St. John the Baptist Catholic School

Parent/Student Handbook

2026-2027

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St. John the Baptist School (SJB) retains the right to change, modify, suspend, or interpret any policies whether written or not, without notice, at its discretion. Nothing in this Student/Parent Handbook should be construed as a contract between you and SJB. All changes will be reflected in the online handbook. Only significant changes will be formally communicated to families.

School Contact Information

School address and phone numbers

St. John the Baptist Catholic School
845 2nd Avenue NW
New Brighton, MN 55112

School Office:	(651) 633-1522
Fax:	(651) 633-7404
Parish Center:	(651) 633-8333

School Website: www.stjohnnyb.org

Voicemail is available for most staff.

Every employee is available by email. See the school website for a complete directory.

Administration

Principal	Mrs. Anna Nagle	naglea@stjohnnyb.org
Pastor	Father Paul Shovelain	frshovelain@stjohnnyb.org
Parochial Vicar	Father Dominic Miller	frmiller@stjohnnyb.org

Main Office Line	651-633-1522 ext. 1118
Attendance Line	651-633-2211 ext. 1119

Mission Statement

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 Statement

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
- Virtue 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

SJB is accredited through the Minnesota Non-Public School Accrediting Association (MNSAA), Lumen Accreditation, 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.

Partnership with Parents and Guardians

In accordance with Catholic teaching, SJB believes that parents/guardians are *the* primary educators of their children. With this in mind, the relationship between SJB and parents/guardians is of the utmost importance. Cooperation and compliance with the spirit, intent or letter of the policies outlined in this handbook by both students and parents is required and appreciated.

History of St. John the Baptist Catholic School

St. John the Baptist Catholic School faces its future with the same dedication and faith in God, as did those parishioners who established the school 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 the Baptist School would provide a setting of love and concern for each student. Under the guidance of Sister Mary Francis, the first principal who 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 an education at St. John the Baptist School.

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 and teachers' resource center, and a 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, art and music room for the school, and areas for a preschool program to be added.

In 2026, St. John the Baptist School will serve almost 475 students in preschool through grade eight. This number includes several preschool class offerings, two homerooms of each grade in kindergarten through grade five, and six middle school advisories. The faculty is made up of teachers who continue in the spirit of the founders of the school 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 works to instill it in each student.

Enrollment Policies and Procedures

Any child is eligible to attend SJB based on the ability of the school to meet the needs of the individual child as well as the needs of the community. SJB 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.

Eligibility considerations
1 – St. John's parishioners
2 – Current school family
3 – Meets the age requirement designated by the state

Parental cooperation is essential for the welfare of all 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.

Non-Discrimination Policy

SJB complies with applicable federal, state, and local laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in the administration of its educational programs.

This policy does not prohibit giving Catholic students priority for admission.

St. John the Baptist Catholic School provides an education and resources consistent with Catholic teaching. All school policies, procedures, resources, employee training, and assistance given to families will be consistent with the Church's teaching on the dignity of the human person including human sexuality. Reflective of a commitment to a culture of transparency and understanding, these policies are made available in writing to members of the school community by way of inclusion in relevant handbooks, agreements, and statements.

St. John the Baptist will relate to each student in a way that is respectful of and consistent with each student's God-given sexual identity and biological sex. For definitions and great details about this policy, see the Minnesota Catholic Bishops Guiding Principles.

Application/Enrollment Procedure

Each new family must complete an online application. Those applying to SJB will be enrolled as class space permits following our eligibility requirements and will be required to pay a non-refundable enrollment fee.

Kindergarten

SJB maintains traditional entrance criteria for enrollment into elementary school consistent with state guidelines. Children enrolling in kindergarten must be five years of age on or before September 1st of the calendar year in which they will be enrolled. Parents/guardians may request consideration for early entrance. Requests will be considered for admission on an individual basis. All children accepted for early entrance will be on a probationary status. The educational team will review academic growth, social growth, and maturity after each trimester to ensure appropriate placement.

Annual Registration

Registration occurs in January of each year. Current families that miss the deadline on the registration form risk losing their classroom placement.

Classroom Placement

Teachers take into account a student's educational and behavioral needs when determining classroom assignments for a new school year. Current teachers create class lists for the next grade level.

Parent input regarding class placement will be considered for compelling educational reasons and must be addressed to the school administration and received in writing in the school office by May 15th. Requests

may be discussed with the current teacher but ultimately must be made by the school administration. The assignment of a student to a particular teacher/class is ultimately the decision of staff/administration and SJB makes no promises or guarantees that parent requests can be met.

Class Size

The maximum class size for grades K-8 at SJB will be set at 25 students per classroom. Students beyond this number will be placed on a waiting list. A class size may be adjusted at the discretion of school administration.

Probationary Period

All new and transfer students will be accepted on a probationary period of 60 days. This period is intended to allow both the family and the school the opportunity to determine whether the school is a good fit for the student. During this time, the student should maintain passing grades, display good behavior, have no disciplinary concerns, and have no attendance issues. If there are academic or behavioral concerns, the student may be asked to unenroll.

Transfer Students

In general, new students may be accepted after the beginning of the school year if there is adequate space in the class and if there is no perceived disturbance to the classroom. Admission to the school will be contingent upon receipt of student academic and health records and completion of any assigned entrance exams. A conference may be held with the school administration to discuss the reason for transfer and to evaluate student needs. Prior to admission, the school and the parent shall agree on the tuition and other expense obligations.

Tuition, Finance, and Fundraising

State and Federal Programs

There are several state and federal programs that non-public school students may participate in on an equal basis with public school children. These programs are administered through the local public school district. The amount of money received varies year to year. SJB also receives state and federal entitlements allocated on a per pupil basis. Forms for each student must be completed each school year to receive these program entitlements. These entitlements include funding for health aid, textbook aid, and for 7-8th grade guidance and counseling services.

Tuition

Every effort should be made to provide each child the opportunity to attend a Catholic school regardless of the financial situation of the family. Tuition helps to cover the overall cost of educating a student. Through the generosity and support of our parish and fundraising we are able to keep tuition below the actual average cost. Tuition helps to cover salaries and benefits, curriculum and instructional materials as well as operational and maintenance costs. Field trip costs for daily trips are covered by tuition. Chaperone costs for field trips may be assessed to individuals if necessary.

Information regarding each year’s tuition is sent home prior to registration. This includes a breakdown of the tuition and fees as well as registration information.

Tuition payment options:

- Annual payment—Single payment in full on or before August 20th ($100 discount)
- Two yearly payments – half in August and half in January
- Monthly payments - 10 months August through May

SJB uses TADS Tuition Management Company to service our families and assist SJB in the collection of tuition each school year.

Outstanding tuition can result in lost enrollment status.

Technology Fee

In addition to tuition, each student in grades K-8 is assessed a Technology Fee that covers the cost to lease computers and technology equipment for students. The technology fee is non-refundable.

Financial Assistance

Financial assistance is available through a scholarship fund. Families of SJB are invited to apply for financial assistance if they deem necessary in order to meet their tuition obligation. Families seeking financial assistance will be required to submit an application to TADS, an outside company that provides an objective evaluation for financial need.

Fundraising and Event Commitments

The spirit of St. John the Baptist School is a direct result of family involvement and support! Our expectations for participation in fundraising, school events, and other opportunities are designed to ensure that all families contribute to our success while sharing in a fun-filled, joy-filled community.

In addition to steadfast prayer, it takes many hands and generous hearts to cultivate the spirit of our Catholic school. To that end, we ask that every family "lends a hand" by meeting or exceeding the volunteer requirements. As part of the tuition agreement, each family is expected to volunteer 25 hours over the course of the school year or pay a volunteer fee. The amount of the fee is shown on the tuition agreement each year. These volunteer hours can be done within the school or parish. Parents should keep track of their volunteer time and turn in their list of completed hours at the end of each school year.

Stewardship and Parish Investment

All families are expected to provide support to the school in ways in which they are able; this may include fundraisers, volunteering, classroom donations, etc. Since the entire parish benefits from Catholic educational programs, the entire parish shares in financial responsibility for the education of children. Parish investment is that amount contributed by the parish annually to the school. The percentage of parish investment level is determined through the annual budgeting process. SJB gratefully receives an investment for our operating budget from St. John the Baptist Catholic Church.

School Schedules and Calendar

Academic Calendar

Generally speaking, SJB follows the academic calendar of the Mounds View School District. On occasion, SJB may have slight differences for days in or out of session. When the Mounds View District is not in session, district bus transportation is not available. Parents are expected to provide transportation on days when SJB is in session and the MV District is not. The academic calendar is available on the school website.

Daily Schedule

School office hours:	7:30am – 3:30pm
Staff hours:	7:30am – 3:30pm
6:30 – 7:35am	J-Care available for students in grades K-8
7:30am	Doors open; students will be supervised by the gym
7:35am	Bell rings – students proceed to classrooms
7:30am – 7:50am	Breakfast served
7:55am	All school prayer and announcements; classes begin following
2:30pm	Dismissal
2:35pm	Buses Leave SJB
2:30pm – 6:00pm	J-Care available for students in grades K-8

**Recess and lunch times may vary slightly for grades based on academic schedules*

Grade Level Schedules

Each classroom and grade has its own unique schedule within the overall daily routines. Teachers will share class schedules at the start of each year. Wednesday schedules are adjusted for all classes in grades K-8 due to the weekly all-school Mass.

School Procedures

Parent Responsibilities

The relationship between SJB and parents/guardians is of the utmost importance. Parents'/guardians' failure to comply with these policies, or a breakdown of the school-parent/guardian relationship, may result in the student no longer attending the school.

All parents/guardians are expected to:

1. Be familiar with information contained in school handbooks and newsletters.
2. Inform the school office by telephone or email when your child will be absent or will have a change in schedule by 8:30am each school day. No student may leave the premises at any time for any purpose without permission from the parent/guardian.
3. Inform the school in writing of:
    a. Parental status and custodial constraints; provide court orders as needed.
    b. Change in transportation routine.
    c. Change in address, phone number, emergency contact numbers, daycare, etc.
    d. Arrangements that might affect communication with the school.
4. Meet the financial obligation or tuition, fees, lunch accounts, and other applicable accounts.
5. Meet admission and registration requirements.
6. Comply with:
    a. Policies and regulations
    b. Goals and objectives of the school as identified in this handbook
7. Meet family commitments for volunteering and fundraising
8. Support and cooperate with SJB in creating an environment in which all children are able to experience SJB's JOY (Jesus-Others-You) philosophy.

Arrival/Dismissal Procedures

To ensure the safety of all students, please adhere to the following procedures:

- School doors open at 7:30am daily.
- Students should be in their classrooms and ready to learn at 7:45am.

Morning Drop off

- All K-8 students arriving by car should be dropped off along 2nd Ave NW on the sidewalk along the front of the school and enter at Door 6 (Flagpole door - north side of the playground). Please have students ready to make an efficient exit. If your child needs extra help or you would like to walk them to the door, please park in the main church parking lot and walk them on the sidewalk to door 6.
- All students arriving by bus will be dropped off at door 7 (Gym Entrance) in the North parking lot.

Afternoon Pick Up:

- All K-8 students going home by car will be walked by staff to the main church parking lot at 2:30pm. Parents should arrive no later than 2:25pm and should park with your car facing out. Parents should walk to the sidewalk area in front of the church to collect their child. Please leave pets inside your vehicle.
- Bus riders will be brought by staff to the north parking lot to board their bus.

Mid-day Pick Up

When picking up a student mid-day, parents report to the school office to meet and pick up their child. Students must be signed out by parents before they are allowed to leave during the school day. Also, if your child will be leaving with anyone other than a parent at the end of the day, please send a note to school.

Dress Code

The school has established appropriate dress code, school uniform policies, and policies which affect the dress and conduct of students. All students must follow the dress code on a daily basis unless otherwise notified by school staff. It is the responsibility of all students with the help of parents/guardians to arrive at school each day dressed according to the Uniform Policy. Students not complying with the uniform policy or dress code may be asked to change or call home for a change of clothing.

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 policy. Please see a classroom teacher if you have questions. The school designates Donald's Uniform as the place to purchase uniform pieces to ensure a commonality and uniformity in dress. 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. 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 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 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 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
	Optional - Long-sleeved navy-blue 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 Plaid jumper Navy blue pants with belt Navy blue shorts with belt [1]	Polo shirt, white or light blue with logo; long or short-sleeved Optional - Long-sleeved navy-blue quarter zip with logo Optional - Long-sleeved navy-blue cardigan sweater with logo

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

3-5 Boys

Bottoms	Tops
Navy blue pants with belt Navy blue shorts with belt [1]	Polo shirt, white or light blue with logo; long or short-sleeved Optional - Long-sleeved navy-blue 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 Navy blue pants with belt Navy blue shorts with belt [1]	Oxford shirt, white or light blue with logo; long or short-sleeved Optional - Long-sleeved navy-blue quarter zip with logo Optional - Long-sleeved navy-blue cardigan sweater with logo

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

6-8 Boys

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

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

Shirts/Sweaters/Fleece:

- All shirts/sweaters/quarter zip are available at Donald's Uniform
- The shirt must be tucked in at all times
- Only plain white t-shirts may be worn under a uniform shirt
- Colored, printed, or decorated t-shirts are not to be worn under the uniform shirt. Plain white T-shirts are permissible.
- Polo or Oxford shirt must be worn underneath sweaters or quarter zip

Pants/Shorts/Skirts:

- Navy blue pants/shorts 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 in September, October, April, May, and June
- The uniform jumper or skirt/skort is to be no shorter than knee length. Please allow for growth when purchasing these items.
- Navy blue or black bike shorts or navy blue or black leggings may be worn under a skirt or jumper.

Shoes:

- Dress shoes – solid black, brown, or navy blue – must have closed toes/backs
- Athletic shoes are allowed in SOLID black, gray, white, or blue; logos and soles in shades of white, black, gray, or blue ONLY are allowed. Athletic shoelaces must match the shoe color. Shoes must have closed toes/backs.
- Sandals – must have a strap on the back – must be worn with socks and may only be worn in September, October, April, May, and June
- Girls' shoes must have less than 1/2 heels and must have rubber tread
- Roller shoes, Crocs, and Ugg style boots and slides are not permitted.

Socks:

- Must always be worn, and the anklets must cover the ankle bone
- Anklets, tights, or knee-highs 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 or double piercings in the earlobe only, no larger than a dime
- No cartilage piercings
- Boys may not wear earrings
- Girls and boys may wear necklaces and bracelets as long as they do not become a distraction (watches are not considered bracelets)

Hair:

- No unnatural hair colors (no green, blue, pink, etc.)
- Hair for girls must be neatly kept and off the face
- Hair bands may be any color
- Head bands should be kept simple (no cat ears, dangling items, etc.)
- Hair for boys should be well-kept, out of the eyes, not touching the collar, no mohawks, mullets, or ponytails

Make Up:

- Light makeup is permitted for female students in grades 5-8.
- Nail polish is permitted.

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.
    - Shorts must be visible beneath shirts and sweatshirts.
    - 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 top straps must have a minimum width of 2 inches.
    - Non-uniform "appropriate shirt" contains no drug/alcohol/sexual/demonic symbols or words. The 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 Days are designated to promote St. John's and show spirit for our school and are held on Fridays throughout the school year. 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. Students must wear something with "St. John the Baptist" on it.
School Spirit clothing consists of the following:

- St. John's spirit shirts or sweatshirts, SJB team (soccer, track, etc.), or activity (ambassadors, graduation, etc.) shirts
- Clothing purchased through St. John's Parish events
- St. John's spirit pants or shorts (Sept., Oct., April, May, and June) or uniform bottoms
- Shoes must comply with the uniform policy on school spirit days.

Gym Clothes

Students in grades 6-8 must bring clothes to change into for gym class. Students may wear t-shirts, shorts 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.). Biker shorts are not allowed as a short option. We encourage you to mark all gym clothes with the students' names. Students are given time to change clothes and shoes before and after gym classes. Students in grades 1-5 must bring tennis shoes for gym class. Kindergarten students wear their tennis shoes to school on gym days. Non-marking soles only.

School Supplies

Parents/guardians are expected to provide school supplies for their child as requested each year. A list of needed supplies will be provided annually.

School Breakfast/Lunch Program

SJB has a school breakfast and lunch program that adheres to state and government standards. As of the 2023 school year, lunch and breakfast will be provided free of charge to all students in grades kindergarten through eight. Milk is provided with each hot lunch. Milk is available to purchase separately for those students who bring in a cold lunch each day.

Breakfast is served at school each morning from 7:30-7:50am. Students will eat in the school cafeteria and are expected to be in their classrooms at 7:55am. No food will leave the cafeteria.

Lunch at school is part of the total learning process and good conduct is expected. Table manners and lunchroom conduct is discussed as a regular part of respecting others. The school has a computerized lunch program. Each student is assigned a four-digit lunch number (PIN). They will enter this number on the keypad when getting their lunch.

Families are welcome and encouraged to complete an Educational Benefits Application each school year. A new application must be completed each school year and may be found on the school website or at the school office.

Lunch Payments

Payments for lunch accounts may be made online through your families TADS tuition accounts – choosing to apply the payment to *School Lunch Account Deposits.* Parents will receive an automated email when their family lunch account balance is low.

Lunchroom Behavior

St. John the Baptist School supports healthy, well-rounded student habits throughout the day. Student behaviors that are both healthy and respectful are expected at all times including the lunchroom where use of polite table manners and common courtesy are essential. This also includes the respect of all visitors, staff and fellow students. Students are also asked to:

- Walk at all times, keeping hands and feet to self in line and at the table
- Use common table manners (i.e. no food throwing, popping bags, tossing/crunching bottles, touching others' food or tray, etc.)
- Remain seated
- Clean up after oneself, including the floor if needed. Place trash, trays and silverware in proper places.
- Consume food and drinks in the cafeteria
- Follow directions as they are given

Logical consequences will be asked of students struggling to show respect. These may include staying back to help staff with cleanup, going to the end of the lunch line or dining separately from friends. Consequences are determined by staff to help assist in understanding and encouraging respectful behavior. Elevated consequences, in accordance with SJB discipline policies, may result due to frequency or level of infraction.

Participation In Recess

If students are well enough to attend school, they are expected to go outside for recess. Students will go outside unless it is raining heavily or the temperature, including the wind chill, is below 0^{o}F. Students are

expected to dress appropriately for each season. Parents are asked to check the weather and monitor their students' dress.

Telephone Usage

As a rule, neither teachers nor students are called to the phone during instructional hours. Messages may be left with office personnel or on the teacher's voicemail. Students are allowed to use the phone only in cases of necessity and with their teacher's permission.

Lost and Found

Lost items will be placed in the wooden benches in the hallway outside of the school office. Encourage students to check for lost items at school. Label all items (including clothing) with your child's name. Each trimester, items will be displayed and unclaimed items will be donated.

Lockers

All students in grades 1-8 will be assigned a school locker. Lockers are provided for the convenience of students and are property of SJB. Lockers should not be written on, damaged, or used to house obscene or illegal items. Students are expected to use their assigned lockers for the duration of the school year. School staff and administration reserves the right to inspect student lockers at any time.

Students in grades 5-8 are provided with a locker and combination lock. Locker assignments and distribution of combinations are handled by school staff. All items are school property and at no time does the school relinquish its exclusive control of lockers provided for the convenience of the students. The school will not be held responsible for missing property and will not investigate missing items taken from a "rigged" or unlocked locker where locks have been issued. Students should not keep money or valuable property in lockers and should never share locker combinations.

School staff or authorities may unlock lockers and conduct inspections of the interior of lockers for any reason, at any time, without notice, without student consent and without a search warrant. Personal possessions within a school locker may be searched only when school authorities suspect that the search will uncover evidence of a violation of law or school rules. School authorities must provide notice of the search to the student whose locker was searched as soon as possible after the search of a student's personal possessions, unless disclosure would impede an ongoing investigation by police or school officials.

School Materials

School textbooks, media resources and other instructional materials are expensive. Students are expected to take care of the items issued to them. School personnel will assess the cost for material that is either not returned to school or has been damaged. Parents are responsible for paying this cost and these charges will be billed via TADS to tuition accounts.

Money and Valuables

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade or room number, and the purpose for the money. School insurance does not cover loss of personal possessions; therefore, students are not to bring music players, hand-held video games, cameras, cell phones, etc. to school.

Volunteers

Volunteers are always welcome at St. John the Baptist School. As part of the tuition agreement, each family is expected to volunteer 25 hours over the course of the school year or pay a volunteer fee. The amount of the fee is shown on the tuition agreement each year. These volunteer hours can be done within the school or parish. Parents should keep track of their volunteer time and turn in their list of completed hours at the end of each school year.

All volunteers who work with our children and young adults are **required to complete and have up-to-date Virtus training which includes the Essential Three or E3: Background Check, sign a Code of Conduct and watch a Virtus training session.** This is a safety precaution for you and your child, for the school and the entire parish community. If criminal convictions are found or other unfavorable information is obtained, the school administration team or designee will evaluate the records and information to make a suitability determination. These requirements also apply to all field trip chaperones. All E3 credentials must be maintained for all volunteers and employees. If the credentials are overdue, service will not be permitted. Contact the school office for more information.

Field Trips and Chaperones

Field trips are considered part of the school day to which school policies and procedures apply for all. Chaperones are needed for nearly every field trip. Each chaperone must comply with all volunteer requirements as explained above. Chaperones are expected to participate with and supervise the students to whom they are assigned and accept directions from the teacher or other SJB staff. If chaperones encounter situations that are cause for concern while on a field trip, they are asked to work immediately and directly with the attending staff members. In the event an issue arises with the supervising school staff, chaperones are expected to contact the school office immediately.

Unless otherwise requested by the school staff, all chaperones are expected to use the transportation provided by the school. Chaperone supervision is needed from the start to the finish of each trip, including the bus ride.

Only children of the class involved, the teacher, and designated adult chaperones are eligible to attend. Children who are not members of the class, including the other children of chaperones or staff members are not eligible to attend. For safety reasons, family members or acquaintances of students that show up in a public place where students are attending a field trip cannot be included in any part of the day.

Birthday Celebrations

SJB loves birthdays and celebrating our students. Each student receives a non-uniform pass for their birthday. Bringing treats is not required, however, a small treat for the class is acceptable – please hold it to individual items, a simple item that can be easily eaten at a desk or in the classroom. Non-food items are also acceptable treats. Please check with your child's teacher for preferences, number of students or any food allergies to be aware of.

Attendance

Requirements

It is the policy of SJB to adhere to all State of Minnesota regulations concerning school attendance. Minnesota state statute requires that children attend school from age 7, or upon enrollment in school, until age 16 when they can drop out with parental permission. All students are required to attend school every day and every class period, and to be on time for class. Students are expected to be in school unless there is a legitimate and excused absence.

Students perform best when they attend school regularly. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline and responsibility. School attendance is mandatory to participate in an after-school event such as athletics or concert. Excessive absences often result in poor schoolwork. All work missed due to absences must be made up.

School Hours

Classes at SJB begin each day at 7:50am. School ends at 2:30pm.

Absences

For the safety of all students, all absences are verified. Parents/guardians are asked to report all absences by calling or emailing the school *before* 8:15am. Parents/guardians may let their child's teacher know about absences, however, the school office/attendance line also should be notified of each absence. Absences not verified by parents/guardians will result in a phone call by school personnel.

Excused Absences

Excused absences and tardies include, but are not limited to, student illness, medical, dental, and mental health appointments which cannot be scheduled outside of school hours, serious illness or death of a family member, court appearances, and family vacations. Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused.

Unexcused Absences

Unexcused absences and tardies include absence for any reason other than those considered excused, including but not limited to need for sleep, oversleeping, missing the bus, running late, did not want to go to school, babysitting, electing to stay home from a field trip, and other incidences as determined by administration. Unexcused absences result in students missing important class material, class discussions or activities that may not be allowed to be made up. Students are still accountable for the information covered during an unexcused absence.

Guidelines for Recording Absences/Tardies

Whenever a student arrives more than 60 minutes after the school start time or leaves more than 60 minutes before the end of the school day, it will be considered a half-day absence.

Guidelines used to record absences and tardies:

Arrival	until 8:55am	Tardy

Arrival	after 8:55am	½ day absent
Dismissal	before 1:30pm	½ day absent
Dismissal	between 1:30-2:30pm	Early dismissal

Tardiness

Students who arrive in the classroom after the morning bell at 7:50am are considered tardy and must check in at the school office prior to going to class.

Tardiness interferes with student progress in school and constitutes a disturbance for all the members of the class, including the teacher. Parents will be notified of a student's excessive tardiness and expected to remedy the situation. Excessive tardiness may lead to truancy reported as listed below.

Extended Absences and Chronic Absenteeism

Some absences cannot be avoided, however, students and parents must realize that regular attendance, diligence and application to study contribute to the student's success in academic endeavors. Even excused absences often result in lower grades for absent students because nothing can replace a student's presence in class for learning and school achievement.

Parental Responsibility for Extended Absences

It is the responsibility of the student and parents to ensure that all missed work is completed. Until missed assignments are received by the teacher, students will not receive credit for missed work which is not made up.

Chronic Absenteeism

Absences, even those that are excused, will be considered excessive or chronic when they exceed 10% of the grading period. Regardless of whether absences are unexcused or excused, chronic absenteeism puts students at risk for poor school performance and dropout. When the chronic absenteeism threshold is surpassed, the school will assess its ability to meet the educational needs of the student. Upon this assessment, the school will communicate with parents either in writing or through a conference.

Excessive unexcused absences and tardies are recorded in the following manner

- 3 unexcused tardies = 1 unexcused absence
- 2 unexcused absences (6 tardies or combination of unexcused absences and tardies) =
- 3 unexcused absences (9 tardies or combination of unexcused absences and tardies) =
- 5 unexcused absences (15 tardies or combination of unexcused absences and tardies) =
- 7 unexcused absences (21 tardies or combination of unexcused absences and tardies) =

Truancy

Students are considered truant when they miss any portion of the school day without approval from parents or school administration. Students will be considered truant if they:

- Miss school without knowledge of a parent
- Leave school anytime during the school day without authorization
- Are absent from class without permission or do not attend class while enrolled in school
- Falsify or forge an absence note

Consequences for truancy may include a meeting with the school administration, parent notification and/or conference, a county truancy referral, detention, suspension, or expulsion.

Procedures For Absences

Whenever possible, please make appointments (dentist, doctor, etc.) after school hours so as to not interfere with the school day. Families are asked to try and schedule vacations in conjunction with school breaks.

When an absence is necessary, please follow these steps

1. Parent/guardian should call school and report the absence and reason by 8:15am each day of a student's absence.
2. Upon return to school, student should check in with teachers to determine work missed and make plans to complete make-up work
3. If a student needs to leave during the school day, parent/guardian must contact the school and sign the student out at the school office.
4. If an absence is due to travel, or some other prearranged reason, parent/guardian should notify the school prior to the absence.

Work may or may not be issued by teachers ahead of a planned absence. In general, all missed work will be given to the student upon their return.

Illness During the School Day

The school nurse or school office staff shall approve the dismissal of a student who becomes ill during the school day. Staff will contact parent/guardian and request them to pick up their ill child. If a parent is unable to come for the student, they must make arrangements for another authorized person to pick up the student as soon as possible. All students must be signed out in the school office.

Vacations

Families are strongly encouraged to make vacation plans in conjunction with the school calendar to eliminate or minimize student absences. If students must miss school for a family trip, he/she will be given missing assignments when they return to school. Students are responsible for checking in with all teachers to determine missing assignments and verify due dates for these assignments.

Make-Up Work for Absences

When a child is absent, he/she may make up work when he/she returns to school following the absence. If the absence extends to multiple days, parents may request homework by notifying the school office or homeroom or advisory teacher. When ample notice is given and when possible, teachers will have work ready at the end of the school day for a parent to pick-up. Make-up work is expected to be completed in a timely fashion. Teachers make the final decision as to the time allowed to complete the missing work.

Physical Education Participation

Any student who needs to miss PE class for more than three consecutive classes must have a written note signed by a health care provider indicating the reason for missing class and the date they can be expected to resume participation. In some cases, a note signed by the healthcare provider may be required for return to participation. All notes should be given to the school office who will provide copies to necessary staff.

Communication

St. John the Baptist School has several established methods of communicating with parents to promote understanding of the school's mission, programs, and goals. As a Christ-centered community, we are called to communicate with one another in a manner that reflects the Gospel values of charity, respect, honesty, and goodwill. All school communications should contribute to building positive relationships and fostering a spirit of partnership among students, families, parishioners, faculty, and staff.

The primary purpose of the communication tools listed below is to inform families about school information and activities. These avenues may also be used to publicize general parish activities and events. Information from known public organizations, such as sports clubs, may be included at the discretion of the school administration or designee if they are believed to be of broad general interest to school families. SJB has not vetted and does not endorse or recommend any particular group that may communicate through the school and has no liability for anyone's decision to participate or not participate in any activities or events they may promote.

Individual families or students will not be allowed to send invitations or other communications through these means, be they personal or business related. This is necessary to maintain a proper professional separation between our responsibilities to children at our school and outside of it. SJB cannot take the position of judging whether individual parent communication requests are appropriate. School parents are asked to use other means to communicate. An online directory with basic contact information for those school families who choose to share such information is available through Educate. Family information is withheld if requested.

Principal's Bulletin:

The Principal's Bulletin is the primary way information is communicated from the school to the parent. The PB is emailed to all households weekly during the school year and contains notices and information that pertains to the whole school. The following items are provided in these bulletins:

1. Letter from the principal 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

Grade Newsletters and Student Homework Folders

Weekly newsletters are a standard classroom communication tool for grades K-4. Grade 5 will send a monthly newsletter and middle school sends them once a trimester. The newsletters are an important teacher tool to communicate with parents. Student homework folders are used in grades K-2. These folders should be checked daily for information, homework or other communications from teachers or school. Each grade level will communicate the procedures related to these tools at the beginning of the school year.

Student Planners

Planners are provided to students in grades 2-8. The purpose of the planner in grades 2-5 is to help students become organized, responsible and to communicate with parents. Planners will be taken home daily by students. Students are responsible for sharing planners with parents, obtaining signatures if required and bringing planners to school the following day. A parent signature verifies that the planner has been read and that homework is complete.

Planners for students in middle school are a tool to assist with student organization for assignments, tests and other activities as needed by students. Expectations for parent signature may vary by teacher or student and will be communicated at the beginning of each school year.

Website, Phone, Email

The school website provides contact information for all staff, as well as updated calendars and forms needed for school use. Parents are encouraged to call or email staff with questions or concerns. Phone calls during instructional time will be routed to voicemail.

Parent Portal – Educate

We use an electronic grade book and allow parents access to grades in grades 3-8. Our technology coordinator will provide parents with the necessary login information to access your child's grades on a continuous basis. Parents are encouraged to keep up to date with the portal by checking it often. As new work is assigned and corrected, grades can sometimes shift daily. Questions or concerns regarding student grades may be directed to the teacher via phone or email.

School Directory

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

Report Cards

Report cards are issued at the end of each academic trimester. Report cards are no longer printed and instead may be found by logging into your Educate parent portal.

Parent/teacher conferences are held in the fall and in the spring. A request for an additional or special conference may be made by parents or teachers as the need arises.

Custodial Arrangements

In cases where parents are separated or divorced and one parent has sole physical custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. It is the responsibility of the custodial parent to provide the school with court documents. A copy of the signed and stamped court order must be brought to school, including any revisions/updates that affect custody or visitation rights.

The school will make a copy of the court order and return the original. In addition, the office will notify the various school personnel who work with your child that your child is not to be signed out of school by the non-custodial parent or without the express consent of the custodial parent.

Resolving Concerns

To help with the lines of communication between teachers and parents, the following actions should be taken:

1. If the parent has a concern about what is happening in the classroom, please contact the teacher.
2. If you have met with the teacher and are not satisfied, contact school administration. At that time, a meeting with the teacher, student, parents and principal or designee may be called.
3. If parents have continued concerns after meeting with the principal or designee, an appointment with the pastor may be requested.

Grievance Procedure

If a grievance between parent or a student and a teacher or school administrator should arise, the following grievance procedure shall apply:

1. The parent 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 school administrator (if the grievance involves a teacher/staff member) or with a person designated by the pastor (if the grievance involves the school administrator).
3. If the grievance is still not resolved, the parent or student (grievant) will meet with the pastor or person designated by the pastor.

All grievances will be addressed in a timely manner.

Curriculum and Assessment

St. John the Baptist 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 core subjects are supplemented with physical education, music, art, Spanish, and media classes. Religion, study skills and technology are taught separately and woven throughout the core subjects. Teachers review national and state standards, content, textbooks and instructional practices and are continually adapting and improving instruction to provide the best education possible for our students.

Faith Formation

Religion Curriculum

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is the policy of SJB that all students, including non-Catholics, attend religious instruction and liturgies.

Mass Planning and Participation

Classes at SJB take turns preparing the liturgy for the weekly school Mass which is held every Wednesday at 8:30am at St. John the Baptist Church. Students also prepare and attend Masses on Holy Days of obligation and other important days within the Church calendar. Students are invited to be part of the Mass as lectors, gift bearers, cantor or choir members, carrying the cross and candles, assisting with

collection or as altar servers (if trained to do so). Parents are invited to attend any and all school Mass whenever their schedules allow.

Sacramental Preparation

The sacraments of Reconciliation and First Holy Communion are received during second grade. Preparation for these Sacraments takes place through the Office of Discipleship and Mission with St. John the Baptist Church with parents being the primary educators of this program. Classroom instruction in grade two is also designed to guide students through this preparation.

While non-Catholic students will participate in classroom instruction, they will not receive the Sacraments unless they are planning to enter the Catholic Church.

Altar Servers

All students beginning in grade 5 are welcome to participate in the very important ministry of altar servers. The parish Director of Worship hosts server training each year for interested children. Those trained are able to serve at both weekend and school liturgies.

Service Learning Opportunities

Each year, we strive to reach out to the community beyond the school. Throughout the year, our students are invited to participate in projects, collections and service opportunities to strengthen their understanding of our obligation to joyfully help one another. We do our best to find meaningful, relevant service opportunities for our students. Opportunities to serve others include a weekly food shelf collection, toy and toiletry collections for Sharing and Caring Hands, Families Helping Families event and class trips to Feed My Starving Children and Second Harvest Heartland.

Catholic Schools Week

We celebrate our Catholic School environment along with Catholic Schools across the nation. Each year the week begins with a Catholic Schools Week Mass celebration with the parish community at Sunday Mass. Special activities are planned throughout the week in celebration of our Catholic identity.

Core Subjects

Language Arts

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. Media 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. Students in grade K-3 will also be using the Believe and Read Program, a best-in-class literacy program funded by CSCOE (Catholic Schools Center of Excellence) in partnership with Groves Learning Organization.

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. Students in grades 6-8 are grouped for math. Courses offered

include general math, pre-algebra, algebra one and geometry. 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 scientific methods 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.

Study Skills

Students are taught how to organize their studies and their time. This begins with having the correct tools such as an accordion folder, notebooks, and assignment planner. 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 middle school during media class to give students tools to assist with writing 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 as well as studying the lives and works of artists.

Music

Skill and music appreciation are emphasized in the music program. Liturgical music is part of the curriculum. Students participate in one vocal musical concert each year in December. This is part of the curriculum and participation is expected. Singing in the choir or being a cantor at the weekly school Mass is an option for students.

Spanish

Students in grades K-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 activity and recreational interests. The program gives students structured physical activities that allow them to explore a variety of experiences in both team sports and individual physical activities.

Media (Library)

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

Technology

A variety of technological tools exist throughout the building. Students will receive direct instruction on a variety of devices and various applications. The goal is to integrate technology into school to help students develop life-long skills in various media to enhance their learning. 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 used to assist teachers to remediate or challenge students. Students in grade K-2 use iPads and students in grades 3-8 use Chromebooks.

Enrichment

St. John the Baptist School has a long history of providing enriching opportunities across the grades through our faith-based learning experiences and core classes. As an accredited, mission-driven school, we seek to continuously improve options for all students to strengthen commitment to holiness and academic excellence.

Band

Opportunities to learn an instrument and participate in band at SJB are available to students in grades 4-8. SJB partners with the Totino-Grace Fine Arts Academy to offer individual or small group lessons during the school day and large group lessons after school. The SJB band students participate in two band concerts each school year

Field Trips

Field trips are part of the educational program. Trips are designed to support students the curriculum and introduce students to community resources. Students are expected to participate in field trips and parents will be notified when the trip is scheduled. Electing to stay home from a field trip will result in an unexcused absence.

Insurance regulations of the Archdiocese require the use of the Parent 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. Phone calls to or from the parent/guardian do NOT fulfill authorization requirements for participation.

Only children of the class involved, the teacher, and designated adult chaperones are eligible to attend any field trips. Children who are not members of the class, including the children of chaperones and faculty members, are not eligible to attend.

Guest Speakers/Assemblies

Throughout the year, assemblies may be held with invited resource guests to enhance the students' learning opportunities. Guest speakers invited and topics discussed will be consistent with the mission, philosophy and objectives of our school.

Testing Programs

To assist in evaluating our academic programs and to monitor student progress during the year, the NWEA Map test is administered to students in grades K-8 two times per year (fall and spring). These are standardized tests that provide teachers with important information from which they gather data for instructional decisions. Students also take the ADAM (Assessment of Mathematics) and DORA (Diagnostic Reading Assessment) tests three times each year. Teachers use student scores to provide a picture of a student's strengths and weaknesses to create goals for each student during the school year. They also assist parents in seeing a larger growth picture. Results are provided to parents after each test.

Reach Program

The Reach program at SJB 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.

Special District Services

The Mounds View District provides special education services for qualifying students. These services are provided by licensed staff from the district and are conducted off-site at a district location or virtually.

Title 1

Title 1 is a federally funded program to give supplemental support in math and reading to students in second and third 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, students must be in the attendance area of a Mounds View public Title 1 school. If a student is eligible, parents will be contacted to approve the services.

Special Education Services

When a student is functioning at a level severely discrepant from his/her peers in academic area or in behavior or motor skills, he/she may qualify for special education services through the Mounds View District. These students are taught by a staff or teachers trained to assist young people in the development of skills necessary to experience success in the regular classroom. Parents are contacted and meetings will be held to discuss best steps for each student who may qualify for these services.

Speech and Language Services

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

Psychological Services

School psychologists assist students who require help in educational, emotional, and behavioral areas. Mounds View psychologists 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 the district. Psychologists are assigned to specific buildings and provide services to students in grades K-8.

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. SJB has a counselor from Phoenix School Counseling on-site one day per week paid for by the district to be used by students in grades 7 and 8. Students in grades K-6 may also be serviced by this counselor, however, that time will be reimbursed by SJB. Access to the counselor is through the school principal by teacher, parent or student request.

Academic Policies and Procedures

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. Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent, student, and teacher. In order for homework to be effective, each person must understand and be committed to carrying out his/her responsibilities. If any of the three do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on learning.

Teacher Responsibilities:

- Communicate to students the homework goals and expectations.
- Set clear and concise expectations regarding the assignment, deadlines for returning the work to school and evaluation of the work.
- Assign appropriate homework according to students' needs.

Student Responsibilities:

- Know and understand the purpose of the homework assignment.
- Copy assignments into their planner, understand directions and know what is required for completion.
- Complete and return assignments on time.
- Understand when some assignments are to be completed independently or when a team effort is acceptable.
- Do quality work and complete assignments neatly.
- Understand that cheating is a serious matter and consequences result from academic dishonesty.

Parent Responsibilities:

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for efforts made.
- If the child has trouble understanding directions, help him/her with explanations. DO NOT DO THE HOMEWORK FOR THE CHILD.
- Look over the assignment to affirm completion and quality.
- Support the teacher and the child. Get both sides of a story before making a judgement.

The time allotment for homework assignments is approximately 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
Grade 5:	45-60 minutes each school evening
Middle School:	60-90 minutes each school evening

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 3-8 receive weekly grade alerts and have access to current scores/grades online via Educate.
4. Report cards at the end of each trimester.
5. Parent meetings – prior arrangements required.

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

Grading

Grading scales for students will be provided at the beginning of each school year by your child's teachers.

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 the goal for all students.

Eighth Grade Graduation

Eighth grade graduation is a culmination of a strong academic program. Activities for graduation begin with May Crowning Mass and Faith, Family and Fellowship Morning, a Valley Fair trip, a breakfast sponsored by the middle school staff, Recognition Program and Graduation Mass and reception. Students are eligible for graduation if:

1. They have received passing grades for one or more trimesters in each core subject area.
2. They have worked to their ability and have shown a desire to learn.
3. All tuition and fees are fully paid. Report cards and diplomas may not be issued until all accounts are paid in full or arrangements have been made with the business office.

Student Records

The school shall collect and maintain the records of students while they attend SJB. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. School records will be sent directly to the new school upon request of that school.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age shall have access to individual student records without either a court order or appropriate written authorization.

Technology

Technology Instruction and Integration

SJB wants to ensure students develop the skills and knowledge necessary to responsibly interact in our technology-based world. Therefore, SJB supports a shared iPad program for students in grade K-2, a 1:1 Google Chromebook program for students in grades 3-8. These devices are for school use only and do not go home with students. SJB utilizes GoGuardian to monitor student computer usage.

Acceptable Use Policy

St. John the Baptist offers the use of technology to broaden academic opportunities, enhance the school curriculum, and offer students outstanding training in technology. The use of technology at SJB, including the Internet, is a privilege, not a right. Even though each student is issued a laptop in grades 3-8 and is able to use an iPad in K-2, the hardware and software are the sole property of SJB. Students must agree and adhere to the following policies and procedures if they wish to retain the privilege of using SJB technology resources.

Cell Phones and Smart Watches

All electronic devices such as cell phones and smart watches are not to be used at any time during school hours. This also applies during field trips and special events. Students in grades four through eight are allowed to bring cell phones to school and students in grades one through eight are allowed to wear smart watches to school. Cell phones will be turned off and turned in to the student's teacher at the beginning of each school day and returned to the student at dismissal time. Smartwatches may be worn, however, must be placed on airplane mode or school mode during school hours and not used during school hours. Use of these electronic devices includes, but is not limited to:

- Making or receiving calls, emails or text messages
- Accessing and using the internet
- Taking photos
- Making sound or video recordings
- Playing games

If a student uses or misuses their smartwatch or cell phone during school hours, he/she may forfeit the right to have the device at school and a parent/guardian will need to collect the device from the school office.

Cell Phone Policy

St. John the Baptist School permits students in grades 4–8 to bring cell phones and students in grades 1–8 to wear smartwatches under the following guidelines:

- Cell Phones (Grades 4-8): Students may bring a cell phone to school. Upon arrival, phones must be turned off and handed to their advisory/homeroom teacher for safekeeping. Phones may not be used during the school day without explicit teacher permission.

- Smartwatches (Grades 1-8): Students may wear a smartwatch during the school day only if it is placed in airplane mode or school mode, disabling communication and notification functions

Violation of the Cell Phone policy will result in the following consequences:

1st Offense: The device will be confiscated and brought to the school office. Parents will be notified. The device will be sent home with the student at the end of the school day.

2nd Offense: The device will be confiscated and brought to the office. Parents, the student, and a staff member will meet to review the policy and expectations. The device must be picked up by a parent or guardian during school office hours and will **not** be sent home with the student.

3rd Offense: The device will be confiscated and held in the school office until a parent or guardian retrieves it. The student will no longer be permitted to bring the device to school for the remainder of the academic year.

iPads, Laptops and Electronic Devices

Day-to-Day Use & Care
Failure to follow these guidelines may result in charges to the family. Students are entirely responsible for the use and care of their electronic devices. iPads and laptops are always to be kept at school. When not being used, they should be stored in the charging carts. iPads and laptops are to be fully charged nightly. Students may not use another student's laptop. Students should not have food or beverages near their laptops or iPads. Students may not write on, place stickers on, or alter the appearance of their iPad or laptops in any way.

Hardware & Software
No one but an SJB tech person or teacher may attempt to alter hardware or software. Students may not install or attempt to install software on computers. Students who alter hardware or software without permission may have their computer confiscated, wiped, and reset to the original SJB settings. A referral will be given. Repeated incidents will result in suspension.

Problems & Repairs
No one but an SJB tech person or teacher may attempt to repair hardware or software. Students will report any damage or problems with any hardware as soon as the problem is discovered. Be aware that the computer and its accessories may be under warranty, and prompt reporting of the issues is important. Families are responsible for the replacement cost due to loss or damage of laptops. Damage must be reported immediately. The school will have a limited number of loaner laptops available for students to use if their laptops need repair.

Network, Passwords, Settings
Students using computers at school will be logged on to the school's network. All Internet surfing will be logged, and school officials can monitor and check those logs for inappropriate activity. Students may not hack into or attempt to hack into any areas of the secure network or servers. Students are allowed only on the SJB network at school. Students may not share their passwords with other people, and they may not use or attempt to use another person's password. Students may not steal or attempt to steal other people's passwords or online files and folders. Students may not change or try to change any network or security settings on SJB hardware. Students may not use an anonymizer, proxy server, mifi, hotspot, cell phone, virtual private network (VPN), or other device used to circumvent the content filter. Students are expected

to remain on the school-provided wifi. No hotspots may be used on school devices during the school day. No devices that may interfere with the daily operations of SJB are allowed.

Internet Use & Safety

Students may not, at any time, access, send, or receive material or sites that are illegal, pornographic, or otherwise inappropriate. During class time, students are expected to use the computers as directed by the teacher. SJB reserves the right to monitor student Internet activity at any time. SJB utilizes GoGuardian to monitor student internet activity on school issued devices. Students may not clear the history in the browser. Access to the Internet provides students with a vast source of information and other resources. However, the Internet may also expose students to inappropriate content or individuals with malicious intent. For this reason, students should use extreme care and caution while on the Internet. Students are not to divulge personal information such as names, addresses, photos, phone numbers, etc., about themselves, their classmates, teachers, or family members over the Internet. Students will adhere to all copyright laws. Students who access inappropriate material or sites or delete their browser history may have their computer confiscated, wiped, and reset to the SJB original settings. Referrals will be given as needed. Repeated incidents will result in suspension.

Downloading

Downloading files from the Internet is sometimes a necessary operation. However, students should use caution when choosing what to download because their computer's performance is directly affected by the amount and type of data stored on their computer. Standard files such as PDF, JPG, docx, and similar files are typically OK to download. If you need an application for academic reasons, you must get direct permission from a SJB teacher, assistant principal, or technology staff member. You may not download software or applications to your device that are not for school use. To preserve bandwidth for other users, students should not download any large files or remain connected to streaming data sources (e.g., YouTube, Spotify) for any extended period during the school day.

Email, Messaging, Social Media, & Etiquette

Students are never to send bulk email from SJB hardware (bulk email is a message addressed to many recipients and sent without their consent). Using technology to engage in cyber-bullying, cyber-stalking, cyber harassment, etc., is unacceptable and prohibited. All messages or communication of any kind sent from student laptops and or SJB accounts, whether at or away from school, must contain only appropriate content and may not be used to bully, harass, intimidate, insult, threaten, or gossip. Messages that contain inappropriate pictures, pornography, or derogatory comments about other people will result in appropriate consequences. Students will also be held to these standards when posting on social media.

Files, Other Content, & Privacy

The hardware and all its physical and digital contents are the property of SJB, and the school reserves the right to inspect all elements of the hardware, software, and digital data at any time. This inspection may be done in connection with an investigation initiated by an administrator or assistant principal. Students are responsible for ensuring that all content on the computers they use is appropriate for school. Gaming software is not to be used or installed on computers. Students must be sure their files are backed up using their Google Drive, since files are not backed up on any SJB servers.

Printing

SJB values the philosophy and practice of environmental stewardship, and limiting the use of paper is an important element of this philosophy. For this reason, only essential material should be printed.

Teacher's Discretion

There are times when a teacher may authorize students to use or access technology resources when it aligns with the academic objectives of their classroom, including the use of students' own technology resources. In these circumstances, and with teacher permission only, it is the responsibility of the student to adhere to the spirit of the SJB Acceptable Use Policy. Students should only use the devices in a way that enhances the academic purpose of the classroom and in a way intended by the teacher. Other uses of the devices could result in disciplinary actions.

Consequences

Failing to adhere to these iPad and laptop policies will be considered “endangerment." Examples of endangerment may include, but are not limited to:

- Unattended
- Putting the device in physical danger, which can include, but is not limited to, keeping the computer within dangerous/active places in the gym, roughhousing, swinging the device, using food and beverages within proximity, exposure to extreme temperatures, and defacing.

Consequences for device endangerment will include:

- First incident: The student will be issued a warning.
- Second incident: the student will be given detention, and the student's parents will be notified.
- Third incident: the student and parents will meet with the Administration to discuss further consequences, including additional detention or suspension.

Student Services

Health Office

A Mounds View District nurse is available to SJB and its staff to assist with health concerns with our students. A school nurse, health aide, or office staff are on-site daily to administer medications and deal with illnesses and injuries. To assist these staff, parents are requested to complete Emergency and Health information forms.

Hearing/vision screenings are conducted annually for select grades. Parents will be informed via letter if there is a concern.

For information regarding illnesses and school attendance, please review the Health Office webpage on the school's website.

School Pictures

Individual student pictures take place during the first trimester each school year. Notification of picture day will be communicated to families. An outside photography company is contracted by the school for school pictures. All students will be photographed, however, there is no obligation to purchase prints.

Yearbooks

The school publishes a yearbook each school year. Individual student photos are featured in the yearbook along with other candid photographs portraying the many activities and events that take place. Notification regarding yearbook cost and ordering information will be communicated to parents.

Middle School Study Club

MS Study Club is an opportunity for students in middle school (grades 6-8) to work on schoolwork and get additional help from teachers. Offered twice per week, students in middle school may stay after school until 3:15pm to work on assignments and projects and MS staff are available to assist as needed. There is no additional cost for study club, however, parents must arrange for transportation home for their students.

J-Care (After School Childcare)

J-Care is an after school childcare program available to all SJB students in grades K-8 for an additional fee. J-Care is a safe, respectful place where students will have fun and expand friendships through a variety of creative and physical activities. J-Care offers a wide variety of age-appropriate activities. Students have a choice in activities each day. J-Care is open from 6:30-7:30am and 2:30-6:00pm each school day and most non-school days from 6:30am – 6:00pm. J-Care also offers a summer program. J-Care is a program at SJB but has a separate handbook. See the school website for more information on this childcare option.

Preschool

St. John the Baptist Catholic Preschool is offering 2-day, 3-day and 5-day half or full day sessions, preschool provides a curriculum which supports parents in teaching the Catholic Faith and offers school readiness skills. Before and after preschool care called Care Crew is offered. Please see the school website for more details about preschool.

Extra-Curricular Activities

Athletics

SJB students have the option to participate in the athletic program through the Catholic Athletic Association (CAA) in various grades depending on sport. The SJB athletic program allows students to develop physical coordination, knowledge of the applicable game or activity, development of friendships, and the development of school spirit.

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. Students are to have fun, enjoy the sport, feel good about their participation, and be given the opportunity to compete at their own skill level. The expectation of the players and coaches is that the players learn the rules of the game and play the game, attend practices, and make a commitment to the team. Middle School students are expected to adhere to the academic eligibility standards to participate in all athletic events. These standards can be found in the Middle School Handbook which will be provided to all Middle School students during the first days of school each year.

Parental Authorization Form and Christian Ethics Form must be signed by all participants and parents before each athletic season. All fees will be billed to parent tuition and fees accounts.

Book Fair

The school hosts a book fair twice a year – fall and spring. These are sponsored by and benefit the school media center.

Washington, D.C. Trip

Each school year, eighth grade students may choose to participate in a trip to Washington, D.C. with social studies teachers and parent chaperones. The trip is planned by the school and each family is responsible for the cost of the trip. Students will only be permitted to participate in the trip if all tuition payment plans are current and up to date prior to the trip.

Middle School Youth Group

Middle School students (grades 6-8) may participate in Discipleship Opportunities for Youth with others from St. John the Baptist Parish. Middle School Youth Group is offered one Wednesday per month. Middle School Open Youth Room is available one afternoon per week during the school year. Under the direction of the Coordinator for Discipleship and Youth, the goal is to encourage our students to build relationships and deal with social/current events from a Catholic perspective and to have some fun in a safe environment.

Open Youth Room for Middle School Students

Open Youth Room is available one afternoon a week during the school year. OYR is an opportunity for our middle school students to play games, have some fun, and grow in faith and friendship with other middle schoolers from SJB.

SJB Christmas Shoppe

The SJB PTO sponsors a gift buying time for students in December of each school year. Items are purchased by volunteers throughout the year and sold during the Christmas Shoppe. The Christmas Shoppe is open for students during the school day and all classes will visit, however, purchasing items is optional. Dates and times will be communicated in weekly calendars and school communications.

Student Ambassadors

Students are encouraged to become a member of the Student Ambassadors during Middle School (grades 6-8). To join, students are required to write a short essay on why they would like to part of the group and staff will determine admittance. This student organization directs selected activities and events throughout the school year and is responsible for morning announcements each school day. This 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.

Children's Choir

Students in grades 3-8 are eligible to participate in the St. Cecilia Children's Choir regardless of ability or experience. The St. Cecelia Choir serves the school liturgies as well as parish Masses seasonally, including Christmas Eve. Students do not have to be practicing Catholics or members of the parish to participate. Rehearsals are once per week during the school year.

Faith, Family and Fellowship Mornings

Grades K-8 invite parents, grandparents and other special guests to a Faith, Family and Fellowship Morning once a year. These mornings begin with the all-school Mass, followed by a short presentation by the class and then ends with fellowship in St. Joseph Hall.

Student Behavior and Discipline

Philosophy

St. John the Baptist School is rooted in the Catholic tradition of caring for and assisting in the development of the whole person. We strive to help our students live the JOY (Jesus - Others - You) philosophy, create habits and ways of living that foster the dignity of the human person, exhibit respect for our entire community, and encourage human growth. Four key virtues - reverence, justice, fortitude, and temperance - guide this process.

According to these virtues, a St. John's student is one who displays

- Respect for everyone and everything in its proper form,
- Perseverance when faced with difficult situations,
- Reverence when appropriate,
- Mindfulness throughout the day, and
- Empathy towards others.

We will all work together to ensure we are living these umbrella values in our school community both on and off campus. Each individual classroom will create the expectations for their smaller community in which they will spend the majority of their school day. As a larger school community, we will have expectations for the other spaces in our building - Church, hallways, lunchroom, bathrooms, recess areas, buses, and field trip locations.

Consequences

If there is a student who is not living these values, we will address it in the following manner:

1. **Investigation:** Talk to the student and/or those involved about what happened. This may include asking them to step outside the classroom to have a conversation or meet with the teacher during a different time.
2. **Resolution:** Come to a resolution together which may include going to the Peace Table to work an issue out, talking with the teacher, or creating a logical consequence. Please note that the resolution is at the discretion of the teacher or staff member and is dependent on a variety of factors.
3. **Documentation:** Record the factual information regarding the incident, which value it violates, the resolution, and next steps for communication. For all grades, documentation may include an umbrella sheet, which must be reviewed, signed by the parent, and returned to the school.
4. **Communication:** We will communicate to parents and other staff members via an umbrella sheet, email, and/or a meeting. Please note that teachers and staff will use their discretion to determine when it is appropriate to communicate with parents. For example, if a student blurts out in class, the teacher will speak with the student and parents may not be notified. However, if the student continues to blurt out and disrupt the class after several reminders, teachers will communicate this to the parents in an appropriate way.

If a student's actions warrant a visit to the school administration, parents will be notified of the reason for the visit and the outcome.

Level I: Minor behaviors
Examples: Eating outside of the cafeteria, minor tech violations, uniform policy violations, minor classroom disruptions, roughhousing, or other similar offenses.

- A behavior support meeting will be held with the assistant principal or dean, and the student will receive a consequence and a communication home.
- Possible consequences may include but are not limited to processing meetings with the assistant principal or dean, recess/cafeteria island, break time for students, time out of preferred activity, etc.
- After three Level I referrals of the same infraction, we will elevate to a Level II and follow Level II processes and guidelines.

Level II: Major behaviors
Examples: Refusal to follow directions, intentional disrespect, unsafe behavior, disruptive behavior, inappropriate language, major tech violations, inappropriate physical contact, unexcused absences, academic misconduct, repeated Level I behaviors, or other similar offenses.

- A Behavior support meeting will be held with the assistant principal or dean, and the student will receive a consequence and a communication home.
- Possible consequences may include but are not limited to recess/cafeteria island, time spent in office, time out of preferred activity, mediation with other students/teacher involved, apology note, think sheet, parent meeting, after school detention, etc
- After three Level II write-ups, a Behavior support meeting with the dean, assistant principal, principal, the student & parents/guardians will be held.

Level III: Severe behaviors
Examples: Fighting, any form of Harassment as defined by the School Handbook, Vandalism, Severe Tech Violations, use of controlled substances, weapons or dangerous items, repeated Level II write-ups, or similar offenses. Any Level III write-up will result in a severe consequence, which may include, but is not limited to, detention, in-school suspension, suspension for at least 1 to 5 days, and/or expulsion. Students will be given consequences at the discretion of an administrator.

Types of Consequences

Detention
Detention is assigned as a means of handling a disciplinary infraction.

- Detention will be served after school from 2:30-3:15 within 2 days of detention being assigned.
- Students will fill out a reflection sheet and use a restorative approach in the discussion with the assistant principal or dean of students during their detention.
- If the detention is not served within two days of being assigned and there is no communication around the detention, the penalty will double.
- If detentions are not served within that assigned time period, a suspension will be assigned.

Suspension

Students who are suspended will serve the suspension for a period of half day to one week, depending upon the infraction. Suspension is a warning to students and parents that the behavior exhibited is not in keeping with the SJB philosophy and that if it continues, it will lead to expulsion. Suspension is used for specific behavior as cited in this handbook or when an administrator determines it to be necessary.

Parents/guardians will always be notified of a suspension, and a conference will be held.

- Students will be responsible for any work that is missed during the suspension.
- In-School Suspension will occur in the main office during the school day hours.
- A student who has received either in-school or out-of-school suspension may not participate in school-sponsored extra-curricular or social events on the day of the suspension.

Expulsion

Expulsion is the most severe penalty at SJB. A student facing expulsion will be suspended or put on administrative absence, out of school. A meeting will be scheduled with the Administration to meet with the student and the parents/guardians. The purpose of this meeting is to ensure that all facts have been presented to the SJB administration. A decision regarding the student's enrollment at SJB will be made within a week of the meeting, and the family will be informed of the decision.

Cheating

If it is determined that a student cheated on either their daily work or test will receive a consequence which could include a zero for the entire work involved, and/or redoing the work. Any use of electronic devices during examinations without approval will be regarded as cheating. Classroom teachers responsible for the student in each situation will address the issue as soon as possible and notify administration and parents as necessary.

Plagiarism

Plagiarism is the intentional or unintentional use of another person's words, ideas, or data without giving proper credit to that person. When a student completes an assignment, it is important that they be aware of plagiarism issues. Plagiarism includes the following:

- Turning in a paper that the student did not actually write
- Using smaller bits of information from the internet (cutting and pasting) without giving credit
- Copying another student's work
- Writing a paper that uses outside sources without giving credit to those sources
- Using ChatGPT or other AI sources to write or produce work

Classroom teachers responsible for the student in each situation will address the issue as soon as possible and notify administration and parents as necessary.

Inappropriate Language

Disrespectful, vulgar and/or foul language (swearing) in any form will not be tolerated at St John the Baptist School or on school property. Students using inappropriate language will be subject to disciplinary action.

Bullying

SJB uses a combination of Olweus from Hazelden, Peacemakers, Netsmartz, VIRTUS, and other available resources in an effort to reduce bullying at school. Bullying, which includes cyberbullying, is not tolerated at SJB. This program is to improve peer relations and make the school a safer and more positive place for students to learn and develop. Staff conduct regular meetings to build community, to teach the 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.

Teasing is a word with many meanings. Teasing comes in two major forms, playful and *hurtful*.

- Playful - Friendly, reciprocal, teasing between peers
- Hurtful – Hurtful teasing is upsetting, unkind, cruel, wounding or insensitive from the victims point-of-view, regardless of the intention of the teaser. Examples of teasing are taunts based upon appearance, weight, behavior, abilities and clothing.

Bullying – which includes cyberbullying – means intimidating, threatening, abusive or harming conduct that is objectively offensive. It is any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is reasonably perceived as causing distress to one or more students and which substantially interferes with another student's educational benefits, opportunities or performance. Bullying includes, but is not limited to conduct by against another student that a reasonable person under the circumstances knows or should know has the effect of:

- harming a student verbally (threats, intimidation, teasing), socially (spreading rumors, ostracizing or excluding, breaking up friendships), physically (physical acts or gestures, i.e. hitting, kicking, tripping, punching, "pantsing", theft, or other intimidating behaviors) or in a cyber manner (misuse of internet, social media, mobile devices including, but not limited to, a transfer of a sign, signal, writing, image, sound or data to intimidate, humiliate, defame, threaten, harass, stalk or terrorize another)
- damaging a student's property
- placing a student in a reasonable fear or harm to his or her person or property; or
- creating a hostile environment for a student

Bullying can be circumstantial or chronic. It might be the result of a situation or it might be behavior that has been directed at the individual for a long time.

Circumstantial and Chronic bullying is defined as:

- Circumstantial – A singular incident of the above behaviors
- Chronic/Repeated – Ongoing incidents of above behaviors

Harassment

Harassment is any type of repeated abusive or demeaning conduct, participating in or conspiring for others to engage in acts that injure, degrade, or intimidate other individuals or groups based on race, color, sex, disability, religion, political belief or affiliation, national origin/culture, age, physical/mental attributes or socio-economic status. Harassment includes, but is not limited to, words spoken or written, or actions that negatively impact an individual or group. SJB prohibits harassment based on these criteria. Students aware of harassment are expected to report it immediately.

Harassment of any kind (verbal, physical, sexual, etc.) which is reported will be thoroughly investigated by the school administration and appropriate action will be taken. Information received in the course of the investigation will be kept confidential to the extent possible.

Sexual Harassment

Consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or communication of a sexual nature that impairs or prevents that individual's full enjoyment of educational benefit, climate or opportunities. Sexual Harassment may include, but is not limited to:

- Verbal, written or graphic harassment or abuse
- Subtle or unsubtle pressure for sexual activity
- Inappropriate touching (patting, pinching)
- Intentional brushing against the individual's body, and/or sexual gesture
- Demanding sexual favors accompanied by, implied or overt promises of preferential treatment
- Any unwelcome touching of a sexual nature
- Unwelcome discussion which is sexual in nature

Reporting Bullying and Harassment

- Contact the classroom teacher or staff member to report the incident.
- When mandatory reporting laws apply, civil authorities will be notified and their investigation will precede the school's internal investigation.
- Administration and staff will work together to obtain all relevant information by meeting with alleged harasser, witnesses, and all involved.
- Administration will take disciplinary action it deems necessary and appropriate including warning, mediation, detention, or suspension to end the harassment/bullying and violence and prevent recurrence.
- The school administration or designee will inform involved students and parents about the incident and action to be taken.

Controlled Substances Tobacco/ECigs/Vaping

Tobacco in any form used by students during school hours, on school grounds, while riding a school bus, or while attending any school-sponsored function will result in the confiscation of the tobacco product and disciplinary action taken by the school administration.

Weapons/Explosives/Dangerous Items

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, 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 or any other consequences in the area of major misconduct as deemed appropriate by administration.

Weapons are defined as a real and/or look-alike weapons, including but not limited to:

- All firearms (whether loaded or not), firearm muffler, or firearm silencer
- Other guns of all types including pellet, starter, or B-B
- Switch blades or automatically opening knives
- Explosives, including firecrackers or live ammunition
- Any other destructive devices

NOTE TO STUDENTS: Bringing A Dangerous Weapon on School Property is a Violation of Minnesota Law

It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property or at any school activity. A dangerous weapon can be many things, including guns, knives, switchblades, brass knuckles, nunchucks, certain liquids and pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon that's capable of producing great bodily harm or death. Possession on "school property" includes on a school bus, on school property, on any property leased by a school and whether the school is public or private.

Violation of the terms of Minnesota law or school policies will result in penalties including suspension or expulsion from school in addition to statutory penalties, which include significant fines and prison. Should a student become aware of a weapon on school property or become aware of a plan to bring a weapon to school property, the student should immediately report such information to a staff member.

Gambling

Gambling is not permitted at any time during the school day in the school building, on school property, or at any school activity.

School Safety and Security

Visitors

All parents or other visitors MUST sign in at the school office before entering the school building. Parents and visitors are welcome for open houses, special programs, or events and are encouraged to attend.

School Emergency Procedures

All SJB personnel will be acquainted with pertinent school, city and state regulations along with any policies regarding health and safety in education environments. This includes information about first aid, fire, tornado, crisis situations, personal safety, biohazards and the school's responsibility for supervision of students and liability issues.

A crisis management plan is in place for emergency procedures should they occur at SJB. These plans are reviewed yearly with all staff members.

Students will participate in fire, lockdown and tornado drills each school year so that they understand what they are to do and where they need to go in the event of an emergency.

All outside school doors are locked. Interior school access doors are locked after 7:50am each day. Admittance is only through authorization from the school office.

School Closing (Emergency or Inclement Weather)

In the event of a school closing due to emergency or severe weather, a notice will be sent via email to all those on file. All closures will also be communicated to the local news channels – WCCO-4, KSTP-5, KMSP-9, and KARE-11. In general, SJB will follow the Mounds View District 621 for all weather-related closures, however, we reserve the right to deviate from their decision and may decide to hold school with a no-busing option in certain circumstances. In addition to the news notifications, any closure information will be posted on our website as well as on our social media channels. If it is necessary to close due to

weather for more than two days in a row, we will move to a distance-learning format beginning on the third consecutive closure day.

Early Dismissal/Early Bus Staging

If the weather becomes increasingly hazardous during the school day, there is the potential for early bus staging. The Mounds View School District may make the decision to begin the bus routes early and all bus students will be excused. All early bus staging decisions will be communicated via email to all those on file as soon as possible. In the event of an early bus staging day, only bus students will be excused early. All car pick up students will be excused at the regular time of 2:30pm unless a parent/guardian wishes to pick up their child earlier. In the event of an early dismissal, parents/guardians should report to the school office and request to have your child released from school. All students must be signed out at the school office by a parent or guardian.

Note that our procedure is to send all students home via their "regular" end of the day routine for that particular day unless we receive a call from a parent with a new plan.

Strangers in the Building

Any time a non-staff person enters the building, staff is to direct them to the office. They then must identify themselves and their purpose for being in the school. In the event that a person poses a risk there will be a total school lock-down, law enforcement officials will be contacted and the lock-down will continue until an all-clear is given by officials.

Strangers on the Playground

If a stranger is approaching students on the playground, the supervising adult will determine if there is a reason for concern. If a concern arises, the supervising adult will notify the office via walkie-talkie. The supervising adult will direct students to enter the school building. Authorities will be notified.

Bomb Threat

If a bomb threat is made to the school immediate evacuation will take place and local authorities will be contacted. Any person, student or adult, making any kind of threat in regards to an explosive device will be reported to the proper authorities immediately.

False Fire Alarms

Students who purposely cause a fire alarm to go off without the presence of a fire may be subject to discipline, including but not limited to suspension and/or expulsion from SJB.

Health Services

Emergency Information

Student emergency information is kept online within our Educate system. If changes occur during the year, it is the responsibility of the parent/guardian to notify the school in writing or by phone.

Illness/Injury During the School Day

A student who becomes ill or injured at school will be provided care by the health office or school office staff until a parent arrives, depending on the nature of the illness or injury. In the event of an emergency, 911 services will be used. Parents will be notified as soon as possible.

Health Standards

Parents are asked not to send children to school when they are sick. Not only can they not function properly in school when they are sick, but they also expose many other children to the illness. Please notify the school if your child has an infectious illness so that classroom teachers can watch for symptoms in other students.

Please adhere to the following general criteria when determining if your child is well enough for school:

- Fever (temperature 100 degrees or more): Excluded from school until fever-free for 24 hours or one full school day without use of fever-reducing medication
- Vomiting/Diarrhea: Excluded from school until 24 hours or one full school day after the last episode of vomiting/diarrhea.
- Has a rash that may be disease-related or the cause is unknown, check with your child's health care provider before sending your student to school.

For other contagious illnesses, please follow the directions of your healthcare provider or contact the school for further guidance.

Medications at School

The school nurse, or designee, will administer medication only if the dosage schedule requires that it must be given during school hours. Written authorization from the parent/guardian and a licensed physician is required. All medication must be kept in the health office. Any exception to this (i.e. inhalers) must be authorized by the school nurse.

A completed Medication Authorization Form is required to be completed and signed annually should your child require prescription or over-the-counter medications during school hours. Parents should provide all medications for their child's use in original packaging labeled with the child's name. Medication Authorization forms are available on the school website or in the school office.

Transporting Medication

Parents must bring medication to the office in person. Medications are not to be carried by the student. Students may not bring unidentified or unauthorized medications to school.

Labeling

All medication must be sent to school in a current labeled prescription bottle or in the original over-the-counter container.

Allergies (Food and Latex)

If your child has an allergy to any food item, we need a medical slip signed by your doctor, nurse practitioner, or physician's assistant in order for us to substitute a food item. The health office will keep the lunchroom informed of all allergies. Our kitchen uses only nut-free ingredients for hot lunches.

Given that people with latex allergies can suffer serious and potentially life-threatening attacks from exposure to latex-containing products, it is the policy of the school and church to avoid the use of these products in daily or special events. Therefore, we ask that no latex-containing products be brought in or used within the school or parish building.

Immunizations

SJB follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70). Parents of all Kindergarten students and new students are required by state law to provide documentation of completed immunizations for their children prior to the fall start date of the school's present school year. Failure to provide documentation or to complete the necessary immunizations may result in the child's exclusion from school. Parents are responsible for providing this information in writing to the school office and to include additional immunizations each year as the family's physician administers them to the student. Additional immunizations will be needed prior to beginning seventh (7th) grade.

Per Minnesota State Law, children are exempt from these immunization requirements only if a parent provides a notarized Student Immunization Record indicating a medical or conscientious objection to any/all immunization(s).

Health Screening

Annual vision and hearing examinations are conducted by school personnel in kindergarten, 1st, 3rd, 5th, and 7th grade or at teacher or parent request.

Health Records

Minnesota State Law requires schools to maintain permanent health records for every child including immunizations and health conditions. Parents should notify the school of health problems, updated booster shots, and other conditions. Records will be shared only with school personnel as needed or required by law. It is recommended that the student have a physical before entering kindergarten and again seventh grade. Following the physical, submit a copy to the school nurse including updated immunizations.

Reporting of Child Abuse/Neglect

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 controlled substance; abuse can be physical or sexual abuse, or emotional maltreatment.

Bus Transportation

Role of The Public School District

Bus transportation is handled by Mounds View Public School District for SJB students. Parents and students need to follow the rules and guidelines of the MV District regarding the safe transportation of students. Only students properly registered with the bus company are allowed to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops only.

SJB Charter Bus Routes

SJB charters buses each school year to a small area outside of the MV District for families who reside in this area. These bus routes are determined by the cooperation of the school administration and the bus company. The stops are designed to be group stops and not door-to-door service for any one family or group.

Bus Policy

St. John the Baptist feels it is important that students know, understand, and follow all bus rules. The safety of all passengers is always our top priority. Administrators, teachers, and the bus driver have the responsibility to enforce all school bus expectations. The school bus driver is the authority on the bus and has been directed to maintain order to ensure the safety of all passengers. Students can be removed from the bus if behavior is severe, dangerous or a constant disruption. Parents whose children do not follow the bus rules will be notified by the bus company, bus supervisor or by the school administration. Our Bus Policy will be reviewed with all students on the first day of school. The expectations outlined in this policy are to be followed by all students when on a bus for arrival/dismissal and field trips.

Bus Conduct Expectations

- Follow all directions of the bus supervisor and the bus driver
- Sit in your assigned seat and keep the aisle clear
- Respect the space of the people around you
- Keep your hands/feet/etc to yourself
- No standing or moving around while the bus is moving
- Talk quietly to your neighbor
- No foul language/gestures/etc.
- Do not throw objects on the bus or out the windows
- No food or drink(other than water) on the bus
- Use earbuds or headphones for electronic devices

Violation of this policy will result in the following consequences:

- 1st Offense - Conference with bus supervisor, parents are emailed
- 2nd Offense - Meeting with bus supervisor, parents are contacted, student is given an assigned bus seat
- 3rd Offense - Meeting with bus supervisor, principal, and parents, 3-day suspension
- 4th Offense - Meeting with bus supervisor, principal, parents, and long-term suspension

For all offenses, the bus driver will also write up a formal incident report with the bus company. SJB bus supervisor will finalize the report with action taken.

Transportation Reimbursement

Under Minnesota State Law, you may be eligible for transportation reimbursement from the school district in which you reside if your child is transported to/from a non-public school at your expense. If you believe you are eligible for transportation reimbursement for the school year, contact the school office.

School Organizations

SJB Advisory Committee

The School Advisory Committee (SAC) serves in an advisory and consultative capacity to the school administration and the pastor of the school. SAC is a standing committee of the Parish, that advises the principal on the operation of educational programs at SJB, subject to applicable directives from the Office for the Mission of Catholic Education at the Archdiocese of St. Paul and Minneapolis.

The SAC is responsible for assisting in the development of policies and advising on educational procedures for SJB. It will also work to ensure that SJB accomplishes its mission.

Parent Teacher Organization (PTO)

The PTO is a subcommittee of the School Advisory Committee and is a group of parents who collaborate with the school staff to plan and organize events that build community and raise funds for the school. The PTO is responsible for the following activities: parent education, socials, and fundraising. It is the PTO's responsibility to support the administrator, teachers, and overall school programs. PTO communicates regularly to families through the Principal's Bulletin.

Government Programs

Title I, Part A

Provides supplemental educational services for eligible public and private school students to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments. Title I services are provided to students in designated grades who reside in a Title I school boundary and demonstrate a need for additional help in Language Arts.

Services (although not Title I) are provided to other students who demonstrate a need for Language Arts support by SJB Academic Support Staff.

Title II, Part A

For Teacher Quality:

- Focuses on teacher Quality and High Quality Professional Development

- Has a “hold harmless” provision for non-public schools
- Professional Development is the main area of activity for non-public schools
- Activities that benefit private school teachers and personnel must satisfy the requirements of Title II and:
    - Be based on scientifically-based research
    - Be expected to improve student achievement

Title III LEP

Is intended to serve students identified as limited English proficient.

- Program design does not have to be the same for the public schools and non-public schools
- Students receiving Title III services must be assessed annually in reading, writing, listening, and speaking – state assessment or some other instruments decided upon at consultation
- Teacher qualifications apply to all employees providing services.

Title IV, Part A

Is for improving student academic achievement through activities and programs in three broad areas: Well-Rounded Education, Safe and Healthy Students, and Effective Use of Technology

Title V, Part A

Provides funds for education improvement programs, instructional and media materials, professional development and other activities. These services, materials, and equipment must be secular, neutral, and non-ideological.

Individuals with Disabilities Act (IDEA)

- Child counts used to determine portion of federal funds to be used to serve students in non-public schools.
- Consultation with representatives of parentally placed non-public school children.
- Children with disabilities will have a services plan
- Services may be on-site, or transportation must be provided.

Compulsory Attendance

Compels school attendance for children between the ages of seven and sixteen. It also requires non-accredited non-public schools to report specified information to the district superintendent.

Dangerous Weapons Reporting

Requires public and non-public schools to report to Minnesota Department of Education incidents involving the use of or possession of a dangerous weapons in school zones.

Immunization Reporting

Requires non-public schools to report immunization records to the state, including conscientious objectors.

Nonpublic Pupil Aids

Provides financial assistance to non-public schools in three areas:

- Textbook and instructional materials
- Health services
- Counseling and Guidance services (7-8 grade)

Pesticide Notification

Requires non-public schools to notify parents of students of the pesticide application schedule, that long-term effects on children are unknown, and of their option to be notified each time.

Transportation

Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

Nutrition Program

State funds and federal funds are matched to assist families by providing free breakfast and lunch to all students each school day.

State Income Tax Deductions

Taxpayers who itemize deductions may deduct a certain amount per dependent in grades K-6. Because this amount may vary from year to year, please refer to your State Income Tax Manual directions.

St. John the Baptist Catholic School (SJB) retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion.
Nothing in this Student-Parent Handbook should be construed as a contract between you and SJB.

All changes will be reflected in the online handbook. Only significant changes will be formally communicated to families.