

**SAINT JOHN THE BAPTIST
CATHOLIC SCHOOL**
Fort Wayne, IN



Parent-Student Handbook

2015 - 2016

Saint John the Baptist Catholic School Administration and Staff

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The Administration reserves the right to make any necessary changes or amendments to this Handbook as they find necessary. Families will be notified of these changes through the school newsletter.

Saint John the Baptist Catholic School

“Scoop Sheet”

The following is a collection of ideas to assist new families as they learn to “navigate” through the Saint John system. Included are a few hints and suggestions for finding answers to frequently asked questions!

- **Read the School Handbook. It really does contain just about everything you need to know to have a great year at Saint John's!**
- Know that you can call the school for answers to any of your questions. We are blessed with a very helpful, friendly school secretary, Jeanne Hohenstein, who can answer just about any question you might have.
- Read the church bulletin. If you should happen not to attend Mass at Saint John any weekend, the bulletin is normally sent home each Friday with your youngest student. It contains a plethora of helpful information about church and school.
- Uniforms are required for all students in kindergarten through eighth grade. The uniform policy is detailed in the handbook. When in doubt about the article of clothing you are considering buying, a good rule of thumb is not to buy it! Call the school, call a friend, read the handbook and read this sheet!
- All unscheduled delays or early dismissals because of weather or other reasons will be announced over local radio and television stations. ***If a delay or closing is needed, we will follow Fort Wayne Community Schools.*** Please do not call the school or the Rectory to inquire about school delays and/or closings. The school is not and cannot be responsible for the failure on the part of parent(s)/guardian(s) to monitor announcements and to be informed of school delays and/or closings. If school is cancelled due to weather, all after school activities are also cancelled. **There is no Before School Care on delays.** There is no After School Care on early closings due to weather or other emergencies.

If school is closed due to weather, all practices are cancelled.

- If school is delayed, there is no Before School Care.
- If school closes early due to weather, there is no After School Care.
- The lunch schedule is broken into three sessions.
- All students attend Mass at 8:15 AM at least twice each week. They will attend both as all school masses.

- Label the last name on everything that goes to school with your child, i.e. gloves, mittens, hats, scarves, sweatshirts, jumpers, shirts, and pants.
- Drop - off and pick - up - Please see the map and directions at the end of the handbook.
- Don't wait until you're frustrated and confused to ask for help or explanations. Call the school, call a friend, call a School Board member, or call a random name out of the school directory! There are many enthusiastic people to help make this a wonderful experience for all Saint John families.
- When you hear something is going on in the "PAC," this is the school gym! PAC is the Pursley Activity Center. Ryder Hall is the church basement.

Dress Code Summary

- This year we have some changes to the **school uniform**. Please note that Schoolbelles and Land's End, are the official uniform providers for St. John's for jumpers while Schoolbelles, Land's End, can be used for skirts.

www.schoolbelles.com Our school number is 2278.

www.landsend.com/schooluniforms Click on find my school, and complete the information needed. This will take to you everything that is approved for SJB.

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SAINT JOHN THE BAPTIST CATHOLIC SCHOOL

Fort Wayne, Indiana

"Only live your life in a manner worthy of the gospel of Christ, so that whether I come and see you or am absent and hear about you, I will know that you are standing firm in one spirit, striving side by side with one mind for the faith of the gospel..."

(Philippians 1: 27)

MISSION STATEMENT

Saint John the Baptist Catholic School will provide a solid Catholic education that prepares students to lead holy and honorable lives for Christ, to become faithful leaders in the community, and thus attain eternal happiness with God.

Absence Reporting

All students are expected to attend school all day every day the school is in session. When ill, parent(s)/guardian(s) should **call the school office from 7:00-8:00 AM**, giving your name, the name of the student, the teacher's name, and the reason for the student's absence. If a student is absent and no phone call is received, the school will attempt to contact the parent(s)/guardian(s). **A written note, explaining the reason for the student's absence, is required from the parent(s)/guardian(s) upon the student's return to school.**

Early/late or extra vacations deprive students of valuable class instruction and are a major disruption of the educational process. A written (non-email) notification to the principal of such a vacation or absence must be sent 5 days prior to the absence to the Principal from the parent(s)/guardian(s). Any days missed will become a part of the student's absence record. According to diocesan policy P4040, **family vacations are unexcused absences.**

Saint John the Baptist Catholic School complies with all state rules and regulations and diocesan policies regarding the number of and reason for student absences, and reserves the right to require a written certification from the student's primary health care provider regarding such absences.

1. School vacation periods are announced at the beginning of each academic year. Family vacations should not be scheduled during times that school is in session.
2. Appointments with primary health care providers, dentists, orthodontists, and/or others are discouraged from being scheduled during school time. Parents are expected to do everything possible to attempt to schedule such appointments after school hours.
3. If a student is absent for half (morning or afternoon) of a day or more, they may not participate in any extracurricular activity (sports, Student Council, etc.) on the day(s) that they are absent from school.
4. If an irregular attendance pattern begins to develop, the school may use the following procedures to encourage the student's return to a pattern of regular school attendance:
 - a) Daily call from school (secretary or Principal) to the parent(s)/guardian(s) to verify the absence and to determine the reason for the absence.

- b) If a student has been absent more than fifteen (15) days per school year, a referral shall be made to the Principal. If the Principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the Truancy Department of the FWCS and/or Juvenile Probation Department. (I.C. 20-8.1-3-31-1)

Academic Achievement

Report cards are issued quarterly. At the midpoint of each nine-week grading period, teachers will issue a Progress Report. A form for the signature of the student's parent(s)/guardian(s), verifying receipt of the report is provided. The final report card will be mailed to the student's home approximately one week after school is dismissed for the summer.

The following is the official grading scale used on report cards:

A+ 99-100	B+ 92-93	C+ 83-85	D+ 74-76	F 69 and below
A 96-98	B 89-91	C 80-82	D 72-73	
A- 94-95	B- 86-88	C- 77-79	D- 70-71	

In Grades 5 through 8, academic excellence is marked by student inclusion on an Honor Roll. Students and parents are notified of requirements by the faculty. If a student has extenuating circumstances, they may receive an "I" for an incomplete grade. If this happens, they will be ineligible to participate in any extra-curricular activities until they receive their actual grade. At that time, the extra-curricular eligibility policy will be in effect.

Access to Official Student Records (P4170)

Any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has a right "to inspect and review" his/her minor student's education records unless the school has been provided a court order, State statute, or legally-binding document that specifically precludes such inspection and review. A student who has reached 18 years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Without such court order or legally binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

Accidents / Sickness

If a student becomes ill or is injured during the school day, he/she is to report to the office. The school secretary will contact the individuals listed on the Emergency Contact list that is maintained for every school family. While the student is waiting to be picked up, he/she will wait at the office. At no time will a sick child be left unattended. When the emergency contact person arrives at school to pick up the child, the student must be signed out from the school office. If no one is reached to take the student home, the student will be sent back to the classroom, when possible. If the illness seems serious to the school staff, and the parent(s)/guardian(s) or other designated emergency contact(s) are not reached, the child may be taken to an Emergency Room at the expense of the parent(s)/guardian(s).

All contagious and communicable diseases must be reported to the school office immediately. These include, but are not limited to: measles, head lice, ringworm, impetigo, pink eye, and hand, foot and mouth disease. This is a State of Indiana and Allen County Health Department law.

Participation in Physical Education class is required of all students. A child who is unable to participate must bring a note of full explanation **before** class in order to be excused. Explanations of extended excused participation must be from the student's primary health care provider.

Admissions / Enrollment (P4010)

The Administration reserves the right to enforce an individually determined probationary period for any new student. During this time, if it is determined that the student will not be successful, displays repeated behavior problems or serious discipline issues arise, the student will be withdrawn from Saint John the Baptist School.

School Admissions Policy: Saint John the Baptist Catholic School shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and the policies of the Diocese of Fort Wayne-South Bend.

Nondiscrimination Policy: Saint John the Baptist Catholic School shall follow and promote an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodating the disabled in its educational programs.

All new families are required to meet with the Administration, prior to the enrollment of a child.

School Entrance Requirements: Only a person having legal custody of a child can enroll the child in school. A certified copy of the student's birth certificate and/or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If the required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the school the student last attended within fourteen (14) days of enrollment.

Written proof that the child meets State and county health requirements (immunization records) shall also be required for enrollment. The complete record of a student's immunizations, required by the state, must be given to the office within the first month of school. A student may be denied admission to school if this immunization record is not on file in the school office.

Kindergarten Waiver: Any child who attains the age of five (5) on or before August 1 of a school year will be eligible to enter the kindergarten program at Saint John the Baptist Catholic School. If the child is younger than five (5) years of age and if the child's birthday falls after August 1 of the applicable school year, and the parent(s)/guardian(s) of the child wish to enroll the child in the kindergarten program, they may attempt to do so by making an appeal to the school.

The appeal procedure will be handled by the school Principal and based on the following:

1. Whether or not space is available in the kindergarten program.
2. Any and all information submitted by the parent(s)/guardian(s) of the child with the appeal.
3. A recommendation of the preschool teacher for the child's entrance. In the case of a child who did not attend a preschool, the Principal may require a conference with the kindergarten teacher, the parent/guardian, and the Principal about whether early entrance into kindergarten is in the best interest of the child.
4. Administration of an assessment, determined by the administration, will be used in determining eligibility for an entrance waiver into kindergarten. In no case may the assessment be used as the sole determining factor for a decision about a waiver. If a parent/guardian chooses to have the assessment administered to their child, the parent/guardian will assume the cost of the assessment.

Children with Exceptional Educational Needs: Children with exceptional needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment

should be on a temporary basis with the understanding that in the event Saint John is not able to accommodate those special needs, the parent(s)/guardian(s) will agree to enroll their child in another school system which can better accommodate the special needs of the child.

Ordinarily, when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent(s)/ guardian(s) by the Principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic schools or referral to a public school for evaluation or placement. If the custodial parent(s)/guardian(s) do not accept the school's recommendation, it is expected that they will place the decision in writing. In some instances, the custodial parent(s)/guardian(s) will be required to withdraw the child if the child's continued presence poses an undue hardship on the operation of the school, or a threat of harm to the student, other students, or school personnel.

Students or Prospective Students with Communicable Diseases: Catholic schools shall comply with all applicable State laws and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable State law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent(s)/guardian(s); his/her physician(s); a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk - how the disease is transmitted.
- The duration of the risk - how long the carrier is infectious.
- The severity of the risk - the potential harm to third parties.
- The probabilities the disease will be transmitted and will cause varying degrees of harm.
- Whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and the school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar for Education, and the diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent(s)/guardian(s) in locating alternative educational services and obtaining religious and catechetical instruction.

Attendance: Leaving School Grounds

A student is not permitted to leave school during the day unless a parent/guardian comes to the office to sign the child out of school. A note from the parent(s)/guardian(s) regarding such leave must be given to the homeroom teacher the morning of the day that the student will be leaving. If a student leaves school early or arrives late to school because of an appointment, he/she is to report to the office before leaving the school and/or upon arriving at or returning to school.

Students leaving school grounds during the day, including lunch period, must have written permission by the custodial parent(s)/guardian(s) communicated to the homeroom teacher and office. Students then must be picked up and signed out in the office by the responsible adult.

Attendance Policy (P4040)

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parents/Legal Guardian Responsibility

Parent(s)/legal guardians are responsibly for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

A. Graduates; or

B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; or

C. Reaches the age of eighteen (18) years.

Whichever occurs first.

II. Absences from School

Absences from school shall fall into one of the three following categories:

A. Absences which are counted as present.

1. Serving as a page for or honoree of the Indiana General Assembly;
2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year.
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission.
3. Out-of-school suspensions

4. Medical and legal appointments - Such appointment should be scheduled after school hours when possible.
 5. School/college visits (2 days) - Parents/guardians need to check with the individual school's policy when arranging such visits.
- C. Unexcused Absences
1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
 2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
 3. Family vacations
 4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures: The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Tardies

Regular, prompt attendance at school is an important life skill which students need to practice. If a child is tardy, the parent must accompany the student through the front doors of school. Students must be signed in and a tardy slip will be given to the student.

After 5 tardies, a letter will be sent home. Upon the 6th tardy, a personal note or phone contact with the parent will be made by the Principal.

Subsequent tardies will result in detentions or other disciplinary measures.

Before / After School Hours

Students should be dropped off and picked up promptly before and after school at the appointed time. **The school day begins at 8:00 AM and ends at 3:00 PM on regular days. We recommend that students not be dropped off before 7:45 AM and promptly be picked up at 3:00 PM.** School personnel will make every effort to assist children before and after school in emergencies, but parents are reminded to drop off and pick up students in a timely manner.

Before School Care

There is **no Before School Care on a delay day schedule.**

For the safety of all our students, students who arrive at school between 7:00 - 7:45 each day must report to the PAC (gym) through door #2. Under no circumstances will students be allowed to gather unsupervised outside the school before 7:45 AM.

After School Care

Students who have not been picked up by 3:10 PM must report to the after-school program room and must be picked up there in person. The current fee for after-school care will be assessed in such cases. Students will not be allowed to remain outside the building unsupervised while waiting to be picked up.

Books / Supplies / Fees

Students rent their textbooks from the school each year through the payment of book fees. In addition, the total cost of repair and/or replacement of damaged and/or lost books will be assessed. Hardback books are to be covered with paper or other appropriate book covers. Supply lists for each classroom are distributed in the spring. Fees collected during the year include special field trips and special projects (e.g., Eighth Grade graduation fees, etc.)

Closings / Delays

All unscheduled delays or early dismissals because of weather or other reasons will be announced over local radio and television stations. ***St. John the Baptist will follow Fort Wayne Community Schools for delays or closings.*** Please do not call the school or the Rectory to inquire about school delays and/or closings. The school is not and cannot be responsible for the failure on the part of parent(s)/guardian(s) to monitor announcements and to be informed of school delays and/or closings. If school is canceled due to weather, all after school activities are also canceled. **There is no Before School Care on delays.** There is no After School Care on early closings due to weather or other emergencies.

DISCIPLINE POLICY

Discipline Philosophy

The essential basic behaviors for Saint John the Baptist Catholic School students, teachers and staff are: cooperation, responsibility, compassion, concern, and respect for the rights of all people. These behaviors are demonstrated in our speech and interactions with each other as defined by our Catholic faith and illustrated through the Gospels. When disciplinary actions become necessary, those actions will be based on correcting the inappropriate behaviors that are in conflict with this philosophy. They are intended to provide an appropriate response based on the seriousness of the offense, with the intent to have the stu-

dent realize his/her mistake, understand the school's concern, and take actions to change and/or reconcile his/her inappropriate behavior. In addition to disciplinary action, when the inappropriate behavior involves two people, students will be strongly encouraged to perform an act of reconciliation, which may take one or more of the following forms:

- Letter of apology
- Verbal apology
- Mediation with school administration, Pastor, and/or Pastoral Associate
- Conference with parent(s)/guardian(s)

To be successful, discipline must be a joint responsibility of the home and the school. Teachers will handle all routine discipline problems that occur in their classrooms. They will communicate with parent(s)/guardian(s) concerning behavioral problems, so they can work together to correct the problems. The involvement of parents with teachers will enable students to direct their energies to learning. Students are expected to conduct themselves at all times as representatives of Saint John the Baptist Catholic School. Behavior should always reflect our Catholic teachings. Some of the standards that are expected of the students are:

- Speak courteously and observe good manners at all times.
- Remain quiet and orderly within the school and church buildings.
- Use of proper language and gestures in school or at school activities.
- Exhibit good sportsmanship at all times.
- Respect others' rights and property at all times.
- Observe the school dress code at all times.
- Come to class prepared to work with all necessary materials.
- Be responsible for completing school assignments.
- Be responsible for taking home any notices and returning them on time.
- Abiding by all diocesan and/or school policies.

Disciplinary Procedures

Effective discipline requires teamwork between the school and home. If a cooperative attitude is nurtured then a collaborative relationship will be established. This will help the student understand his/her responsibility in all decisions and actions. A positive approach in developing a greater sense of self-responsibility will result in a positive understanding of expectations.

When a discipline issue arises, the following steps will be followed. Any of these steps can be skipped for more serious situations and/or offenses. As always, the diocesan policies will take precedent over school policy in this area.

1. Conference with student.
2. Conference with parent. (Parent notification form may be sent)
3. Detention will be issued.

The detention will be served either after school or before school, as determined by the issuing adult. In all cases, detentions will be supervised by a staff member. In most cases, it will be served the following day. The issuing adult will determine when the detention will be served. Detentions for grades K-3 will be 30 minutes. Detentions for grades 4-8 will be 60 minutes.

Parental/student cooperation in meeting these times is expected. Parent or legal guardian must pick up the student from the detention time.

4. Conference with Administration, parent(s)/legal guardian(s), teacher, student and school counselor or Pastor.

Referrals can/will be issued by any member of the school or parish staff for the following (but not limited to) unacceptable behaviors occurring on parish grounds and/or while participating in a school activity:

- Continual failure to follow the established school and classroom discipline policies.
- Disruptive and/or inappropriate behavior.
- Unexcused tardiness.
- Blatant disrespect for any adult or fellow student by abusive language or gestures or other displays of disrespect.
- Cheating or any other form of academic dishonesty.

A Disciplinary Referral form may be sent home if a teacher has an academic concern or a discipline concern. It is our hope that by sending this notification home, students will become more aware of responsible behavior. Such communication will serve to strengthen the home and school partnership.

A Disciplinary Referral form may be sent home if a student is not in compliance with our uniform code. This is beneficial to the student in that it provides them with a physical reminder that they are engaged in a serious educational matter. After three violations, if the student continues to violate the dress code, there will be consequences which may include, but are not limited to the following:

- Loss of recess
- Parent contact
- In-School Suspension
- Out of School Suspension
- Expulsion

In School Suspensions (ISS)

The Principal, for serious and/or habitual violations of the school behavior policy that override the detention process, gives in-School Suspensions. ISS will be assigned according to Diocesan Policy. Parents will be notified when an ISS has been assigned.

Suspensions may be issued for following (but not limited to) unacceptable behaviors:

Deliberate disobedience/disrespect toward teachers, staff, or any person in authority.

Misusing or destroying parish property.

Truancy or unauthorized leaving of school property.

Bringing unauthorized items to school.

Fighting.

Stealing.

Actions that fall under Diocesan Policy (P4520).

Racial or sexual statements directed toward another person.

The second instance of academic dishonesty (cheating, plagiarism, etc) could result in an ISS.

Students may not participate in any extra-curricular activities on the day of an ISS

Suspension and Expulsion of Students(P4520)

Out of School Suspension/Expulsion

The principal may give a student a Suspension/Expulsion for unacceptable behavior. An Out of School Suspension may consist of a period of from one (1) to five (5) school days. The student's parent(s)/guardian(s) will be notified by the Principal of such suspension. Grounds for suspension/expulsion apply when a student is:

- On school grounds
- Off school grounds at a school activity, field trip, function or event.
- Traveling to or from school or a school activity, function or event.
- At any other time when a student's conduct either causes harm or could potentially cause harm to other students, school employees, school property, or the reputation of the school parish, or Diocese.

An automatic suspension and/or possible automatic expulsion will be given for the following types of student conduct. This list may include, but is not limited to, the following:

- Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- Possessing, selling, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. This includes, but is not limited to, cigarettes, marijuana, or alcohol.
- Causing or attempting to cause damage to property belonging to the parish or any student or parish employee.
- Stealing or attempting to steal property belonging to any other person or institution.
- Any action that might endanger oneself or others.
- Threatening or intimidating any individual for whatever purpose.
- Possessing, handling or transmitting on school property or at a school function any item which could be considered a danger to another adult or student.
- Possession or use of an electronic paging device, portable telephone, or any other electronic device on school or parish grounds during school hours or during school activities.
- Possession of or transmitting to school property any material that would be considered pornographic. This would include, but not limited to, photographs, magazines, and/or videos.
- Any incident of sexual harassment.
- Repeated violation of any rules that in the opinion of school official, are necessary to carry out school purposes and/or educational functions.
- Engaging in any activity forbidden by the laws of the state of Indiana either on or off school grounds. If such activity is considered by school official to interfere with school purposes and/or educational functions.

Disciplinary Review for Students (Suspension or Expulsion) (P4530)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing; and
2. An opportunity for the student, in the presence of the student's parent(s)/guardian(s), to respond to the accusations before either the Principal or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the Principal.

The Principal (in consultation with the Pastor in the case of an elementary school) shall be responsible for making a final decision on all such matters. The Principal's decision shall be final and binding on all parties.

Failure or Refusal of Parent(s)/Guardian(s) to Participate in a Disciplinary Proceeding (P4420)

The failure or refusal of a student's parent(s)/guardian(s)/custodian(s) to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-6-4-3-(a)(7), and in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare.

Students Accused of a Non-School Related Criminal Act (P4550)

A student is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty through the civil law process. However, should instances of safety and privacy of the student or others necessitate the removal of the student from a normal academic setting pending the outcome of the process, the wishes of the student

and family will be considered. However, the Principal will render the final decision. Should removal be deemed necessary, a program of home schooling will be developed and implemented for the student.

Dress Code (Revised 6/2015)

St. John the Baptist enforces a dress code for students to ensure that all students are appropriately attired for school. Students are expected to be dressed in a manner that indicates serious engagement in the educational process. The St. John the Baptist dress code is written to defer focus from social situations that do not support the mission of the school. Meeting the responsibilities of the uniform policy/dress code is the responsibility of both parents and students.

Any type of dress which violates the spirit of St. John the Baptist School is unacceptable, and the administration reserves the right to decide if the student's style of dress and/or appearance is in violation of the dress code policy or disrupts the education process.

Furthermore, should changes and/or clarifications to the dress code be needed, parents/guardians and students will be informed and addendums will be added to the school website. All students are obligated to follow this uniform policy from the first day of school through the last day of school, unless otherwise stipulated by the administration.

Shoes: Safety is the main concern.

All students Pre-K through 8th grade must wear shoes that have a closed heel and toe. All shoes must have a solid, sturdy sole and must not be flimsy. Shoes should have laces or straps to keep them secure across the top. Students must keep laces **tyed** for safety reasons.

The following are examples of shoes not permitted: Sandals, clogs, fashion boots, slipper style (slip on), wedges, lighted, roller, and shoes with extra heels. Snow boots may be worn to school when exchanged for regular shoes in the classroom.

Pants:

Only navy blue (Docker's style) pants are acceptable in twill or cotton. Pants must be ankle length and worn at the waist. Pants should have no more than two top front and two top back pockets. Pants should be hemmed and not frayed or cut off.

The following are not permitted: skinny style, flair-legged/ bell bottom, stirrups, leggings, deck, cargo or carpenter, monograms or decorative emblems, hip-huggers or low-ride pants, bib overalls. No denim, cotton knit or nylon material pants are allowed.

Shorts: Opening day through Oct. 31st and from April 1st until the end of the year.

Shorts should follow all of the guidelines for pants except for length. Shorts must be worn at the waist and be no shorter than 3 inches above the knee from a kneeling position. Short are optional and monitoring weather conditions are the responsibility of the

parents/guardian. *Please do not expect shorts purchased and worn at the beginning of the school year to fit at the end of the school year.*

Belts:

Grades 5-8 are required to wear a belt. Any students who wears a belt should wear a solid (no holes) brown or black simple dress belt. Dress belts have a leather (not cloth) appearance.

Shirts:

Shirts must be plain solid white or solid light blue polo style in cotton or knit. Shirts in the polo style must have buttons which could be buttoned all the way to the collar. Shirts can be long or short sleeved. *Shirts must be tucked in at all times.* Solid white tank tops, t-shirt, or long sleeved shirt may be worn under the uniform shirt. HASA sponsored uniform shirts are acceptable.

The following are not permitted: Three-quarter length sleeves, capped sleeves, denim, sheer or silk material, oversized or tight fitting shirts.

Sweaters:

Solid navy blue cardigan, v-neck, vests, or crewneck styles are acceptable. No zippered or hooded sweaters are allowed. Uniform polo shirt must be worn underneath all sweaters. Collar from the uniform shirt must be visible.

Sweatshirt:

Only HASA sponsored (crewneck or quarter zip style) spirit wear is acceptable. NO HOODED SWEATSHIRTS. Uniform polo shirt must be worn under all sweatshirts. Collar from the uniform shirt must be visible.

Socks/Tights:

Socks must be visible above top of shoe and **must** be at least above the ball of the ankle. Solid colors only: blue, black, or white and they must be matching. Socks cannot have any logos on them. Girls may wear tights under their uniform skirt/jumper in the winter months, but they may only be solid white, navy, or black.

Plaid Jumpers and Skirts: Girls Only (St. John the Baptist pattern)

Jumpers and skirts may be worn by girls in grades K-8. Jumpers – only Schoolbelles and Land’s End brands are acceptable. Skirts – only Schoolbelles, Land’s End, and other stores such as JC Penney (with the St. John pattern) are acceptable. Length must be no shorter than 3 inches above the knee when kneeling. *Please do not expect a skirt or jumper hemmed at 3 inches in August to satisfy dress code in May.*

Hair

Only natural hair color is allowed.

No extreme or fad hairstyles are allowed. Unacceptable styles include (but are not limited to) mohawks, extreme spikes, shaved heads, or lines shaved into the hair.

Boys' hair length in the back must be above the collar. Sideburns must be above the earlobes.

Bangs for boys and girls should not extend below the eyebrows.

Jewelry

Only girls may wear earrings with only one piercing per ear. Only stud type or small hoop earrings are permitted.

One bracelet is permitted.

One simple necklace is permitted.

Make-up (girls)

No visible make-up is allowed to be worn by students.

Only clear or light pink nail polish is allowed.

On occasion, HASA has a small supply of used uniforms for purchase. Contact the office for more info

PE Dress Code

The Physical Education (PE) Uniform is required for all students (kindergarten is optional) - gold T-shirt and black athletic gym shorts - an exception to this being the gym shorts and T-shirt sold by HASA with the SJB logo. Tennis shoes and socks are required. **Students not in uniform for PE will have their grade lowered.** For health reasons, borrowing or lending of PE uniforms is not allowed and regular washing should be maintained.

Emergency Drills (Fire, Tornado, Lockdown)

- Students are required to walk silently and orderly to their appointed areas.
 - Teachers are to take class record books and safety bags with them and appoint a student to close the classroom door.
 - Students must listen to the teacher's instructions and remain in order.
 - Exit routes are posted in each room.
 - In tornado drills, students are to proceed rapidly and quietly to the safe area and remain quiet.
Each teacher will proceed with his/her class to the designated safe area. All students and teachers will remain in the designated area until further instructions are given.
- During Lockdown procedures, students will gather in a designated area of their classroom until further instruction. Students are expected to remain silent. Failure to do so could result in disciplinary action.

Environmental Tobacco Smoke and Products (P5430)

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education, or library services are being provided to children **shall be tobacco free. NO ONE is allowed to**

smoke or use tobacco products in these buildings, whether an administrator, employee, student, or visitor.

Extracurricular Eligibility

The school's primary purpose is the education of students, including the contribution of extracurricular activities. Students in Grades 5-8 are offered the **privilege** of participating in organized sports and other activities. The policy below is the **minimum** acceptable standard of academic achievement and behavior required of a student in order to participate in these activities. In addition, parents and students will be asked to sign a "YAC Discipline Action" form before participating in any YAC (Youth Activities Committee) sponsored sport, including cheerleading.

Grades are computed on a nine-week system.

Students who become ineligible at the end of the grading period or at mid-terms will be placed on a ten school day probationary period.

- A student becomes ineligible to participate in any extracurricular activities if, at the end of the grade reporting period, (mid-terms, or the quarter grades) he/she has two grades of F, one grade of F and a conduct/behavior rating of 4, or one grade of F and any other grade lower than a C-.
- Eligibility for all fall sports will be determined by the last report card received in the prior school year. Ineligibility will begin on the first day of school and remain in effect for 10 school days. At that time, the next step becomes effective.
- At the end of the probationary period, which is 10 school days, teachers will review progress. If the student's grades meet the eligibility requirements, they will be reinstated. If the grades do not meet the minimum requirement then probation will continue to the end of the grading period.
- Students, parents, coaches (YAC, CYO), or activity moderators will be notified in writing of the probation. This notification will come from the school administration. All students remain ineligible until they receive written word, from the administration, that the student has been reinstated.
- While on probation, the student may not compete in any athletic games, matches, contests, or event. This includes not being allowed to practice.

Field Trips

Field trips are occasionally taken for educational reasons. Parents/guardians must sign a permission slip **before** a child may participate in a field trip or excursion. Permission slips must be on file in the school office. Telephone calls are not acceptable for field trip permission. Some trips carry minimal costs to be paid by the student. As a general rule, the school does not provide transportation for field trips.

- Beginning July 1, 2005, children are required to ride properly restrained in a child restraint, which can include a belt-positioning booster seat, until they reach their 8th birthday. Children at least 8 years old until their 16th birthday are required to ride properly restrained in a child restraint system or seat belt in all seating positions in all vehicles.
- Any person that is interested in participating in a field trip, must have completed and passed safe environment training.
- Safe Environment Training must also be completed if a guardian was to meet the group for the field trip.
- Only legal guardians are allowed to accompany students on field trips.

FIELD TRIPS ARE A PRIVILEGE.

THE ADMINISTRATION RESERVES THE RIGHT TO APPROVE OR DENY ANY FIELD TRIP.

Gun-Free Schools (P4560)

Firearms or explosive/destructive devices of any kind are prohibited both on school property and en route to or from school or at any school activity. **Violation of this policy is an automatic expulsion of not less than one calendar year.**

Harassment

To provide a Christian environment of respect, tolerance, and sensitivity, it is important that every member of the Saint John the Baptist Catholic School community recognize that behavior that disregards the self-esteem of others is unacceptable. This includes physical advances, unwarranted verbal remarks, derogatory statements, or discriminatory comments between two individuals or groups of individuals. The following is a list of examples of harassment behaviors:

- Obscene or suggestive remarks, or jokes, verbal abuse, and insults.
- Displays of explicit, offensive or demeaning materials.
- Threats, intimidation.
- Comments that are demeaning with respect to race, religion, ethnic origin, gender.

Students should follow this procedure if they feel they have been or are being harassed, and be assured that the concern and response will be treated with appropriate confidentiality.

- Let the offending person or persons know you want the behavior to stop. **Say “NO” firmly!**
- Look directly at them with a straight face to give a clear message about how you feel.
DO NOT APOLOGIZE.
- Promptly contact someone at the school (teacher, faculty member, or administrator) about the situation. The response will include an investigation into the concern and the facts of the situation. Appropriate remedial action will be taken if the harassment is found to have occurred.

Health / Health Records Information

All students enrolled in Saint John the Baptist Catholic School must meet State of Indiana and Allen County Health Department regulations. Emergency contact forms are required each fall. Parents are also required to update records and emergency forms whenever a change occurs. Parents will need to sign a consent form for the state Children and Hoosiers Immunization Registry Program (CHIRP) database. The Indiana Department of Education mandated that all schools within the state of Indiana utilize CHIRP to document annual immunization reports.

Immunizations: Students are required to have records of the following immunizations on file in the school office: diphtheria, whooping cough, tetanus, measles (second shot before entering Sixth Grade), rubella, poliomyelitis (Public Law 150, section 10), and chicken pox(or date of outbreak). These records must be on file by the first day of school in the fall. Students may be denied admittance to school if all records are not on file in the school office.

Sickness: Students should not be sent to school with a fever. Students should be fever free for 24 hours without the use of Tylenol, Advil, etc. to control the fever. **For everyone’s sake, please keep all sick children at home.** As stated earlier, if a child becomes ill at school, the school office will notify the parent(s)/guardian(s) at the numbers provided on the registration form or call the emergency number provided. If the illness seems serious and parent(s)/guardian(s) cannot be contacted, the child may be taken to an Emergency Room at the expense of the parent(s)/guardian(s). Students absent from school for 5 consecutive days must bring a note from his/her doctor with a diagnosis of the illness.

Nurse: There is currently no nursing service provided to parochial schools by the Allen County Board of Health. Volunteer nursing personnel will be conducting required hearing, vision, and scoliosis testing.

Hearing Testing: Students in kindergarten and Grades 1, 4, and 7 are provided with hearing tests. Teachers or parents may also refer students. If a problem exists, parents will be notified. In certain cir-

cumstances, specialized hearing testing may be available through the Fort Wayne Community Schools. It is recommended that parent(s)/guardian(s) seek appropriate medical treatment when notified of a problem.

Vision Testing: Students in kindergarten and Grades 1, 2, 3, 5, and 8 are provided with vision tests. Teachers or parents may also refer students. If a problem exists, parents will be notified. In certain circumstances, specialized vision testing may be available through the Fort Wayne Community Schools. It is recommended that parent(s)/guardian(s) seek appropriate medical treatment when notified of a problem.

Administration of Medication (P4210)The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her education plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

A policy shall be developed in each school as to who shall administer the medications. In each building in which less than a full-time registered nurse is hired, access to medication shall be under the authority of the principal.

Each school shall designate in writing the specific locked or limited access space within each building to store pupil medication.

Parents are responsible for bringing all medication to the school office, in their original packaging.

Medications: State of Indiana law requires schools to observe certain regulations in any administration of medications to students. Written permission is required for **all** medication, including over-the-counter medication. The following procedures must be followed:

1. Prescription medication **must** be in the original container. Labels must meet requirements for physician's signature; however, parent(s)/guardian(s) must complete and sign a student medication permit.
2. Over-the-counter medication, including cough syrup, aspirin, Tylenol, etc. requires a written permit form from the parent(s)/guardian(s) and written information on the continued administration of the medication. The medication must be sent to school in the original container.
3. Send only a one-day supply of medication at a time. An exception is the medicine for a student on daily medication. In this case, please send only a one-week supply at a time, in the original container.

Schools may not routinely administer over-the-counter medication. Over-the-counter medications shall be administered at home. Over-the-counter medication shall be administered at school only in accordance with diocesan-approved procedures:

I. Prescription Medications

A program for administration of prescription medications is developed and managed by the Principal and/or school nurse:

- A. A school WILL NOT administer prescription medication to a student unless the school has
The following on file:

1. the written order of the student's physician or health practitioner;
AND

2. written permission from the student's parent or guardian.

Any student taking prescribed medication at a school MUST have the appropriate information on file or the student will be in violation of the policy.

- B. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a practitioner.
- C. All medications are kept in locked areas (other than classrooms) or inside tamper proof containers.
- D. When a medication is to be administered at school, the student's parents shall be requested to advise the school nurse (or principal) of the purpose of the medication, side effects, dosage, administration route, and time. This information is discussed with the student and other staff assigned to administer medication.
- E. All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
- F. In specific cases, the school (at the discretion of the principal and/or school nurse) may require that the parent/guardian come to the school to administer medication for his/her child. The school may also work with the licensed prescriber and parent/guardian to adjust administration to avoid the need for medications during school hours.
- G. For all medications administered, the school shall keep on file the written order of a practitioner for legend drugs.

II. Over-the-counter Medications (OTC)

- A. School personnel may not provide over-the-counter medications for a student.
- B. OTC (non-prescription) medication may be administered at school with parent's written permission. The principal and/or school nurse must be aware of the purpose for which a student is to receive the medication.
- C. OTC medication shall be provided by the parent for the student with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in a central dispensing area and secured.
- D. The parent/guardian must provide consent forms giving authority to the school to administer the OTC medication.
- E. For all medications administered, the school shall keep on file the written permission of the pupil's parent(s)/guardian for OTC medication, along with any Written Order of a physician if applicable (See Parent Authorization Form)

III. Self-administered Medications

- A. The principal must have on file an authorization from the student's parent for the student to possess and self-administer medications. The authorization must include the three items listed in paragraph B.

- B. In addition to the parent's authorization, the principal must have on file a written statement from the physician indicating that:
 - 1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - 2. The student has been instructed in how to self-administer the medication; and
 - 3. The nature of the disease or medical condition requires emergency administration of the medication.
- C. The authorization and statement described in paragraphs A and B must be filed with the Principal annually.
- D. Students having a chronic disease or medical condition may possess and self-administer Medication for that disease or condition while on school grounds, traveling to, or attending school events.

IV Protection of School Personnel

- A. A school may not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications, drugs, or tests such as injectable Insulin or a finger stick for glucose. A school also may not discipline such a person for refusing to administer medication, drugs or tests without the written consent by the student's parent/guardian or the written order of a physician/practitioner.
- B. If a school employee is not a practitioner or a person licensed under IC 25-23 and the school employee is responsible for administering injectable insulin or a glucose test by finger prick, the employee must obtain from a practitioner or a registered nurse licensed under IC 25-23 the training that the practitioner or registered nurse determines is appropriate for providing the service. Before the school employee provides the service, the school must have on file a written statement from the practitioner or registered nurse that indicates the school employee has received the training described above.

V Discarding Medications

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or school nurse will dispose of the medication in an appropriate manner and document that the medication was discarded. Medications should be discarded in the presence of a witness.

VI Protection from Liability

- A. If compliance with II(E) and IV(B) above has occurred, a school administrator, Teacher, or other school employee designated by the school administrator, who in Good faith administers either:
 - 1. non-prescription medication in compliance with the written permission of the pupil's parent or guardian, except in the case of a life threatening emergency;
 - 2. a legend drug (as defined in I.C. 16-18-2-199 and including injectable insulin) in compliance with the written order of a practitioner and written permission of the pupil's parent or guardian, except in the case of a life-threatening emergency;

3. a blood glucose test by finger stick in compliance with the written order of a practitioner; or
 4. any combination of numbers 1 through 3; to a pupil is not liable for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct. IC 34-30-14-2
- B. The school is not liable for civil damages as a result of a student's self administration of medication for an acute or chronic disease or medical condition as described in paragraph III, except for an act or omission amounting to gross negligence or willful and wanted misconduct

Homework

Middle School Homework Policy

Classroom policies will be sent home at the beginning of the year to be signed by parents.

Assignments must be handed in on time and demonstrate acceptable student effort to be considered for full credit.

Unacceptable Work to be determined by the teacher includes, but is not limited to:

- Illegible writing
- Incomplete work
- Missing name or heading
- Scribbling, doodling, or drawing (unless required)

In the event that a student has not turned in an assignment, it will be counted missing and a grade of zero will be given.

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Teachers should consider the ability of the group and the assignments of other teachers when requiring home study.

Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	60 minutes
Grades 7-8	90 minutes

If a student has extenuating circumstances, they may receive an "I" for an incomplete grade. If this happens, they will be ineligible to participate in any extra-curricular activities until they receive their actual grade. At that time, the extra-curricular eligibility policy will be in effect.

Early/late or extra vacations deprive students of valuable class instruction and are a major disruption of the educational process. **A written (paper) notification of such a vacation or absence must be sent 5 SCHOOL DAYS in advance to the Principal and teacher from the parent(s)/guardian(s). Any days missed will become a part of the student's absence record.** Teachers may give work prior to a vacation or may give it upon the student's return. **ALL make-up work is due within one calendar week of the student's return to school.**

Honor Roll

The following criteria will be used to determine Honor Roll placement for the school year. Only students in grades five through eight may qualify.

High Honors

Students have achieved a minimum of an A- in all graded subjects. Conduct grade must be a B or higher or a 2 or higher.

Honors

Students have achieved a minimum of a B- in all graded subjects. Conduct grade must be a B or higher or a 2 or higher.

Insurance

The Diocese of Fort Wayne-South Bend requires all enrolled students to purchase an inexpensive insurance policy that goes above and beyond a family's insurance in the case of "catastrophic" circumstances. This is not only for athletes; it is for all students. The cost is included in the registration fees.

Internet Acceptable Use Policy (P4620)

Saint John the Baptist Catholic School follows the Diocesan Internet Policy. Each student and parent is required to read, agree to, and sign an Internet User and Permission Agreement which outlines terms and conditions of Internet use. These agreements are kept on file, and users are expected to comply with the school's standards and honor the agreements they have signed. Users should also expect that all files stored on school servers would not be private. A copy of the policy is sent home with each family.

Saint John the Baptist Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment as defined by Diocesan policy, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

Saint John the Baptist Catholic School does not however, actively monitor student use of technology. (Internet blogs, chat rooms, etc.) While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Library

The Library is open during regular school hours. Grades PreK-4 have scheduled times in the library for work. Library policies include, but are not limited to, the following:

- Reference works may be checked out overnight only (except new sets).
- Fines cover books held past the two-week check out period. Fines accumulate at the rate of \$.10 per day to a maximum of \$1.00.
- Fines for lost or damaged books are the complete cost of replacement of the book or item.
- Report cards will be held until these materials are returned and/or fines paid.

Lost And Found

Personal articles are to be marked with the student's name, including clothing and lunchboxes. It is the student's responsibility to check for lost items and to care for their personal belongings. Articles found around the school are placed in a box in the main hallway and periodically displayed on a table in the second floor hallway. From time to time, announcements are made over the PA system reminding students to check this area. All unclaimed items are periodically given to the Saint Vincent DePaul Society. **Saint John the Baptist Catholic School is not responsible for student items that are lost, damaged, or stolen in the school, on school or parish property, or during school activities.**

Lunch / Lunchroom

Parents who wish their child(ren) to leave school premises during lunch should provide a written note to the teacher informing them to release the student to the office at lunch dismissal. Parent(s)/guardian(s) must come into the school to sign the student out from the office. All students must also be signed into the office upon arrival back at school at the end of the lunch period. Students who do not have appropri-

ate written permission to leave for lunch and whose parents have not arrived at school to sign them out from the office, may not go to lunch with another student's parent(s)/guardian(s). Any student leaving the building or school grounds without permission is considered truant.

The lunchroom serves the Fort Wayne Community Schools Satellite Hot Lunch Program. The Federal government and FWCS set the rules and regulations for the Satellite Hot Lunch Program, not Saint John the Baptist Catholic School. Students must take an entire FWCS lunch (hot pack, cold pack and milk). The procedures for ordering hot lunches are as follows:

- A menu is sent home two weeks in advance covering a two-week period.
- The completed order blank and full payment are due the next school day. The lunch price can be found on the form.
- Credit can be given for school closing not under parental control (i.e. weather). However, the credit must be used during the next lunch ordering cycle at the parent's request. The menu will change with a school closing. Please see the FWCS web site for updated menus.
- We can refund, if requested.
- Questions regarding the free or reduced hot lunch program are to be directed confidentially to the Principal. Applications for free or reduced hot lunch are available online (www.schoollunchapp.com) to all children at the beginning of the school year. It is solely the responsibility of the parent(s)/guardian(s) to complete the form and return it to FWCS.
- Extra lunches are not ordered. Students normally may not buy lunches without prior ordering through regular procedures.
- Milk or juice must be taken with the regular lunch.

Procedure for lunches brought from home:

- Please refrain from bringing fast food to school for your child's lunch.
- Student lunches brought from home are to be clearly labeled with student's name and room number.
- Forgotten lunches should be brought to the office - do not interrupt classes.
- White and chocolate milk are available for purchase daily.
- Soda pop or other carbonated beverages are not allowed.
- Juice is available for students with milk allergies

Lunchroom Rules: Students are expected to obey the rules of the supervisor at all times. Failure to follow the rules of the lunchroom and staff will result in disciplinary action, including the barring of the student from the lunchroom. Parents/guardians may be responsible for their child during this time. The lunchroom rules include, but are not limited to, the following:

- Dispose of all trash properly and leave the eating area tidy.
- No running.
- No loud talking.
- Remain in seat unless permission to get up is given by lunchroom supervisor or teacher.

Parent/Guardian Concerns Procedure (P2310)

To facilitate and promote the orderly and efficient resolution of concerns, parents/guardians who wish to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Discuss the matter with the teacher or staff member directly involved. Understanding and resolution are most effectively achieved at the level where an issue arose.
- If first fails to resolve the issue, the Principal may be asked to review the matter. The Principal will first determine whether the requirements of #1 have been fully met. If they have, the Principal will then review the facts and arrive at a judgment.
- If dissatisfaction persists, a final appeal may be made to the Pastor.

- If the issue is not satisfactorily resolved, then the parent/guardian should put these concerns in writing to the person involved and his/her supervisors (e.g., Pastor and Principal)

Parent-Teacher Conferences

Regularly scheduled Parent/Teacher Conferences are held during the year and are listed on the master school calendar distributed at the beginning of the year. Students may attend these conferences with their parent/guardian. At least one parent is expected to attend these conferences. Special conferences may be held at the request of a parent, teacher, and/or administration.

Parent Organizations

Parents are invited and urged to become active members in at least one of the following organizations:

Arts and Enrichment Committee: Consists of parents, teachers, and school administration and is responsible for enrichment programs, i.e., arts, sciences, etc. The group raises funds to pay for these programs. Membership is open to all parents and faculty.

Home and School Association (HASA): The Home and School Association is the parent organization formed to lend support to the faculty and to provide educational and social programs for school families. All school families automatically become members at the time of paying registration fees. All HASA fees are returned to the school in the form of gifts, programs, and educational materials specific to school needs. HASA- sponsored events include: Back-to-School Night, Plant Show, Teacher Appreciation Luncheon, and informative in-services designed to assist Saint John parents/guardians. School volunteers are coordinated through HASA. HASA meetings are open to all Saint John parents/guardians, and all parents/guardians are encouraged to become active members.

School Board: The School Board meets regularly, usually on the second Wednesday of each month, as indicated in the weekly parish bulletin. Visitors are welcome; however, to be included on the agenda, please contact the Principal or the School Board Chairperson (listed on the cover of the weekly parish bulletin) at least ten days in advance of the meeting. Speakers must be on the regular agenda to be heard. Meetings are usually held in the Church rectory. The School Board is advisory to the Principal and Pastor and selected/appointed in the spring. Terms rotate to ensure continuity and last for a period of three years. The School Board is responsible for recommending and reviewing school policies and procedures.

Youth Activities Committee (YAC): As an organization, the Youth Activities Committee is focused on providing and supporting special activities for the children of Saint John the Baptist School. In addition to sponsoring the sports programs (including CYO), the YAC also sponsors roller skating parties, popcorn sales, junior high dances, and other events. Membership in the YAC is open to all parents. Volunteers are needed and encouraged to participate.

Boy and Cub Scouting all fall under the YAC umbrella. YAC coordinates CYO sports, 7-8 grade dances, father-daughter dance, skating parties, and popcorn Friday. Our two major fundraisers are the 60/40 raffle and turkey bingo/raffle. We also earn money each year from the sale of sports pictures. We meet on the first Tuesday of the month at 7 pm in the Providence House, unless otherwise stated.

CYO participation fees:

Football - \$75.00

Soccer, basketball, volleyball, cheerleading and track - \$35.00

Participation fees are nonrefundable.

Uniform/equipment deposit:

Football - \$250.00

Cheerleading - \$100

All other sports - \$50.00

YAC treasurer collects the deposits and holds them for the entire school year. At the end of the school year, if the uniform/equipment have been returned in good condition and clean, the deposit will be returned.

A current physical is required to participate in CYO sports. You are not allowed to practice or play in a game unless you have a current physical on file. Two other forms needed are the CYO Consent Form and the YAC Disciplinary Action form. All three forms can be found on the school website under athletics.

Parking

Parking is never permitted in the Rectory driveway. Do not pick up or unload students in the driveway. **The cul-de-sac (Pasadena Street entrance) is a NO PARKING ZONE during the school day (fire lane).** When unloading and/or loading students in the cul-de-sac, please form one line and keep moving through the cul-de-sac out the alley to the north (as directed by the Fort Wayne Police Department). Always be aware of the movement of small children. Short-term parking is permitted on Fairfield Avenue for dropping off students and picking up students during the day as well as for short visits by guests. When visiting the school, please remember that all visitors must check in at the office upon entering the building. *Please see the map and drop off/pick up procedures at the back of this handbook.*

Parties

Parties may be held in the classrooms for special holidays, birthdays, or celebrations of another nature, when approved by the teacher and the administration. Parties must be planned in cooperation with the teacher and **must include all students enrolled in the class.**

Perfect Attendance

Perfect attendance requires a student to be in school all day each day that school is in session, with no tardies or early departures. Exceptions will **not** be made for appointments, etc. during the school day.

Personal Property

Each student is assigned a desk and/or storage area for books, papers, folders, pencils, coats, etc. No student is to borrow another student's materials without permission. Personal items are to be marked with the student's name, including clothing and lunchboxes. **Saint John the Baptist Catholic School is not responsible for student items that are lost, damaged, or stolen in the school, on school or parish property, or during school activities.** (See **Lost and Found** above)

Playground

Students are expected to obey the rules of the playground supervisor(s) at all times. Failure to follow playground rules will result in disciplinary action, including the barring of the student from the playground. Parent(s)/guardian(s) will then be responsible for their child(ren) during this time. The playground rules include, but are not limited to:

- No hitting, fighting, spitting, or other signs of disrespect.
- No playing outside the fenced area.
- No hard ball games.
- Students who go home or otherwise leave school premises with parents for lunch are not permitted on the playground at any time during the lunch period.
- First bell requires students to line up and second bell requires silence.

Publications

Frequent bulletins from the school are sent home with the youngest child of each family or via email to those who are interested. In addition, a copy of the weekly parish church bulletin is also sent home each week to all school families.

Registration / School Fees

Registration for kindergarten students and all current students who wish to return for the following school year will begin January 1 of each year. All parents will be notified of necessary deadline dates. Open registration will then begin on March 1. Registration consists of completing the necessary forms and paying the non-refundable registration fee for each student. Reserved placement of your child in the next year's class roster will not be done until your registration and payment is accepted. All current year school fees and/or tuition payments must be up-to-date in order to register.

School fees shall be assessed to all students attending Saint John the Baptist Catholic School. Such fees are set by the appropriate committee(s) and the Pastor, and are made public to all interested parties. School fees are assessed to cover textbook rental, classroom supplies, insurance, supervision, technology, Home and School Association dues, diocesan marketing, and membership dues.

Religion

Students and parent(s)/guardian(s) must remember that the primary reason for the existence of this school is to teach and practice the Word of God as revealed to the Catholic Church through Jesus Christ. All students, including non-Catholic and non-Christian students, are required to attend Religion classes and liturgical functions, and to participate, to the extent possible, in the complete Religion program and curriculum of the school. All students and their families are reminded of the Catholic Church's tradition of participation at Mass each weekend, and are encouraged to attend Mass at Saint John the Baptist Catholic Parish and to become active members of the parish community.

Religious Issues (P4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled at Saint John the Baptist Catholic School.

Resource Center

The Resource Center is provided for those students with IEP's or other special learning needs. The teacher for the Resource Center supervises it. Contact the Principal or the Resource Center teacher for more information.

Safety - Patrol Information

Adult Crossing Guards are provided by the Fort Wayne Police Department and **only at** the intersections of Fairfield and Sherwood Terrace and South Wayne and Pasadena Avenues **both before and after school**. No adult patrol guards are present at the intersections during the lunch hour. Students are to cross only where crossing guards are present. Students are expected to show proper respect to all patrol guards at all times. Students disobeying a patrol guard will be issued a detention. In addition, students should stay off all lawns and cross streets only at corners.

Bicycle safety is important. A rack is provided next to the school building. The school takes no responsibility for security of bicycles. Students are to provide their own locks and are responsible for their own property. Bicycles should be walked from the street to the bicycle rack and not ridden on school/church grounds. Students are not permitted to ride double on their bicycles. Parents are encouraged to require their children to wear helmets when riding bicycles to school.

Skateboards and scooters may not be used anywhere on parish or school property. The school takes no responsibility for the security of skateboards or scooters, or for the personal safety of those who use them.

Safety - School Visitors

For the safety of all school personnel, all school doors will be locked during regular school hours. All visitors to the school should report to the Fairfield Avenue entrance (Door #1), which is accessible by security buzzer operated by the office. **All visitors to the school, regardless of the nature of the visit, must**

sign in at the office and obtain a “VISITOR” badge before visiting any area of the school. The “VISITOR” badge must be worn while in the school building. If parents are dropping off a lunch, homework, etc. you must come to the main office. **No one** is allowed to walk the halls without permission from the office. When leaving the school building, parents must come to the school office and sign out. Safety procedures are to be followed by everyone at all times and in all situations.

Searches of Students (P4590)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, etc. at any time and for any reason consistent with diocesan policy. The right of inspection is effective at all times while the student is on school grounds or at a school-sponsored event.

Seclusion and Restraint Plan

Saint John the Baptist Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child’s behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Sexual / Racial Harassment Prohibition (P4580)

It is the goal of Saint John the Baptist School to maintain a learning and working environment that is free from sexual or racial harassment through conduct or communications. It shall be a violation of this policy for students or employees to harass another student or employee through conduct or communications of a sexual or racial nature. Determinations of harassment are outlined in detail in the Diocesan Policy and are available for review during business hours in the school office.

Student Activities

Students may participate in a variety of activities. The Youth Activities Committee sponsors many such activities. The list of student activities includes, but is not limited to: cheerleading, basketball, football, volleyball, soccer, track, softball, scouting for boys of all ages, Altar Servers, Children’s Choir, Student Council, and band. Annual school programs include: Grandparent’s Day, May Crowning, Catholic Schools’ Week, and Christmas Concert. Junior High students publish the school yearbook.

Student Assignment Book

The Student Assignment Book is a required textbook for all students in Grades 2-8 and is provided by the school. Students are responsible for noting each day’s assignments and the completion of those assignments. The Student Assignment Book is to be used to promote good study habits.

Student Grade Placement

- Upon achievement of satisfactory progress and teacher recommendation, students are

“promoted” to the next grade level.

▪ Upon consultation with the classroom teacher(s), resource teacher, Principal, and parent(s)/guardian(s), students who have experienced learning difficulties and have not mastered the necessary grade level material may, upon consultation with Administration, teacher, and parent(s), be placed on a probationary basis in the next grade level, or “retained” in the current grade. After review of no more than 4 weeks at the new grade level, a decision will be made by the Administration, teacher, and parents as to whether the student will remain at this grade level or return to their former grade level.

Substance Abuse (P4570)

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a Principal becomes aware of facts or circumstances which gives the Principal reason to believe that a student is experiencing a substance abuse problem, the Principal and/or the school’s Counselor shall meet with the student and arrange a conference with the student’s parent(s)/guardian(s) at which time the underlying problem and treatment options will be explored as appropriate. The Principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the expense of the student’s parent(s)/guardian(s), to require that recommendations for treatment to be implemented and followed by the student as a condition for the student’s continued enrollment in the school. Should the student or the student’s parent(s)/guardian(s) refuse to cooperate; the Principal may require the student to withdraw from school.

Notwithstanding the foregoing, the Principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school’s policies or rules and regulations for student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

Tardies

See attendance

Telephone Usage

The school office is open from 7:30 am to 3:30 pm on regular school days only. Teachers and students will not be called from any classroom, except for emergencies. The school cannot and will not release faculty/staff home phone numbers or addresses (Federal Privacy Act).

School telephones are for school business use only. Students should not call home for forgotten lunches, homework, or gym clothes. Students may use the office telephone only with the written permission of their classroom teacher and the school Secretary. Only the office telephone may be used for this purpose. Students are not allowed to use any other telephones located in the building.

Students may not be in possession of or use cellular phones any time during the school day. If there is a serious reason why a student needs to have a cellular phone in school, the phone must be kept in their backpack, turned off. Any violation of this will result in the phone being taken, ISS, and requires parents to come pick up the phone per Diocesan Policy 4520. All pick up’s must be arranged with the administration, at the convenience of the administration.

Transfer Students

Parents/guardians who wish to transfer their child(ren) to Saint John the Baptist Catholic School must adhere to the requirements set forth by the Principal. Saint John will not knowingly accept students from other schools who have been expelled, suspended, or have been a party to a major discipline problem as

defined by the former school or interpreted by applicable Saint John the Baptist Catholic School operating policies and procedures (as outlined in this handbook). Falsification of such material information to Saint John School will be grounds for immediate dismissal of the child after the student is enrolled.

A personal interview should be scheduled with the Principal. Students are encouraged to attend but are not required to be present. At the interview, parents/guardians will be given appropriate enrollment forms to complete. When all forms have been completed and reviewed, the school will determine if acceptance as a student into Saint John the Baptist School is in the best interest of the child. Parents/guardians will be notified as soon as the decision has been reached. Upon acceptance, there will be a 6 week probationary period for each transfer student beginning on the student's first day. At the end of this period, the parents/guardians, Principal, and the student's teacher will meet to discuss the child's progress.

Based on legitimate educational justifications, Saint John the Baptist School strongly discourages the transfer of students into Grade 7 and, especially, Grade 8. It is our proven experience that the transfer of a student at these grade levels is disruptive and detrimental to the student's educational development and creates problems with social adjustment.

Extenuating circumstances may be explained and submitted in writing to the Principal and reviewed by the Pastor. For example, a family's moving to the Fort Wayne/Allen County area from outside the immediate area would be considered such an extenuating circumstance.

Truancy (P4080)

Truancy exists when a student is absent from school or any class/classes without the knowledge or consent of the parent/guardian and the school, in violation of the school's attendance policy. Such absence is subject to disciplinary action.

Habitual truancy is defined as "excessive violations of the school's attendance policy." Any student who is habitually truant from school shall be reported to the juvenile authorities in accordance with State law. (I.C.20-8.1-3/31/1)

Tuition/Fees - Payment/Non-Payment

Tuition rates are available upon request from either the school office or parish Business Office. Tuition payment policies are as follows and are strictly enforced:

- The non-refundable registration fee is due at the time of registration. This solidifies your child's spot for the upcoming school year. Without this, your child's spot remains open to other registrations that may come in.
- The balance of all tuition and school fees is due by July 1st, for the upcoming school year.
- A tuition statement will be mailed to each registered school family in June.
- Tuition payments are due on the 5th or 20th of each month, beginning in July through our FACTS payment system.
- All tuition payments are to be made using the FACTS tuition system if you choose not to pay your full tuition up front by July 15.
- Any tuition payments that bounce back due to Non-Sufficient Funds will be charged a \$20.00 return fee and considered a late non-payment.
- All tuition accounts must be current and up-to-date at the end of each academic quarter in order to receive a report card.
- Any tuition account that is three or more months in arrears may result in the automatic suspension and/or withdrawal of students until the account is brought up-to-date.. Late accounts may also be charged a fee for late payments.
- Report cards and records will be withheld and registration for the following year will not be granted to any student whose tuition is delinquent at the end of the prior school year.

- All tuition payments are non-refundable unless a family moves out of the city. In such cases, a pro-rated refund may be made.

Consideration for receiving parish rate for tuition:

Our Catholic faith is key to all we do at St. John the Baptist Catholic School. Parishioners, who are parents of students, are expected to be actively involved in the life and mission of St. John Catholic Church by leading a life of prayer and leading their children on the pathway of holiness. Of course, the greatest prayer is the Holy Sacrifice of the Mass, which Catholics are obliged to attend on Sundays and Holy Days of Obligation. Thus, the priest needs to see parishioners at Mass. In order to be considered an active, contributing member, envelopes must be placed in the collection basket at least 50% of the time during the school year. Even if parents do not contribute on a particular Sunday, they still need to drop their envelopes in the basket or a note indicating their presence at Mass so the pastor will know they were there. During these times, they can place a prayer petition in the envelope or on the note instead of a contribution, and the parish will pray for their intentions. Please note that dropping envelopes in the letter box of the Church office does not mean presence at Mass. Also, dropping multiple envelopes for different Sundays on only one Sunday does not constitute attendance for the date on the envelope. Rather, it will only count toward the Sunday in which they are placed in the basket. As mandated by the diocese, parish tuition subsidies should go to those actively participating in the parish and consistently using their Sunday envelopes.

If this does not occur throughout the course of the year, the family will no longer be considered an active member of St. John Catholic Church and will be charged the full tuition the following year.

Visitors

School visitation by parent(s)/guardian(s) is encouraged. Please be courteous and understanding of others. If planning to make a visit, please observe the following:

- Call the school or send a note requesting the visit 24-hours in advance, specifying time, classroom to be visited, and reason for visit.
- Visitation time is **not** conference time. Teachers are teaching. If desired, schedule a special conference time with the teacher.
- All visitors to the school should report to the Fairfield Avenue entrance (Door #1), which is accessible by security buzzer operated by the office. **All visitors to the school, regardless of the nature of the visit, must sign in at the office and obtain a "VISITOR" badge before visiting any area of the school. The "VISITOR" badge must be worn while in the building and should be returned to the office when signing out after the visit.**
- Please do not interrupt classroom procedures.

Volunteers

There are many areas where adult volunteers may be helpful to our students and the school. The Home and School Association coordinates the volunteers for most school programs. Classroom volunteers are also needed for tutoring and other purposes. All parents are requested and encouraged to volunteer throughout the year to keep costs down.

In response to the 2002 "*Charter For The Protection Of Children And Young People*" by the United States Conference of Catholic Bishops, the policies of the Diocese of Fort Wayne-South Bend require that all those who engage in regular and ongoing contact with students and young people, whether paid or volunteer, must participate in regularly scheduled training sessions in order to be able to have such contact with young people. Criminal history and background checks are also conducted as part of this process. Sessions at Saint John the Baptist Parish and School are generally held in late summer, prior to the beginning of the school year, and in January, at the beginning of the second semester. Please consult the weekly parish bulletin or school newsletters for information about these sessions. All questions about participation in these training sessions should be directed to the Pastor.

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(NOTE: Policy citations above, e.g., P4080, refer to the official Educational Policies of the Diocese of Fort Wayne-South Bend, approved by the Diocesan School Board and ratified by the Bishop of Fort Wayne-South Bend. A copy of these policies is available in the school office during regular school hours.)