



**ST. JOHN THE BAPTIST
CATHOLIC SCHOOL**

Parent - Student Handbook

2021-2022

**St. John the Baptist Catholic School
845 Second Avenue N.W.
New Brighton, MN 55112
651-633-1522**

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Dear Parents and Guardians,

We welcome you and your family to St. John the Baptist Catholic School! Our theme for the 2021-2022 school year is **Restore to Life** as we look forward to being able to continue to offer in-person learning along with restoring some normalcy in the school environment for our students and staff. This past school year gave us opportunities to refocus on important things and to try some new ones and we will continue that focus into the upcoming school year. This handbook outlines the normal policies, procedures, and routines of school, however, due to COVID-19, we may have to modify some policies and procedures for this school year. Changes will be communicated to parents via the weekly Principal's Bulletins or email messages.

While some policies and procedures may have changed and this handbook outlines our regular and general expectations we have of our students daily, it will be supplemented by teachers' handbooks, by grade or team, given to families the first or second week of school. Our goal is to help each of our students develop a relationship with God and gain self-knowledge to be reflective, thoughtful, goal-oriented students.

To help our students be successful in relating to God, to each other and to themselves, the teachers and staff teach, model and live out their faith and their love of learning. Teachers continue to learn about the Best Practices in helping our students succeed in religion, reading, math, science, and in all subject areas. We are looking at current research to make certain that we are utilizing methods and practices that will help every student be successful academically, socially, and emotionally. We continue to use NWEA to assess students to ensure growth along with teacher observations and assessments. Our goal is to show evidence to parents of this growth as well as to the students. We believe a hallmark of Catholic schools is to see parents as the primary educators of their children. We partner with parents to help students have self-knowledge, to set goals, and then to gain confidence in their ability to tackle difficult things. We also teach study skills and habits that will assist them in reaching their goals.

The staff and faculty will help each child at St. John's grow academically, spiritually, socially, emotionally, and physically. We hope to provide many different activities and experiences to facilitate this. Thank you for the privilege of being part of the team, with you, raising your children.

Sincerely,

Ann Laird, Principal

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**St. John the Baptist Catholic School
Mission Statement**

**Jesus
Others
You**

St. John the Baptist Catholic School educates each child in a faith-filled environment by teaching academics, virtues, compassion, discipleship, and the Catholic faith in a JOY-filled community so each child reaches their full potential academically and spiritually.

Teach-Make-Go

PHILOSOPHY OF

At St. John the Baptist Catholic School, we provide a faith-filled welcoming Catholic community where students are given a foundation to become life-long learners.

We seek to form disciples of Christ by building upon the following foundations of the Catholic faith:

- Prayer and worship
- Sacramental life
- Virtues education
- Stewardship
- Parent and parishioner partnership

Recognizing individual differences, we provide a quality education through differentiation and best practices. We encourage our students to find success by:

- Mastery of academic skills in core subject areas
- Integration of 21st Century learning skills including cooperative learning, technology, and STEM throughout curriculum.
- Develop an appreciation of the fine arts and world language.
- Provide an array of extra-curricular activities and learning opportunities.

We live out our JOY (JESUS-OTHERS-YOU) philosophy through our core values.

- **JESUS - Reliance on prayer** by developing your relationship with **JESUS** through prayer and worship.
- **OTHERS - Generosity of spirit** in service, gratitude, recognizing the gifts of others, sharing, and JOY.
- **You - To Grow** through knowledge, faith, virtue, community, respect for ourselves and others.

STATEMENT OF OBJECTIVES

Our school aims to provide a curriculum in which teachers, subject matter, and the entire atmosphere are permeated with the Christian spirit. Its chief task is to impart to the student his/her cultural heritage, both Christian and secular, and to help the child reach the maximum development of his/her powers.

Basic structures of the programs developed in the school are intended to make the child a responsible member of the family, the church, and society.

The child's education begins and rests primarily in the home. The faculty and professionally trained personnel continue the education which parents began the day the child was born.

Our school's main interest is the religious development and educational growth of the children entrusted to its care.

It is the aim, then, of St. John the Baptist Catholic School to work to satisfy the needs (spiritual, moral, intellectual, cultural, social, and physical) of the children entrusted to its care. We attempt to do this through a curriculum based on the following Christian Social Principles.

...the dependence of all persons upon God

...the individual dignity of every human person made to the image and likeness of God

...the sacredness and integrity of the family

...the need for people to live in society – the social nature of humans

...the material and spiritual interdependence of all people

...the obligation of all people to use the resources of God's earth according to His plan, and share them

...the obligations of people to share spiritual gifts

...the obligations of justice and charity that exist between peoples and nations

...the unity of all people.

With these ends in view, all of us at St. John the Baptist Catholic School will work to accomplish the tremendous task entrusted to us, and with God's help and under St. John the Baptist, the Patron of our school, we will endeavor to give all children a quality education providing for individual differences through innovation and creativity.

ACCREDITATION

St. John's is accredited through the Minnesota Non-Public School Accrediting Association and the Archdiocese of St. Paul/Minneapolis. The process used is to provide outside validation and the development of a School Improvement Plan for the school in multiple areas – mission and philosophy, curriculum and instruction, learner performance, school climate and facilities, community relations, personnel, leadership and governance, and Catholic identity. Parents receive a report annually updating them on our progress towards our school strategic plan goals.

HISTORY OF ST. JOHN'S SCHOOL

St. John the Baptist Catholic School faces its future with the same dedication and faith in God, as did those parishioners who established it in 1952. It continues to live the educational philosophy of Monsignor Paul Koscielniak, the pastor who spearheaded the effort to build the school. Monsignor Paul felt that school is an extension of the home and, as such, St. John's School would provide a setting of love and concern for each student. Under the guidance of Sister Mary Francis, who was the first principal and served at St. John's from its opening day until 1957, the school began a tradition of teaching values, truth, and concern for others that is still the pillar of a St. John's education.

When the doors opened on September 2, 1952, six Sisters of the Order of St. Francis of Sylvania, Ohio, and one lay teacher greeted 424 students. A foundation in the basics of reading, writing, and arithmetic continue to serve the alumni well. In 1956, an auditorium/church, nine classrooms, and a library were added. At its peak in 1960, St. John's served 1032 students in nineteen classrooms. The faculty was made up of twelve Sisters and six lay teachers. Sister Gwendolin became principal in 1982 and brought the JOY (Jesus, Others, You) philosophy to the school. In 2003, Sister Gwendolin retired ending the long history of service by the Sisters of St. Francis. Mrs. Sue Ford Clausen joined the faculty, as its first lay principal, in September 2003.

Throughout the years, a kindergarten program was added, and space was reallocated for a computer lab, science lab, AV teachers' resource center, Spanish room, and before and after school childcare (J-Care). In 2001, the convent was razed and replaced with a modern Parish center connecting the church and school. The addition includes office space and an art and a music room for the school.

In 2010, the school took over the preschool, which had previously been directed by the Parish through the Parish business administrator. This was changed to move all full-time Parish educational areas to be under the guidance of the school administrator.

In 2021, St. John's will serve approximately 400 students in preschool through grade eight with several preschool class offerings and two classes of each grade in K-8. The faculty is made up of teachers who continue in the spirit of the founders of St. John's by focusing on faith formation and self-respect as the foundation of a well-rounded education. Each of us continues to practice the JOY philosophy and continues to instill it in each student.

REGISTRATION

Any child is eligible to attend St. John the Baptist Catholic School based on the ability of the school to meet the needs of the individual child as well as the needs of the school community.

Parental cooperation is essential for the welfare of students. If in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school. We as adults are called to model Christian behavior and build up the community.

REGISTRATION FOR NEW STUDENTS

Registration for new students takes place generally in January or early February. Children attending St. John the Baptist Catholic Parish School are enrolled at this time as well. The exact date is published in the school and through the Parish bulletin. All registrations are completed online by parents and information may be accessed via our school website.

At the time of registration, parents of prospective students present the child's Baptismal and birth certificates and pay a nonrefundable registration fee.

During the formal registration period, students will be considered for acceptance in the following order:

1. Children from families currently part of the St. John the Baptist Catholic Parish School Community. Current St. John the Baptist School families/students need to complete their online registration information in accordance with the published deadline to ensure their registration "priority".
2. Children of parishioners who previously had children attending St. John the Baptist Catholic Parish School will be accepted second.
3. Children of St. John the Baptist parishioners will be accepted third.
4. Children of non-parishioners will be accepted fourth.

After the formal registration period, all students will be accepted by date of registration.

St. John's reserves the right to deny admission to any student whose needs cannot be met or whose entry would not serve the best interest of the school community. Waiting lists will be established when the maximum allowable class size for a grade level is reached.

KINDERGARTEN

According to Minnesota law, a student must be five years old by September 1 to enroll in kindergarten. Parents of prospective kindergartners enrolled in our school are strongly urged to attend the **Kindergarten Information Night**, held in January. At this meeting, the principal and teachers will discuss the curriculum, the philosophy of the school's kindergarten program (both half-day and full day), and the routines and procedures of the classroom. Any student desiring early entrance into kindergarten (those born before September 1st) must contact the school for an evaluation by school staff.

NONDISCRIMINATION POLICY

St. John the Baptist Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to all students. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of our education and admission policies, scholarship and loan programs, and athletic or other school administered programs.

MANDATORY EDUCATION

The State of Minnesota requires that every child entering kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted in the military or an institution of higher learning can leave school before they are 18 years old.

CLASS SIZE

The maximum class size for grades K-8 at St. John the Baptist School will be set at 25 students per classroom. All students beyond these numbers will be placed on a waiting list. A class size may be adjusted at the discretion of the principal.

TRANSFER STUDENTS

Any students who apply to school after the beginning of the school year will be evaluated and considered for admission on a case-by-case basis. Families will meet or converse with the principal or other appropriate staff member(s) to discuss circumstances surrounding the transfer.

Admission of transferring students will be determined by the school administration following an evaluation of student needs and reason for transfer.

TUITION

The pastor, principal, and Finance Commission with the advice of the School Advisory Commission, establish the tuition schedule in December for the following year. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising, and state funds provide the remainder of the costs.

Tuition varies from year to year. Information regarding tuition schedules for the upcoming year is available at the time of registration. St. John's uses TADS (Tuition Management Company) to manage and collect tuition.

St. John the Baptist Catholic School has set the following tuition policies:

1. Payment in full option: If chosen, payment in full is due no later than August 20th by check, bank payment, or credit card. If this option is chosen there is a \$100 per family discount.
2. Two payment option: Parents may choose the two payment tuition installments due in August and January using automatic bank payments or credit card.
3. Monthly payment option: Parents may choose ten monthly payments from August – May using automatic bank payments or a credit card. Families are charged a TADS fee for this option.
4. Payments through TADS are made on the 5th or the 20th of the month.
5. All extras (i.e., J-Care, athletic fees, band fees) will be billed via TADS.
6. If families find themselves with questions or concerns regarding their TADS tuition accounts, they must contact Joy Thienes in the school office.
7. If parents have financial questions or concerns regarding their ability to pay, it is inherent that they contact the Parish Business Administrator, Mark Dittman, immediately. St. John the Baptist Catholic School reserves the right to suspend the student indefinitely and not to allow readmission until such time as all past due accounts have been paid in full.
8. Report cards, diplomas, and record transfers will not be issued until all financial obligations have been paid or acceptable arrangements have been made with the Parish Business Administrator.
9. If accounts are delinquent, they may be turned over to a collection agency.

FEES

In addition to the basic tuition, a technology fee is assessed for each student to cover the cost of leasing machines. Some programs/activities require additional participation fees, e.g., athletics, band, J-Care. All fees and tuition must be paid in a timely manner or the final report card will be withheld.

TUITION ASSISTANCE

It is the policy of the Parish community of St. John the Baptist to support the efforts of Parish families who wish to have their children attend St. John the Baptist school. To maintain tuition at a manageable level, the Parish community subsidizes St. John the Baptist School considerably. The costs of salaries plus benefits continue to be a major factor in the budgeting process. It is a commitment of the Parish to maintain a quality staff. The school does use parents and other trained volunteers when it is able to do so. As a result of these efforts, the "per student" cost is considerably less than the public schools, and tuition rates are established at a rate less than the "per student cost."

However, even the comparatively low tuition may appear unattainable for some families. Tuition assistance may be available to families unable to pay the full cost of tuition. The assistance application provided by the TADS Tuition Management Company will be used to determine the financial aid need of each family that applies. Families may apply online at www.mytads.com. This application requires data regarding dependents, income, assets, and liabilities. The principal forms a committee to assist with tuition assistance awarded at St. John the Baptist Catholic School.

Over the last several years, more tuition assistance has been needed. Tuition assistance funds have previously been supported by parishioners who contribute to the Assist-a-Student program. Every effort is made to utilize these funds in the best way possible to assist those who qualify. No one is given a total scholarship. Funds are distributed based on needs.

For those who would like an additional way to earn money to help with tuition payments, there is a program run by the Pioneer Foundation that parents may also participate in. Participants of this foundation work at local sporting events (Twins, Vikings, etc.) or concerts and earn a tax-free donation that may be applied towards tuition payments. Information may be accessed through the school office or at <https://pioneerfoundation.weebly.com/>

STUDENT PROGRESS

Student progress is communicated in several ways:

1. Parent-teacher conferences held twice a year or by appointment
2. NWEA testing scores
3. Grades K-2 send out progress reports
4. Grades 3-8 receive weekly grade alerts and have access to current scores/grades online via Educate
5. Report cards at the end of each of three trimesters
6. Parent meetings – prior arrangement required

All interactions between the school and parents must be done in a respectful and civil manner.

TEACHER CONSULTATION

Parents may contact their child's teacher at any time if they have any questions about programs. Parents should not hesitate to call the teacher's voicemail for an appointment with a teacher. During the school day, a teacher's priority is to be with his/her class. It is best if parents request an appointment to see a teacher by email, writing a note, leaving a message at the school office, or via voicemail. This is to assure parents have sufficient time for the desired conference and to allow teachers an opportunity to be free to be present physically and mentally for the conference.

Parents are invited to discuss their child's progress formally with teachers at scheduled conferences or at other times arranged individually with teacher. Parent Conferences are held twice a year – fall and spring. Report cards are available on Educate three times per year following each trimester. Parents are encouraged and welcomed to establish and continue communication with the child's teacher(s) and the school throughout the school year.

To help with the lines of communication between teachers and parents/guardians:

- If the parent/guardian has a question or a concern about what is happening in the classroom, please make an appointment with the **teacher**.
- If you have met with the teacher and are not satisfied, then make an appointment with the **principal**. At that time, a meeting with the teacher, student, principal, and parents/guardians may be called.
- If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the **pastor**.

ACADEMIC CONCERNS

The following are steps parents can take when questions or concerns about your child's success in his/her studies arise:

- Listen to your child's view of the situation.
- Encourage your child to talk with the teacher himself/herself. If they are hesitant, go with them to talk with the teacher.
- Be sure you are receiving and reading reports cards, interims, grades, and comments that are sent by the school.
- Contact the teacher for specific suggestions.
- Ask for a conference, even if the school did not request one. This could take place with one or two teachers or with all your child's teachers; it could include the student or not.
- Use the teacher's expertise to set up specific responses such as structured study times, tutoring, study skills, learning styles, etc.

GRIEVANCES

If a grievance between parent/guardian/student and a teacher/school administrator should arise, the following grievance procedure shall be followed:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the principal (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the principal).
3. If the grievance is still not resolved, a Grievance Committee will be established to hear the grievant.

4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the Committee will make its recommendation to the pastor. The Committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to the Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

All interactions must be done in a respectful and civil manner.

STUDY HABITS

Children develop with practice good habits of study during the elementary years. Teachers work with children on study skills - how to organize themselves, how to prepare for tests, how to take notes, and how to study best.

IN THE CLASSROOM: STUDENTS -

1. Listen carefully
2. Think along with the teacher and/or take notes
3. Participate in class through questions or comments
4. THINK about what is being learned and how it relates to what has already been learned
5. Use assignment notebooks and accurately record assignments
6. Use organization tools – accordion folders, portfolios, notebooks, etc.

AT HOME: STUDENTS -

1. Have a time and a place to do homework each evening
2. Organize homework both long-term and short-term using calendars (See Homework Policy section)
3. Note due dates and complete assignments on time
4. Use reference materials as needed for homework – dictionary, thesaurus, computer
5. Do not plagiarize materials from written or technological sources
6. Have proper working conditions (quiet, light, ventilation, etc.)
7. Return completed homework to teacher in a legible manner.

AT HOME: PARENTS

1. Provide a time and place for homework to be done
2. Set procedures and routines to make time for homework
3. Make homework a priority assuring that it doesn't have to fit around outside activities
4. Assist students in setting priorities and not over scheduling
5. Assist with time management – talk through with student regarding long-range projects to assure completion and calendar it with them
6. Assist the students in evaluating their work – how do they think it looks? Did they do their best?

STUDENT PROMOTION

The Minnesota Code gives the superintendent of the school the right to assign children to grade levels. Because the Archdiocesan Schools are part of a network of schools, this authority has been delegated to the principal of each non-public school.

The judgment as to whether a child is ready to progress to the next grade rests with the classroom teacher and with the principal. Promotion/retention will be based on academic achievement and physical, emotional, social, psychological, and developmental maturity. If there is a possibility of a student's retention, parents will be notified within a reasonable time of that concern. The decision to retain a child in a certain grade does not require parental permission; it is a school judgment. If a recommendation is made to retain a child and the parents/guardians reject it, the parents/guardians sign a written acknowledgment of the school's recommendation. That acknowledgment shall serve to release the school from any responsibility for failure to follow the school's recommendation.

CLASSROOM PLACEMENT

Teachers and administrators will determine classroom placement for students. The needs of our students will be carefully considered. Each class will be carefully formulated to include a heterogeneous grouping respecting the wide diversity of talents, gifts and abilities of students. Optimal learning, both socially and academically, will be ensured.

EIGHTH GRADE GRADUATION

Eighth grade graduation is a culmination of a strong academic program. Activities for Graduation begin with the May Crowning with a parent/grandparent lunch, a trip to Valley Fair, a breakfast sponsored by Middle School staff and parents, a Recognition Program, a Graduation Mass with reception to follow, and a dance or other activity organized by parents.

Students are eligible for graduation if:

1. They have received passing grades (C- or better) for one or more trimester quarters in each core subject area.
2. They have worked up to their ability and have shown a desire to learn.
3. All tuition and fees are fully paid. Report cards and diplomas will not be issued until all accounts are paid in full.

Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony.

At the discretion of the principal, students may be required to attend summer school or receive tutoring to improve in a particular subject area or to complete unsatisfactory work before they are issued a diploma. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parents/guardians to achieve graduation status.

STUDENT RECORDS

The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school. The parent/guardian must sign a release authorizing the transfer of records to the student's new school. Parents/guardians and the student understand, acknowledge, and agree that in the event the tuition or other financial obligations have not been paid in full, St. John's School shall have the right to withhold all records, including grades and academic transcript.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in case of a minor student), or from the adult student or former student. "Parents," as used here, means the natural parent with whom the child permanently resides.

In the case of divorce, the "parent" is the one who has custody by court ruling or the parent with whom the child permanently resides. Parents will be asked to provide the school with a copy of the custody papers. In the case of a separation, where no legal custody has been awarded, either parent has the right to access information.

Parents/guardians may ask to review the contents of any records or data collected regarding their child. Records or data may mean any or all the following:

1. Academic work completed – includes test scores and report cards
2. Attendance data
3. Health data
4. Family background information

Verified reports of serious or recurrent behavior patterns may be maintained separately.

DAILY POLICIES & PROCEDURES

SCHOOL DAY

6:30 - 7:35 am	J-Care available for students in grades K-8
7:30 am	Bus and carpool students enter building and wait by the gym door
7:35 am	Bell rings and students may go to classrooms
7:55 am	All-school prayer and announcements
8:30 am	All-school Mass on Wednesday mornings
10:35am - 12:20pm	Students have lunch and recess on a rotating schedule
2:30 pm	Dismissal for all students
2:30 - 6:00 pm	J-Care available for students in grades K-8

ATTENDANCE

Schoolwork continues even though a child is absent. Excessive absence hinders a child's progress in school and his/her general emotional growth. Parents and school administration have the duty (according to MN Statutes 120A.32 and 120A.34, compulsory attendance laws) to see to it that a child attends school. Under Minnesota State Law, a student who has three or more days of unexcused absences or a pattern of tardiness is considered truant. Parents are urged to see to it that their child is always in school, unless ill. When a child is absent due to an illness, **parents must call and leave a message with the reason for the absence on the Health Office extension 1119 before 8:15 a.m. each day of the absence.** If parents do not call the school, they can expect a call from the school health assistant.

This call is very important for two reasons:

1. To check if the child has met with an accident on the way to school.
2. To check if the child is truant.

Any child, who is absent for any cause, must **bring a note signed by the parent** on his/her return stating the reason for such absence. If a student is absent more than 5 days in a row or if on-going absences occur, a doctor's note must be brought to school. If there are more than 5 absences, the principal may request a parent conference with the Mounds View School Nurse. If absences continue, the principal may seek assistance through the Ramsey County Attorney's Office and Truancy Intervention Program.

WHEN TO KEEP A CHILD HOME

- A fever – 100 degrees or more
- Diarrhea or vomiting
- Undiagnosed rash, draining sores, or reddened, crusted eyes
- Stomachache or headache that persists
- Untreated head lice – please call the nurse's office if your child has had lice treatment
- Strep throat – student may return after 24 hours of medication or as directed by a physician

Student must be fever free **without** fever-reducing medication for at least 24 hours before returning to school. If the student has diarrhea or vomiting, he/she should remain at home for at least 24 hours after the last episode before returning.

To participate in any after-school activity (sports, clubs, rehearsals), students must be in school and attend all classes and regular activities. If the student is too ill or tired for class, the student cannot participate in other events. **Excused absences and special circumstances must be APPROVED IN ADVANCE by the principal.**

Parents are contacted first before a child is sent home for any reason. No child may leave the school premises without the permission of the principal. The parent/guardian must meet the child in the school office, not in the classroom, and sign the child out.

School calendars are provided so that parents may arrange doctor, dental appointments, and family vacations. Please do not make exceptions to the child's regular attendance.

All forgotten lunches, gym clothes, and other items should be left in the school office. **Parents are asked not to interrupt the class during the day at any time** to make personal deliveries to their child.

REPORTS OF ABSENCE

A written note, signed by the parent/guardian, should be sent to the office and the teacher for the following reasons:

- For absence from class or tardiness
- For excuse from physical education classes because of injury or illness
- For doctor or dental appointments during the school day
- For absence from school for reasons other than illness
- For request to leave school before dismissal

Unlawful reasons for being absent are:

- Stayed at home to babysit
- Overslept and/or overtired
- Missed bus
- Needed at home

It is disrupting to the school and classroom if students are called out for early dismissal. We discourage early pick-up of students unless it is absolutely necessary. Frequent absences for dance, swim, skate, or voice lessons mean students are missing important class time, and every attempt should be made to avoid this type of early leave.

HOMEWORK & MAKE-UP WORK DUE TO ABSENCE

Homework varies in frequency, duration, and scope according to grade level and class. Specific information regarding expectations may be obtained from your child's teachers. Shared and independent reading should be considered part of daily homework, whether assigned or not. Projects and long-range assignments are introduced age-appropriately. Homework is a hallmark of Catholic schools. It provides practice in what has been learned that day, which provides parents information on what is being done in school. It is a discipline that helps the child in developing productive routines. If a child has too much homework, this should be communicated to the teacher immediately.

Children who are absent from school, one day or several days, will be given the opportunity to make up their assignments **when they return to school for regular classes.**

Parents of a child who is absent may request daily homework assignments from the teacher. All homework must be picked up in the school office at the end of the day. The request for this must be made to the school office before 8:15am.

Children who are taken out of classes for **appointments** may also make up their work when they return the next day, unless otherwise directed by the teachers.

Children who are taken out of classes because of **family trips or vacations** will be **given the missing assignments when they return to school.** The school is unable to project class work ahead and most of the work being done in the class needs teacher explanation. Parents, who plan such trips during school time, could plan for educational games, diary keeping or other kinds of materials to be taken from home. We encourage families to arrange vacations during scheduled days off of school.

Children who miss school because of **hospitalization or chronic illness** (asthma, allergies, etc.) will be considered on an individual basis, and arrangements will be made as the need arises.

HOMEWORK

The philosophy for homework is the enrichment and reinforcement of learning that has taken place in the classroom and the development of independence and responsibility in our students. It may be written, study, research, memory, or a project type of work. The idea is for the child to attempt to do it independently, and if the child is unable to do it independently, then a parent may go over directions, assist with one or two questions, and then let the child independently finish it. If the child is unable to do so, please write a note so the teacher can reteach the work. It is not helpful if the parent does the work as this defeats the purpose of the teacher knowing if a child has learned the material.

The time allotment for homework assignments is as follows:

Kindergarten	10-20 minutes each school evening
Grades 1-2	20-30 minutes each school evening
Grades 3-4	30-45 minutes each school evening
Grades 5-6	45-60 minutes each school evening
Grades 7-8	60-90 minutes each school evening

Parents can contribute greatly to the practice of daily study by providing the time and place in the home schedule. We help children through learning style inventories discover the best place and time for them to do their homework. It is helpful for parents to monitor their children's homework time until 6th grade.

Homework support is available from teachers before or after school by appointment.

TARDINESS

Students who arrive after the 7:55am bell are considered tardy and will be expected to report to the school office to be signed in. On-going tardiness is to be avoided as it promotes poor attendance habits in students. Parents will be contacted if there is an on-going pattern of tardiness.

PARENTS OUT-OF-TOWN

We appreciate notification when parents/guardians are away from home so that we know whom to contact in case of an emergency. Please inform the teachers and principal in writing in these situations.

SCHOOL CLOSING - WEATHER CONDITIONS

Should it be necessary to close the school due to inclement weather, announcements will be made on KARE 11, WCCO, FOX, and KSTP radio and/or television channels. In general, the statement: "**Mounds View District Schools are closed**" includes St. John the Baptist Catholic School; however, St. John's reserves the right to make the decision to have school with a no busing option in certain circumstances. Our school website, www.stjohnnyb.org, as well as social media channels will reflect any school closure information, and an email notification will be sent to all families. Additionally, St. John's may opt to switch to a distance learning format if there are several consecutive days of weather closures.

If the weather becomes increasingly hazardous during the school day, it is typically the policy of the Mounds View School District NOT to send the buses early to take the children home. However, if parents/guardians wish to pick the child up, they may do so. Please report to the school office and ask to have your child released from school. All students MUST be signed out in the office regardless of the reason for release.

CHANGE OF HOME ADDRESS, EMAIL ADDRESS, OR PHONE NUMBER

Please inform the school office of any changes to a home address or email address. Change of telephone numbers should also be reported so that emergencies may be handled more efficiently. Requests to keep unlisted numbers confidential will be honored.

ARRIVAL/DISMISSAL PROCEDURES

Students must be at school to learn. They must arrive on time and be ready to learn. It is the parents' job to give them a hearty breakfast and have them to school on time. Please make every attempt to obey the rules in dropping off and picking up students.

All students wait near the gym when they arrive at 7:30am and remain under supervision until 7:35am when the first bell rings. If a child arrives prior to 7:30am, they will be placed in J-Care and parents will be billed accordingly.

After 7:35am, all students use the northwest door or the flagpole door to enter the building. Buses begin arriving at 7:35am and use the north parking lot. Parents who drive students will drop them off at the flagpole (door #6) at 7:35am until 7:50am. Parking for parents who wish to enter the building with their students is on the west side of 2nd St. or in the Church parking lot. (Reminder: if you need to visit a teacher, call ahead, and arrange this. If the school bell has rung, they are on duty supervising students to help them get ready for the school day. Making an appointment with the teacher helps you to have a designated time to voice your concerns. Conferences on the fly are not helpful to you, and the teacher cannot focus on the issues important to you and your child.)

At the end of the school day, students who carpool or are driven home are dismissed through the west doors (door #5) by the school playground. Teachers accompany all students to the Church parking lot where parents wait by their cars to receive their students. No playing is allowed while waiting for parent pick-up. Parents are asked to back into parking spaces at carpool time so that all our students can be visible and watched. If parents are later than 2:40pm (school dismisses at 2:30pm, so there is a ten-minute grace period), students will be placed in J-Care and parents will be billed.

Bus students are dropped off in the morning at the gym door or north door and dismissed through the north door (gym door) to the north parking lot where the buses are parked. Bus behavior is taught throughout the first week of school. If there are problems or concerns, please contact the principal immediately. (See TRANSPORTATION, Bus Conduct)

VISITORS

All visitors to the school, including parents/guardians, must sign in at the office before entering the school area or classroom. All parents/guardians/visitors must sign in on the visitor log. Parents/guardians and visitors are invited, welcomed, and encouraged to come to school for open houses, special programs, lunch and/or to serve as volunteers. If parents/guardians wish to observe in a classroom, they are asked to make an appointment with the principal who will arrange it with teachers. All visitors or volunteers must check in at the school office before entering the student classroom area. Volunteers at the school must have completed and be up to date on their Virtus training (see PROTECTION OF CHILDREN AND YOUTH INITIATIVE).

TELEPHONES AND CELL PHONES

Students may use the classroom phones or the office phone with permission for emergency reasons only. Phones may not be used to arrange after school social plans. As a rule, neither teachers nor pupils are called to the phone during class hours. Messages may be left on voicemail or with the school secretary prior to 12:30pm if it is necessary to contact either a student or teacher. Students **may not bring cell phones** to school unless parents fill out a request form. Please contact the school office for more information. If the student is given permission to have a cell phone at school, the cell phone will be turned off and kept in the student's backpack and not be taken out or used at school. If the phone is taken out and or used during the school day for any reason, it will be taken and given to the principal and only returned to parents after five days. The student will also lose their privilege to have their phone at school in the future.

VALUABLES

School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing valuables, such as iPads, electronic games or devices, cameras, toys, etc., to school.

MONEY

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

LOST & FOUND

The Lost & Found is in the bench seat outside the gym door. Lost items can be claimed before or after school.

BIRTHDAYS

Student's birthdays are to be celebrated at home. However, a small treat for the class is acceptable – please hold it to individual items, a simple item that can easily be eaten at a desk in the classroom. Non-food items are also acceptable treats. Please check your child's classroom policies to know the teacher's preferences, how many children are in the class, and if there are any food allergies to be aware of.

SCHOOL SUPPLIES

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies may be found on the school website or from the school office.



St. John the Baptist Uniform Policy

St. John the Baptist Catholic School has chosen to be a uniform-wearing school. It is the consensus that uniforms are both cost-efficient as well as a means of discouraging competition in dress. It is very important that parents read, know, and support the dress code. The school determines the uniform and regularly surveys parents and students on changes that might be considered. We ask that parents make certain that students are dressed according to the code. Uniforms are also on display in the primary hallway. Please see a classroom teacher if you have questions. The school designates Donald's Uniform as the place to purchase uniform pieces to assure a commonality and uniformity in dress. The uniform policy is for the good of all involved, and the teachers and the principal enforce it. The principal is the final decision maker on any or all uniform questions.

We encourage all families to mark all uniform clothing with student names.

K-2 Girls

Bottoms	Tops
Plaid jumper	Polo shirt, white or light blue with logo; long or short sleeved
Navy blue twill pants with belt ²	Optional - Long-sleeved navy-blue cardigan sweater with logo
Navy blue shorts with belt ^{1,2}	Optional – Long-sleeved navy-blue fleece quarter-zip with logo

¹ Shorts may be worn in Sept. Oct. Apr. May and June only

² Kindergarten students are NOT required to wear belts

K-2 Boys

Bottoms	Tops
Navy blue twill pants with belt ²	Polo shirt, white or light blue with logo; long or short sleeved
Navy blue shorts with belt ^{1,2}	Optional - Long-sleeved navy-blue v-neck sweater with logo or long sleeved navy blue fleece quarter-zip with logo

¹ Shorts may be worn in Sept. Oct. Apr. May and June only

² Kindergarten students are NOT required to wear belts

3-5 Girls

Bottoms	Tops
Plaid skirt/skort	Polo shirt, white or light blue with logo; long or short sleeved
Plaid jumper	
Navy blue twill pants with belt	Optional - Long-sleeved navy-blue fleece quarter zip with logo
Navy blue shorts with belt ¹	

¹ Shorts may be worn in Sept. Oct. Apr. May and June only

3-5 Boys

Bottoms	Tops
Navy blue twill pants with belt	Polo shirt, white or light blue with logo; long or short sleeved
Navy blue shorts with belt ¹	Optional - Long-sleeved navy-blue fleece quarter zip with logo

¹ Shorts may be worn in Sept. Oct. Apr. May and June only

6-8 Girls

Bottoms	Tops
Plaid skirt/skort	Oxford shirt, white or light blue with logo; long or short sleeved
Navy blue twill pants with belt	Optional - Long-sleeved navy-blue fleece quarter zip with logo
Navy blue shorts with belt ¹	

¹ Shorts may be worn in Sept. Oct. Apr. May and June only

6-8 Boys

Bottoms	Tops
Navy blue twill pants with belt	Oxford shirt, white or light blue with logo; long or short sleeved
Navy blue shorts with belt ¹	Optional - Long-sleeved navy-blue fleece quarter zip with logo

¹ Shorts may be worn in Sept. Oct. Apr. May and June only

- **Shirts/Sweaters/Fleece:**

- All shirts/sweaters/fleece are available at Donald's Uniform
- Shirt must be tucked in at all times
- Only plain white t-shirts may be worn under uniform shirt
- Polo or oxford shirt must be worn underneath sweaters or fleece

- **Pants/Shorts:**

- Navy blue pants/shorts (corduroy or twill) do not need to be purchased at Donald's Uniform; however, they **must look like uniform pants**
- No extra pockets, zippers, or flaps
- **Fit must be modest** – a reasonable and appropriate fit for pants, i.e., no skin-tight or skinny fit pants, no sagging pants
- Must have belt loops
- A belt must be worn with all pants/shorts (except for Kindergarten) and can be black, brown, navy blue, or white
- Shorts must be no shorter than just above the knee
- Shorts can be worn September, October, April, May, and June

- **Shoes:**

- Dress shoes – solid black, brown or navy blue – must have closed toes/backs
- Athletic shoes allowed in SOLID black, gray, white or navy; logos and soles in shades of white, black, gray or navy ONLY are allowed. Athletic shoelaces must match the shoe color. Shoes must have closed toes/backs.
- Sandals – must have strap on back – must be worn with socks and may only be worn in September, October, April, May, and June
- Girls' shoes must be less than 1/2 "heel and must have rubber tread
- No roller shoes and no high tops

- **Socks:**

- Must always be worn and anklets must cover ankle bone
- Anklets, tights, or knee-hi's may be worn
- Socks/tights may be any color of the uniform – navy blue, light blue, white, black, or gray

- **Jewelry:**

- Girls may wear:
 - Single earrings - No larger than a dime
- Boys may not wear earrings
- Girls or boys may wear
 - A single necklace or bracelet (watches are not considered a bracelet).

Hair:

- No unnatural hair colors; e.g., green, blue, bright blonde
- Hair for girls must be neatly kept and off the face
- Hair for boys – above eyebrows, over the ears, and above the collar, must be kept neat
- Hair bands or head bands – hair bands may be any color, head bands should be kept simple (no cat ears, dangling items, etc.)

UNIFORM STANDARDS: School colors are defined as Donald’s plaid, black, brown, navy blue, light blue, white, and gray. Please note specific accessories, clothing items, or shoes for school colors permitted for each of these items.

GIRLS

1. A standard uniform is always worn by all girls – skirt/skort, jumper, pants, or shorts.
2. The uniform jumper or skirt/skort is to be no shorter than knee length. Please allow for growth when purchasing these items.
3. Pants/shorts should be a modest fit – no skin-tight, “skinny-fit” pants or shorts are allowed.
4. Solid black, brown, or blue belts must be worn with pants or shorts for students in grades 1-8.
5. Navy blue bike shorts or Donald’s girl’s navy-blue leggings may be worn under skirt or jumper.
6. School shoes may be dress shoes – solid black, brown, or navy blue with closed toes and backs or athletic shoes in black, white, gray or navy blue with logo and sole in shades of white, gray, black, or navy blue. Athletic shoelaces should match the shoe color. High tops, roller shoes, or shoe boots are not permitted.
7. Socks are always worn with shoes and may be navy blue, light blue, white, or gray. Tights or knee-highs are also allowed – same colors apply. Ankle socks must be visible.
8. Hairstyles must be simple and neat. Limited styling and color experimentation are allowed with an emphasis on not distracting others from learning. However, hair colors must look natural; e.g., no green, blue, pink, etc. Hair must be out of the eyes for girls.
9. Light makeup is permitted for junior high students.
10. Nail polish is permitted.
11. Single small earrings are allowed for girls who have pierced ears but should be no bigger than a dime. Students may wear a single necklace or a bracelet. Watches are not considered a bracelet.
12. Colored, printed, or decorated t-shirts are not to be worn under the uniform blouse/shirt. Plain white t-shirts are permissible.

BOYS

1. All boys always wear a standard uniform – pants or shorts with polo or oxford shirt.
2. School shoes should be dress shoes – solid black, brown, or navy blue with closed toes and backs or athletic shoes in black, white, gray, or navy blue with logo and sole in shades of white, gray, black, or navy blue. Athletic shoelaces should match the shoe color. High tops, roller shoes, or shoe boots are not permitted.
3. Socks are always worn with shoes and may be navy blue, light blue, white, or gray. Ankle socks must be visible.
4. Hairstyles must be simple and neat. Limited styling and color experimentation are allowed with an emphasis on not distracting others from learning. However, hair colors must look natural; e.g., no green, blue. Boys’ hair must be above the eyebrows, over the ears, and above the collar. It should be kept neat.
5. Solid black, brown, or blue belts must be worn with pants or shorts for students in grades 1-8.
6. Boys are not allowed to wear earrings to school.
7. Colored, printed, or decorated t-shirts are not to be worn under the uniform shirt. Plain white t-shirts are permissible.

NON-UNIFORM OR OUT-OF-UNIFORM DAYS

All non-uniform clothing should be modest and appropriate for school and must not detract from learning.

- Fit and style for all clothing should be modest.
- Shorts/skirts must meet the fingertip length test - this means students put their hands at their sides and the skirts/shorts are no shorter than when fingertips are resting at their sides. This is the minimum length.
- Leggings, Jeggings, etc. are NOT to be worn as pants (i.e. no skin-tight pants should be worn). They may only be worn under dresses or skirts.
- Tank tops must have a minimum width of 2 inches.
- Non-uniform “appropriate shirt” contains no drug/alcohol/sexual/demonic symbols or words. Shirt should be long enough to be able to be tucked in (i.e. no midriff shirts).
- Tennis shoes of any color may be worn on non-uniform days.

SCHOOL SPIRIT DAYS

School Spirit Clothes: School Spirit Days are designated to promote St. John’s and show spirit for our school and are held on Fridays throughout the school year. The key is to wear something with “St. John the Baptist” on it. The School Spirit day is tied to us contributing to the St. John’s Food Shelf to help other people less fortunate than we are. Students are asked to bring in non-perishable food or personal care items for the food shelf on School Spirit/Feed Your Neighbor Days. School Spirit clothing consists of the following:

- St. John’s spirit shirts or sweatshirts, SJB team (soccer, track, etc.) or activity (drama, graduation, etc.) shirts
- St. John’s spirit pants or shorts (Sept., Oct., April, May and June) or uniform bottoms
- Tennis shoes of any color may be worn on school spirit days.

GYM CLOTHES

Students in grades 6-8 may wear t-shirts, shorts/slacks, or sweatpants and athletic shoes for gym class. Students should follow all non-uniform day guidelines for gym clothes (i.e., finger-tip length for shorts, no leggings, etc.). We encourage you to mark all gym clothes with the students’ name. These are brought to school in a cloth bag on gym days. Students are given time to change clothes and shoes before and after gym classes, which automatically assumes that gym clothes and shoes are worn only during gym time, and not to and from school without permission from the gym teacher. Students in grades 1-5 must bring tennis shoes for gym class. Kindergarten students wear their tennis shoes to school on gym days. **Athletic shoes for gym may be any color. Non-marking soles only.**

COMMUNITY RULES & RESPONSIBILITIES

Community rules and responsibilities are established for the good of the student and the entire school community. We welcome students each morning into our building. We want a community that seeks to live out the Gospel values – respect, care, and trust in each other. *Students are expected to always comply with the authority of teachers and administrators. Parents agree to abide by academic and disciplinary standards by virtue of the fact that they register their children in this school. We help our students grow socially and emotionally and will use multiple approaches to help students learn from their mistakes.*

Our procedures promote and celebrate good behavior and student success. Positive reinforcement for appropriate behavior and academic progress/success may include but is not limited to the following: JOY award, award certificates, stickers, honor lists, plaques, hallway banners, etc. Students will learn about their emotions, how to manage themselves, how to motivate themselves, and how to listen well to have a JOY-filled school.

The school has rules and procedures to develop standards of personal conduct that are reflective of Christian behavior and the Four Cardinal Virtues (prudence, temperance, fortitude, and justice) in both our students and our staff such as:

- All staff will respect each student.
- All students will be listened to and helped to solve problems.
- Students make a sincere effort to do their best work.
- Students and staff respect the rights of others to learn and grow.
- Students and staff accept responsibility for personal actions.
- Teachers with students develop class rules and procedures.
- Teachers and students are well prepared for class.
- Staff will help students to identify their mistakes and repair any harm done.

As we work to help children grow in a spirit of reason, cooperation and conscience, the procedures used in managing school rules are counseling and giving consequences.

BEHAVIOR EXPECTATIONS

Guidelines for classroom behavior are established by the teacher and students, and discipline will be managed by the classroom teachers. Consequences may include a verbal warning, written warning, recess island, and/or detention. Examples of minor misconduct include but are not limited to:

- Teasing/making faces/eye rolling
- Name calling
- Purposely embarrassing another
- Holding/chasing
- Leaving people out – excluding
- Throwing things
- Taking something that belongs to another
- Arguing
- Disrupting the class
- Running in the halls
- Gum/candy during class
- Pushing or shoving
- Swearing
- Inappropriate hand signs
- Verbal put-downs
- Disrespect to adults

Follow-up to any of the above infractions may include but is not limited to:

- Teacher/staff conference with student
- Parent conference
- “Think about it sheet” – student behavior reflection sheet
- Making restitution
- Time out
- Counseling
- Principal conference
- Behavior Incident Report
- Recess island

Major Misconduct – Student behavior which constitutes major misconduct may include but is not limited to:

- Theft
- Destruction of property or vandalism
- Leaving the school grounds without permission
- Physical fighting – kicking, punching, hair pulling, biting, choking, etc.
- Purposely hitting with hands/objects
- Spitting
- Verbal threats
- Touching private areas
- Invading privacy in bathroom
- Defiance with adults
- Spreading rumors
- Inappropriate or profane language
- Disrespect of other students or teachers/staff
- Any willful conduct which violates or may violate any rule of conduct or school policy
- Any willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education
- Plagiarism

Follow up to any of the above infractions may include but are not limited to:

- Teacher/staff conference
- Parent conference
- Principal conference
- Restitution
- Time out
- Counseling
- Recess island
- Behavior Incident Report
- Notify police

Any serious offense will be immediately brought before the Principal. The Principal is the final recourse in disciplinary situations. Expulsion involves serious offenses.

BULLYING

St. John’s has a bullying prevention program which follows the Olweus program from Hazelden. Bullying is not tolerated at St. John’s. This program is to improve peer relations and make the school a safer and more positive place for students to learn and develop. Staff has been trained and conduct regular meetings to build community, to teach the 4 anti-bullying rules, to help students understand the consequences of bullying and their role in bullying situations and to address issues about bullying as they arise. Bullying is intentional behaviors that occur often against someone else where there is unequal power.

HARASSMENT

St. John's policy on harassment applies to all students, teachers, staff, administrators, parents, vendors, volunteers, coaches, guests, and others who act on behalf of the Archdiocese. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment.

Sexual harassment is a form of harassment which consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, or other graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching; and/or
- otherwise creating a hostile, intimidating, or offensive environment.

Any person who believes he/she has been the victim of religious, disability, gender, or ethnic harassment or discrimination or abuse by a student or an employee of St. John's School or another person should report the alleged acts immediately to the principal's office.

Any member of the school community who witnesses any form of harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if the request to stop is not respected, he/she should report the incident to an appropriate official.

The principal will assume responsibility for the investigation of all complaints of harassment, whether formal or informal, verbal or written. Based on the investigation, appropriate action will be taken. An investigative report documenting interviews, conclusions, and recommendations will be completed.

The complainant, the alleged harasser, and their parents will be advised in writing of the outcome of the investigation. See previous page for consequences.

In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law.

The alleged harasser will be warned in writing that retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigation process will not be tolerated. The complainant will be asked to report recurrences or retaliation and the situation monitored as the principal or pastor deems appropriate.

The principal is the final recourse in disciplinary situations.

PLAGIARISM

St. John's strives to promote a learning environment of academic integrity. All students are expected to produce their own, original work and to give proper credit to the sources of information from which they create their work per their teachers' directions. Plagiarism is presenting the ideas or statements of another without acknowledging the source. It is the policy of St. John's School to maintain a learning environment in which plagiarism will not be tolerated.

Plagiarism is not just limited to the written word. Other possible sources of plagiarism include works of art, photographs, internet sources, music, and other sound recordings.

Examples of plagiarism include, but are not limited to:

- copying portions or an entire paper from the internet without giving credit to the source;
- paraphrasing a paragraph from a written work without indicating the source;
- using a few sentences from a written work or website word-for-word in your paper and not using quotation marks and indicating the source;
- using the same sentence structure or concepts that an author uses in a written work or website and not indicating the source;
- using a picture or photograph in your paper that was not created by you and not indicating the source.

St. John's prohibits all forms of plagiarism, and any student found to have plagiarized work will face disciplinary action at the discretion of the principal. Such disciplinary action may include, but is not limited to:

- a mandatory conference with the student that may include the student's parents or guardians, teachers, and/or the principal;
- requiring the student to redo the assignment with or without a reduced grade given for the new assignment;
- a failing grade for the assignment or report card period;
- detention;
- loss of participation in any school-related extra-curricular activities;
- inclusion of the plagiarism offense on the student's permanent academic record.

Disciplinary action will be determined based on the severity of the infraction at the discretion of the principal, and repeat plagiarism offenses will be dealt with more severely at the discretion of the principal with the possibility of in-school suspension, suspension, and/or expulsion.

WEAPONS/EXPLOSIVES/DANGEROUS ITEMS

St. John's has a Zero-Tolerance Policy. Students and non-students, including adults and visitors, are forbidden to possess, store, transmit, verbally threaten, or use any instrument that is considered a weapon or a look-alike weapon

- in school,
- on school grounds,
- at school activities,
- at bus stops,
- on school buses or school vehicles or school contracted vehicles, or
- entering upon or departing from school premises, property, or events.

Students who violate this policy may be subject to mandatory expulsion at the discretion of the principal.

Students who see or become aware of a weapon at school must notify an adult immediately for the safety of all concerned.

ALCOHOL/DRUGS/TOBACCO

If a student of St. John's is found

- Buying, selling, or giving away mood altering chemicals (Mood altering chemicals include any substance such as drugs or alcohol that substantially changes the behavior of the person taking them.)
- Under the influence of mood-altering chemicals, or
- In the possession of mood-altering chemicals

while on St. John's grounds or attending any school-sponsored event, he/she may face immediate suspension or expulsion by the principal.

The principal, in such an instance will:

1. Immediately notify the parents/guardians of their child's suspension.
2. Keep the student under observation until he/she is released to his/her parents/guardians.
3. Schedule a conference time with the parents/guardians and the student to discuss the incident and,
4. Refer the parents/guardians and student to an appropriate counseling agency for evaluation.

Before the suspension is lifted, the parents/guardians and student will be required to:

1. Provide valid proof that the student is receiving professional help from a drug-counseling agency as per evaluation.
2. Agree to being placed on six months probation at St. John's (if summer vacation intervenes, the probationary period will extend to the next school year), and,
3. Agree to immediate expulsion from St. John's if a second offense against the above-mentioned drug policy should occur.

If the principal receives a substantiated report that a student attending St. John's is

- Buying, selling, or giving away mood altering chemicals,
- Under the influence of mood-altering chemicals, or
- In possession of mood-altering chemicals,

Even though the student is not on school grounds or attending any school-sponsored event, the principal will:

1. Notify the parents/guardians of the student about the report, and
2. Schedule a conference with the parents/guardians and student to discuss the report.

Following the conference, the principal has the option of:

1. Taking no further action.
2. Suspending the student until he/she receives a professional evaluation from an appropriate counseling agency.
3. Placing the student on six months probation after drug counseling has been received, or
4. Expelling the student from St. John's if circumstances warrant expulsion and/or parents/guardians or student refuse to cooperate with the rules of the above policy.

The principal is the final recourse in disciplinary situations.

FIRES AND FALSE FIRE ALARMS

Arson is the intentional destruction or damage to any school building or property by means of fire or explosives.

Consequences

- Immediate notification of police and fire departments
- Notification of parents/guardians
- Suspension/expulsion
- Restitution.

Fires started as a failure to exercise ordinary caution which result in damage to school property will also result in the above stated consequences.

Giving a false alarm of fire or tampering or interference with any fire alarm system will result in consequences.

Consequences

- Immediate notification of police and fire departments
- Notification of parents/guardians
- Suspension

SEARCH

Teachers and the principal have a legitimate interest in the personal safety and protection of all students within their care and custody. The school has the right to search for and seize weapons or any dangerous or illegal objects when they have reasonable grounds to believe that such objects are in the possession of a student; this includes lockers, desks, backpacks, bags or purses, books, and electronic devices.

TECHNOLOGY GUIDELINES/ACCEPTABLE USE POLICY

The changing landscape of the world's information to digital form will require today's student to have a different set of skills than what was required just a decade ago. Future graduates must be equipped with not just the three R's, but also with 21st Century skills of problem solving, critical thinking, communication, and technological literacy. Students will need to be able to quickly find, synthesize and communicate information and collaborate with colleagues—not just in their own office, but within a global community of colleagues and customers.

St. John the Baptist wants to ensure students develop the skills and knowledge necessary to responsibly interact in this technology-based world. Therefore, St. John the Baptist supports a shared iPad program for students in grades K-2, a shared Google Chromebook program for students in grades 3-4, and a 1:1 program (student to computing device) in grades 5-8 to create a seamless and dynamic educational experience for students.

ACCEPTABLE USE POLICY

At the time of application and enrollment to St. John's, parents/guardians agree to the following:

As the parent or guardian of this student, I have read the Acceptable Use Policy of the St. John the Baptist Electronic Network. I understand that this access is designed for educational purposes. St. John the Baptist School has taken reasonable precautions to eliminate access to controversial material. However, I also recognize it is impossible for St. John the Baptist School to restrict access to all controversial or objectionable materials, and I will not hold them responsible for material acquired on or activities resulting from the use of St. John the Baptist Electronic Network. Further, I accept full responsibility for supervision when my child's use is not in the St. John's School setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is fully understood and correct.

- We understand, accept, and agree to abide by the following statements.
- We understand and agree to abide by all conditions that are listed in St. John the Baptist Electronic Network Acceptable Use Policy (AUP).
- We understand and accept that all statements referring to the AUP include all access capabilities, including the Internet.
- We understand and accept that the purpose of the St. John the Baptist Electronic Network (SJBEN) is educational and in keeping with the Mission Statement and Philosophy of St. John the Baptist Parish/School and that any other use is inappropriate.
- We understand and accept that the use of the SJBEN is a privilege and not a right.
- We understand and accept that inappropriate behaviors will lead to disciplinary action, which may include but is not limited to, restriction of access privileges, cancellation of account, and/or legal action.
- We agree not to use the SJBEN without the express permission of a teacher at St. John's each time that your student uses it.
- We agree not to participate in the transferring or storing of illegal or objectionable materials through use of the SJBEN.
- We understand and agree not to post private information about myself or another person, to engage in personal attacks, or to engage in activities that are prejudicial or discriminatory.
- We agree not to copy other people's work, infringe on copyrights or trademarks or other intellectual property of others, use any St. John the Baptist Church or School logos, intrude into other people's files, save files under another's name, or to harm or destroy the data of another user, or to do damage to hardware or software.
- We agree not to allow any other individual to make use of any of student's passwords to access account privileges on the SJBEN.
- We understand and accept that we will be held responsible for any and all activities carried out through use of an account registered in student's name whether or not student did it.
- We understand that the church/school will not be responsible for financial obligations arising through use of student's account on the system and that we will not conduct commercial activities over the SJBEN. We understand and accept any financial responsibilities that might incur as a result of activities on student's account.
- We understand and accept that users of the SJBEN have no reasonable expectation of privacy, with respect to access by the system administrators or their designee, to any materials transferred by or stored within the SJBEN.
- We understand and accept that systems administrators reserve the authority to inspect any and all materials transferred or stored on the SJBEN. We understand and accept that this inspection can occur at any time and without any cause.
- We understand and will abide by the Acceptable Use Policy.

- We further understand that any violation of the regulations referred to in the AUP is unethical and may constitute a criminal offense. Should students commit any violation, school disciplinary action will be taken including but not limited to, access privileges being revoked and/or appropriate legal action taken.

CHROMEBOOK POLICY

All students and parents in grades 3-8 **must** sign a Chromebook policy before a device is assigned to the student for use in the classroom. Should a parent/guardian need a second copy of the Chromebook policy, one may be obtained by contacting the homeroom teacher or the school office.

HEALTH & SAFETY

GENERAL HEALTH

For reasons of health and maintenance, children are expected to wear appropriate outerwear including boots and warm clothing when it rains, snows, or is wet and muddy outside.

RECESS

Children who are well enough to attend school need fresh air and exercise for good study and classroom attitudes; therefore, weather permitting (0 degrees F or above), the children have outside play every day before lunch. Please be sure your children are dressed appropriately for the weather (especially boots, hats, mittens, and leg coverings during inclement weather). During recess, supervision is limited; therefore, please do not ask to have a child remain in the classroom unless there is a serious reason.

ITEMS NOT ALLOWED IN SCHOOL OR AT RECESS

- Electronic devices including games or other devices disruptive to the learning environment
- Cell phones – without written permission
- Electronic games or game software
- Skateboards, rollerblades, roller shoes – no Heelys or other brands
- Scooters
- Trading cards
- Personal email devices

PLAYGROUND SUPERVISION

St. John's staff supervise the playground and are charged with the responsibility of maintaining a safe, supervised, and unstructured playtime for the students daily. If necessary, staff members communicate any problems/concerns with the classroom teachers. Situations that occur at recess are also debriefed at times in the classroom. Please notify classroom teachers if children come home with concerns regarding recess. As a parent, it can be frustrating if you cannot help your child solve problems. It is helpful if they are experiencing playground issues to discuss various solutions and then have them try them to see if they work. We also want students to advocate for themselves. The playground is a wonderful opportunity to work and grow on social issues. However, if problems persist, it is important for you to talk with the teacher to see how situations can be resolved.

LUNCH PROGRAM

Students may bring their lunch and purchase a carton of milk, or they may purchase a hot lunch. Lunch money is added for student's lunches via a family TADS tuition account. The cafeteria staff works to provide a warm, nutritionally balanced meal for the children. Parents are invited to come to school to eat lunch with their students in the school cafeteria with 24 hours notice to the kitchen. When a student's lunch account is below \$10.00, parents will receive an email notification that the account is low on funds. The monthly lunch menu is on the school's website.

Lunch subsidies are available for those families who meet the qualification guidelines. An Educational Benefits Form (Free/Reduced Lunch Form) may be obtained from the school office or the school website and must be completed and processed each school year before subsidies are granted.

HEALTH RECORDS

Health records are required for each student. It is recommended that the student has a physical before entering kindergarten and again in the seventh grade. The State of Minnesota requires immunizations to be up to date. Students may not be admitted if these records are not current.

IMMUNIZATIONS

St. John's follows the requirements of the Minnesota School Immunization Law (Minnesota Statutes Sec. 121A.15).

ALL immunization dates are to be submitted to the school prior to the start date of the school's present school year. Parents/guardians are responsible for providing this information in writing to the school office and including additional immunizations each year as they are administered to the student by the family's physician.

HEALTH SCREENING

Annual vision examinations are conducted for students grades K,1,3, and 5 each school year. Hearing examinations are conducted for students in grades K, 1 and any new students of any grade. Color-blindness tests are conducted for 1st grade students. Should any problems be noted, the parents/guardians will be notified. An exam will be scheduled after 5th grade if the teachers have a concern or the parents/guardians request an exam.

ILLNESS/INJURY AT SCHOOL

If a child becomes ill or is injured at school, the parents/guardians will be called to come and pick up the child. If they cannot be contacted, the person who is listed as an Emergency Card in Educate will be called to the school. No over-the-counter medication will be given to a student. (See Administration of Medications below.) No student will be sent home without a parent's/guardian's permission.

In the case of a severe emergency (accident, seizures), measures will be taken by the school to assure prompt relief or treatment of said injuries including calling 911 or seeking hospitalization if necessary.

EMERGENCIES

Emergency information is found in Educate. This information is used when a child becomes ill or suffers injury during the school day. It is imperative that this information is updated annually so that parents/guardians can be notified promptly in the case of an emergency. If parents cannot be contacted, the person who will be responsible for the child during that time should be listed as an emergency contact. If any information changes during the school year, please contact the school office with updates.

ADMINISTRATION OF MEDICATIONS

The treatment of illness and the administration of drugs, medication, preparations, or remedies is the responsibility of the school health assistant under the direction of the licensed school nurse. Both state and federal laws restrict what medication authorized school personnel may administer.

The school does not administer any non-prescribed (over the counter) drugs, medications, preparations, or remedies without the parent's approval.

In those special cases where a student possibly needs to take medication during the regular school day while at school, the following rules apply:

1. Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.
2. Whenever a student must take prescribed medication during school hours, the appropriate physician request and parent release form must be on file in the school before the student will be allowed to begin taking the medication in school.
3. Medication is to be given directly to the school office.
4. For each prescribed medication, the container must be labeled with the following information:
 - Student's name
 - Name of the physician
 - Date
 - Name and telephone number of the pharmacy
 - Name of the medication
 - Dosage and frequency
 - Any special handling and storage directions
5. All medications are kept in a secure and safe storage unit in the health office.
6. The parent/guardian is responsible for seeing that the school is supplied with an adequate supply of medication.
7. Any unused medication not claimed by the last day of school each year will be destroyed by school personnel.
8. The school personnel will oversee the administration of medication.

9. It is the responsibility of the parent/guardian to instruct the child to report to the office to take the medication at the designated time. The health assistant will assist the child if necessary.
10. A log is kept for each prescribed medication in the health office.
11. New request forms must be submitted each school year and whenever the medication or dosage is changed.
12. All the above rules relate to the non-emergency overseeing or administration of prescribed drugs. In a medical emergency, the parent/guardian will be immediately notified, and appropriate arrangements will be made for immediate medical attention.

REPORTING OF CHILD ABUSE/NEGLECT

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

Neglect is defined as failure to provide food, clothing, shelter, or medical care and prenatal exposure to a controlled substance.

Abuse can be physical or sexual abuse or emotional maltreatment.

FIRE, TORNADO AND LOCK DOWN DRILLS

The school has a plan for staff and students for fire or tornado drills. These are practiced at the beginning of the school year and periodically throughout the school year and may be monitored by the New Brighton Fire Department. Exit maps are in each room of the school. When drills are occurring, students will conduct themselves in a way that does not jeopardize their safety or that of others. Lock down drills are also conducted. These are to help the students be safe and to assist them in knowing what to do if an intruder or an emergency should occur that would warrant locking the building. We will notify our parents prior to our first lock down drill each school year so they are aware and prepared to talk with their child if needed.

TRANSPORTATION

Bus transportation is provided by the Mounds View School District with no charge to the students that live within the Mounds View School District. Families will pay a fee if their home is less than two miles from the school. Since the routes are arranged by the school district, the school schedule is coordinated with that of the public schools. To receive bus service, families must reside within the district or transport their child(ren) to a stop within the district. Problems with bus routing or service must be presented in writing to the principal who will advise the parent of procedures to follow. St. John's also charters a bus to the Blaine area.

BUS CONDUCT

Students are expected to obey the rules established to help them enjoy a safe ride to and from school. Any violation of this set of rules will result in the suspension of bus-riding privileges:

1. Obey the bus driver.
2. Obey the bus patrol – an older St. John's student.
3. Do not disturb the driver while he/she is driving.
4. Stand in the area designated at the bus stop while waiting for the morning ride.
5. Enter and leave the bus in an orderly and courteous manner.
6. Be at the bus stop on time. Do not abuse other people's property while waiting for the bus.
7. Do not throw items out of bus windows.
8. Do not physically or verbally abuse others.

In the event of misbehavior, the driver will turn in the student's name to the principal. **MISBEHAVIOR ON THE BUS MAY RESULT IN THE LOSS OF ALL TRANSPORTATION PRIVILEGES.**

Students "carrying" a "bus pass" are allowed only on their designated bus. Sometimes parents will ask if students might go on another bus instead of their designated bus, and this is never permitted due to safety reasons.

BICYCLES

The students who choose to ride their bikes to school must use helmets. Bikes should be secured with a lock in the bike rack located by the gym door.

CARPOOLS

Afternoon pick-up: Please be in position by 2:25pm with dismissal at 2:30pm.

In the morning, parents drop off students at the **flagpole door** (door # 6) through a carpool line parallel to the school building. Students walk within the white line area and cars move outside of the white lined area. This is to avoid congestion with the buses. There is an area designated by a white line to show where cars should drive so that students may safely walk to the sidewalk. In the afternoon, children walk to the carpool area accompanied by teachers. They stand and wait on the sidewalk in front of the main church entrance. There should be no climbing on the wall by the church. All cars should be parked in parking stalls within the parking lot. **Do not park in the fire lane.** Vehicles need to be parked forward so you do not back out of a space. Parents with students in grades K-4 should walk up to the sidewalk to gather their children. **Please keep all pets in your vehicle.** Watch for a teacher to give the all-safe signal to leave the parking lot.

EXTENDED CARE

J-Care is the extended care program at St. John's. J-care is located on the lower level in the school cafeteria from 6:30am to 7:35am and 2:30pm to 6:00pm for students in grades K-8. The program offers breakfast or snack each morning and afternoon and a supportive, comfortable environment. It offers a variety of mixed age group activities as well as quiet time for independent reading, games, or homework. Parents may call the office for information on how to enroll their child.

RELIGIOUS EDUCATION PROGRAMS

Religious education at all levels is intended to invite the child to a faith response that is living, conscious, and active. To facilitate the development of basic understandings and attitudes, an overall curricular framework is essential. Included in this framework are all the dimensions of religious education: doctrine, Scripture, liturgy, prayer, community, service, and everyday life experiences. Recognizing the importance of integrating religious education with life experience, teachers design learning experiences to prepare children to respond to God in a dynamic and ongoing process.

RELIGIOUS PARTICIPATION OF STUDENTS

The Catholic school participates in the evangelizing and catechizing mission of the Church. Therefore, all students, Catholic and non-Catholic, shall participate in:

- Religion classes
- Programs of service sponsored by the school
- Liturgical programs (Non-Catholic students shall be invited to participate to the extent that they are able.)

EUCCHARISTIC CELEBRATIONS

The children of our school assist at the weekly school Mass on a regular basis, on holy days, and on important feast days. Students attend Mass every week on Wednesday mornings at 8:30am. Students are called on to lector and cantor, to be gift bearers, to be choir members, or to take up a collection. One way a child experiences God's love is through the love of their parents. Attendance at Sunday Mass as a family helps to form the child's faith.

ALTAR SERVERS

Children from grades five through eight can become servers. This opportunity is through the church liturgist. In order to be accepted, children must satisfy the following requirements:

1. They possess good character.
2. They are intelligent, alert, and reliable.
3. They are neat and clean in appearance.
4. They attend Church on a regular basis with their family.
5. They attend a Church sponsored serving class.

The Pastor gives out an altar server award at the 8th grade Recognition Program.

SACRAMENTAL PROGRAMS

Students can receive the sacraments of Reconciliation, Eucharist, and Confirmation in Parish programs. It is important to realize that the sacramental programs are a vital part of the child's total development. They are designed for the parents (as primary educators) as well as for the children involved. Parental cooperation and attendance at scheduled sessions is needed. Information is distributed through the Parish bulletin and the school's weekly communication on the website at www.stjohnnyb.org and newsletters sent home with the children.

Reconciliation

Children who are in second grade are invited to prepare for this sacrament through a six-week preparation time. Preparation is done in the classroom, the Parish, and in the family.

Eucharist

Second graders are invited to prepare for First Holy Communion with their family in our Celebrate the Eucharist, which begins in the spring. Families need to register for this program.

Confirmation

Eighth grade students may begin their confirmation classes in their religion class with the parish's Youth Minister. Students complete the course in the 9th grade through the Parish.

CURRICULUM

St. John the Baptist Catholic School commits itself to providing academic excellence through a strong foundation in the core subjects of language arts, mathematics, social studies, science, and religion. These are supplemented with health, library, physical education, music, art, and Spanish. Religion, study skills, and technology are taught separately and woven throughout the core subjects. The school has a Curriculum Development Plan that includes review of national standards, state standards, content, textbooks, and instructional practices. Educational research is used to make the best choices in materials and methodology.

Language Arts/Reading/English/Spelling/Writing/Listening/Speaking

Language Arts is the ongoing development of student skills in reading, writing, speaking, spelling, and listening. Different genres of literature are explored in the reading program. Library time also focuses on exposing students to different kinds of books. Technology is used to enhance the writing area as students are given multiple opportunities to respond to their reading. Language development is enhanced by the study of grammar, vocabulary, and spelling. Students write stories, poems, letters, plays, essays, and reports in response to their learning in all subject areas.

Mathematics

Mathematics is the exploration of numbers that encourages students to think. Students are challenged to develop skills in patterns, graphing, number theory, computation, problem solving, geometry, measurement, decimals, and fractions. Fifth, sixth, seventh, and eighth grade students are grouped for math. Courses offered include general math, pre-algebra, and algebra one. Math is taught through concrete as well as abstract methodology. Manipulatives are used throughout the curriculum to assist students in their mathematical understanding. The accelerated math program is used in grades 1-8. Teachers share with students the ways to use math in the real world.

Social Studies

Social Studies is taught as an aid to the development of a well-rounded Christian citizen. The Catholic Social Teaching Principles are guidelines for our social studies curriculum. Each discipline – economics, history, geography, political science, psychology, and civics is emphasized at a point in the K-8 social studies curriculum that is developmentally appropriate for the students. Our coursework encompasses a variety of knowledge, skills, tools, and materials to connect students with the past, present, and future. Junior Achievement is used as one of the tools to teach economics.

Science

Science is an integral part of our Christian life. Students develop skills using the scientific method and inquiry. Students learn best by experiencing science in a variety of ways through hands-on learning, cooperative learning, research, and experimentation. Students in grades K-8 learn about a variety of topics relating to physical, life, and earth science. A responsibility to care for the earth and our resources is infused throughout the science curriculum.

Family Life

The importance and sacredness of the family is the fundamental basis of the Family Life Program and is part of our religion program. The curriculum helps to develop healthy attitudes and values of Christian Family Life including family living, personal growth, respect for life, Christian sexuality, and social living. This program includes an evening with parent participation for fifth graders.

Study Skills

Students are taught how to organize their studies and their time. This begins with having the correct tools such as accordion folders, notebooks, and assignment planners. Class time is used to teach note taking skills and how to study for tests. Learning styles are investigated to help students to determine how, when, and where they learn and study best. Research skills are taught in 6th, 7th and 8th grades by the librarian to give students tools to write research papers.

Visual Arts

A variety of media is used in art classes such as paper, pens, paints, and clay. Students are encouraged to find art in the real world through the beauty of creation. Developing a critical eye to view and experience art is a critical component of the art program. Principles of art and design are studied through art projects (advertising, cartooning, architecture, origami, clay figures, etc.) as well as studying the lives and works of selected artists. Classes are taught by a local working artist and allow opportunities for student creations to be entered for judging at the Minnesota State Fair (several St. John's students have garnered ribbons for their art entries). Students can also participate in summer art camps.

Music

Instruments, including recorders, guitars, voice, and rhythm instruments, provide multiple opportunities for students to learn music theory and put it into practice. Curriculum components include reading music and creating/composing and evaluating musical performances. Band is made up of a beginner band, concert band, jazz band, and wind ensemble. Choir options for weekly Mass are also offered. All students participate in one musical concert each school year (Christmas Program) and band students participate in two band concerts each year.

Spanish

Beginning in 2021-2022, students in grades 1-8 will participate in Spanish classes facilitated by Language Sprout teachers. Language Sprout follows a progressive curriculum that is clear and engaging and designed for students to build a solid language foundation.

Physical Education

PE promotes an interest in lifetime physical fitness and recreational interests. The program gives students planned structured physical activities that allow them to explore a variety of experiences - football, soccer, track, badminton, volleyball, floor hockey, kickball, softball, golf, etc.

Library/Media

The school library is supplied with up-to-date periodicals, books, and reference materials. Students are scheduled for a library period every week and are introduced to a variety of authors and books. Students are also taught research methods and internet safety. The library is also available to students for research work when necessary, and students have access to the library during the school day.

Technology

The goal of our technology instruction is to integrate that technology into school to help students develop life-long skills to assist them in using various media to enhance their learning. Keyboarding skills are critical. Students are exposed to and use Google Docs, Google Slides, and Google Sheets. The internet is used to supplement instruction with internet literacy/safety discussed. Software is utilized to assist teachers to remediate or challenge students. Students use iPads in grades K-2 and Chromebooks in grades 3-8.

SUPPLEMENTAL PROGRAMS

BASICS PROGRAM

This is a values-based behavioral program used by teachers to teach behaviors and expectations throughout the school in the classrooms, lunchroom, Church, and hallways.

FIELD TRIPS

Field trips are part of the educational program and occur at each grade level once or twice a year. These trips are designed to support the curriculum and introduce the students to community resources. Parents/guardians will be notified of scheduled field trips. There are times when the students may do walking field trips – to the New Brighton Care Center (on 1st Ave across the street from the school office), Vet's Park, the New Brighton fire department or police departments, and the Family Service Center on 10th Street. These will be allowed by the school and parents will be informed, but no field trip forms will be sent home unless requested by parents.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form **EACH TIME** the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. We are not permitted to take phone calls in lieu of written authorization.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parents/guardians will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance.

All student-sponsored field trips have an educational purpose and outcome.

GUEST SPEAKERS/ASSEMBLIES

Assemblies are held with invited guests to enhance the students' learning opportunities. Guest speakers are invited, and topics are discussed. These topics are consistent with the mission, philosophy, and objectives of the school.

TESTING PROGRAMS

To assist in evaluating our academic programs and to monitor student progress during the year, the NWEA Map test is administered via computer to students in grades K-8 three times per year (fall, winter, and spring). These are standardized tests to assist the school in determining effectiveness of programs. Teachers use scores to create student goals for the school year. They also assist in seeing the large picture of growth for parents. Results of these tests are given to parents at the fall conference in November. These are criterion referenced tests whose results are used to evaluate yearly growth of students.

REACH PROGRAM

The REACH program at St. John's is a supplemental program designed to promote critical thinking and reasoning abilities, develop and expand thinking skills, utilize differentiated strategies for learning, build or extend cognitive language skills and facilitate opportunities for learning. Students are tested and invited to participate in the program beginning in second grade.²

SPECIAL DISTRICT SERVICES

Regular classes are supplemented with remedial reading and writing, and speech classes provided by Mounds View School District. Consulting services are provided for occupational therapy and behavioral issues. Students are placed in these classes after teacher recommendation and/or parent request and if the student has met the state criteria needed to be eligible for services. If it is determined that a student needs a large amount of service time from the school district, it is recommended that the student be moved to a public-school site full time. Sometimes it is found that St. John's is not the best environment for a student to succeed due to its inability to provide the kinds of services overall available in a public school. If this is the case, the school will notify the parents of the student. However, if a student remains at St. John's, a testing procedure is followed in each area, and students are admitted according to test results.

TITLE 1

Title 1 is a federally funded program to give supplemental help in math and reading to children in 2nd and 3rd grade who are functioning at least six months below grade level and score below the 40% mark on a standardized achievement test.

To be eligible for Title 1, a child must be in the attendance area of a Mounds View public Title 1 school. These schools were determined to be Title 1 by the number of free and reduced lunch recipients in their attendance areas. Therefore, St. John's students whose home public schools would be a Title 1 school are eligible for the Title 1 program. Once the school is considered Title 1, every child within that attendance area is eligible, regardless of their personal socioeconomic status. Classroom teacher assessment of individual Title 1 candidates and test scores determine who receives Title 1 service for that school year.

SPECIAL EDUCATION SERVICES (LD)

When a student is functioning at a level severely discrepant from his/her grade peers in reading, math, spelling, written language, or in the areas of behavior, health, or motor skills, he/she may qualify for special education services offered through the Learning Disabilities Department of the Mounds View School District.

These students are taught by a staff of teachers trained to assist young people in the development of skills necessary to experience success in the regular classroom. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service may be done at St. John's or off-site and transportation is provided by the public school. The school retains the right to determine if the student can be served well at St. John's or would be better met in a public school.

SPEECH & LANGUAGE SERVICES

Students who have difficulty with articulation, language development problems or other types of communication disorders are provided service from district speech clinicians. Help is offered to students in grades K-8 on an individual basis or through small group instruction at St. John's.

PSYCHOLOGICAL SERVICES

School psychologists assist students who require help in educational, emotional, and behavioral areas. Mounds View psychologist assist in planning instructional and behavioral programs for students, parents, and teaching staff. They also coordinate the assistance Mounds View Schools may require from service agencies outside of the school district. Psychologists are assigned to specific buildings and provide service to K-8th grade students.

NON-PUBLIC SCHOOL COUNSELING

Minnesota state law entitles psychological services to students in non-public schools to the same extent that students in public schools receive them. The Mounds View District provides funding for counselors for students in grades 7-12. St. John's has a counselor from Phoenix School Counseling on site one day per week paid for by the Mounds View District to be used with students in grades 7 and 8. Students in grades K-6 may be serviced by this counselor, but will be reimbursed by St. John's for the time. Access to this counselor is through the school principal by teacher, parent, or student.

EXTRACURRICULAR & AFTER SCHOOL ENRICHMENT ACTIVITIES

ATHLETICS

St. John's School athletic program shall afford students the opportunity to develop physical coordination, knowledge of the applicable game, development of friendships through athletic participation, and the development of school spirit. Athletic participation is available to students in various grades depending on sport (mostly for grades 5-8). Please contact the athletic director for more information.

Prior to the commencement of each athletic program, information is provided to parents/guardians, participants, and the coach who shall inform all parties of the schedule of fees, assignments for volunteer work, and notification of all rules and regulations applicable to that sport.

Students shall represent themselves, their teammates, and their school in a manner consistent with Christian concepts and fair play. Coaches shall conduct themselves and direct their teams in a manner consistent with Christian concepts and fair play, and as representatives of the school, they shall adhere to established policies and philosophies.

The planning and implementation of the athletic program, including volunteers and other coaches, shall come under this policy and will be the responsibility of the athletic director. In addition to the provisions of this policy, students, instructors, coaches, volunteers, and administrative personnel shall comply with existing state laws as applicable to this area.

Each student on each team will be given an opportunity to participate in the sport. Only members of the school shall be participants in the sport.

Participation and Playing Time

1. St. John's School supports the inclusion of all students who wish to participate in an extracurricular sporting activity. No student will be denied membership on any team.
2. Any student wishing to be a member of a team and meeting all standards identified for team membership (i.e., age, grade, academic standing, participation at practice sessions, demonstrated sportsmanship) will be considered a member of the team. (Exception: See 5b below). The athlete will be invited to all games and will wear the appropriate team uniform.
3. Any student absent from school during the school day will be excluded from activities after school. This includes athletic practices and games.
4. Any student receiving a detention in a school day will be excluded from athletics after school.
5. If the number of students requesting membership on a specific team should overwhelm the possibility of maintaining an equitable operating team, another option will be determined using the following criteria:
 - a. Age/grade level of the athlete
 - b. Skill level of the individual athlete (the individual's athletic level consistent with the expectations of the team as determined by the coach)

Permission Slips

A statement of permission and release of any liability **MUST** be signed by the student's parent/guardian before he/she may participate.

Fees

Each team member is assessed a participation fee which is billed to families' TADS account each season for the given sport. Team pictures are taken of each team for every sport at the end of the season and are available for purchase.

BAND

St. John's provides instrumental music instruction to children in grades 4-8 during the school day with full band rehearsals offered at the end of the school day. Monthly tuition is billed monthly for the band program. Instruments can be rented through our band director from Eckroth Music Co. Christmas and spring concerts are held during the school year. Lessons are scheduled on a rotating basis, so the students do not miss the same class every week.

BOOK FAIR

The school hosts a book fair twice a year – typically during fall conferences and again in the spring. These are sponsored by the school library and support the library.

DRAMA CLUB

A parent directs the drama program before and after school. Students in grades 4-8 may participate with mandatory parent participation, occurring sometime during the drama program season. Volunteers also oversee the student tech crew, sound, and lighting.

MERRY MINSTRELS

Merry Minstrels is a music and movement group overseen by Mrs. Carol Mills for grades 3-8. Students learn historical dances and songs to sing and play on recorders from the early English times. Students perform for St. John's as well as the Renaissance Festival and do outreach to surrounding schools, nursing homes, etc.

WASHINGTON, D.C. TRIP

Eighth grade students may choose to participate in a trip to Washington, D.C. with social studies teachers and parents as chaperones. The family absorbs the cost of the trip, which is planned by the school.

MIDDLE SCHOOL YOUTH GROUP

Middle School students may participate in Discipleship Opportunities for Youth with others from St. John the Baptist Parish. Middle School Youth Group is offered to 6th-8th graders one Wednesday a month. Middle School Open Youth Room is also available to these students every Thursday afternoon. Under the direction of the Coordinator for Discipleship and Youth, the goal is to let our children build relationships and deal with social/current events from a Catholic perspective and to have some fun in a safe environment.

SJB CHRISTMAS SHOPPE

PTO sponsors a gift buying time for students in December. Items are bulk purchased for students to purchase for family Christmas gifts. The dates and times will be published in the calendar. PTO, with the help of parent volunteers, facilitates this student opportunity.

KARATE

St. John's has self-defense and karate classes available during recess time for students in grades K-4 provided by Sterling Karate. Sterling Karate is a self-defense program designed specifically for school age children. Classes include self-defense training that combines skill building with the concept of empowerment. Each class includes warm-ups, self-defense training and techniques, karate forms, and games that test the student's skills.

SCOUTS

Students in K-8 are welcome to participate in Boy Scouts or Girl Scouts. Parent volunteers oversee the groups with parent participation.

STUDENT AMBASSADORS

Students are encouraged to become a member of the Student Ambassadors during Middle School (grades 6-8). Students are required to write a short paper on why they would like to be part of the group, and staff will determine admittance. This student organization directs selected activities and events throughout the school year. The group consists of students in all three grades that work with a faculty advisor and the principal to promote leadership and dedication as well as high-spirited school activities.

PARENT COMMUNICATION

SCHOOL-HOME MESSAGES

During the school year, a weekly Principal's Bulletin, typically sent out on Thursdays, containing a letter from the principal and other important information is emailed to families and posted on the school's website. Please take the time to read through the information as it is vital.

The following items are provided in these bulletins:

1. The principal's letter, which contains "need to know" information as well as notices of upcoming events
2. Upcoming events sponsored by the school, PTO, athletics, etc.
3. Parish events
4. Miscellaneous information from various school and community organizations.

Any persons needing to distribute items through the Principal's Bulletin **must** submit the information by noon on Tuesday prior to the publication to the school office via the administrative assistant.

SCHOOL DIRECTORY

A school directory containing the names, addresses, phone numbers, and emails of parents is available in Educate. Please direct all updates and/or corrections to your contact information to the school office. Parents/Guardians must opt-in to have their information viewable in the online directory in Educate.

NEWS RELEASES

School events and extracurricular activities may be published in the local newspaper/media. The announcements of achievements are always of interest to parents and students and keep the public informed of our progress.

The church bulletin may also contain highlights of events for the week or special features.

OPEN HOUSE

Meet My Teacher Night is held prior to the beginning of the school year to allow parents and students to drop off their supplies and meet and greet their new teacher. This event features the opportunity for parents to fill lunch accounts, buy Spirit Wear, sign up for band or other activities, hand in student forms, get Marathon information, etc. In September, Parent Nights are held to inform parents of the Math and Language Arts curriculum for the school year. Other subject area information is available from teachers. (This is a no-children evening.) Open Houses for prospective families are held in November and January each school year. During Catholic School's Week, all interested persons – parents, parishioners, and guests – are invited to an Open House held on the last Sunday of January. The exact dates of these occasions will be announced in the school calendar.

COMMUNITY BUILDING

BIRTHDAY/PARTY INVITATIONS

The administration and teachers ask those parents who organize out-of-school parties or group activities to be extremely sensitive to students who are not included. Invitations may not be distributed at school unless all students in the class are invited. It is particularly hurtful when families learn that their children have been excluded from events attended by most of the children in the classroom or grade. The school recognizes that it is not always feasible for families to invite the entire class to a birthday party. However, please keep the following guidelines in mind:

- Invitations to birthday parties, sleepovers, and other out of school activities are to be sent in the mail unless the whole class is being invited.
- Discuss with your children that talking about social plans during the school day is often hurtful to classmates and disruptive to the teaching and learning process.
- Ask your children to consider the feelings of students not included and discuss social plans with friends in the evening or on weekends.
- After-school activities are to be planned in advance and student use of phones during the day is for emergencies only.

OUTREACH AND SERVICE PROJECTS

Instilling the concept and value of Community Service and Outreach is inherent to a good, Christian education. The students at St. John's experience this concept in several different ways. Four programs all children are involved in are:

1. Service to the neighboring nursing homes – Students visit residents, perform for them, and send them letters and artwork.
2. Feed My Neighbor – Students collect canned goods and bring them to school on the designated School Spirit Days. Food is first donated to the St. John's Food Shelf and extras are donated to the Ralph Reeder Food Shelf located in the Mounds View/New Brighton area.
3. Collections for the Missions – Students are given the opportunity to raise funds for the missions, which helps the students to be aware of their responsibility to participate in the Church's mission of global solidarity. They are invited to pray and share some of their money to support missionaries in their work.
4. The religion teachers choose all-school service projects for the seasons of Advent and Lent each liturgical year.

PARENT/GRANDPARENT LUNCHESES

Grades K-8 invite parents and grandparents to a luncheon once a year with dates posted on the school calendar. The class performs for their guests, shares lunch in the cafeteria, and then brings guests to visit their classrooms. The classroom teacher sends invitations home.

STUDENT PICTURES

School pictures are taken during the fall of the year. All students are photographed. Information on purchasing a photo package is provided to families. All purchases are optional.

YEARBOOK

The school publishes a yearbook each school year. Individual pictures are featured in the yearbook as well as other photographs portraying the many activities and events that take place throughout the year. Notification regarding the cost of the yearbook will be communicated to parents in the Principal's Bulletin when it is made available.

FUNDRAISING

Proceeds from fundraising efforts facilitated by PTO are used for the school's operating expenses and for some capital improvements. All parents are expected to contribute to the two major fundraising projects – the Marathon and the Wines to Wishes Event. United Way donations may be designated for St. John's. Parents are also encouraged to check on matching funds from their place of business.

Marathon

The Marathon for Non-Public Schools is a major fund-raising event for all non-public schools across the state. The event is held on the first Saturday of October at Central Park in Roseville from 8:30am to 12:30pm. Students solicit pledges for each mile they walk, jog, run, or bike. Each student must raise \$165, as outlined in the yearly tuition agreement. Parents may designate their United Way donation for this event. The school also encourages families to check on matching funds from their workplaces.

All pledges made to students and parents representing St. John's School go to the school to support school operations and to provide funds for the purchase of instructional materials, textbooks, and other items.

Wines to Wishes

Wines to Wishes is St. John's primary fundraiser with money being raised for a specific need identified by the school, which changes yearly. Money raised above and beyond the fundraising goal goes to a tuition endowment fund. During the event, parents and guests have an opportunity to enjoy an adult only evening with food, drink, games, and fun with an opportunity to support the school through a silent and live auction as well as the Fund-A-Need ask. Families are required to purchase two tickets (\$40 per ticket) to the event each year, as outlined in the yearly tuition agreement.

Non-Fundraising Fundraisers

The school has multiple ways that bring in money in a painless manner. You can contribute in the following ways:

- United Way – name St. John's as your place of donation
- Employer Matching funds – check with your company to see if they match dollars or volunteer time
- General Mills "Box Tops for Education" – simply download the app, designate St. John's as your school of choice, and scan your receipt when after your shopping trip
- Donald's Uniform Store – when shopping for uniforms, inform them of your school and the school is given credit

ORGANIZATIONS

VOLUNTEERS

One of the many reasons you have placed your child(ren) at St. John's is because you believe in participation in your child's school. There are many ways in which parents may render valuable assistance to the school. Volunteer opportunities are many and can be found in the Principal's Bulletins throughout the year. We ask that each family volunteer a minimum of 20 hours during the school year to the school and/or parish. This time is given by adult family members. If a family is unable to give 20 hours, they pay \$350 in place of the time given, as outlined in the yearly tuition agreement. We appreciate the generosity and support of every family.

PROTECTION OF CHILDREN AND YOUTH INITIATIVE

All employees, and volunteers who interact with minors, are required to complete and maintain safe environment credentials through the Archdiocese of Saint Paul and Minneapolis.

To ensure successful completion of the requirements, follow the information below before creating your VIRTUS account. If you have an existing VIRTUS account, contact Alison Wacek at waceka@stjohnnyb.org for assistance, so your account can be updated prior to login.

Total Time Commitment: Approximately 95 minutes

1. Set aside sufficient time to complete all items without logging out. Incomplete accounts may result in lost data, requiring you to repeat your setup.
2. Read and follow the directions on the website in the order presented.

*Skipping items, fast-forwarding, or backing up may corrupt your account and require you to repeat your assignments.

You will:

- Complete each registration field as presented on the screen
- Complete the Code of Conduct
- Complete the Background Check application (SSN is required)
- Complete Safe Environment Training (1 module, approximately 75 minutes)

VIRTUS website: www.virtusonline.org

Use the Google Chrome browser and allow pop-ups for this website.

For more information on the Archdiocesan Safe Environment requirements, visit <https://safe-environment.archspm.org/essential-3/>

SCHOOL ADVISORY COMMISSION (SAC)

The School Advisory Commission (SAC) consists of a group of parents who meet with the principal to assist and advise on matters that pertain to the operation and direction of St. John the Baptist Catholic School. Their purpose is to encourage, unify, plan for the future, dialogue, communicate needs of the school and parish, be concerned about the good of all, and advise the principal accordingly. SAC is composed of the pastor, principal, and seven to nine members of St. John's and the PTO president.

PARENT-TEACHER ORGANIZATION (PTO)

All parents or guardians of St. John's students are members of the Parent-Teacher Organization. This group facilitates close harmony and cooperation between school and home, assists in the promotion and development of activities, and promotes the interests of St. John's. The PTO holds monthly meetings during the school year. The PTO Board oversees the general meeting, provides hospitality for parent events, arranges for volunteers and records their hours, establishes the PTO budget, and makes decisions on all-school fundraisers. If a parent is interested in becoming a member of the PTO Board, please contact the PTO President.

ROOM PARENTS

Each classroom has at least one room parent. These volunteers serve as coordinators and work with the teacher by assisting with and/or planning for class parties, end-of-year picnics, and other special activities.

Classroom Parties

Each classroom will have a party for Halloween, Christmas, and Valentine's Day. Room parents organize these parties with parent volunteers. The dates of these parties are posted on the monthly calendar. Times for the parties will be communicated by the Room Parent Coordinator in coordination with classroom teachers.

2021-2022

AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES

After reading the St. John's Parent/Student Handbook, please sign below and return this form to the school office during THE FIRST WEEK OF SCHOOL. Thank you.

We have received and read the St. John's Parent/Student Handbook and agree to be governed by the policies contained herein.

_____ Date _____
Student Signature

_____ Date _____
Parent/Guardian Signature