



2018-2019
Parent/Student Handbook

Saint John the Baptist
Catholic School

10956 SE 25th Avenue
Milwaukie, Oregon 97222
TEL: 503-654-0200
FAX: 503-654-8419
www.sjbcatholicschool.org

Office Hours: 8:00 am to 4:00 pm M-F

Table of Contents

Welcome	6
History	6
Vision	6
Mission Statement	7
Philosophy Statement	7
Accreditation and Memberships	7
Schoolwide Learning Expectations	7
Faculty and Staff	8
Contacting Faculty and Staff	10
Parent Groups/Resources	10
SCHOOL ADVISORY COUNCIL (SAC)	10
PARENT FACULTY ASSOCIATION (PFA)	11
MARKETING COMMITTEE	11
ATHLETICS COMMITTEE	11
PARISH FINANCE COUNCIL	12
SJB CATHOLIC COMMUNITY FOUNDATION	12
Admission Criteria	12
NON-DISCRIMINATION POLICY	12
AGE REQUIREMENT	12
VISITATION AND ADMISSION POLICY	12
Priority Admission:	13
ADMISSION POLICY (Transfer Students)	13
RECORDS AT ENTRANCE	14
PROBATIONARY PERIOD FOR NEW STUDENTS	14
CONTINUATION REQUIREMENTS FOR RETURNING STUDENTS	14
CONTINUING ACADEMIC EXPECTATIONS	14
SPECIAL NEEDS POLICY	15
STUDENT TRANSFER/WITHDRAW	15
Finances-Tuition	15
TUITION POLICY AND PROCEDURE	15
REDUCED TUITION CRITERIA	16
OUT-OF-PARISH SUBSIDY	16
FULL TUITION PAYMENT	17
FEE/TUITION FOR THE 2018-2019 SCHOOL YEAR K-8th:	17
FEE/TUITION FOR THE 2018-2019 PRESCHOOL YEAR:	17
TUITION PAYMENT OPTIONS	18
REQUESTS FOR EMERGENCY ASSISTANCE	18

TUITION ASSISTANCE	18
VOLUNTEERS	19
SHARE HOUR PROGRAM	19
PREFECTING (Playground and Lunch Supervision Duty)	19
SHARE HOUR OPT OUT	20
FAMILY FUNDRAISER COMMITMENT	20
SCHOOL INSURANCE	20
ATTENDANCE AND APPOINTMENTS	20
APPOINTMENTS	21
GAINING ENTRANCE INTO THE SCHOOL	21
ABSENCES AND TARDIES	22
HOMEWORK DURING ABSENCES	22
ILLNESS/INJURY AT SCHOOL	22
LATE ARRIVALS AND EARLY DISMISSAL	23
EARLY STUDENT RELEASE	23
STUDENT RELEASE FORM	23
DRESS CODE	23
PURCHASING UNIFORMS	25
THE UNIFORM EXCHANGE	25
DRESS CODE AND PE:	25
PURCHASING HOODIE SWEATSHIRTS AND COUGAR PE SHIRTS AND SHORTS:	25
UNIFORM DRESS CODE VIOLATION	25
SCOUT UNIFORM SHIRTS ON MEETING DAYS	26
DRESS-UP DAYS	26
FREE DRESS DAYS	26
SJB “HOUSE” WEAR DAYS	26
Health and Safety	26
MEDICATION	26
HEAD LICE MANAGEMENT	27
EMERGENCY INFORMATION	27
SKATES, SKATEBOARDS, SCOOTERS	27
ELECTRONIC DEVICES/CELL PHONES BROUGHT FROM HOME	27
EARTHQUAKE DRILLS	27
FIRE DRILLS	28
SCHOOL LOCKDOWN	28
ASBESTOS NOTIFICATION	28
SMOKE FREE BUILDING	28
VOLUNTEER BACKGROUND CHECKS AND CHILD ABUSE PREVENTION	28
Office Business	29
STUDENT MESSAGES	29
VISITORS	29

USE OF TELEPHONES	29
SCHOOL BUSINESS	29
Discipline	29
HARASSMENT	30
SEARCH AND SEIZURE (LOCKERS)	31
PHYSICAL RESTRAINT	31
SUSPENSION (IN-SCHOOL)	31
SUSPENSION (OUT-OF-SCHOOL)	31
EXPULSION	31
CHOICE REFLECTION AND RESPONSIBILITY REFERRAL FORMS	32
STANDARDS OF RESPONSIBILITY RUBRICS	32
BULLYING POLICY	32
Curriculum	34
CURRICULUM AND GOALS	34
GRADING SYSTEM	34
ASSESSMENT PHILOSOPHY	35
PARENTAL REPORTS AND CONFERENCES	35
PROMOTION/RETENTION	35
COMMUNITY SERVICE OPPORTUNITIES	35
MIDDLE SCHOOL COMMUNITY SERVICE REQUIREMENTS	35
FIELD TRIPS	35
EXTRA-CURRICULAR AFTER SCHOOL PROGRAMS	36
SACRAMENT PREPARATION	36
PARENTS AS PARTNERS	36
Student Information Disclosure	36
REVIEW OF STUDENT EDUCATION RECORDS	36
DIRECTORY INFORMATION	37
EMERGENCY DISCLOSURE OF INFORMATION	37
General Policies	37
ALTAR SERVERS	37
BEFORE AND AFTER SCHOOL CARE (BASC)	37
BOOKS	37
BOOK DAMAGE FEE	37
CLASSROOM PARTIES/GIFT EXCHANGE POLICY	38
CLOSED CAMPUS	38
COMMUNITY RESOURCES/GUIDANCE AND COUNSELING SERVICES	38
CONTACTING THE TEACHER/COMMUNICATION	38
EMAIL ETIQUETTE	38
INCLEMENT WEATHER POLICY/EMERGENCY SCHOOL CLOSURE	39
LOST AND FOUND	39
HOT LUNCH PROGRAM	39

DISMISSAL PROCEDURES	39
OTHER TRANSPORTATION	40
PHOTO/VIDEO RELEASE	40
SCHOOL CALENDAR	40
SCHOOL DAY	41
ALL SCHOOL MASS	41
STUDENT GUESTS	41
SUPPLIES	41
TECHNOLOGY POLICY	41
GIFT ACCEPTANCE POLICY	42
PRINCIPAL’S RIGHT TO AMEND HANDBOOK	43
WHAT TO DO IF...	43
Appendix A: Parent Code of Conduct	44
Appendix B: Responsibility Rubrics	46
Appendix C: Anti-Bullying Contract	48
Appendix D: Incident Report Form	49
Appendix E: Technology Acceptable Use Policy	50

Welcome

Congratulations and welcome! Thank you for choosing St. John the Baptist Catholic School for your child's education. Please read the following information about our school to give you an idea of who we are, what we hope for your children, and our policies.

Rules and regulations are necessary in order to maintain a cooperative spirit and to provide the best possible learning atmosphere for our students. Together with your children, please read the section on student discipline. Become familiar with the policies of the school, and conscientiously follow the directives outlined in the following pages so that we all aspire to a climate of learning and Christian living.

May your year here be filled with personal growth, especially in ways that challenge the mind, build community, and draw us closer to God.

Yours in the ministry of Catholic education,

The Staff of St. John the Baptist Catholic School

History

In the spring of 1919, a two room school was built and in September, 1919, with sixty pupils and two Sisters of St. Mary's in charge, the school opened. Two years later, two classrooms were added and later more property was acquired and an auditorium/gymnasium, more classrooms, and an athletic field were added. This completed the parish unit of church, rectory, convent, and school. Twelve classrooms with twelve teachers afforded complete facilities for not only the grammar school, but also a four-year standardized and accredited high school course for boys and girls.

In the 1940's, the high school closed and the school returned to serving grades one through eight. In the late 50's and early 60's, the school reached its peak enrollment of 800 students.

In 1953, a new brick wing with five new classrooms, restrooms, health room, and basement storage area was built. Another three classrooms, library, office, faculty room, restrooms, and a storage area were added about ten years later. In 1973, construction was begun on a parish center. At the close of the 1973-74 school year, the original wooden school building was demolished and the present facility was completed with the addition of a new gymnasium and library.

Vision

St. John the Baptist Catholic School will be a place where students will want to be because they feel loved, supported and safe: physically, emotionally, and spiritually. It will be a place where

staff, students, and parents live the Gospel message, the reason for our existence. This will be shown through mutual respect. Teachers and parents will know they can go to each other for any concern about their student/child and will be received with openness, trust, and support. The school-parent cooperative effort will be the scaffold by which students will soar to higher expectations and unprecedented growth, academically, behaviorally, and spiritually.

Mission Statement

We are a family oriented faith community called by God to foster the spiritual, academic, physical, social, and emotional abilities of our students who then actively lead by serving others.

Philosophy Statement

St. John the Baptist Catholic School combines old-school values with 21st century tools to create leaders who are confident, compassionate, and connected in faith. We value the diverse needs of each student. As facilitators of learning, faculty and staff assist parents in their role as primary educators of their children.

Accreditation and Memberships

St. John the Baptist Catholic School is fully accredited by the Western Catholic Educational Association (WCEA). St. John the Baptist Catholic School is a member of the National Catholic Educational Association (NCEA) and the Association for Supervision and Curriculum Development.

Schoolwide Learning Expectations

Schoolwide Learning Expectations state the knowledge, skills, spiritual principles, values, and understandings students should possess upon graduation. The attainment of these **Schoolwide Learning Expectations** drives the instructional program and supports the operations of our school. Please carefully read through these expectations so you can help model and promote them at home.

As a Catholic school, it is our belief that there must be an integration of our faith in our total school curriculum. Our **Schoolwide Learning Expectations** will aid us as we continue to provide an atmosphere where the Gospel values are instilled, Christian attitudes are developed, academic excellence is fostered, and discipline is stressed.

SPIRITUAL

As a faith centered person:

I show love and reverence for God

I know the Catholic faith and share it with others

I pray daily and participate in Mass weekly

ACADEMIC

As a lifelong learner:

I do my best in all subjects

I am organized

I use thinking skills to be creative and solve problems

SOCIAL

As a caring community member:

I work cooperatively with others

I work for peace and justice by serving others

I make choices that respect others

EMOTIONAL

As a self-respecting person:

I accept responsibility for my actions

I choose to do the right thing

I choose to have a positive attitude

PHYSICAL

As a healthy person:

I regularly participate in physical activities

I choose to take care of my body

The Schoolwide Learning Expectations can be found throughout the school. Teachers employ the Schoolwide Learning Expectations in their weekly lesson plans. By doing this, students have become familiar with the Schoolwide Learning Expectations. During the school year, some methods used to familiarize the students with the Schoolwide Learning Expectations will be modeling, role playing, discussing, illustrating, reflective writing, and observing the Schoolwide Learning Expectations displayed throughout the school. The faculty monitors and assesses students' growth in meeting Schoolwide Learning Expectations by connecting learning experiences directly to the SLEs and by providing opportunities for student self-reflection.

Faculty and Staff

Rectory Phone Number: 503-654-5449			
Ext. 302	Pastor	Father Jorge Hernandez	frjorge@sjbcatholicchurch.org
Ext. 305	Parochial Vicar	Father Andrew Thomas	athomas@archdpdx.org
Ext. 307	Business Manager	Barbara Downey	bdowney@sjbcatholicchurch.org

School Office Phone Number: 503-654-0200			
Ext. 102	Principal	Dr. Angela Gomez	driguez@sjbcatholicschool.org
Ext. 100	Administrative Assistant	Lucero Silva	lsilva@sjbcatholicschool.org
Ext. 134 or 135	Preschool Director-PreK Teacher	Julie Beardall	jbeardall@sjbcatholicschool.org
Ext. 134 or 135	Preschool Teacher	Rachel Keeney	rkeeney@sjbcatholicschool.org
	Preschool Assistant	Melissa McGowan	
	PreK Assistant	Jenny Rast	
Ext. 108	Kindergarten	David Quinn	dquinn@sjbcatholicschool.org
Ext. 107	First Grade	Tenley Roosevelt	troosevelt@sjbcatholicschool.org
Ext. 110	Second Grade	Bethany Chipps	bchipps@sjbcatholicschool.org
Ext. 109	Third Grade	Sr. Juana Gutierrez	srjuanag@sjbcatholicschool.org
Ext. 117 and 123	Fourth Grade	Jamie Schweigert	jschweigert@sjbcatholicschool.org
Ext. 113	Fifth Grade	Carre Heineck	cheineck@sjbcatholicschool.org
Ext. 103	Sixth Grade, LA, Religion, 6-8 Learning Support	Cheryl Biehl	cbiehl@sjbcatholicschool.org
Ext. 104	Seventh Grade, 5-8 Science, Robotics, Coding	Christopher DeLutz	cdelutz@sjbcatholicschool.org
Ext. 105	Eighth Grade, Math, Vice Principal	Amber Ploussard	aploussard@sjbcatholicschool.org
Ext. 114	Music	Samantha Kushnick	skushnick@sjbcatholicschool.org
Ext. 115	Library	Erin Smallbeck	esmallbeck@sjbcatholicschool.org

Ext. 112	Physical Education	Christina Simmons	csimmons@sjbcatholicschool.org
Contact Office	Middle school S.S.	Abbey Steinbrink	asteinbrink@sjbcatholicschool.org
Contact Office	Spanish, Art, K-2 Learning Support	Alina Best	abest@sjbcatholicschool.org
Contact Office	Before and After School Care Director	Kerrie Brown	kbrown@sjbcatholicschool.org
Contact Office	Maintenance	Randy Miller	rmiller@sjbcatholicchurch.org

Contacting Faculty and Staff

It is a matter of school policy that staff members' home phone numbers are not given out. Please call the office for an appointment or leave a message on their voicemail or send an email. (See Appointments page)

Parent Groups/Resources

SCHOOL ADVISORY COUNCIL (SAC)

St. John the Baptist Catholic School is honored to have what very few possess: an active and influential School Advisory Council made up of experts who have committed their time and talent to the Mission of the School. These members serve the Principal and Pastor with expert advice and outstanding action. The School Advisory Council is comprised of school parents, and representatives the parish and school. The advancement of the School's Mission is a direct result of the School Advisory Council's leadership in finance, marketing, capital improvement, technology, public relations, strategic planning, and Catholic Identity. School Advisory Council positions are held for three years.

School Advisory Council members to include:

Pastor: Father Jorge Hernandez
Principal: Angie Gomez
Vice Principal: Amber Ploussard
SAC Chair: John Hawkins
SAC Co-Chair: Kristen Roozen
At large: Jenny Hoesly
At large: Sara Steinman
At large: Matt Weber
At large: Ansis Zuments
At large: Lisa Kern

Council Meeting and Communication with Council Members:

- Parents are welcome to attend open session and do not have to notify the Council Chairperson or Principal to attend meetings. People wishing to speak must submit their presentation for prior approval for it to be included on the agenda.
- Only those individuals with approved agenda items will be allowed to address their topic (item) during open session. Meetings will begin at 6:00 p.m. on the fourth Thursday of the month.
- Presentations of any kind will need to be approved by the Principal and Chairperson fifteen (15) days prior to the meeting in order to be included on the agenda.
- Items presented at the meeting in open session will be discussed in executive session. The executive session portion of the meeting will be closed.
- The Council will be informed of outcome or disposition of items referred to the Principal.

PARENT FACULTY ASSOCIATION (PFA)

All parents of students attending St. John the Baptist Catholic School are members of the Parent Faculty Association. PFA meetings are held on the second Thursday of each month at 6:00 pm in the Library. The primary purpose of the Parents' Club is to support a Catholic education, help build a sense of community and assist the school financially through various fund-raising activities. Some of the activities/programs supported or facilitated by the PFA are the Annual School Auction and Jog-a-thon. *The PFA does not act in any advisory position to the principal or pastor.*

2018-2019 PFA Officers

President: Trisha Branigan
Vice President: Keri Lange

Treasurer: Bill Branigan
Secretary: Monica Ontiveros

MARKETING COMMITTEE

The Marketing committee is made up of volunteers who contribute to the marketing goals of the school. Goals include building a strong and consistent brand for St. John the Baptist through public relations efforts, updating marketing materials, and other strategies to increase enrolment. The committee continually works on these goals and looks for opportunities to keep the SJB brand vibrant, relevant and true to the mission statement. The Marketing Committee meet once a month or as needed. Please contact the school office to volunteer.

ATHLETICS COMMITTEE

The St. John the Baptist Athletic Committee provides scheduling and oversight for SJB athletic functions while ensuring Christian values and a sense of fair play. To learn more about becoming involved in Cougar athletics, please contact the CYO Athletics Chair, Kathy Kern, at sjbcyo@gmail.com.

PARISH FINANCE COUNCIL

The Finance Council serves in an advisory capacity to the pastor. The Catholic Church recognizes the extent of the responsibility that goes with the fiscal management of the various operations that constitute the business of a typical parish and school. It also recognizes that fiscal management is not the primary focus of most pastors' education and formation. For this reason, the Church has made provision in Canon Law (Canon 537) for every parish to maintain a Finance Council to assist the pastor in his duties in administering the temporal goods of the parish. School parents are encouraged to join the Finance Council. Please contact the school office if you are interesting in joining the Parish Finance Council.

SJB CATHOLIC COMMUNITY FOUNDATION

The goal of this Foundation is to provide long-term financial assistance to the Church and School. The Foundation is a non-profit organization funded by private donations, which are tax deductible. If you would like further information on how to give or volunteer on the Foundation, please contact the school office.

Admission Criteria

NON-DISCRIMINATION POLICY

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, this school admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its educational policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

While Catholic schools in the Archdiocese of Portland do not discriminate against students with special needs, a full range of services may not always be available to them.

AGE REQUIREMENT

A child may be admitted to kindergarten if the fifth birthday of the child occurs on or before September 1st. A child may be admitted to first grade if the sixth birthday of the child occurs on or before September 1st. (Archdiocese Policy 3060)

VISITATION AND ADMISSION POLICY

St. John the Baptist Catholic School considers students for admission whose parents:

- Participate in Sunday Mass, parish activities, and the financial support of the parish
- Commit to partner with the school to provide a strong academic program

- Support the child in taking responsibility for his/her behavior, self-management, and learning
- Promise to support the school administration, policies, philosophy, and mission
- Participate in programs and activities of the school

The above policy is administered by the Principal (and Pastor, in certain cases) through an interview process with the family of the prospective student(s). This helps to determine the motivation of parents and students, and the ability of the school to meet the student's needs.

New students will be assessed for one to two days in the grade in which they are currently enrolled. The school's teacher conducts an assessment in reading, writing and math; the results indicate if, given our staffing and class size, we are reasonably sure we can serve the student. We also observe socialization and behavior so those students coming to St. John the Baptist will support the learning and Christian atmosphere. The benefit for the new student is to see if he/she enjoys what we have to offer.

After the student assessment, the teacher will meet with the principal and a recommendation will be given regarding a student's acceptance. Using the results of the assessment, past standardized test scores, report cards, and any other pertinent information, the principal will determine if the school is a good match for the student, and particularly if the school has the ability to serve a student with extenuating needs. Registration is completed when the new student processing fee, registration fee, and all other relevant fees are paid. Registration forms need to be complete and submitted to the office.

Priority Admission:

Students (families) are accepted at St. John the Baptist in the following manner:

- Week One: Returning or current St. John the Baptist students with siblings currently in the school
- Week Two: New St. John the Baptist Parish/students/families (registered in the parish) and St. John the Baptist Preschool students who are registered in St. John the Baptist parish.
- Week Three: New students/families registered in other parishes, including St. John the Baptist Preschool students
- Week Four: All other students/families.

ADMISSION POLICY (Transfer Students)

Any student transferring to St. John the Baptist Catholic School from another school is required to have a conference with the principal before official registration. He or she will spend a minimum of one day for informal assessment before acceptance is determined. Admission of the student is at the discretion of the principal after conferring with teachers at previous schools and careful examination of school records.

RECORDS AT ENTRANCE

- Satisfactory academic progress in previous school(s) (documented by report cards/standardized test scores).
- Recommendation from current teacher and/or principal.
- Indication of good character and behavior patterns which would not be a disruptive influence in the school, classroom or playground.
- Copies of birth, Baptismal and First Communion certificates for Catholic students; birth certificates for non-Catholic students.
- Immunization records and physical exam record, according to state guidelines.

Students entering school for the first time are required to bring a baptismal record, and a record of state required immunizations. Entering Kindergarten students must have one dose of Hepatitis A. All students entering each grade must have five doses of DTP, four doses of Polio, verification of history of chickenpox or two doses of Varicella vaccine; two doses of MMR, and three doses of Hepatitis B. All incoming 7th grade students need to have the new DTaP immunization. Students with incomplete immunization records on the first day of school will not be allowed to attend until all immunizations are brought up to date.

PROBATIONARY PERIOD FOR NEW STUDENTS

The first 90 calendar days in attendance will be considered probationary for all students on the basis of their ability to be successful within the academic and behavioral standards of St. John the Baptist Catholic School. The student's ability to function in an acceptable manner physically, socially, emotionally and academically will be evaluated by the classroom teacher, parent(s), and principal during 90 calendar days.

If the student is unable to fully participate in the assigned grade level due to weak academic skills, the student may be asked to transfer to a lower grade level. It may be recommended that the student also be transferred to another school with a program that provides more support for the specific needs of the student. If the student is unable to follow the behavioral standards of the school, outside counseling, a written contract, or release from the school are all options.

CONTINUATION REQUIREMENTS FOR RETURNING STUDENTS

- Satisfactory academic progress commensurate with ability and grade level.
- Satisfactory patterns of attendance/punctuality.
- Behavior patterns which are not a disruptive influence in the school, classroom or playground.
- Updated immunization and health records.
- Financial accounts current to 30 days.
- Consistent parent support of/cooperation with school personnel, policies, and procedures.

CONTINUING ACADEMIC EXPECTATIONS

Students who do not meet academic and behavioral expectations, as determined in the sole discretion of St. John the Baptist Catholic School, will be asked to seek other educational situations and will not be permitted to stay at St. John the Baptist Catholic School beyond a reasonable period of time. Kindergarten and new students will automatically be in our academic

and behavioral probationary period throughout the school year. Sixth, seventh, and eighth grade students must maintain a 2.0 grade point average.

SPECIAL NEEDS POLICY

Inclusive education is based on the belief that each student is an important, accepted member of the school community. The term “inclusive education” refers to a process and a value whereby each student is assured equal access to the educational options and supports provided by this school. It is based on the practice that assumes all students have unique talents and needs, and can work together in an educational setting which accommodates and celebrates their diversity. Inclusive education focuses on what students can do, thus creating a sense of oneness and belonging within the classroom.

St. John the Baptist Catholic School strives to support and complement the parents in their responsibility to be the primary educators of their children. Recognizing that a Catholic school should be available to all who desire this educational environment, we strive to accept everyone for whom an appropriate program can be designed and implemented.

If a child is identified as possibly possessing special needs, an academic and psychological assessment will be required. Based on the results of this assessment, the faculty and principal will determine if St. John the Baptist Catholic School can accommodate this child’s needs. On-going communication between the teacher, principal, and parents is imperative. Should it be determined that St. John the Baptist Catholic School is not the appropriate setting, the principal will make every effort to assist the parents in selecting a new educational site.

STUDENT TRANSFER/WITHDRAW

If a student plans to withdraw from St. John the Baptist Catholic School, a note from the parent or guardian requesting a transfer must be sent to the principal **within two weeks of withdrawal**. This note should state: 1) reason for withdrawal 2) the last day the student will be in attendance, and 3) the name and address of the school the student plans to attend. St. John the Baptist Catholic School will then forward records to the new school. It is the student's responsibility to return all books and school-owned materials prior to his/her last day of school. Families will be billed for lost/missing or damaged items. **All fees are non-refundable at the time of withdrawal.**

Finances-Tuition

Every child in the St. John the Baptist Parish family is entitled to a Catholic education. Should a family feel that they are unable to financially afford sending their child, they should apply for tuition assistance.

TUITION POLICY AND PROCEDURE

The School Advisory Council sets the scale for tuition for each school year. Your tuition and fees cover approximately 50% of this cost. The 50% gap is filled largely by parish support and school fundraising. This tuition policy applies to **all families**, including those who have been granted tuition assistance. The tuition policy is as follows:

- Over a thirty day period, a family who is not keeping up with the required tuition payments will be given 10 days notice to pay or make arrangements with the business office. If no satisfactory resolution is made, the family may be asked to withdraw their children from school.
- All parents with outgoing eighth grade students must have their final tuition payment, daycare and any outstanding fees turned into the office no later than June 1, 2019. This will allow us to clear all books before graduation. If payment is not received by that time, we may retain your student's report card and standardized test score results until all fees are satisfied.
- Bad check policy: Delinquent accounts must be paid by cash or credit cards as approved by the Business Manager, Mrs. Barbara Downey: 503-654-5449 ext. 307.

REDUCED TUITION CRITERIA

School families, registered in St John the Baptist Parish and who support and actively participate in parish and school activities receive a tuition reduction from the full cost to educate each student. As a condition for receiving this subsidy from the Parish, the following is expected of those school families:

- Regular Sunday Mass attendance at St. John the Baptist Catholic Church.
- Regular tithing using either your preprinted church offering envelopes or Parish Pay (electronic tithing).
- Willing and ready participants in Parish and School activities and fundraising, including but not limited to:
 - Reporting and completing 30 SHARE hours (see page 13), including 10 hours toward the Annual School Auction (15 hours for single parent families including 5 hours toward the auction)
 - Parish and School projects and events

The Parish reserves the right to monitor these criteria and to demand out-of-parish tuition from families unwilling to meet these standards. If a school family fails at any time to meet these expectations, the Parish may deny future enrollment or rescind the tuition reduction and charge the actual per child cost retroactive to the beginning of the trimester in which the family ceased to meet the expectations listed above.

OUT-OF-PARISH SUBSIDY

Archdiocesan policy allows families from Parishes without schools to apply to their home Parish for an Out-Of-Parish Subsidy. If you are attending another Catholic Church at this time, contact your Pastor for application and eligibility guidelines.

School families who are out of parish are afforded the reduced tuition rate and as such are expected to regularly attend Mass at their home parish and regularly tithe to their home parish and be:

Willing and ready participants in school activities and fundraising, including but not limited to:

- Reporting and completing 30 SHARE hours (see page 13), including 10 hours toward the Annual School Auction (15 hours for single parent families including 5 hours toward the auction)
- Parish and School projects and events

The Parish reserves the right to monitor these criteria and to demand out-of-parish tuition from families unwilling to meet these standards. If a school family fails at any time to meet these expectations, the Parish may deny future enrollment or rescind the tuition reduction and charge the actual per child cost retroactive to the beginning of the trimester in which the family ceased to meet the expectations listed above.

FULL TUITION PAYMENT

School Families who pay the full tuition rate are exempt from the SHARE hour requirements but are encouraged to participate fully in the school community.

FEE/TUITION FOR THE 2018-2019 SCHOOL YEAR K-8th:

In-Parish Tuition:			Out of Parsh Tuition:		
	1 child	\$5,990		1 child	\$7,550
	2 children	\$10,780		2 children	\$13,590
	3 children	\$15,270		3 children	\$19,250
Registration fee per child: \$200 Middle School Premium per child: \$250 *Registration fee and middle school premium apply to both in and out of parish families.					

FEE/TUITION FOR THE 2018-2019 PRESCHOOL YEAR:

Days Per Week	Morning (8:15-11:30)	Full Day (8:15-3:15) Wednesday (8:15-2:15)
Tuesday and Thursday	\$2,180	
Monday, Wednesday, Friday	\$2,997	\$3,891
Monday-Friday	\$4,578	\$6,485
Registration fee per child: \$200		

TUITION PAYMENT OPTIONS

- In full by September 30, 2018 by cash or check and receive a 1.5% discount. (no discount with credit cards)
- Installments by utilizing FACTS-TUITION. FACTS-TUITION is a payment administration company used by many schools to facilitate tuition payment processing. Payments may be made monthly, quarterly, or semi-annually, based on your signed FACTS-TUITION contract. Monthly payments may be divided over 12 months beginning in July or 10 months beginning in August. Quarterly payments are due in August, November, February, and May. Semi-annual payments are due in September and January.

REQUESTS FOR EMERGENCY ASSISTANCE

Requests for EMERGENCY ASSISTANCE (due to unforeseen financial setback during the school year) must be submitted to the Parish Office, in writing, **prior to tuition payments becoming delinquent.**

TUITION ASSISTANCE

Financial Aid is available to families registered in a parish. The Archdiocese of Portland provides some tuition assistance money each year. St. John's raises additional funds through the Annual Appeal. After 1/1/19 you can apply online (www.factstuitionaid.com). FACTS charges an application fee. Please call the school office if you are unable to pay.

School families must apply for tuition assistance using the FACTS Grant and Aid Assessment Application. FACTS will provide the school with a report which will then be used as one measure in determining financial assistance distribution.

Important facts regarding the tuition assistance program:

- Tuition assistance is available to anyone with children in grades Kindergarten (K) through eighth grade (8) and is a registered member of St. John the Baptist Parish or a Parish in the Archdiocese without a school.
- Tuition assistance is given on the basis of need as determined by FACTS calculations and other sources of information available to the committee (the committee consists of the pastor, principal and business manager). Any extenuating circumstances should be noted on your FACTS application.
- The committee looks at applications and differentiates between necessary expenses and money spent for lifestyle choices. With respect to the latter, beyond a certain point, we will not provide aid to offset "lifestyle" expenditures that could have been directed to education. The parental contribution calculated by the committee might differ from the FACTS calculation.
- The committee will, for example, consider the potential for income to be earned by a non-working parent who does not have small children at home.

- The process for granting tuition assistance will include consideration of the status of delinquent accounts from previous years. All outstanding tuition should be paid to date, or if on a payment plan, must be current.

Completed applications must be submitted to FACTS by March 31, 2019 to apply for the next year. Awards are usually determined by June. You can apply later, but you will miss the deadline for the Archdiocesan awards.

We do have a limited amount of emergency financial assistance available. If emergencies arise, please contact the principal for more information.

VOLUNTEERS

The true cost of educating a child is much higher than the actual tuition charged. Volunteering is one way to help offset this deficit. By offering families a variety of opportunities to volunteer their time, talents and skills in lieu of paying outside sources, St. John’s can continue to provide a high quality education at affordable tuition rates. Each family is required to volunteer and do Share Hours. Please see Share Hour section for requirements. **(See Volunteer Background Checks and Child Abuse Prevention Training sections)**

SHARE HOUR PROGRAM

The SHARE Hour Program provides an opportunity for school parents Prek– 8th to be involved in the day to day life of the school. It is an mandatory program, but is intended to be an invitation to everyone to become part of the parish school community and to have a greater role in their children's school life and activities.

All two-parent families receiving the in-parish tuition rate are required to volunteer 30 hours (single-parent 15 hours) in service to the school or parish community, 10 of which include Auction and Annual Appeal hours. All hours need to be recorded by the last school day of the year with Helpcounter.com. Unrecorded will be billed at the rate of \$30 per hour for general and \$50 per hour for Auction/Annual Appeal on the June FACTS Tuition statement.

Families are required to contribute the following hours:

PREFECTING (Playground and Lunch Supervision Duty)

As part of the SHARE program, each family of children in kindergarten through eighth grade are required to sign up for cafeteria and/or playground supervision during lunch. Parents must check in at the office for detailed instructions, so please arrive at 11:30 am and plan to be on the campus until 12:30 pm.

	Share Hour Categories			TOTAL
	General	Prefecting	Auction	
Two parent	17	3	10	30
Single-parent	7	3	5	15

SHARE HOUR OPT OUT

You may choose to opt out of the Share hours, Auction hours, and Auction donation requirement by paying the following amounts:

- Share hour - \$500.00 (two parents) or \$300.00 (single parent)
- Auction hour - \$750.00 (two parents) or \$500.00 (single parent)

If you do not OPT out of the Share hour program by the end of the school year you will be billed at a rate of \$30.00 for each hour that is short of the commitment. Auction share hours are billed at a rate of \$50.00 per hour.

All payments should be made payable to the school and turned in to the office before June 14, 2019.

FAMILY FUNDRAISER COMMITMENT

It is through the continued support of our school and parish community that we are able to keep tuition costs as low as possible. As a school, we must raise approximately \$200,000.00 from fundraising to supplement tuition cost. With every family contributing a minimum required amount, we can help assure an equal and fair distribution of our school's fundraising needs.

Each family is required to fundraise \$600. This commitment can be spread over a combination of the following opportunities.

School Dinner Auction (April)

100% of in-kind services and auction procurement, 100% of free dress tickets, 100% of raffle tickets, 50% of Dinner Auction tickets and sponsor tables, and 100% of purchases at the auction (including guests) count toward the fundraising commitment.

Annual Appeal (All Year)

This fundraiser supports much needed financial assistance to qualified families. 100% of money donated will count towards your fundraising commitment.

Jog-a-thon (October)

100% of money raised counts toward the fundraising commitment.

SCHOOL INSURANCE

Insurance is automatically provided through the school. Additional coverage is available for those who wish this insurance coverage through the Archdiocese. Applications are available in the school office.

ATTENDANCE AND APPOINTMENTS

*It is essential that every student have a good start to the day. Every student should arrive **by 8:00 am** to put things away, sharpen pencils, put chairs down, etc. By 8:10 am, students should be in their seats. Classes begin promptly at 8:15 a.m. It is disruptive to the rest of the class when a teacher must stop instructing in order to update a late student. Please take seriously the 8:15 am start time. You will be doing your son/daughter and the teacher a huge favor!*

APPOINTMENTS

Should you need to conference with a teacher, please contact the teacher via email to arrange a time. Please do not attempt to make an appointment during student drop off time or dismissal. Teachers are busy both before and after school preparing for class, attending meetings, or correcting papers. It is a courtesy to make an appointment and to stipulate the issues you wish to address in the conference or meeting. This allows the teacher and the principal time to gather information so that both the parent and teacher/principal experience a productive conference or meeting. If you would like to meet with the principal please call the office to arrange a time.

If you have a concern, it is a courtesy to go to the teacher to check out a story, rather than request to meet with the principal. If you meet with the principal, she will ask you if you have communicated with the teacher. The principal will intercede or mediate if the parent or teacher is dissatisfied with the conference.

Below are the steps to follow:

- Make an appointment with the teacher to discuss specific concerns regarding your student.
- Call the principal to make an appointment to discuss the concern if resolution does not happen with the teacher.
- The principal will arrange a meeting for all involved parties.
- If the issue is still not satisfactorily resolved, arrange a meeting with the pastor.
- The pastor's decision will be final

GAINING ENTRANCE INTO THE SCHOOL

The front door will be open from 8:00 am to 8:15 am every morning. A faculty member and/or the principal will be there to greet students and parents each morning. After 8:15 am, the doors will be locked for the safety of our students. If you need to enter the school, please come to the front door and ring the buzzer. This alerts the administrative assistant. She will ask you to identify who you are and your reason for entering the building and determine if you meet the entrance requirements. At this time, she will "buzz" you in and unlock the front door. Go directly up the stairs to the front office to log in on the office computer and pickup a visitors badge.

The door on the north side of the building will be open from 8:00 am to 8:15 am every morning. A faculty member will be there to greet students and the door will be locked after 8:15 am. The north door is to be used for student entrance only. **Parents who wish to walk their children into the school should enter and exit through the front door.**

Please note, unless you are volunteering in the school or have business in the school office, parents should not be in the school or hallways after 8:15 am or before dismissal socializing. While we value community building amongst our families, undo socializing in the hallways may interrupt learning.

Coaches please note: If you have a fob for extra-curricular activities, you may only use it during the time that is pre-approved by the principal for a scheduled activity. For the security of our

school, do **NOT** enter the building using the fob during regularly scheduled school hours or any other time. The principal reserves the right to rescind access to the school.

ABSENCES AND TARDIES

Daily student attendance is mandatory to insure continuity in educational advancement. Eight unexcused ½ day absences in any four-week period, during which school is in session, shall be considered irregular attendance as defined by Oregon State law. (Regular attendance is required of all students in the State of Oregon). Parents will be contacted if this occurs.

Parents are to notify the school by 7:00 a.m., either by phone or email, if their child will be tardy or absent from school that day. SchoolSpeak, our school management system, will automatically generate an email to you when your student has been marked as absent for the day.

Please make every effort to schedule doctor and other appointments outside of the school day. We also urge you to schedule vacations when you know we will be out of school. Vacations will not be considered an excused absence. Standardized testing is an important assessment tool. Students should not miss school during the Renaissance Testing periods, unless they are ill.

EXCUSED ABSENCES (all absences are reported on the child's transcript)

The following reasons are considered excused absences:

- Student illness
- Illness at home requiring student's assistance
- Family emergency
- Court appearance
- Funeral
- Medical need
- Other reasons with prearranged administrative approval

HOMEWORK DURING ABSENCES

Teachers are **not required** to give assignments prior to a vacation. If convenient, however, teachers may choose to do so. Teachers will communicate their classroom policy and procedures for missed work.

ILLNESS/INJURY AT SCHOOL

If a child says they are not feeling well in the morning, we ask that you please seriously assess the situation. There are many times a child is ill within the first hour of school, only to wait for the parent's return. If a child vomits or has a fever they must stay at home until they have been vomit and/or fever free for 24 hours. Students must be free of fever or any contagion (like head lice) for 24 hours before returning to school.

In the event a student becomes ill at school, every effort will be made to contact the parent so that he/she can assume responsibility for transportation and care of your child. Home is the best place for a sick child. If a student incurs a minor injury at school, basic first aid will be

administered if the supervising teacher or office personnel deem it necessary. Depending on the seriousness of the injury, either an ambulance will be called and the parent notified, or the parent will be called to pick up the child for medical assessment and treatment. **Please keep your child's emergency information updated and inform the school office of new work numbers, emergency contact numbers, and home phone numbers.**

LATE ARRIVALS AND EARLY DISMISSAL

Security is of paramount concern to teachers and administration. As children leave before dismissal for appointments or illness, or arrive late, parents must sign them in/out. Please come to the office and sign them in or out in the book provided on the office counter. We appreciate your consistent attention to this most necessary procedure.

EARLY STUDENT RELEASE

If you need to pick your child up early from school please alert the office in the morning so she can be prepared for the early dismissal. Please check into the office first when coming to pick him/her up. You will need to sign your student out at that time. This procedure is necessary in order to track everyone who is in the building. In case of a fire or emergency situation we would have a record of those who had left the building early.

STUDENT RELEASE FORM

Your child/ren will only be released to those authorized by you as listed in your emergency pick-up form. **If you make special arrangements to have a friend or relative pick up your child during or after school, you must notify the office (call, email, or handwritten note). Teachers are not able to check messages during the day and rely on the office for any special instructions regarding student release. We will be asking the person picking up your child for ID before releasing your child into their custody. If we have not received notice from you with special instructions releasing your child to someone who is not on your emergency pick-up form, we will not release them until we have made contact with you.** We ask that you take this very seriously as this situation can pose an embarrassment for those you have asked to pick up your child/ren.

We need to know specifically what the legal visitation rights of non-custodial parents are and rely on your cooperation to avoid embarrassing confusion. Students will be released during school hours only after the adult coming to pick up the student comes directly to the school office to sign the student out. In addition, the school requests a copy of the court decree of custodial authority and visitation rights. Your cooperation in this matter will contribute to the safety and security of your child/ren.

DRESS CODE

St. John the Baptist Catholic School maintains a strong tradition of school uniforms which reflect school pride and appropriate regard for personal appearance. All uniform clothing should fit in a

neat and tidy manner and shirts should be tucked in at all times. All faculty and administrators have the right to judge what is and isn't appropriate regarding student dress code and enforce consequences for inappropriate dress.

****Being "in uniform" is expected to be a cooperative effort among parents, students, and staff.****

SLACKS/PANTS:	<p>Khaki twill dress pants/uniform style pants can have: rear flap and hip pockets, slight flare, boot cut, straight legs, plain/flat or pleated front.</p> <p>Capris/Crops (lower calf length) acceptable.</p> <p>Twill pants <u>can</u> not have rivets or contrast stitching, cargo pockets, bell bottoms, carpenters, corduroys, hip-huggers, stretch fabrics, nylon, or any denim.</p>
LEGGINGS:	Navy or white only to be worn under skirts or jumpers.
SKIRTS/JUMPERS/ & SKORTS:	Khaki or Marymount plaid (available at Dennis) No shorter than 3" above the knee.
WALKING SHORTS:	Khaki that follows the color, style, and pockets of dress pants. <u>No Cargo pockets.</u> No shorter than 3" above knee.
POLO/SHIRTS:	Short or long-sleeved solid navy colored polo shirts. No brand logo on shirts. White short-sleeve undershirts may be worn under polo shirts (No colored undershirts), but must be tucked in and must not show other than at neck. MIDDLE SCHOOL ONLY: short or long-sleeved solid light blue colored polo shirts.
TURTLENECKS:	Solid colored navy.
SWEATERS/VESTS:	Solid colored navy long-sleeve cardigan or solid colored navy v-neck vests.
SWEATSHIRTS/FLEECE :	Navy blue sweatshirts/fleeces with school logo. <u>No other sweatshirts or fleece are to be worn at school.</u>
JACKETS:	<i>Jackets are NOT to be worn in school during class.</i> Jackets are to be worn on the playground before or after school and during recess. No military styles.
HATS:	No hats worn in school or cafeteria during lunch by any student. Okay on the playground before and after school and during recess.

BELTS:	Optional– Solid navy, black, or brown if worn.
UNDERCLOTHES:	Undershirts must be white and tucked in – any brand
SOCKS:	Socks must be worn at all times. Solid navy, black, or white with the exception of a small logo.
SHOES:	Shoes must be safe, sturdy, appropriate for outdoor play, and completely enclosed.
HEADBANDS/BANDANAS :	Bandanas are not to be worn. Headbands may be worn. No costume headbands.
JEWELRY:	Small post earrings (no hoops or dangling earrings). Other small jewelry items are acceptable.
MAKE-UP:	Lightly applied; Middle School students only.
NAILS/NAIL POLISH:	No acrylic/fake nails. Nail polish that is clear or non-distracting is acceptable.
OTHER:	Hairstyles and color must remain natural appearing and non-distracting to others.

PURCHASING UNIFORMS

Below are just a few of the stores where clothing adhering to the dress code may be purchased at: Dennis Uniform, Land’s End, Target, Sears, and JC Penney. Please call the office for more information.

THE UNIFORM EXCHANGE

Previously worn uniforms and school-logo clothes are also available at the Uniform Exchange (located in the school). Recyclable clothes are welcome. Please contact the school office for more information.

DRESS CODE AND PE:

It is suggested that skirts and jumpers are not worn on PE days. All grades must have sneakers to be worn only in the gym. Black-soled shoes or sport shoes are not allowed. Middle School students must dress down for PE and must purchase a PE t-shirt and shorts through Designing Stitches.

PURCHASING HOODIE SWEATSHIRTS AND COUGAR PE SHIRTS AND SHORTS:

Designing Stitches, 5120 SE Johnson Creek Blvd, OR 97222 Phone:503-774-3465

UNIFORM DRESS CODE VIOLATION

Students who are out of uniform will be asked to change into clothing from the Uniform Exchange closet, and parents will be notified. If no uniforms are available in the student’s size,

parents may be asked to bring a change of clothes or take the student home to change clothes. Violation of dress code may result in the student not being allowed to participate in Free Dress Days. Additional consequences may be added for repeat offenses.

SCOUT UNIFORM SHIRTS ON MEETING DAYS

Scouts, who are in regular compliance with the dress code, may wear the TRADITIONAL scout uniform on the day of the scout meeting. The shirt must be tucked in at the waist. No hats may be worn in the building during the school day.

If a student does not adhere to the Uniform Student Dress Code or Scout Day requirements, the student loses the privilege of participating in Scout Days.

DRESS-UP DAYS

On special occasions, students may be required to wear “best dressed” attire.

Boys: shirt/tie, polo, slacks (no jeans or shorts)

Girls: dress, skirt/blouse, dress pants (leggings are not to be worn as pants).

Shoes: Follow dress code for shoes with the exception of no greater than 1 inch heel for dress shoes.

FREE DRESS DAYS

Students will occasionally be granted a “Free Dress Day”. No jeans with holes or rips. Skirts and shorts may be no shorter than 3” above the knee. T-shirts or sweatshirts may have logos, sayings, etc. as long as they are appropriate and modest for wear at a Catholic grade school. No spaghetti strap tops. Shoulders must be covered. Follow dress code for shoes. A student who is inappropriately dressed will be asked to change into clothing from the Uniform Exchange closet, and parents will be notified. If no uniforms are available in the student’s size, parents may be asked to bring a change of clothes or take the student home to change clothes. Students are allowed to wear free dress for their birthdays. Students with summer birthdays may wear free dress on their half birthdays or on another day decided upon with their teacher.

SJB “HOUSE” WEAR DAYS

In order to promote community building among the SJB “Houses” (Mixed grades of students), students will have the opportunity to wear their “House” shirt with uniform bottoms. Follow dress code for shoes and socks. Please watch the newsletter for “House” wear days.

Health and Safety

MEDICATION

Medication Record and Authorization Forms are to be completed by parents in the school office. You must re-register all medications at the beginning of the new school year. Authorization forms cannot be carried from one year to the next. School policy and Oregon State Law requires parents to bring medication to the school office in the original container. Pharmacies will provide you with a duplicate container. The label will state the student’s name, the dosage, time, prescription number and the physician’s name. Parents must pick up unused medication; it cannot be sent home with your child. All asthma medications must be registered through the

office. Emergency medications, such as a bee sting kit, must be accompanied by your doctor's written directions for use. No medication of any kind (including non-prescription) is allowed on a student's person during the course of the school day. The school cannot provide or dispense aspirin or other over the counter medicine to students. If your child is seen with medication, they will be sent to the office and a phone call will be made to the parent to come and either retrieve the medication or appear in the office to register it with the office.

HEAD LICE MANAGEMENT

If you should discover a case of head lice with your child, please notify the office. Your student needs to stay home until treatment has occurred and no live lice or nits are seen. Parents are responsible for providing written notice that the student has been treated upon return to school. Student names will not be used, but parents of the affected class will be notified.

EMERGENCY INFORMATION

In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the principal or administrative assistant to protect the health or safety of the student or other persons. All emergency information needs to be constantly updated and filed with the office in order to best serve the needs of your student in an emergency situation. If any information has changed regarding physician, dentist, allergies or medications taken since you filled out your registration form please alert the office.

SKATES, SKATEBOARDS, SCOOTERS

If students come to school on skates, using a skateboard or a scooter, they are not to use them on school property. This also includes the shoes with skates built into the sole. This is strictly a safety policy.

ELECTRONIC DEVICES/CELL PHONES BROUGHT FROM HOME

The use of electronic devices by students during school hours, including but not limited to iPods or other mp3 players, CD players, handheld games, other communication devices is prohibited, unless permission is given by the teacher.

Students may keep cell phones powered down in their backpack from the time they enter the school door until they are picked up by their parent/guardian. Students may use their cell phone only with the permission of their teacher. Students who bring electronic devices to school or who have their cell phones out at any time during the school day without the permission of their teacher will bring their device or phone to the office where it will be kept until a parent comes to retrieve it. Students will lose the ability to bring a cell phone to school for the remainder of the year if it is confiscated. Students are discouraged from bringing calculators from home unless directed by the classroom teacher; see the student school supply list. St. John the Baptist Catholic School will not be responsible for lost or stolen electronic devices.

EARTHQUAKE DRILLS

Each year the entire student body practices the drill used in the event of an earthquake. We encourage you to do the same in your home in order to heighten students' awareness of what to

do in this rare event.

FIRE DRILLS

Fire drills are practiced several times throughout the school year beginning in September.

SCHOOL LOCKDOWN

As per police recommendations, the following procedures will be implemented for school lockdown:

- Doors will be locked.
- Blinds will be closed.
- No one will be permitted to enter or leave the building.
- If possible, an emergency email will be sent out explaining the circumstance.
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel. Please do not call the school so the phone will be available to emergency personnel.

ASBESTOS NOTIFICATION

In accord with the Asbestos Hazard Emergency Response Act regulations (AHERA), St. John the Baptist Catholic School conducts an inspection, twice yearly, of all friable and non-friable asbestos containing materials in the school building. The Asbestos Management File is located in the school office, and is available upon request.

SMOKE FREE BUILDING

The St. John the Baptist Catholic School is a smoke-free building; therefore, no smoking is permitted at all indoor school activities and functions.

VOLUNTEER BACKGROUND CHECKS AND CHILD ABUSE PREVENTION

All volunteers must undergo the mandatory Archdiocesan Background Check before they may participate in any school program or activity. Background checks expire every three years at which point they must be renewed in order to continue volunteering. Volunteers must also attend a school/parish sponsored child abuse prevention training entitled, *Called to Protect*. The training is offered 2-3 times a year at St. John the Baptist and at other Archdiocesan locations throughout the year. After initial training, volunteers must view an online course each year to keep to keep their volunteer status active. The name of the course and instructions to access it will be published at the beginning of each school year in the weekly newsletter and school’s website. Participation in all of these trainings, checks, and online courses are automatically recorded in the Archdiocese database. The school reserves the right to decline school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

Office Business

STUDENT MESSAGES

We ask that before you leave for school in the morning you make sure your student has all homework, projects, athletic clothing, and their lunch. Please be sure your student/s know where they will be going after school. At all times, we try to prevent classes from being interrupted by unscheduled visitors, so if you should, on rare occasion, happen to forget something for your student, all messages and forgotten items can be dropped off in the school office.

VISITORS

All visitors must report to the office to sign in. This includes parents who stay to help in the classrooms, or stay for any length of time, other than bringing children to the classroom before school and picking them up after school.

USE OF TELEPHONES

The phones in the office are for business only. The school has a limited number of lines, which are generally in use by faculty and staff. Except in cases of emergency, teachers or students are *not* called to the phone during school hours. Students may use the school phone only with good reason and with the written permission of their classroom teacher. Arranging social visits is not considered a good reason to use the phone. Please take care of after school arrangements, including who picks up kids, before children leave for school in the morning. Parents should phone the school in the event of a family emergency and we will transmit the message to the student. Arrangements for pick-up and/or after school plans should be communicated to the student **before** he/she leaves for school in the morning.

SCHOOL BUSINESS

Please note, unless you are volunteering in the school or have business in the school office, parents should not be in the school or hallways after 8:15 am or before dismissal. While we value community building amongst our families, undo socializing in the hallways may interrupt learning.

Discipline

The St. John the Baptist Catholic School staff, in order to aid in the growth and development of our students, has developed guidelines for acceptable behavior. The school's expectations include respect for individual students, teachers and staff members as well as compliance with school regulations and policies, which are established to ensure good order for school operation. Each student has a right to learn in a Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

Teachers and students work together to develop a set of classroom rules, procedures, and

consequences. These are periodically reviewed with the students. Parents share the responsibility for guiding their children toward responsible behavior and providing Christian examples. Occasionally students do not live up to the expectations described above and disciplinary steps must be taken.

Students shall comply with the written rules of St. John the Baptist Catholic School, pursue the prescribed courses of study, submit to the lawful authority of teachers, principal, and staff, and conduct themselves in an orderly fashion.

Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:

- 1) Assault or the threat of violence to the person of another, willful injury to the property of others, or intentional misconduct, criminal or otherwise.
- 2) Possession or use of weapons or dangerous instruments
- 3) Use, sale, distribution, or possession of any alcoholic beverages, tobacco, controlled substances, or illegal drugs on or near school premises
- 4) Cheating, (i.e. copying schoolwork, plagiarizing, communicating during tests, knowingly enabling another student to cheat, violating test procedures)
- 5) Open or persistent defiance of the authority of school staff
- 6) Habitual truancy or tardiness
- 7) Leaving school grounds without permission
- 8) Profanity or vulgarity
- 9) Public scandal while under school jurisdiction (to and from school sports activities, field trips, etc.)
- 10) Actions gravely detrimental to the moral, physical, or spiritual welfare of other pupils
- 11) Any other behavior detrimental to the reputation of St. John the Baptist Catholic School.
- 12) Off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day which disrupts the learning environment at school. This off campus behavior includes but is not limited to online activity whereby negative or defamatory comments are made regarding the school, the faculty, other students or the parish.

Discipline shall be applied as laid out in the **Standards of Responsibility Rubrics** (K-3 and 4-8). Examples of reasonable and fair discipline include teacher intervention, opportunity to make it right, student calls parent, Behavior Reflection form, Responsibility Referral, Silent Supervised Lunch/Recess, Parent Conference, Student Plan of Assistance, In School Suspension, Out of School Suspension. Key terminology follows:

HARASSMENT

Harassment of any kind will not be tolerated in our school. Any person (parent or child) who believes their child is or has been the subject of harassment, should report the circumstances immediately to a teacher or the principal. Any such report of harassment shall be promptly investigated with confidentiality being maintained to the extent possible. No child or family will

suffer any intentional adverse consequences as a result of alerting the teachers and principal to the situation.

SEARCH AND SEIZURE (LOCKERS)

All school property assigned to a student can be searched by the principal, or a person designated by the principal. At any time, if there is reason to believe a student is hiding evidence of an illegal item, items prohibited by regulation, or items which may be used to disrupt or interfere with the educational process. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

To protect the health and safety of persons and property in the school, students shall not keep any of the following items on their person or in their desk: firearms, drugs, poison, stolen property, explosives, alcohol, knives, materials or any other devices which endanger the safety of persons or property of others.

PHYSICAL RESTRAINT

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom, at a school activity or event, or to prevent a student from harming him/herself, other students, and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee, or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

SUSPENSION (IN-SCHOOL)

In-school suspension shall mean when a student is not in the classroom but is at school with a set task from his/her teacher for an assigned period of time. **In the case of an immediate suspension, every attempt will be made to notify the parent/guardian of the situation. In order to allow teachers enough time to provide the necessary work for students who are given in-school suspension, the student's parents will pay for a substitute teacher for each day of in-school suspension (\$125 per day) or the parent can come to the school to supervise the student.**

SUSPENSION (OUT-OF-SCHOOL)

Out-of-school suspension is the temporary exclusion of a student from school when circumstances are such that he/she can no longer be kept in school without the risk or detriment to the educational program or to the students. The primary purpose of suspension is to give the student, the parents, and the school staff the appropriate amount of time necessary for resolving the problem. This suspension will naturally result in a period of probation for the student upon his/her return to school.

EXPULSION

Expulsion is defined as the release of a student from school attendance at St. John's for the remainder of that school year. Full credit will be given for all work accomplished by the student up to the date of expulsion. There will be no reimbursement for tuition and/or fees. Various

situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger or compromise the moral, academic, or physical well-being of the student body;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.
- Students whose parents have violated the Parent Code of Conduct agreement in this handbook. See Appendix A for Parent Code of Conduct

CHOICE REFLECTION AND RESPONSIBILITY REFERRAL FORMS

Students are expected to take responsibility for their actions. If any student has difficulty adhering to behavioral guidelines, individual teachers will work with the student. If the misbehavior continues, parents will be notified by a telephone call. The school staff believes that the strength of the school-home relationship (with everyone working together) is an appropriate and valuable tool for moral guidance. At any time, students may be asked to thoughtfully consider their behaviors by completing a "Behavior Reflection Form". The Behavior Reflection form becomes a part of the student's yearly grade-level portfolio, but does not go in their permanent record. Based on the severity of the behavior, a student may also receive a Responsibility Referral. The Responsibility Referral becomes a part of the student's permanent record and remains valid, regardless if parents sign it or not. The school reserves the right to expel a student at anytime, given the severity of the Responsibility Referral.

STANDARDS OF RESPONSIBILITY RUBRICS

See Appendix B

BULLYING POLICY

Bullying is prohibited in all Catholic schools of the Archdiocese. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment. Students will sign an anti-bullying pledge at the start of the year (see Appendix C) and all students have the opportunity to fill out an incident report form when they feel unsafe (see Appendix D).

We define bullying as an act which:

1. Repeatedly hurts another individual either-
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something, unwillingly), etc.
 - b. Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - c. Indirectly (such as excluding, being mean, tormenting, using hurtful, gestures, making hurtful written comments), etc.
 - d. Through the use of technology (such as cyber bullying - using technology to

hurt others through any communication device such as email, cell phone, camera, chat rooms, text messaging, or websites), etc.

2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual
4. Is unprovoked.

The goal of St John the Baptist Catholic School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident and reported to the homeroom teacher. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, secretary, or the principal. Students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken according to the school discipline policy to include out-of-school suspension and/or expulsion.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of St. John the Baptist should:
 - a. Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
 - b. Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
 - c. Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
 - d. Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.
2. Parents of St. John the Baptist students should:
 - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or teacher in charge.
 - b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.
3. Students of St. John the Baptist should:

- a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
- b. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- c. Treat others with the respect and dignity that is expected of any Catholic school student.

Curriculum

CURRICULUM AND GOALS

Local curriculum development is the responsibility of the Principal and Faculty following the approved Archdiocesan guidelines. The Religious Education Program is conducted by the Priests and Faculty. Religion is taught every day. Our Parish policy regarding First Reconciliation and First Eucharist is in accord with the Church's directives and facilitates the parental role.

The Curriculum includes the following:

Mathematics

English/Language Arts

Religion

Science

Social Studies/History

Handwriting

Music

Art

Physical Education

Spanish

Library

GRADING SYSTEM

Grades K-2

E = Excellent

S = Satisfactory

N = Needs improvement

U = Grade level requirements not met

A letter "M" indicates a modified grade.

Grades 3-8

A = Excellent (90 - 100%)

B = Very good (80 - 89%)

C = Average (70 - 79%)

D = Below average achievement (60 - 69%)

F = Below grade level achievement (-59%)

ASSESSMENT PHILOSOPHY

The purpose of assessment at SJB is to support ongoing student growth and improvement. provides students, teachers, and parents feedback on student learning. such, assessment drives instruction and assists teachers in differentiating instruction. school employs a variety of assessment methods including self-assessment, observations, anecdotal records, student portfolios, standardized diagnostic measures, and summative tests. Parents may request other types of tests, such as academic or psychological testing, which are available at St. John the Baptist or through private providers.

PARENTAL REPORTS AND CONFERENCES

There are three reporting periods during the school year, one at the end of each trimester. In October, parent/teacher conferences are scheduled for all students. Formal progress reports will be issued for all students halfway through each grading period. These are intended to outline progress, lack of progress, or any other potential problem area. Interaction between parents and teachers is an ongoing process and encouraged whenever there is concern. Conferences at the end of Trimester 2 and 3 will be required “as needed” for students with academic or behavior concerns, or at the request of the parent.

PROMOTION/RETENTION

A student satisfactorily completing each grade’s work will be promoted to the next grade. Recommendation for retention of students is made by the teacher in consultation with the principal and parents, and, if appropriate, with other advisory staff. The decision will be based on the total evaluation of a student’s growth in all areas of development. In all cases, the decision for retention rests with the Principal.

COMMUNITY SERVICE OPPORTUNITIES

Each class participates in community service. Parents will be informed of the chosen activities of their children’s classes (i.e.: the nature of the activities, when and where the activities will take place, need for parent involvement, etc.).

MIDDLE SCHOOL COMMUNITY SERVICE REQUIREMENTS

This includes following the mission of service that Jesus has called all Catholics to actively participate in. Students of grades 6, 7, and 8 are required to participate in a set amount of community service hours outside of school. Your child’s homeroom teacher will inform your student of minimal required hours, tracking service hours, and suggested service opportunities. Please contact your child’s homeroom teacher for more details.

FIELD TRIPS

Field trips are for the purpose of introducing and supplementing classroom learning experiences. When a field trip is planned, a description of the trip will be sent home. All such trips must have the approval of the principal and **written consent from a parent or guardian**. All students will wear their uniforms on field trips, unless free dress clothing is required.

Field trips are a privilege, not a right. The school reserves the right to revoke this privilege.

EXTRA-CURRICULAR AFTER SCHOOL PROGRAMS

St. John the Baptist Catholic School provides several extra-curricular activities that include: CYO Athletics, Scouting, and Altar Serving. Notification of these and future programs will be emailed home.

SACRAMENT PREPARATION

Growing in one's faith is a gradual process and takes time. The church directs us to model our sacrament programs on that of the catechumenate, the process by which adults prepare for entry into the church. Our programs presume, as does the national catechetical directory that religious education is not simply a matter of handing on a well-organized set of religious facts, but of initiating people into the faith, attitudes and values of the Christian community. The sacramental programs are the parish's responsibility and are supported by the school.

A one-year preparation is required for children receiving the Sacrament of the Eucharist. Immediate preparation for reception of a sacrament, with the participation of the parents, takes place through the Parish Religious Formation Office.

PARENTS AS PARTNERS

It is important for us to work closely with you as your child grows and develops. We look forward to working with you, as a partner, so that we can achieve excellence for your child's education.

Here are just some of the ways to become involved with your child's learning at St. John the Baptist:

Maintain open and ongoing communications with your child's teacher and our school

Read the school's weekly newsletter

Attend Parent/Teacher conferences

Assist your child with homework

Attend school events such as plays, assemblies, barbecues, etc.,

Become a parent volunteer

Join the Parent Faculty Association and regularly attend meetings

Student Information Disclosure

REVIEW OF STUDENT EDUCATION RECORDS

Parents of students currently in attendance at St. John the Baptist Catholic School may review the student's education records. Parents wishing to review student records should make written request to the Principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

DIRECTORY INFORMATION

St. John the Baptist Catholic School has designated the following as directory information, which the school may disclose without specific consent: the student's name, address, telephone listing, e-mail address, and parent's name. A parent may elect not to have any or all of these items included in a school-related directory. Contact the office to learn how to make this information unavailable on SchoolSpeak. Please refrain from using directory information for any kind of solicitation.

EMERGENCY DISCLOSURE OF INFORMATION

The school is required by law to disclose personally identifiable information from a student's educational record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

General Policies

ALTAR SERVERS

Every boy and girl in St. John the Baptist Catholic Parish is invited to take his/her turn serving at the various parish liturgical functions. Boys and girls are invited to begin to serve in the fourth grade.

BEFORE AND AFTER SCHOOL CARE (BASC)

St. John the Baptist Catholic School provides before and after school care for students aged 5-12. The program is operated in the Teen Room located in the basement of the Parish Center. Operating hours are 6:30 am- 8:00 am M-F and 3:30 pm (2:30 on Wednesdays)- 6:30 pm M-F. Please contact kbrown@sjbcatholicschool.org for more information or call the school office. **Preschool** before and after school care is also available through St. John's. If interested contact the school office for an application form.

BOOKS

Students must cover their textbooks in order to protect them from damage. Students should carry their books in a book bag or plastic bag to protect them from damage. In case of damage, including writing in a textbook, the students and parents will be required to pay all or a portion of the replacement cost of the book.

BOOK DAMAGE FEE

If books are lost or there is damage to books, materials or equipment that reduces the item's usability, including writing or marks in a book, 100% of the replacement cost is due from the student and parents. Unpaid damage fees will result in a hold on report cards and re-registration. It may also affect participation in school activities.

If there is damage to the building, building components, or furnishings, a damage fee will be assessed and community service hours outside of class hours will be required. Conduct grade and

participation in school activities may be affected.

CLASSROOM PARTIES/GIFT EXCHANGE POLICY

The staff and administration will schedule three parties during the school year. All parties are sponsored by the PFA and are to be coordinated by the classroom teachers and room parents. The time for such parties will be the last thirty (30) minutes of the school day. The school is not responsible for any other parties nor does it endorse or allow fundraising for non school sponsored celebrations. There shall be NO exchange of gifts between students at school. Invitations for parties, birthday gifts are NOT to be brought to school.

CLOSED CAMPUS

St. John the Baptist Catholic School has a closed campus requiring all students to remain on the school grounds from the time of arrival until school is closed or until students are officially excused.

COMMUNITY RESOURCES/GUIDANCE AND COUNSELING SERVICES

Catholic Family Services
231 SE 12th
Portland 503-231-4866

Morrison Center
Child Abuse
503-232-0191

Parent's Anonymous
Hot Line
503-452-4785 & 503-452-4789

Clackamas Co. Mental Health **NE Catholic Counseling Ctr.**
2100 SE Lake Rd. 8383 NE Sandy Blvd.
Milwaukie 503- 655-8735 Portland 503-253-0964

CONTACTING THE TEACHER/COMMUNICATION

If a parent has a concern with a teacher, the parent must first contact the teacher resolve the concern. If the concern is not remedied, the parent should contact the school principal.

A teacher's class is not to be kept from starting on time or interrupted. If a parent brings something for a child after 8:15 a.m. (i.e.: lunch, homework, P.E. clothes, etc.) it must be left at the office. The teacher, by prior arrangement, might deem it necessary to talk to a parent, parent and child, or child in the 15 minutes immediately before or after school. However, this is a time during which the teacher is still supervising his/her students, and the teacher should not be kept from giving them his/her full attention. Parents wishing to confer with teachers should call the school and make an appointment with the teacher, or email the teacher directly. Likewise, students are not allowed to bring student guests from other schools without permission from the principal.

EMAIL ETIQUETTE

Emails are considered legal documents. Please use this tool with respect and use only language which is appropriate. The Parent Faculty Association's intent in publishing the "Family Calendar" and "Family Directory" is to facilitate communication between our students and their families. The PFA does not sanction the use of this directory for any other purpose or by any individual not authorized to represent St. John the Baptist Catholic School.

Online Information

Any information posted to the website or sent out through email must be approved by the principal. Please submit posting requests to the administrative assistant. All materials must be received on Mondays in order to be posted within a week.

INCLEMENT WEATHER POLICY/EMERGENCY SCHOOL CLOSURE

In the event of school closure due to snow/inclement weather or other unpredictable phenomena, **St. John's will follow the policy of North Clackamas School District.** Announcements will be made over www.flashnews.net; local television and radio stations :

KATU-TV KOIN-TV KGW-TV KEX (1190) KGW (620) K103 (103.3)

If parents wish to call North Clackamas School District for more information regarding school closures and/or inclement weather, the number is 503-353-6020 or checks their website at ***www.nclack.k12.or.us***.

For example, St. John's will be closed if North Clackamas schools are closed; St. John's will have a late opening if North Clackamas schools have a late opening; St. John's will have a mid-day closure if North Clackamas schools have a mid-day closure.

When schools are closed or dismissed early for emergency reasons, all school-sponsored activities and programs for that day, including before and after care, will automatically be CANCELLED or postponed unless specifically approved by the principal.

PLEASE NOTE: If inclement weather or other catastrophe requires closing of school so that less than the minimum number of instructional days is met, the school calendar may be adjusted to require additional instructional days to make up the instructional days lost.

LOST AND FOUND

Every article of clothing is to be marked with the student's name. Lost and found articles are on display in the hallway next to the kindergarten classroom. If articles are not claimed within a reasonable time, they are donated to charity.

HOT LUNCH PROGRAM

Students of St. John the Baptist may participate in our daily hot lunch program. The lunch menu for each month is published on the school website and posted on SchoolSpeak.

Lunches need to be ordered through the Trio Hospitality website. Lunches include milk. Additional details and menus are available online: www.triohosp.com/sjb

DISMISSAL PROCEDURES

General dismissal for grades kindergarten through eighth is 3:15 p.m. on Monday, Tuesday, Thursday, and Friday, and 2:15 p.m. on Wednesday. All students will be dismissed in the back parking lot.

Students (Grades kindergarten through eight) who are in the After School Program will be picked up in the back of the school (black top area) by a member of the After School staff.

Students and parents will be involved in the after-school pick-up cycles in the back of the school (black top area). All students are to exit through the north door onto the playground. **The only exceptions are those who wait by the office for a day-care van. Parents etc, please do not enter the playground before 3:05 pm or 2:05 pm on Wednesdays.**

Parents are asked to form three lines to wait for children being dismissed. **Parents, while waiting in the car pickup line, please do not get out of your vehicle to retrieve your child(ren).** No child is permitted to play on the school grounds before or after school. Once students have been dismissed from school, they are to walk to the appropriate dismissal area. Here, they will wait until their last name is called to meet their transportation or walk to a destination pre-arranged by the parents (this destination cannot be on school or parish property!). For those **not** being picked up in the car line, teachers will wait to release students to parents only when the parent/authorized adult has come to the line to individually check out their student. Once students have entered their transportation vehicle, they may **NOT** go back into the building to retrieve missing items! This makes the process much smoother. Parents will need to drive to 25th Street, park in a LEGALLY acceptable parking space, and have their child enter the school. PLEASE NOTE: As you exit the playground you may make a right hand turn **ONLY** from the driveway for safety reasons.

Students are NOT allowed to wait for their rides in front of school, as supervision of students is only available to the playground in the back of the school ONLY.

The school is responsible for students until 3:30 pm Monday, Tuesday, Thursday, and Friday and until 2:30 pm on Wednesday, and teacher supervision is available until that time. If you wish to use the after school program you will need to have your child/ren registered prior to doing so.

OTHER TRANSPORTATION

Tri-Met may also be utilized by our students as well as car pools. Detailed information is available through Tri-Met, 503-238-7433

PHOTO/VIDEO RELEASE

From time to time, photographs or videos of students and their learning are taken in school or at places where the children are involved in an excursion or activity. These photos / images / videos / CDs / DVDs may be used in class activities or could be published by the school in documents, school publications, newsletters, displays, journals, professional development materials for teachers, or the school website. If you would like NOT to use your child's picture, please contact the school office.

SCHOOL CALENDAR

Please see the Cougar calendar online at: www.sjbcatholicschool.org (current families). This calendar is updated often.

SCHOOL DAY

School for grades preschool through eighth will begin at exactly 8:15 am and end at 3:15 pm on Monday, Tuesday, Thursday, and Friday. On Wednesday, school will begin at 8:15 a.m. and end at 2:15 pm. The school doors will open at 8:00 am . **The school will be responsible for the children in grades preschool through eight between 8:00 am and 3:30 pm Monday, Tuesday, Thursday, and Friday and between 8:00 am and 2:30 pm on Wednesday. There is no supervision for students before or after these times except through your enrollment with BASC, our before and after school care program.**

Upon arriving at school, students are to go directly to their classrooms in a quiet and courteous manner. We do hope that tardiness does not become a concern. All our programs are important; therefore, we think it crucial to begin on time. Please take the time to emphasize to your children the importance of following directions and being prompt.

ALL SCHOOL MASS

The Friday morning Mass time for all school students will be at 8:30 am. This time corresponds with religious instruction in the classroom and is a required part of our curriculum. Attendance is not optional. Missing Mass counts as a tardy. Consistently missing Mass could negatively impact a student's grade. All students will attend Mass once a week, participating in the various roles, reading, altar serving, singing, etc. School dress code applies at all school Masses.

STUDENT GUESTS

Occasionally, a student may wish to have a friend visit school and attend classes. In general, guests are allowed only when they are prospective students seriously considering attending St. John the Baptist Catholic School. Arrangements for prospective students to visit must be made at least twenty-four hours in advance of the visit with the approval of the principal. In addition, requests for visits by students who are not prospective students must be made at least twenty-four hours in advance with the approval of the principal. The principal reserves the right to deny visitation.

SUPPLIES

Families are responsible for obtaining and maintaining basic school supplies for their child/ren. A class supply list is available online. Additional copies are available during registration week and can also be obtained at the office throughout the school year. Some supplies may need to be replenished throughout the year by the parent. Please respond when a student or teacher requests supplies in a timely manner.

TECHNOLOGY POLICY

Technology resources at St. John the Baptist Catholic School are provided for the purpose of supporting the educational mission of the School. The school's goal in providing the iPads and Macbooks is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent Student

School Handbook. It is understood that members of the St. John the Baptist community will use all types of computing devices and School's network in a responsible, ethical, and legal manner at all times.

St. John the Baptist Catholic School retains sole right of possession of the iPad, Macbook and related equipment. The Apple devices will be issued to students according to the guidelines set forth in Technology Acceptable Use Policy/Agreement (See Appendix E). This Policy/Agreement must be signed and returned to the school office prior to student being issued a device. St. John the Baptist Catholic School retains the right to collect and/or inspect the iPad, iTouch, and Macbook at any time, and to alter, add, or delete installed software or hardware.

GIFT ACCEPTANCE POLICY

St. John the Baptist Catholic School (SJB) solicits and accepts gifts that are consistent with its stated mission, and priorities and that support its core programs, as well as special projects.

Donations and other forms of support, including restricted gifts, will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following limitations:

- The school does not accept gifts when it is determined there is no charitable intent on the part of the donor, nor does it accept gifts that are contingent on the employment of specific individuals.
- Restricted gifts should not create an unhealthy imbalance in funding for existing or proposed school programs supported by the operating budget. A gift to the school should benefit the largest number of students possible.
- The school does not accept gifts that create excessive administrative, recording, tracking or reporting procedures.
- The school must ascertain its ability to honor the restrictions placed on the gift by the donor to ensure the donor's intentions are satisfied.
- The school reserves the right to decline any gift.

If a gift is deemed unacceptable based on any of the limitations listed above, the donor will be informed promptly and provided with the opportunity to remove and or modify the identified restriction(s) or revoke the gift.

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for SJB. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

Whereas there is the potential for controversy if certain gifts are accepted, the organization has adopted the following Gift Acceptance Policy guidelines:

When considering whether to solicit or accept gifts, the organization will consider the following factors:

Values—whether the acceptance of the gift compromises any of the core values of SJB.

Compatibility—Whether there is compatibility between the intent of the donor and the organization's use of the gift

Public Relationships—whether acceptance of the gift damages the reputation of SJB.

Primary Benefit—whether the primary benefit is to SJB, versus the donor

Consistency—is acceptance of the gift consistent with prior practice?

Form of Gift—is the gift offered in a form that SJB can use without incurring substantial expense or difficulty?

Effect on Future Giving—will the gift encourage or discourage future gifts and/or set an unsustainable precedent?

All decisions to solicit and/or accept potentially controversial gifts will be made by the Parish Pastor in consultation with the SJB Principal and SAC. The primary consideration will be the impact of the gift on the organization.

PRINCIPAL’S RIGHT TO AMEND HANDBOOK

The school principal retains the right to amend this handbook for just cause at any time. Parents will be notified of changes.

WHAT TO DO IF...

This handbook is being issued in the hope it will bring closer ties and understanding between the school and home. Close cooperation between the home and the school will always work in the best interest of the student. Please feel free to call the school or make an appointment to visit. No problem is too small.

What to do if.....

If your child is having a problem with another child, please bring the matter to the attention of the classroom teacher or contact the child’s parent at home. Do not expect to come into the school and address the problem with the child. While children are at school, the principal, teachers and staff are acting on behalf of parents. It is the responsibility of the staff at St. John the Baptist Catholic School to address problems and discipline issues at school, not the parents.

If you have a concern about a classroom issue, please contact the classroom teacher to schedule an appointment. If the issue remains unresolved, please contact the principal to facilitate a resolution.

If you have a concern about a school policy, please contact the school office and schedule for an appointment with the principal.

If you have a concern about a rumor, please contact the involved parties to check the accuracy of your information. Misinformation can destroy good work and reputations.

In the interest of Christian justice, it is our responsibility to check out rumors, not spread them. Students, parents, and staff have a responsibility to know the facts before they pass them on to another person. Even then, we must also, in the spirit of charity and justice, decide whether or not the information needs to be spread.

Appendix A: Parent Code of Conduct

The Catholic Church and Catholic school recognize parents as the primary educators of their children. It is of utmost importance that the parents/guardians of a student conform themselves to the standards of conduct and behavior that are consistent with a Christian lifestyle and the mission of the school. These standards include, but are not limited to the following:

Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting academic, moral and behavioral expectations of the school, including monitoring student use of social media outside of school.

Parents/Guardians may express their concerns about school operation and its personnel; however, they may not do so in a manner that is disrespectful, discourteous, scandalous, rumor-ridden, disruptive, threatening, hostile, or divisive. This includes both verbal and online expressions of concern.

These expectations for parents/guardians include but are not limited to all school-sponsored programs and events. (e.g. athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, actions that fall short of parent/guardian agreement with and meeting of the school's mission, philosophy, and schoolwide learning expectations. Failure to follow these principles will normally result in a verbal or written warning to the parent/guardian, and will result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of parent/guardian's privilege to come to the campus grounds, volunteer, participate in activities, etc.).

In accordance with the Department of Catholic Schools Policies and Guidelines 3550, under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitudes of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be instructed to ask to withdraw the student from the school. If, the opinion of the administration, the partnership between parents and the school is irretrievably broken, the school, with the support of the parish pastor, in its discretion, reserves the right to require the parent to withdraw his or her child/ren.

Parental lack of cooperation with school/parish personnel and/or policy may be indicated by:

- Failure to cooperate with academic standards including homework completion and grading.
- Lack of support of the code of student conduct and/or disciplinary actions taken by the school.
- Unwillingness to comply in a timely manner with school's recommendation for tutoring, counseling, educational assessment, and/or follow through in these areas.
- Public and consistently negative attitude and lack of support by the parent(s) for school and/or parish personnel or policies.
- Verbal or physical harassment of school and/or parish personnel.
- Engagement in online activity whereby negative or defamatory comments are made regarding the school, the faculty, other students or the parish.

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

Appendix B: Responsibility Rubrics

Standards of Responsibility Rubric Grades K-3

Level I: Minor	1st Offense	2nd Offense	3rd Offense	4th Offense
Class/Hall disruption, Eye-rolling, Intimidating stare/Leering, Teasing, Name calling, Putdowns/Insults, Play fighting/Horseplay	15 second intervention Opportunity to make it right	15 second intervention Opportunity to make it right 1 silent recess Behavior Reflection form	15 second intervention Responsibility Referral Opportunity to make it right Teacher calls parent 1 silent recess 1 “working” recess Behavior Reflection form	15 second intervention Responsibility Referral Opportunity to make it right Teacher calls parent 1 silent recess 1 “working” recess Parent conference Student plan of assistance Behavior Reflection form
Level II: Moderate	1st Offense	2nd Offense	3rd Offense	
Swearing towards others, Mean notes, Rumors, Throwing objects, Threatening/Humiliating, Taunting/Ridiculing, Hitting/Kicking/Punching, Pinching/Biting/Spitting, Stealing, Cheating	15 second intervention Responsibility Referral Opportunity to make it right Teacher calls parent 1 silent recess Behavior Reflection form	15 second intervention Responsibility Referral Opportunity to make it right Teacher calls parent 1 silent recess 1 “working” recess Parent conference Behavior Reflection form	15 second intervention Responsibility Referral Opportunity to make it right Teacher calls parent 1 silent recess 1 “working” recess Parent conference Student plan of assistance Behavior Reflection form	
Level III: Severe	1st Offense	2nd Offense		
Damage property, Stealing, Punching, Fighting, Defiance, Disrespect or refusal towards an adult, Sexual/Racial/Cultural harassment	15 second intervention Responsibility Referral Opportunity to make it right Teacher calls parent 1 silent recess 1 “working” recess Parent conference Behavior Reflection form	15 second intervention Responsibility Referral Opportunity to make it right Teacher calls parent 1 silent recess 1 “working” recess Parent conference Student plan of assistance Behavior Reflection form		
Level IV: Extreme				
Making bomb threats, Flashing weapon, Stabbing/Shooting/Stalkin g, Severe intimidation, Drugs	POLICE CALLED: NO LONGER ALLOWED TO ATTEND ST. JOHN THE BAPTIST CATHOLIC SCHOOL			

Standards of Responsibility Rubric Grades 4-8

	1st Offense	2nd Offense	3rd Offense	4th Offense
<p><u>Level I: Minor</u></p> <p>Class/Hall disruption, Eye-rolling, Intimidating stare/Leering, Teasing, Name calling, Putdowns/Insults, Gossiping</p>	Opportunity to make it right	Opportunity to make it right Behavior Reflection Form	Responsibility Referral Opportunity to make it right Student calls parent 1 Lunch/Recess Detention Behavior Reflection Form	Responsibility Referral Opportunity to make it right Student calls parent 2 Lunch/Recess Detention Conference with parent Student plan of assistance Behavior Reflection Form
<p><u>Level II: Moderate</u></p> <p>Inappropriate Gestures, Swearing/Graffiti, Inappropriate use of technology, Exclusion/Shunning, Play Fighting/Horseplay, Disrespect towards an adult</p>	Responsibility Referral Opportunity to make it right Student calls parent Behavior Reflection Form	Responsibility Referral Opportunity to make it right Student calls parent 1 Lunch/Recess Detention Behavior Reflection Form	Responsibility Referral Opportunity to make it right Student calls parent 2 Lunch/Recess Detention Conference with parent Student plan of assistance Behavior Reflection Form	
<p><u>Level III: Significant</u></p> <p>Threatening/Humiliating, Taunting/Ridiculing, Hitting/Kicking/Punching, Stealing, Cheating, Defiance towards an adult, Mean Notes (electronic or handwritten)</p>	Responsibility Referral Opportunity to make it right Student calls parent 2 Lunch/Recess Detention Conference with parent Behavior Reflection Form	Responsibility Referral Opportunity to make it right Student calls parent Conference with parent(s), administration and Pastor Student plan of assistance 2 day in-school-suspension Behavior Reflection Form		
<p><u>Level IV: Severe</u></p> <p>Bullying, Cyberbullying, Damage of Property, Stealing, Fighting, Sexual/Racial/Cultural harassment</p>	Responsibility Referral Opportunity to make it right Student calls parent Conference with parent In-school-suspension TBD Behavior Reflection Form	Responsibility Referral Opportunity to make it right Student calls parent Conference with parent(s), administration and Pastor Student plan of assistance Out of School Suspension TBD Behavior Reflection Form		
<p><u>Level V: Extreme</u></p> <p>Making bomb threats, Flashing weapon, Stabbing/Shooting/Stalking, Severe intimidation, Drugs</p>	<p>POLICE CALLED: NO LONGER ALLOWED TO ATTEND ST. JOHN THE BAPTIST CATHOLIC SCHOOL</p>			

Appendix C: Anti-Bullying Contract

St. John the Baptist Anti-Bullying Contract Parent/Student Contract

I, _____, promise that I will do my best to keep our school a safe and caring place to learn.

This means that I will:

1. Treat *everyone* with kindness and respect.
2. *Interrupt* and *Refuse* to watch, laugh, or join in when I see something that looks like bullying.
3. Include everyone in play, especially those who look left out.
4. Report unsafe or disrespectful behaviors to an adult.

Student Signature

Parent Signature

Date

Bullying Definition:

1. **Repeatedly** hurts another individual either-
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something, unwillingly, etc.)
 - b. Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors, etc.)
 - c. Indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments, etc.)
 - d. Through the use of technology (using technology to hurt others through any communication devices such as email, cell phone, camera, chat rooms, text messaging, or websites, etc.)
2. Is **deliberate** and **sustained**
3. Is intended to isolate, hurt, or humiliate another individual
4. Is **unprovoked**

Appendix D: Incident Report Form

Incident Report

Please complete this form as thoroughly as possible. The more specific you can be, the better. Names of students who report will be kept confidential.

Thank you for your report.

Today's Date _____

What is your name? _____

I was a witness _____ It happened to me _____

What are the names of all the people involved?

What are the names of other people that saw this happen?

When did this happen?

Date:

Time:

Where did this happen?

In your own words, please describe what happened.

Appendix E: Technology Acceptable Use Policy

SAINT JOHN THE BAPTIST CATHOLIC SCHOOL
Technology Acceptable Use Policy

This Saint John the Baptist Catholic School (SJB) Technology Acceptable Use Policy outlines the terms and conditions for use of the school's computers and individual mobile devices. The school offers online electronic information services including but not limited to Internet access, email, and Google Apps for students. Saint John the Baptist Catholic School establishes learning environments where students are comfortable using technology as a tool to learn, communicate, and create.

Etiquette, safety, and security are critical parts of computer literacy. The use of the school's computers, mobile devices, computing facilities, and the Internet is a privilege, not a right. Inappropriate use can result in loss of said privilege and/or other disciplinary action. Network administrators and the principal may review communications and electronic files at any time to maintain system integrity and ensure the appropriate use of the system. The administration reserves the right to impose discipline for on or off campus conduct and content that has a detrimental impact on the school's program, reputation, creates a hostile environment, and/or disrupts the educational process.

Google Apps for Education include web-based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring, and collaboration tools for students and teachers. Google Apps for Education is available at school and at home via the web. School staff will monitor use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. All participants must protect their login and password information, as well as class passwords. If participants suspect that a password has been compromised, they must notify their teacher immediately.

Teachers will make every reasonable effort to monitor student conduct in order to maintain a positive learning environment. All participants will respect teachers' time and professionalism by following policies, rules, and guidelines.

General policies for student use of computers at school:

1. During class time, students are to use computers only for school-related work.
2. Computers and devices may not be used to threaten or intimidate others, or to cause harm to the system or others. All electronic messages must use appropriate language. Sending any form of harassment, insults, or profanity via email, texting, or postings on social websites is prohibited.
3. Students may not email or post anything in violation of any U.S. or state regulation, including copyrighted material and threatening or obscene material.
4. Recording devices are limited to academic use only. To photograph or record in class or on campus, students must have prior consent of the teacher and subject.
5. Email, web use, and files on the school network are not considered to be private. Students' access to Internet applications and websites may be subject to periodic checks by faculty or system operators on computers and student devices. St. John the Baptist Catholic School teachers and staff have access to student accounts on the school network and the SJB Google account.

The following safety guidelines should be followed:

- Never share passwords with others and do not use another person's password to login.
- Never disclose personal contact information to anyone online, nor agree to meet with anyone met online without parents' approval.
- Always be courteous and polite in communications online; never purposely damage another's reputation.
- Immediately notify a teacher if an inappropriate website is accessed.
- Inappropriate or profane language is never acceptable.

MIDDLE SCHOOL IPADS

Each student in middle school will be assigned an iPad to be utilized at school for the year. Each student is responsible for carrying their iPad safely from class to class throughout the school day. It is the student's responsibility to supervise and care for their iPad, including the purchase and use of a protective case at all times. Students are responsible for charging iPads at home, and bringing them to class ready to use. Failure to do so may result in loss of participation points.

TAKING CARE OF YOUR IPAD

Students are responsible for the general care of their device they have been issued by the school. iPads that are broken or fail to work properly must be taken to the School Office for an evaluation of the equipment.

General Precautions

- The iPad is school property and all users will follow this policy and the SJB acceptable use policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of SJB.
- iPads must never be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, gymnasium, bathrooms, library, on top of lockers, and hallways. Any iPad left in these areas are in danger of being stolen and may be confiscated. It is the student's responsibility to speak with their teacher regarding a missing iPad.

Carrying iPads

The protective cases provided have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case when carried.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

Screensavers/Background photos

The student of the assigned iPad/itouch device will have his/her photo serve as the screensaver or background. This will help serve as device/owner identification.

Saving Work to Google Docs

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

Network Connectivity

SJB makes no guarantee that the school wireless network will be up and running 100% of the time.

SOFTWARE ON SJB TECHNOLOGY

Originally Installed Software

SJB will synchronize school technology to contain the necessary programs and Apps for school work. Students will not synchronize iPads or add Apps through a personal iTunes account, or add or download content to school computers or MacBooks without teacher permission. The software/Apps originally installed by SJB must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

ACCEPTABLE USE

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities are to:

- Provide Internet and Email access to its students.
- Provide data storage areas through Google Docs. These will be treated similar to school lockers. SJB reserves the right to review, monitor, and restrict information stored on or transmitted via SJB owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Students Responsibilities are to:

- Use computers/iPads in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use. Repeated failure to obey the SJB technology acceptable use policy may result in the loss of technology privileges.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via SJB designated Internet System is at your own risk. SJB specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Help SJB protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the school office.

COST OF REPAIRS DUE TO NEGLIGENCE AND/OR MISUSE

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. due to neglect or misuse. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

ACCEPTABLE USE POLICY AGREEMENT:

I have read and agree to the terms and conditions of the Saint John the Baptist Catholic School Technology Acceptable Use Policy.

Student Name *(please print)*: _____ Grade: _____

Student Signature: _____ Date: _____

I have read and agree to the terms and conditions of the Saint John the Baptist Catholic School Technology Acceptable Use Policy and I permit my child to participate in these activities, including Google Apps for Education.

Parent/Guardian *(please print)*: _____ Date: _____

Parent/Guardian Signature: _____