (Holy Communion) in the 3rd Grade. In addition to classroom preparation, the candidates for the sacrament and their parents must also attend Mass each Sunday and Holy Day of Obligation including the Rite of Enrollment for the Sacrament of Eucharist.

Parents are also required to attend sessions which are designed to assist them in the preparation of their children to receive the sacrament. It is the responsibility of the parents to submit all required forms and fees on or before the dates due.

A Sacrament Fee of **\$15.00** is assessed to each student to help defray the cost of materials and additional texts used in sacrament preparation classes.

The Pastor will defer the reception of the sacrament of Eucharist if a child does not exhibit sufficient understanding of the sacrament, does not attend Sunday Mass, or if the parents have not abided by the above policies.

The Sacrament of Confirmation

Children are prepared to receive the sacrament of Confirmation in the 8th Grade. In addition to classroom preparation, the candidates for the sacrament and their parents must also attend Mass each Sunday and Holy Day of Obligation including the Rite of Enrollment for the Sacrament of Confirmation.

Confirmation Candidates must complete all additional assignments and requirements (Stewardship Journal, Service Projects and participation in the Spirit Day Retreat). Parents and Sponsors are also required to attend sessions which are designed to assist them in the preparation of their children to receive the sacrament. It is the responsibility of the parents to submit all required forms and fees on or before the dates due.

A Sacrament Fee of **\$15.00** is assessed to each student to help defray the cost of materials and additional texts used in sacrament preparation classes.

The reception of the sacrament of Confirmation will be deferred by the Pastor if a child does not exhibit sufficient understanding of the sacrament, does not attend Sunday Mass, or if the parents have not abided by the above policies.

The Sacraments of Reconciliation and Eucharist for Older Children

Children generally prepare to receive the sacraments of Reconciliation and Eucharist in the 2nd and 3rd Grade.

Children who transfer to SJB and have not received the sacraments of Reconciliation and/or Eucharist must be enrolled in SJB (or another Catholic School or Catholic religious education program) for two (2) consecutive years before beginning the preparation for a sacrament.

MASS ATTENDANCE

Sundays and Holy Days of Obligation

All students of SJB are strongly encouraged to attend Mass every Sunday and on Holy Days of Obligation. Any student who consistently misses Mass on Sundays or Holy Days is not adhering to the policies of Saint John School and their continued enrollment in the school may be terminated.

Please note that if a child is a baptized Catholic, or is preparing for baptism through the Rite of Christian Initiation, that child must attend Mass in a Catholic Church each Sunday. If a child is not a baptized Catholic, that child must attend a Sunday service in their own church.

School Masses and Prayer Services

The entire student body attends Mass each week on Thursdays at 8:30 am and on Holy Days of Obligation. Occasionally, School Masses will be scheduled for a different day to accommodate different schedules, holidays, or celebrations. Students prepare, participate, and lead each School Mass. Grades are assigned in conjunction with the teachers and the DRE. Primary grades may be paired with “prayer buddies” to help promote participation. All members of our Catholic community are invited to attend.

Special prayer services are celebrated throughout the year in conjunction with the church’s liturgical calendar. All students and teachers must attend the scheduled Masses and Prayer Services.

THE SACRAMENT OF RECONCILIATION

The opportunity to receive the sacrament of Reconciliation will be given to students in Grades 3 to 8 during the seasons of Advent and Lent. Parents are strongly encouraged to give their children the opportunity to receive the sacrament on a regular basis throughout the year.

STEWARDSHIP

As stewards of the gifts that God has given us, and in the spirit of responsibility to our parish community, St. John the Baptist sponsors several Outreach Service Projects each year. Some of these projects are an Advent Adopt-A-Baby project, Lenten collections for the Catholic Relief Services and food drives for the local food pantry. Additional projects are added if a need arises during the year. All students are expected to participate in these projects.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL

TROJAN ATHLETIC DEPARTMENT

Athletic Board 2019-2020

MEMBERS

Ms. Keyra Morris and Mrs. Jessica Stibich
Fr. Mark Peres, C.P.P.S.
Mrs. Jessica Gonzalez

POSITIONS

Athletic Directors
Pastor
Principal

ATHLETIC BOARD MISSION

The SJB Athletic Board provides a safe, enjoyable sports environment that enhances the emotional, physical, social and educational well-being of all our children.

EXECUTION

The athletic program at SJB is administered by the Athletic Board following the Diocese of Gary, Catholic Youth Organization (CYO) rules and the National Youth Sports Coaches Association Standards. The SJB Athletic Board expects the following commitments from the four parties involved in your sports:

ADMINISTRATION COMMITMENT (CYO; ATHLETIC DEPARTMENT)

1. Provide a safe environment for sporting events and practices
2. Provide properly trained officials for all sporting events
3. Provide properly trained coaches and Assistant coaches, including Virtus and “Coach Like A Champion training” for all coaches, assistant coaches, volunteers, etc.

COACHING COMMITMENT

1. Coaches will be a positive role model by exhibiting good sportsmanlike behavior at all times when they are with the players, especially at games and practices.
2. Coaches will provide an opportunity for increased playing time for all youths regardless of race, creed, sex and economic status or ability.
3. Each season, all coaches will read, sign and support the Coaches’ Pledge.
4. Coaches are committed to the development of player attitudes while promoting team skills, which will encourage teamwork.
5. Coaches will teach the fundamental skills of the respective sport and test the players’ knowledge of game rules.

PARENTAL COMMITMENT

1. Parents will be positive role models by exhibiting sportsman good sportsmanlike behavior at games and practices, in the stands, and inside/outside of all sporting events and venues.
2. Parents will take an active role in their child’s youth sports experience by providing encouragement, positive criticism and transportation to games and practices.
3. Parents must read, sign & support the Code of Ethics before participating in any practices /contests.

STUDENT COMMITMENT

1. Students will respect and obey their coaches and officials
2. Students will exhibit good sportsmanship to their opponents, teammates, coaches, officials and the audience
3. Students must read, sign and support the Student Code of Ethics before being allowed to participate in any practices or contests
4. Participation in SJB-sponsored athletics will supersede commitments to teams or programs outside of CYO and St. John the Baptist Catholic School.
5. Students will adhere to the SJB Athletic Eligibility Requirements as outlined by CYO and St. John the Baptist Catholic School.

SJB ATHLETIC PROGRAMS

CYO - Boys and Girls - Grades 5-8

- Basketball
- Cross Country
- Soccer
- Track
- Volleyball

SJB INTRAMURALS - Boys and Girls - Grades 1-4

- Basketball
- Soccer
- Volleyball

ALL FORMS

***(Physical/registration forms, code of conduct, sign-up forms, etc)
can be found at the end of the Athletic Section in this handbook!***

SJB ATHLETIC POLICIES

PHYSICAL EXAMINATIONS: Students must have a completed physical examination and a written statement from a physician attesting that they are physically able to participate in the athletic program. Students may not practice or participate in any games unless these forms are on file.

UNIFORMS: Student athletes must purchase their uniforms, but may keep them after the season is completed. In some cases, the school can provide uniforms since they exist and are still in good condition, which is deemed by the Athletic Directors and the Athletic Board. Those uniforms provided by the school must be returned at the end of each season to the equipment manager.

“NO CUT” POLICY: Any SJB student qualified by age, having submitted a physical exam report signed by a physician and having paid their sports fee is placed on a team roster.

MINIMUM PLAYING TIME: As per the Athletic Board, minimum playing time, as defined by CYO rules, will be observed regardless of league affiliation (exceptions: injuries, illness, academic or disciplinary probation). It is the desire of the Athletic board to maintain a positive self-image in all players and would therefore encourage coaches to increase playing time for all students, when possible.

SJB ATHLETIC ELIGIBILITY

1. Athletic fees must be paid for by each sport and are non-refundable. **All fees must be paid by the start date of the first practice for the sport.** Parents should notify the Athletic Directors if there is a family hardship and/or inability to pay the athletic fee. If the fee is not paid by the first practice date, the athlete will not be able to participate.
2. If Athletic fees are not paid up before the current sport ends, student will not be able to participate in the next sport.
3. The athlete must adhere to the stipulations of the academic eligibility policy, to include participating in two practices per week to keep up conditioning and teamwork attitude. The athlete's schoolwork should be his/her priority. If the student must miss a practice in order to complete homework, projects, etc., the student must contact the coach to inform him/her that he/she will not attend practice.
4. Any verbal and/or written communication to the head coach at any time during the season indicating the athlete will no longer participate as part of the team will mean that the athlete will not be listed on the roster and will not receive acknowledgement for that sport at the season banquet.
5. A student's status on the team will be determined by the Athletic Board and the Principal of St. John the Baptist Catholic School.
6. If an athlete will not be attending a game for any reason, he/she must inform the coach that they will not attend the event.
7. Students must maintain a C average with only **one (1) D and no F's**. This will be determined at progress report and report card time.
8. **Students deemed ineligible at the end of the 4th quarter are ineligible at the start of the next school year. Any student who is ineligible to start the Fall season will be re-evaluated at 1st quarter progress report grading period – approx. 24 days into the 1st quarter.**

CHRISTIAN CONDUCT

Christian principles of conduct are the overriding and primary criteria for athletic eligibility. All student athletes and parents, guardians, and family members, have a responsibility to represent SJB in a Christian manner at all times.

Students who receive a conduct grade lower than a C (2 or 1) on their report card or at progress report time, will be placed on probation. They may attend practice until they are reinstated.

Student athletes who display behavior, whether in school or out of school, that is deemed inappropriate by school officials, will be immediately suspended from the team and will not be permitted to attend practice sessions or games until a review by the school Discipline Committee has been completed. Students suspended for conduct unbecoming a Christian, may or may not be reinstated on the team.

ACADEMIC ELIGIBILITY

Students who have not met the academic eligibility requirements stated above will be placed on probation until the next scheduled evaluation. Those students placed on probation may not attend more than one practice per week until the next evaluation. Students on probation will be strongly encouraged to attend games, meets or matches. Both parents and the Athletic Directors will receive written notification of their child's suspension from the team.

ATHLETIC DEPARTMENT HANDBOOK

1. Team Formation

- a. A time period for signups for all sports will be determined by the Athletic Directors and communicated to the Principal.
- b. All students wishing to participate must turn in a completed signup form for each sport signed by a parent or guardian by the deadline that has been determined by the Athletic Directors.
- c. Late registrations will not be accepted after any determined deadline without prior consultation with the Athletic Directors.
- d. If a student is "ineligible" to participate at the time of registration for a sports season, it shall be at the discretion of the Athletic Directors and Principal, after communicating with the parents, as to whether or not that student is allowed to sign up for that particular sport.

2. Athletic Eligibility and Ineligibility – Report Cards and Progress Reports

- a. A "C" average must be maintained in **ALL SUBJECTS**, which include Religion, Literature, Spelling, English/Language Arts, Math, Social Studies, Science, PE and Music. Inability to maintain a "C" average will result in the student being "ineligible" until the next progress report or report card is issued.
- b. One failing grade, indicated by a 69% or below in any class will result in "ineligibility" status until the next progress report or report card.
- c. Official notices of a student's eligibility status shall be given in writing by the Athletic Directors. Students must wait until they receive official notice from the Athletic Directors before they resume or end competition.
- d. Official notices of eligibility will be made available when and only when progress reports or report cards are made available to the parents via email and/or in hard copy.
- e. If a student is ineligible for a consecutive progress report and the report card they shall be dismissed from the team.
- f. Students deemed ineligible at the end of the 4th quarter are ineligible at the start of the next school year.

3. Conduct – Athletes

- a. Athletes, like all other students, are expected to conduct themselves in a reasonable, responsible manner that is in keeping with the SJB Handbook.
- b. Each student who participates in the SJB athletic program is expected to:
 1. be gracious and courteous regardless of whether he/she wins or loses
 2. abstain from the use of illegal tactics
 3. abstain from the use of profanity
 4. abstain from displaying fits of temper, clowning, or other inappropriate behavior
 5. cooperate with officials, coaches, teammates, and opponents
 6. conduct him/herself so as to provide a positive role model for other students
 7. be respectful to him/herself and the team he/she represents
 8. use school equipment with respect and care
 9. respect the property of others
 10. represent SJB with honor and integrity
- c. Proper conduct should be exhibited at all times by members of a team. Conduct deemed detrimental to the team

by the coach and the Athletic Directors will not be tolerated.

- d. If at any time proper conduct is not shown, it shall be at the discretion of the Athletic Directors, after consultation with the Principal, to incur proper punishment which could include suspension from a game or games in addition to any punishment handed down by the CYO or any other league the team is participating in.
- e. Continued conduct detrimental to the team will result in dismissal from the team. Dismissal from the team because of conduct detrimental to the team will only occur after consultation between the parents, coach, athletic directors, and principal.

4. Practices and Games

- a. In order to be a member of the team, the student must attend and participate during all practices.
- b. Students are expected to be at practice on time and no more than fifteen (15) minutes before practice is scheduled.
- c. Students must have arrangements made to get home immediately at the end of practice.
- d. Practices are intended to be opportunities for coaches to work with athletes. At no time should be distractions during practices from outside influences such as other family members, friends, or other teams.
- e. Only parents will be allowed to attend practices. No other children will be allowed to be in the Gym before, during, or after practice. SJB will not be responsible for anyone not allowed in the Gym during practices.
- f. If, after consulting with the affected coaches, it is deemed that distractions are becoming the norm, it shall be at the discretion of the Athletic Directors, with consultation of the Principal to ask the affected parents, siblings, and friends to leave the practice and not return to future practices.
- g. Close practices will be at the discretion of the Athletic directors and coaches.
- h. Students and/or Parents must always consult with the coach before missing practice or a game.
- i. If a student cannot attend a practice or a game for any reason they must notify the coach in advance for it to be considered an excused absence. If an emergency situation occurs, it is the responsibility of the parents to notify the coach as soon as possible as to why the student was unable to attend practice or a game.
- j. Any unexcused absence from practice or game will result in the student sitting out the next two (2) CYO and/or non-CYO games.
- k. Two (2) unexcused absences from practice or a game will result in the student being dropped from the team immediately. The student and parents will be notified in writing by the Athletic Director.
- l. Excused absences from practice could result in sitting out upcoming CYO or non-CYO games. It shall be at the discretion of the coach as to whether the student must sit out one (1) or more games as a result of missing practices during the week.
- m. If, as a result of student suspension, health, vacation, or other similar reasons, a student cannot attend and actively participate in scheduled practices such student shall be required to complete the following prior to participation in any games:
 - 1. Consecutive School Days Missed – five (5) or more
 - a) Will require a minimum of two (2) practices in order to be eligible to play in any game.
- n. If a student is not in school on the day of his/her scheduled weekday game, he/she may not attend the game that day as a player or a spectator. No phone call to the coach is necessary. This will be considered an excused absence. If a student is absent on a Friday he/she may not attend or play in weekend games (Friday, Saturday, and Sunday) immediately following the absence.
- o. If a student is not attending the majority of practices they are subject to removal from the team. Removal from the team will take place only after consultation with the coach, Athletic Directors, and Principal after communication with the parents.
- p. Students are expected to remain on a team until all contests are completed. Dropping out of a sport is a serious matter. No student should quit any sport without first consulting with his/her coach and parents and explaining his/her intentions.

5. Communication

- a. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.
- b. Communication you should expect from your son/daughter's coach shall be as follows:
 - 1. Philosophy of the coach
 - 2. Expectations the coach has for your child and the other players on the squad.
 - 3. Discipline that result in the denial of your child's participation
- c. Communication coaches shall expect and receive from parents shall be as follows:
 - 1. Concerns, expressed directly to the coach
 - 2. Notification of any schedule conflicts well in advance
 - 3. Specific concerns regarding a coach's philosophy and/or expectations
- d. There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position.
- e. The following is a list of appropriate concerns to discuss with coaches:
 - 1. The treatment of your child both mentally and physically
 - 2. Ways to help your child improve
 - 3. Concerns about your child's behavior
- f. It is very difficult to accept your child's not playing as much as you may hope. Coaches are expected to act in a professional and reasonable manner. They make judgment decisions based on what they believe to be best for all students involved. While there are certain things which can and should be discussed with your child's coach, there are other things which must be left to the discretion of the coach.
- g. The following are issues that are not appropriate to discuss with coaches:
 - 1. Playing time
 - 2. Strategy
 - 3. Play calling
 - 4. Other student-athletes
- h. If you feel you have an appropriate concern to discuss with a coach, the following steps should be taken:
 - 1. Set up an appointment with the coach according to his/her guidelines
 - 2. If a satisfactory resolution is not agreed upon, a meeting with the Athletic Directors and coach will be scheduled to discuss the situation.
 - 3. At this meeting the appropriate next step will be determined.
- i. When parent-coach conferences are necessary, the procedure listed above should be followed to help promote a resolution to the issue of concern.
- j. Parents who choose not to follow the proper procedure spelled out in Section (h), especially on a consistent basis, will result in appropriate action taken by the Athletic Directors with consultation of the Principal.
- k. Any spectator who verbally attacks, challenges, or publicly embarrasses any member of the coaching staff, an official, gym staff, or a spectator from another school shall face proper punishment.
 - 1. Any parent choosing to verbally attack, challenge, or publicly embarrass a member of the coaching staff will not be allowed to attend his/her child's next 2 games either at home or away.
 - 2. Furthermore, if a parent chooses to verbally attack, challenge, or publicly embarrass a member of the coaching staff his/her son/daughter will not be allowed to participate in the next scheduled game.

6. Participation in Sports at other Schools or Independent Clubs/Sports Teams

- a. The vitality of the SJB Athletic Department is dependent upon the commitment of our students. Therefore, a student may participate in a sport at another school only if that sport is not offered at SJB. In order to participate at another school, SJB must be informed of the student's participation and the student must comply with the eligibility guidelines established by SJB and CYO.

7. Spectator Behavior

- a. The primary role of SJB is to develop a Catholic value system that recognizes the dignity of each person. In keeping with this philosophy, parents and other spectators are expected to conduct themselves in a respectful manner at all sporting events.
- b. If at any time, a parent or spectator is not conducting himself/herself in a respectful manner he/she will be asked to leave the event and will face the proper punishment as established by the CYO, whether or not it is a CYO game.
- c. If at any time a parent, family member, or anyone associated with SJB is verbally abusive toward an official, gym staff, or spectators from another school, they shall be subject to punishment spelled out in section 5(k).

8. Appearance

- a. Students are expected to be dressed in official team uniforms when representing SJB in an athletic contest. Deviations from/additions to the official team uniform are not permitted.
- b. Keep uniforms tucked in at all times.
- c. No jewelry is to be worn during practice or games.
- d. If wearing glasses, a strap must be worn to keep the glasses secure.

Gym Use Guidelines

- a. The Athletic Directors are responsible for the overall use and upkeep of the Gym. Therefore, anyone wishing to use the Gym for school-related activities must contact the Athletic Directors in writing at least one (1) week prior to their requested use.
- b. Any requests for gym time are not guaranteed.

9. Coaches Hiring Policy

- a. The quality and success of the Athletic Department rests on the dedication of the coaching staff. Therefore it is extremely important to be dedicated to the entire sports program not just to your son or daughter's team.
- b. For those interested in coaching the following steps and requirements must be taken:
 1. All coaches and coaches candidates must fulfill the diocesan requirement by becoming Virtus-trained, be compliant with training bulletins, and submit to a criminal background check. Information regarding the Virtus program will be made available at the beginning of each school year and will be updated on the Diocesan website – www.dcgary.org.
 2. An application must be completed by anyone interested in coaching and returned to the Athletic Directors.
 3. Required applicant information will include the following:
 - a. Qualifications for the position you are interested in.
 - b. An explanation of why you are interested in coaching at St. John the Baptist.
 4. There will be no guarantee of acceptance simply because an application has been put on file or that the individual has a son/daughter or other family member on the team.
 5. Preference will be given to qualified applicants who do not have any family member on the team.
 6. All coaches will be evaluated by the Athletic Directors on an annual basis. Coaches will not be automatically retained from season to season.
 7. Any current coach who decides they will not be returning should inform the Athletic Director after the season as to their intent.
 8. All coaching staff decisions will be made by the Athletic Directors and are final.

10. Conduct, Roles and Responsibilities of SJB Coaches

- a. Any coach at SJB must recognize that he/she has the power to build either future citizens who possess traits that

- are desirable and acceptable, or citizens who have a false conception as to what is right and proper.
- b. The mission of a SJB coach is also to assist the Church in its ministry to and with youth, to teach youth, through sports activities, to live the faith and thus gain an intensified understanding of it, and by which they can participate in the mission of the Church in the world.
 - c. Each coach shall have the following responsibilities:
 - 1. Concern yourself with the safety and welfare of the members on your team.
 - 2. Set an example of good sportsmanship and conduct yourself with integrity and dignity.
 - 3. Never make demands of a participant or team that would interfere with their academic success.
 - 4. Control not only your team, but also your parents and your fans.
 - 5. Always uphold the rules and regulations of SJB, CYO, and other leagues, the school participates in.
 - 6. Respect the referees and game officials and ensure your team does the same.
 - d. Coaches are also expected to act in a professional manner at all times toward students, parents, officials, and fans.
 - e. Each coach will be required to complete the *CYO Code of Conduct* form and shall be subject to all rules and regulations of the CYO in addition to the rules and regulations of SJB.
 - f. Any coach failing to live up to the roles and responsibilities and proper conduct guidelines put forth by the CYO and SJB shall be subject to appropriate consequences, which could include removal from their coaching duties.

Miscellaneous

- a. Any other items not covered in the SJB Athletic Department Handbook will be dealt with on an individual basis by the Athletic Directors and if/when necessary, in consultation with the Principal and/or his designee.
- b. All decisions regarding the sports program will be handled by the Athletic Directors first, and if necessary the Principal and/or the Pastor, and all decisions will be final.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL

Acceptable Use Policy & Technology Guidelines

Educational Purpose

St. John the Baptist Catholic School's technology & infrastructure – internet accessibility, computers, emails, Chromebooks, and network – enables students to access a wide array of resources for educational purposes.

Students must exercise caution when utilizing internet sources. SJB assists students by utilizing filters to protect students from objectionable sources and materials that may contradict our core values. The school also monitors student use of personal and school-owned technology to prevent the production or spreading of objectionable material.

Expectations

Students are responsible for appropriate behavior when using SJB computers and Chromebooks, all personal electronic devices and network resources including the internet. Technology is provided for students to further educational objectives and is a privilege. Thus, any violation of this policy can result in curtailment or loss of the privilege, or more severe sanctions, including possible suspension and/or dismissal from SJB.

Student Acceptable Use Policy

1. Personal financial transactions and never permitted over the internet at school.
2. Network storage and school email accounts are reserved for educational purposes only and are the domain of the school. Files and emails may be reviewed to ensure responsible use.
3. Do not access illegal, defamatory, offensive, or pornographic information. If you encounter such material by accident, report it to your teacher immediately.
4. Do not create, send, or display offensive messages or pictures. SJB uses software to identify inappropriate comments or postings, which will be dealt with by the Principal or his designee.
5. Avoid all forms of academic dishonesty, including plagiarism, copying another's work or downloading material dishonestly. Copyright laws prohibiting inappropriate reproduction of published material must be respected.
6. Never download program or executable software files on school-owned devices.
7. Students are responsible for:
 - a. their network account and password.
 - b. the contents of the network & *Google Drive* folders.
 - c. maintaining the security of their account.
 - i. **Never** allow another student to use your personal account and/or password to gain access to your accounts or school network.
8. Students should print only what they need for class and save the rest on their own devices, such as a flash drive **AND** their personal Drive account.
9. School-owned devices are primarily intended for class assignments.
10. Any attempt by a student to circumvent SJB security systems and content filters will result in necessary discipline action to be determined by the Principal or his designee.
11. Students must use their “@stjohnbap.org” email accounts only on school-owned devices, for emailed or electronic assignments, and for communication with teachers and other school personnel. School email accounts may not be used to set up social media accounts and blog accounts, such as *Tumblr*, *Twitter*, *Facebook*, *Snap Chat*, etc.

12. Students may not use any communication tool to gain unauthorized access (or attempted access) to any other computer, *Chromebook*, iPad, tablet, phone, or email.
13. The school reserves the right to review all activities involving any technology. SJB students should not have any expectation of privacy.
14. Note: Students are responsible for reading, understanding, and adhering to the policies described in sections of the *Student and Parent Handbook* on “Social Networking and Student Email.”

Expectations and Procedures: Student Chromebooks

1. *Chromebooks* and *Google* accounts cannot be shared between students.
2. Use of the *Chromebook* in class will be directed by the teacher.
3. Only photos and/or videos that are part of an assignment can be taken, and the student must have the expressed permission of those being photographed or filmed.
4. Pictures that are copied, downloaded, or scanned must be for classroom use only.
5. School texts and work have the highest priority for memory space in the *Drive*.
6. Social media is prohibited during class without the expressed permission of the teacher.
7. Cyber-bullying will be punished appropriately, including possible expulsion from SJB.
8. *Chromebooks* will not be allowed in common areas (i.e.: the Gym, Panel Room, etc.) without expressed permission from the classroom teacher.
9. Cyber-bullying will be punished appropriately, including possible expulsion from SJB.
10. *Chromebooks* are never to leave school grounds.

Student Email Acceptable use

- The student email system is a privilege that can be revoked if a student does not follow email policies.
- The use of email during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their emails, chats, etc.
- Email services provided by the school are to be used only for the exchange of appropriate school related and educational information.
- No inappropriate or offensive email, including messages that contain derogatory, obscene, bullying, racist, or harassing messages may be sent. Email messages of this nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam messages are prohibited. Chain letters are defined as any message asking you to pass along any information or messages onto another group via your email.
- Students are prohibited from accessing another student’s email account.
- Email etiquette should always be observed:
 - Use a proper subject title.
 - Use professional, educational, and relevant vocabulary at all times.
 - Clearly identify your target audience and send messages to this group **only**.
- School email addresses should not be given to **any** websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school and instruction related attachments may be sent/shared on the school email system.

Monitoring and Filtering of Email

Email that is sent and received by the student accounts is monitored and filtered based upon content.

- All student email passes through a message security system.

- Rules/filters are setup to monitor student email for profanity, harassment, and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery, and instead, will be sent to the school administration for review. Those emails that are found to be in violation of the acceptable use policy, or those that violate guidelines established above, will be subject to a disciplinary response.

Note: If a student is concerned about email they sent or received through the SJB email system, they should contact the Principal's Office immediately.

Student Acceptable Use Agreement

2019-2020 School Year

Sample Document

I, **SAMPLE STUDENT** (*printed name*), attest that I have received and read the St. John the Baptist Catholic School ***Student Acceptable Use Policy*** and that I understand and agree to abide by the regulations, guidelines, and procedures as set forth in the ***Parent and Student Handbook***, including, but not limited to:

- Technology expectations of students.
- Student email usage, both in and outside of school.
- Proper handling and care of *Chromebooks* after use.
- *Chromebook* usage during the school day.
- Signing up and accessing social media accounts with your school email
- Cyber-bullying, criminal/illegal activity, sexually explicit language, etc.
- Appropriate use of language in school-related conversations.
- Saving information, pictures, movies, etc. on *Google Drive* and other media.
- Adhering to recommended email etiquette.

Students in Grades 6-8 will receive a hard copy

St. John the Baptist Catholic School

Social Media Policy 2019-2020

SJB recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Social Media Policy** outlines expectations we have of our students, faculty, staff, and parents when posting on social media accounts or when using personally-owned devices in regards to any posts related to SJB in any manner, explicit or implicit.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- SJB makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

Use good judgment

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. You should not allude to, disclose, share, or refer to anything defamatory related to any SJB student, faculty, staff, or family.
- Be open about your affiliation with the school and the role/position you hold.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do “talking.”

Don't share the following:

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. Refer back to your volunteer guidelines for further information.

Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as email addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the SJB stakeholders.

Please be cautious with respect to:

Images

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use/share photos and video (products, etc.) that are available on the school's website.
- It is **not acceptable** to post pictures of students without the expressed written consent of their parents. This includes field trips, class trips, etc.
- Do not post pictures of others (co-workers, etc.) without their permission.

And if you don't get it right...

- Be sure to correct any mistakes you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so SJB can take the proper steps to help minimize the impact it may have.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) ***immediately***.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

Limitation of Liability

SJB will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
 - Removal from positions of leadership within SJB.
 - Removal of student(s) from SJB.
 - Additional consequences determined by Administration and/or authorities.
-

PARENT/GUARDIAN HANDBOOK AGREEMENT 2019-2020

Student's Name: _____

Grade: _____

I/We have received and reviewed the Handbook for St. John the Baptist Catholic School posted on PARENTSWEB. I/We agree, as a condition for my/our child's enrollment at SJB, to abide by these rules and regulations and assist the Faculty & Staff, if required, in the application of these rules to my child.

FATHER'S SIGNATURE: _____

MOTHER'S SIGNATURE: _____

GUARDIAN'S SIGNATURE: _____
(if applicable)

STUDENT'S SIGNATURE: _____ DATE: _____

This form must be signed and returned to school to your child's teacher by August 28th.