

**ST. JOHN THE BAPTIST
CATHOLIC SCHOOL
SAVAGE, MN
952-890-6604**



Celebrating 50 Years

**Parent/Student Handbook
2009-2010**

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ST. JOHN THE BAPTIST CATHOLIC SCHOOL MISSION STATEMENT

As disciples of Jesus Christ,
St. John's school is committed
to recognize the potential of each individual
in an environment that models Catholic values.

PHILOSOPHY STATEMENT

St. John the Baptist Catholic School was established in 1959 by the parish to spread the Good News of Jesus Christ in a Catholic school environment. St. John's supports the family in the education of their children. As a school founded on the teachings of the Catholic Church, through worship, we evangelize and teach the young people charity and social justice. We strive to educate the whole child - attending to their spiritual, moral, intellectual, emotional, and physical needs.

SCHOOL ACCREDITATION – Reaccreditation was received spring 2006.

St. John the Baptist Catholic School is accredited by the Minnesota Nonpublic Schools Accrediting Association (MNSAA) and annual reports are submitted to this agency in order to meet association standards. The school's next full self-study and visit will be 2013.

ADMINISTRATION – PARISH SCHOOL

The Pastor

The Pastor is the proper shepherd for the parish entrusted to him, exercising pastoral care in the community entrusted to him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share; in accord with the norm of law he carries out for his community the duties of teaching, sanctifying and governing, with the cooperation of other presbyters or deacons and the assistance of lay members of the Christian faithful. (Can.519).

The Principal

The Principal as the chief administrator of the school is charged to work with the faculty, staff, parents and parish staff to develop and maintain a program of education for the student's intellectual, spiritual, social, emotional and physical development. He/She is a member of the parish staff. The Principal supervises the faculty and staff of the school and the development of all programs pertaining to the school. He/She is responsible directly to the Pastor. He/She has budgetary responsibility for the school and other educational programs of the parish.

The Assistant Principal

The Assistant Principal is responsible for the day to day operations of the school. His/Her main responsibilities include student discipline, attendance, transportation, lunchroom/playground volunteers, assisting with scheduling of programs and students, and assist in school safety and school climate.

Education and Christian Formation Commission – (ECFC)

ECFC of the Parish Pastoral Council is the policy developing body of St. John the Baptist Catholic School. It consists of members of the parish and is formally charged with the responsibility of developing the policies regulating all educational programs of the parish (school, religious education, and youth ministry). The membership is made up of four members who represent the School Advisory Committee (SAC) and Religious Education Advisory Committee (REAC) who are appointed members of the parish, the Pastor, the Director of Religious Education (DRE)* and the Principal* (*non-voting members). All parishioners, parents of children attending St. John the Baptist Catholic School and members of the faculty and staff of the school are welcome to attend committee and commission meetings. Items for the agendas may be submitted to the Chair, DRE, or Principal.

School Advisory Committee – (SAC)

SAC is responsible for working with and providing support to the Principal, Director of Preschool and other related parish staff in certain aspects of St. John the Baptist Catholic School and Steppingstones Preschool such as assisting in recommending and monitoring policies, recommending tuition rates and monitoring the budget, monitoring and assisting with the implementation of the school improvement plan, developing and assisting implementation of a marketing plan, and researching and collecting data to address various concerns. Sub-committees include marketing, school improvement, finance, and policy.

Religious Education Advisory Committee – (REAC)

REAC is responsible for working with and providing support to the Director of Religious Education and other related parish staff in certain aspects of the Parish Religious Education Program such as assisting in recommending and monitoring policies, recommending and monitoring the budget, monitoring and assisting with the implementation of the religious education plan and researching and collecting data to address various concerns. Sub-committees include adult formation, early childhood, youth ministry, enrollment and curriculum, finance, and policy.

SCHOOL ORGANIZATIONS

Home/School Association – (H&S)

Every parent of children attending St. John the Baptist Catholic School and all members of the faculty are members of the Home and School Association. All parents are welcome and encouraged to volunteer at the school. The H&S promote various activities that create fellowship and fun in the St. John's school community. They organize fundraising events that are significant to keeping tuition costs affordable and provide supplemental learning opportunities. They promote parental involvement that enriches the students' educational experiences and enables parents to be role models of charity, commitment, and loving concern. They are here to enrich the student's educational experience.

The Home and School Steering Committee (H&S) is a group of parent volunteers who work to ensure that the events and activities get done. It is the job of the steering committee to enthusiastically coordinate parent volunteers to provide the events and activities.

If interested in helping with H&S, contact Melissa Becken at 952-440-9126. All of you are invited to get involved. The school needs you and more importantly the kids need you!!! Don't hesitate to call – the sooner the better – just say YES!!

Student Service Council

Formerly called “Student Council” is a group of middle school students dedicated to planning, implementing and helping lead student run programs. In the past the student service council has helped coordinate the middle school dances, the annual toy and food drives and other various service projects. These students will share ideas and thoughts from classmates, promote school spirit, and communicate ideas to the advisor and teaching staff.

NON-PUBLIC SCHOOL STATE AID

Busing -- The state reimburses public school districts for transporting non-public school students who are residents of District 191- Burnsville, Savage, Eagan. All other students may be reimbursed for providing their own transportation from their own school districts. District 191, will provide transportation for students living outside of the district at an already established bus stop within the district boundaries. The district will charge those who choose to participate in bus service the cost of the transportation provided. This cost will be billed through St. John the Baptist Catholic School to the participant.

Guidance Counselor -- As of the fall of 1979, the services of a Guidance Counselor were given to grades 7 and 8. Our District 191 guidance counselors' main office is at Nicollet Jr. High. The amount allotted for this school year is \$194.63 per student in grades 7 and 8. St. John the Baptist Catholic School also sets budget dollars to support this department to be staffed with an additional part time counselor. The counseling staff assists students, families, and staff with social, emotional and academic concerns. They also coach our 8th grade SOUL students who offer understanding and listening to students who are in need of a friend to listen.

Health Services -- Chapter 733 also includes health services of \$57.30 per student. A school nurse is in the building at least 4.5 hours per day. St. John the Baptist Catholic School sets additional budget dollars to support nursing hours to cover bell to bell.

School Lunch Program – State funds are matched with federal funds to assist families who qualify for free or reduced lunches as well as assisting schools so that kindergarten students have milk break each school day. Any questions about qualifying for free or reduced lunches, please contact the school secretary.

Special Education Services -- As of August 1977, a special need student attending a nonpublic school may receive special educational services from public school personnel. The following are qualifying conditions: hearing impaired, physically challenged, visually impaired, speech defect, educable or trainable mentally handicapped, emotionally disturbed, learning disability, or having a special behavioral problem. The district in which the parents live is responsible for providing special education for special needs children. If your child attends a nonpublic school outside of your district, that district may provide the service if the resident district agrees to it. If you feel your child has a special need, please discuss it with the teacher and/or principal. They will assist you in referring your child for an assessment by public school personnel.

After the assessment, a staffing will be held to discuss the results of the assessment. The nonpublic Principal or Assistant Principal and a teacher will attend the meeting with the parents. At the staffing, eligibility will be determined and an individual education plan (IEP) may be created. The qualifying student may receive services at MW Savage Elementary in their Special Education Department. Transportation of resident shared-time special education students is mandatory within the district only.

Textbooks -- The Minnesota textbook aid law (chapter 733) provides textbook and standardized test materials to all nonpublic school students wishing to participate, with the per pupil rate based on the previous year's statewide public school average for similar materials. Materials must be for individual student use, secular, neutral, non-ideological, and not subject for use for religious purposes. The allotment for the 2009-2010 school year is \$82.57 per student.

NON-PUBLIC SCHOOL FEDERAL AID

Title I -- Title 1 benefits students who are educationally disadvantaged (possibly one or more years below grade level). These students receive supplemental assistance in reading and/or math in the form of teacher time and materials. In most districts a target area is established. To be eligible, a student must reside in the target area. His/her eligibility is based on a "needs assessment", conducted in the fall and spring, and teacher observations. Funding is determined by the number of free/reduced lunch accounts at St. John's.

Title II -- This program allocates funds for purposes of educational program improvement in the areas of staff development.

Title IV -- Safe and Drug-Free Schools. This program allocates funds for programming in the area of drug prevention and safety.

MINNESOTA SCHOOL LAW

LEGAL REQUIREMENTS OF NONPUBLIC SCHOOLS INCLUDING ST. JOHN THE BAPTIST CATHOLIC SCHOOL

Age of Admission

Students may be admitted to kindergarten when he or she is at least five (5) years old on September 1 of that school year. Students may be admitted to first grade when he or she is six (6) years old on September 1 of that school year.

Health Services – School Nurse (see p.5)

Children do their finest work if they are in the best possible physical and emotional health. Although parents have the primary responsibility for their child's health, school personnel are available to assist parents in maintaining, improving, and promoting the health of their school aged child. The school health office is equipped with a bed and first aid supplies. During the regular school day, the school nurse and secretary are available to assist students.

Immunization Records

Minnesota immunization laws require month, day and year for 5 DPT(Diphtheria, Pertussis, Tetanus), 4 Polio, 1 MMR (Measles, Mumps, Rubella), and 3 doses of the Hepatitis B vaccine. The MMR immunization must have been given on or after a child's first

birthday. Upon entry into the 7th grade, the student must bring the following immunizations up to date. A Tetanus/Diphtheria (Td) booster, a second dose of Measles, Mumps, Rubella (MMR), and 3 doses of Hepatitis B (HBV) are required by Minnesota state law. If a student has not received the immunizations required by State law, the student will not be permitted to attend school until after all such immunization requirements have been met. These requirements can be waived only if a medical exemption is filed with the school.

Health Records

As required by State law, a health record is kept for each child. Any immunization(s) or significant condition that the child has during the summer months or school year should be reported to the school nurse for recording in the child's health record. A medical need plan will be developed in cooperation with the school nurse and parent and then communicated to the student's teachers.

Medications

If your child needs to take medicine at school, please contact the school nurse or secretary. Teachers should not be asked to be responsible for a child's medication. Prescription medication must come to school in the original prescription container appropriately labeled by a pharmacy. The container must be labeled with the student's name, name of the medication and dosage directions for administration, the name of the person licensed to prescribe, name of manufacturer of the drug and the date of original issue or renewal. A note from the parents to the health office should include the date the medication is to start and stop. Non-prescription medications must be sent in the original labeled container. Any long-term medications (10 days and over) and controlled substances administered for any length of time, require a written order from a person licensed to prescribe medication. This order should include the name of the student, name and signature of doctor, name and dosage of medication, the route, frequency and time of administration, the reason the medication needs to be given (diagnosis), duration and possible side effects of the medication.

Early Childhood Screening

All kindergarten students are asked to complete Early Childhood Screening before beginning school. Information regarding screening may be obtained at ISD #191's Early Childhood Family Education Department: 952-707-4152.

Reporting of Child Abuse/Neglect

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

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

Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance. Abuse can be physical or sexual abuse, or emotional maltreatment.

PARENTAL AND STAFF ROLES AND RESPONSIBILITIES

Consistent with the Mission Statement of St. John the Baptist Catholic School and the common goal of providing the best educational experience and school environment possible, positive support by every parent or legal guardian are expected. Children are both observant and impressionable, so it is critical that a united team of teaching staff and parent/guardian are demonstrated and modeled. St. John the Baptist Catholic School community expects its members to act respectfully and responsibly with others inside and outside the community. In any form of collaboration, disagreement and concern is likely to happen and good communication becomes critical in resolving issues. Productive communication involving disagreement or concern should not occur with the children present. Mutual respect will benefit everyone.

Parents/guardians are informed of the programs, regulations, and policies of the school. In assisting your child, we ask the following:

- Familiarity with information contained in handbooks, calendar, other newsletters, and emails from school.
- Inform the school in writing or by phone of:
 - a. student illness or absence
 - b. parental status and custodial constraints
 - c. change in transportation routine
 - d. change in address, phone, emergency contact, child care, email, etc.
 - e. any arrangements that might affect communication with the school
- Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply.
- Meet admissions regulations.
- Comply and reinforce:
 - a. mission and philosophy of the Catholic school as identified in this handbook.
 - b. policies and regulations
 - c. and school authority
- Talk and act respectfully toward staff members.
- Demonstrate positive support for the staff in front of children.
- Make direct contact with the staff member involved in a concern.
- Set an appointment with the staff member when need arises.
- Come into a meeting with an open mind. Listen to the staff member.
- Ask for all sides of the story before making conclusions.
- Develop a relationship with the teacher.
- Be active members of the community. Attend school events, volunteer, or join a committee.

Staff Commitment to Parents:

- Parents can expect mutual respect when communicating with school staff.
- Staff will reinforce school policy and authority.
- Staff will talk and act respectfully toward parents and guardians.

- Staff will contact parents/guardians directly involved in a concern and will not discuss school issues with parents/ guardians not directly involved.
- Staff will demonstrate positive support for students and will not allow disagreement between staff and parent in front of students.
- Staff will maintain professionalism and confidentiality with issues concerning students.
- Staff will allow for scheduled appointments and will make effort to respond to parent requests for communication as quickly as possible (the goal is to respond within one business day).
- Staff will listen to all sides of a story to help students and parents deal with difficult situations.
- Staff will keep an open mind so that the best resolutions of problems can occur.

SCHOOL POLICIES

ACADEMICS/CONDUCT (Amended Dec. 1, 2005)

1. The school will provide parents/guardians with written reports of students' progress on a regular basis throughout the school year. The report will reflect the performance of the student in each subject, significant deficiencies the student may be demonstrating, and indication of behavior.
2. The school may require students to come before or remain after school for academic and/or disciplinary reasons. Sufficient notice must be given to the student's parents/guardians to assure that they will be aware of the day(s) on which the student will come before or remain after school. Parents/guardians will be responsible for arranging transportation for students.
3. Written permission for participating in "field trip" experiences is required from the parents/guardians of each student participating. Without such a written permission, a student may not be allowed to participate.
4. "Field trips" shall be chaperoned by at least one faculty member and a ratio of one supervising adult to every fifteen students.
5. Teachers shall receive prior permission from the Principal for any play, program or concert he/she plans to sponsor. Sponsors will submit a schedule of practice in and/or out of school time for approval of the Principal. Parents/guardians will be notified of scheduled practice times. Parent/guardian permission slips are to be submitted to the office and retained through the end of the school year.
6. St. John the Baptist Catholic School will not discriminate in academic and/or extra-curricular areas because of hearing impairment, vision impairment, emotional conditions, learning disabilities or physical impairment which do not endanger the child or the other children.
7. In cases in which a student's academic progress or behavior fails to satisfy minimum departmental norms, the policy of the school will be to promote improvement in performance through appropriate remedial action. The appropriate course of remedial action in any case of poor performance will be determined by the Principal in consultation with the involved faculty, with the parents/guardians and other professional personnel, as appropriate.
8. Courses of action, which may be considered in order to bring about improved performance in school, include but are not limited to:
 - a. Recommending referral for developmental and/or emotional evaluation, and treatment of identified pathology, if indicated;

- b. Requiring remedial course work or tutoring;
- c. Retaining a student in a grade; or
- d. Recommending withdrawal and transfer of the student to a different school setting.

DRUGS AND ALCOHOL –

If a student attending St. John the Baptist Catholic School is found-

- A. buying, selling or giving away mood altering chemicals,
- B. under the influence of mood altering chemicals, or
- C. in possession of mood altering chemicals

while on school grounds or attending any school sponsored event, the student will face immediate suspension by the Principal.

The Principal, in such an instance, will-

- A. immediately notify the parents/guardians of their child's suspension.
- B. keep the student under suspension until s/he is released to his/her parents/guardian.
- C. schedule a conference time with the parents/guardians and student to discuss the incident.
- D. refer the parents/guardians and student to an appropriate counseling agency for evaluation.

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

- A. provide valid proof that the student is receiving professional help from a drug counseling agency according to the needs specified in the evaluation.
- B. agree to being placed on six months probation at school (if summer vacation intervenes, the probationary period will extend to the next year).
- C. agree to immediate expulsion from St. John the Baptist Catholic School if a second offense against the above mentioned drug policy should occur.

If the Principal receives a substantiated report that any student attending St. John the Baptist Catholic School is-

- A. buying, selling or giving away mood altering chemicals;
- B. under the influence of mood altering chemicals;
- C. in possession of mood altering chemicals

Even though this student is not on school grounds or attending any school event, the Principal will-

- A. notify the parent/guardians of the student about the report.
- B. schedule a conference with the parents/guardians and student to discuss the report.

Following the conference, the Principal has the option of-

- A. taking no further action.
- B. suspending the student until s/he receives a professional evaluation from an appropriate counseling agency.
- C. placing the student on six months probation after drug counseling has been received.
- D. dismissing the student from St. John the Baptist Catholic School if circumstances warrant dismissal and/or the parents/guardians of student refuse to cooperate with the rules of the above policy.

NOTE: Mood altering chemicals include any substance such as drugs or alcohol which substantially change the behavior of the person taking them.

ELECTRONICS (Adopted July 2007)

All student electronic devices are not allowed out of student lockers from first bell to last bell. This includes, but is not limited to, cell phones, i-pods, mp3 players, pagers, blackberries, game boys, and palm pilots. Students possessing and/or using any electronic device during the school day will be subject to following consequence(s):

- 1. The electronic device will be confiscated for 5 school days by school administration
- 2. Parents will be notified about the incident
- 3. Detention and/or suspension could also be levied

ENROLLMENT (Amended Dec.1, 2005)

- 1. No student shall be admitted to kindergarten unless he/she is at least five years old on or before September 1st of the year he/she is entering kindergarten. Exceptions are subject to school guidelines adopted from ISD191 policy.
- 2. No student shall be admitted to first grade unless he/she is six years old on or before September 1st of the year he/she is entering first grade. Exceptions will be made to the student who has successfully completed kindergarten.
- 3. Students transferring into the school after the first grade must present transcripts of reports for all the years from first grade to the last year of attendance. They must also provide the school with a telephone number (if the transfer is from an area school) for an oral recommendation from a staff member of their former school who is knowledgeable of their performance and behavior. They must be present for an interview with the Principal before they will be considered for admission to St. John's. Other pertinent information may be required if deemed necessary by the Principal.
- 4. If academic and/or behavioral records indicate a transferring student has had a history of difficulty in former schools, the student will normally be accepted on a provisional basis for the first year. During the year, staff will review his/her progress frequently in order to address the needs the student has demonstrated.
- 5. Transferring students who are involved in professional counseling at the time of their transfer must include with their application a letter from their therapist indicating the student can function adequately in a structured academic program such as at St. John the Baptist Catholic School. If such a letter cannot be provided and/or if the recommendation indicates there is a likelihood of significant problems for the applicant in such a setting, the student will not be accepted.
- 6. Students who qualify for special education through ISD191 will receive services at a district designated location.

7. All students who plan to attend St. John the Baptist Catholic School the following year must register even though they are currently enrolled.

EXTRA-CURRICULAR ACTIVITIES (Amended Dec. 1, 2005)

1. St. John the Baptist Catholic School shall sponsor and direct activities, which promote educational opportunities and provide a wide range of recreational, vocational and cultural interests for all students.
2. The student activities shall be limited by budget and safety considerations.
3. The Principal shall be responsible for the administration of all school organizations. Students activities shall be directed by staff or other persons designated by the Principal.
4. All activities are subject to evaluation by the ECFC and/or SAC.
5. All school organization's schedules of activities are subject to approval by the Principal.
6. The school may change activity fees for participation in extra-curricular activities. The Principal shall approve this fee.
7. No school organization may fundraise without approval from the Principal and following the parish fundraising policy. Any funds received through activity fees or fundraising shall be deposited with the school secretary. The Principal must approve all expenditures.
8. Each student organization must have at least one advisor or coach. An advisor or a substitute designated by the Principal must be present at all meetings of the organization.
9. A student who wishes to participate in a school activity must be committed to consistent attendance at practices, meetings, and performances. If a student is absent without prior approval of the advisor or without sufficient cause, the student may be suspended from participation in the activity at the discretion of the advisor. If there is a disagreement as to the suspension, a final decision will be made by the Principal in consultation with the advisor.
10. When a student, while participating in an extra-curricular activity, is suspected of violating rules against the use of tobacco, alcohol or other mood altering chemicals, the suspected violation shall be reported to and investigated by the Principal. The Principal shall meet with the student involved. If the student admits guilt or if the circumstances and evidence indicate guilt, the Principal shall suspend the student from the activity.
11. Any student participating in an extra-curricular activity must be making satisfactory progress toward graduation. Students not maintaining required grades shall be subject to restrictions determined by school policy.
12. Under no circumstances shall a student be permitted to participate in athletics before furnishing the school with a waiver sheet signed by a parent/guardian. The school and its agents are not liable for any injury that may occur as a result of participation in an extra-curricular activity.

GRIEVANCE (Reviewed 06-07)

Preface: Any time people are working together disputes and problems are going to arise. Our hope is that as a community of faith we are able to work out our differences in a caring and cooperative way.

1. For purposes of this policy, the parent/student, education staff member, or Principal seeking relief is referred to as the grievant. The person with whom the grievant has a complaint, dispute, or disagreement is referred to as the respondent.

2. If at all possible, complaints, disputes, or disagreements should be resolved by the parties involved. The grievant and the respondent shall meet to try and resolve the grievance within 10 working days of the grievance awareness.
3. If the grievance is not resolved under #2, the grievant shall meet with the respondent's immediate supervisor within 10 working days of the meeting in #2 to attempt resolution.
4. If the grievance is not resolved under #3, the grievant shall meet with the next level of administration within 10 working days of the meeting in #3 to attempt resolution. Refer to example:
 - a. Parent/student to teacher -- if no resolution,
 - b. Parent/student to Principal (where this step exists) -- if no resolution,
 - c. Parent/student to Principal -- if no resolution,
 - d. Parent/student to Pastor – if no resolution,
 - e. Parent/student submits grievance in writing to begin the local conciliation procedure.

Any grievance brought to the attention of the School Advisory Committee (SAC) member shall be referred to the Principal. A Grievance Committee shall not be formed until the above steps have been taken.

5. The request to begin the next stage of the local conciliation procedure must be made in writing to the school Principal by the person seeking relief within 10 working days after conferring with the Pastor.
6. A local conciliation team will be formed and made up of three persons; one designated by the Pastor; one designated by the grievant and one designated by the respondent.
7. The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
8. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the Principal and Pastor. The Principal and the Pastor in turn, will determine whether parish and/or school policies have been adhered to. The recommendations will then be forwarded to all concerned parties and will be kept confidentially in the school office.
9. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.
10. If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to the Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

A copy of the Archdiocesan Due Process policy may be obtained from the Principal.

HARASSMENT (Archdiocese of St. Paul and Minneapolis Policy #3750-1)

POLICY: Each local school program shall maintain learning and working environment that is free from harassment.

This policy applies to all students, faculty, staff, Principals, members of the Board of Directors, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school and/or catechetical program.

DEFINITION: HARASSMENT (*including bullying behavior*) is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

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

Sexual harassment includes, but is not limited to:

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

PROCEDURE: Any member of the school and/or catechetical program community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely, but firmly, advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he/she should report the incident to an appropriate official (Principal, or in the case of a complaint against the Principal then to the Pastor).

The Principal and/or Director of the catechetical program will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or other disciplinary actions, will be taken. An investigative report documenting interviews, conclusions and recommendations will be completed.

The complainant, the alleged harasser and their parents (if either is a minor) will be advised of the outcome of the investigation,

preferably in writing. In cases involving minors, a report to the Child Protection Agency or police will be filed if required by state law. (See Child Abuse Policy).

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigative process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation monitored as the Principal or director deems appropriate.

St. John the Baptist Catholic Church including school employees shall be careful to maintain a high standard of conduct for themselves and their students. Teachers and guardians shall make sure that children understand what is appropriate and inappropriate behavior. Even though a student thinks their behavior is harmless or non-offensive it can be perceived as sexual harassment by other students and such conduct will be dealt with appropriately.

If a student believes he/she has been sexually harassed by another student, or if a student witnesses an incident of sexual harassment, the student shall take the following steps:

- A. The student must immediately report the incident to the classroom teacher or appropriate staff member.
- B. The classroom teacher or staff member shall document the incident and should attempt to resolve the problem and if they are unable to do so they should notify the Principal.
- C. If necessary, the Principal will conduct a timely and proper investigation.
 1. A third party shall be present at all interviews. Every effort shall be made to have the same third party present at all interviews with respect to each incident.
 2. Detailed notes will be taken throughout the course of the investigation.
 3. Interviews of the claimant and the alleged harasser shall always be conducted separately, in a comfortable and private place. All parties shall be treated with respect and concern.
 4. If any student interferes with the Principal's investigation or refuses to allow an interview, a letter will be sent home advising that the disposition of the complaint will be made without the student's input, and informing the guardians that the student may be subject to disciplinary action.
 5. Guardians of the claimant and guardians of the alleged harasser shall be notified within a reasonable amount of time of the complaint and investigation. When guardians of the claimant are notified then every effort shall be made to notify the guardians of the alleged harasser at the same time, and vice versa.
- D. The Principal shall make conclusions in consultation with the third party present during the interviews.
- E. The Principal shall take appropriate corrective action according to the facts and circumstances of each particular situation. Resolution of complaints can include, but is not limited to an apology, reassignment, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension, or separation from the school. Investigation can conclude that a complaint is without merit.
- F. The Principal shall advise in writing the claimant, alleged harasser and their respective guardians of the outcome of the investigation and its conclusion.
- G. After the Principal's investigation, if the claimant and/or the alleged harasser determines that inadequate action has been taken, a Grievance report should be submitted to the Pastor, pursuant to Grievance policy p.10. The written grievance shall be

submitted within 10 working days after each party receives the Principal's written report.

NON-DISCRIMINATION

St. John the Baptist Catholic School admits and does not discriminate against students of any sex, race, color, national and ethnic origin or religion. All rights, privileges, programs and activities are made available to all students. The school does not discriminate against them in the administration of its educational policies, admission policies, athletic programs, or any other school administered program. Participation in religion classes and attendance at school related religious celebrations is required of all students.

It is the policy of St. John the Baptist Catholic School that students with chronic infectious diseases not be excluded from attending school in the regular classrooms so long as their attendance does not create a substantial medical risk of the transmission of illness to children or employees of the school based on current medical knowledge and guidelines set by the State Department of Health.

SCHOOL REGISTRATION AND ADMISSIONS/WAITING LIST (Adopted 2/08)

Registration

Registration for St. John the Baptist Catholic School takes place in the late winter after the ECFC Committee has approved the budget for the upcoming school year and tuition has been set. Families who are delinquent in their tuition payments will not be able to register for the next school year until outstanding balances have been cleared, or a payment plan has been instituted with the school.

Current school families are required to complete a St. John the Baptist Catholic School Registration Form, Tuition Agreement, and submit a non-refundable registration fee within 2 weeks of the opening of Registration. Failure to do so may result in loss of priority status.

New families applying for registration are required to complete a St. John the Baptist Catholic School Registration Form, Tuition Agreement, and Family Information Sheet and submit a registration fee (non-refundable if admitted to St. John the Baptist Catholic School).

Admissions/Waiting List

St. John the Baptist Catholic School is a parish school, receiving financial and spiritual support from St. John the Baptist Parish. This admissions policy gives priority to St. John the Baptist parishioners who are registered and active members of the church community. Classroom openings will be filled by the following criteria:

1. Families with children currently enrolled at St. John the Baptist Catholic School.
2. Parishioners, based upon the date of registration with St. John the Baptist Parish.

Non Parishioners shall be prioritized on a first come first serve basis based upon the following criteria:

3. Non-Parishioners with children enrolled in St. John the Baptist Steppingstones Preschool.

- 4. Catholic Non-Parishioners
- 5. General Public

TOBACCO

The use and/or possession of tobacco in any form by students during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the Principal, including:

1st offense - parents/guardians will be notified of the offense. Student will serve one day in-school suspension.

2nd offense - a conference with the student, parents/guardians, and Principal will be scheduled. Student will serve one day out-of-school suspension. Further offenses may result in dismissal from St. John the Baptist Catholic School.

TUITION POLICY (Amended 2/08)

Tuition -- Currently the tuition charged by St. John the Baptist Catholic School continues to run well below the actual cost of educating each student enrolled. School tuition finances about 4/5 of this cost and parish support covers most of the remaining costs. Parents must realize their financial commitment not only to the school, but also to the parish. If able, we respectfully request that you elect either the total cost or partial subsidy tuition options. Your generosity will make a difference to the school and your community. The school makes every effort to carefully watch expenses in order to maintain an affordable tuition.

The tuition rates for the 2009 - 2010 school year are:

	<u>Subsidized Tuition</u>	<u>Partial Subsidy Tuition</u>	<u>Total Cost Tuition</u>
1 child	\$3,324.00	\$3,732.00	\$4,080.00
2 children	\$6,480.00	\$6,984.00	\$8,172.00
3 children	\$9,480.00	\$10,272.00	\$12,240.00
4 children	\$12,480.00	\$13,608.00	\$16,332.00
½ Day Kindergarten	\$2,832.00		

There is a non-refundable registration fee of \$125.00 per child due at the time of registration. (Maximum family registration fee is \$300.) If you have questions about the amount of tuition for your child(ren), please contact the finance department at the Parish Office, Monday through Friday, 8:00 a.m. to 4:30 p.m. (952-890-9465).

Technology Fee -- \$75 per family assessed annually to facilitate the school’s commitment to upgrading technology for student and staff use.

Payment Plan

Families choose between the following payment plans:

1. Full amount paid before August 15, 2009.
 2. Pay half on August 15, 2009 and the second half on November 15, 2009.
 3. Make 12 monthly automated payments beginning July 1, 2009 and ending June 1, 2010.
 4. The automatic withdrawal payments may also be set for twice monthly or on a date selected by you.
 5. Credit cards are now accepted for tuition. Credit card payments need to be made in the church office.
- * Tuition refunds will be prorated by month if necessary.

Payments are expected on the agreed upon due date. If a payment cannot be made due to extenuating circumstances, please call the school Principal or parish finance director.

Collection Procedures –

1. Families with delinquent accounts can expect a letter from the Parish Finance Department within 15 days after missed due date as a reminder.
2. If no payment or agreement is reached after three requests by the parish finance department, the family's account will be sent to "Green Flag Profit Recovery" for further action.
3. After 60 days of no response to Green Flag, the family enrollment status changes immediately to separation. The family will be notified of last enrolled date to assist in transfer of their children.

Tuition Assistance – Tuition assistance is available on need basis with a goal of what is fair to the school and affordable for the family. Families who encounter extenuating circumstances during the school year are encouraged to contact the Principal and Parish Finance Director as soon as possible. Families applying for financial assistance must complete a TADS (Tuition Assistance Data Service) questionnaire and provide all the required documentation (W-2, Tax Returns, etc.) All applications are handled confidentially.

Accounts in arrears at the end of each trimester --- Report cards will be held at the end of each trimester if tuition accounts are not up-to-date at that time.

Billing -- A tuition payment schedule will be mailed prior to June 15th. This schedule should be retained by the parents. Parents are expected to have on file an automatic withdrawal form unless previous arrangements have been made for manual or credit card payments. **NO MONTHLY BILLING STATEMENTS WILL BE MAILED.**

WEAPONS

Students and non students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school busses or school vehicles or school contracted events. Students who violate this policy will be subject to suspension and/or expulsion.

WELLNESS (Adopted June 2007)

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity. St. John the Baptist Catholic School encourages and promotes life long healthy eating and physical activity.

General Statement of Policy

- St. John the Baptist Catholic School recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- The school environment should promote and protect students' health, well-being and ability to learn by encouraging healthy eating and physical activity.
- The school encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.
- Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and with the help of staff and lunchroom supervisors provide clean, safe, and pleasant settings and adequate time for students to eat.

Guidelines

A. Food and Beverages

1. All foods and beverages made available will be consistent with the current USDA Dietary Guidelines for Americans
2. Food service personnel will take every measure to ensure that student access to foods and beverages served as part of the School Lunch Program will meet or exceed all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals.
5. The school will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

7. The school will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school will provide healthy, safe and reimbursable school meals that strictly comply with all federal, state, and local statutes and regulations.
2. The Director of Food Service will be responsible for the food service program. Duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages served as part of the School Lunch Program to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school's responsibility to operate a food service program, the school recognizes the need for continuing professional development for all food service personnel. Consideration for funding and/or time-off to accomplish this will be approved by the Principal or designee.

C. Nutrition Education and Promotion

1. St John the Baptist Catholic School will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - Offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - Part of healthy education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and enrichment subjects, where appropriate; and
 - Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school will encourage all students to make age appropriate healthy selections of food and beverages, including those sold at fundraising and special events, concession stands, and in student stores.
3. The school will encourage healthy selections of food and beverages distributed during classroom parties
4. The school will use a variety of rewards for academic performance and/or good behavior that may include healthy food choices.
5. Food or beverage will not be withheld as a punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, healthy education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities including watching television or videos and excessive screen time.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. The school will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school recognizes that parents and guardians have a primary and fundamental responsibility in promoting and protecting their children's healthy and well-being.
2. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school encourages parents to pack healthy lunches and snacks and refrain from including beverages and food without nutritional value, as stated in the handbook.
4. The school will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

F. Implementation and Monitoring

1. After approval by the school board, the wellness policy will be implemented throughout St. John the Baptist Catholic School.
2. School food service staff will ensure compliance within the school's food service areas and will report to the building Principal or designee as appropriate.
3. Food Service Director will participate in an annual meeting with the Principal, setting forth the nutrition guidelines and procedures for food served as part of the school food service program. The Principal or designee will determine how these guidelines will be applied to other selections of all foods made available on campus.
4. The Principal or designee will ensure compliance with the wellness policy as part of the School Improvement Plan.

SCHOOL PROCEDURES

Attendance – Good attendance is strongly encouraged and expected. Attendance is taken before morning classes. Parents are asked to call school at 952-890-6604 if a child will be absent. If it's known at the time of the initial call that the absence will create several days away from school, then one call is sufficient. The school will call the home of any student who is reported absent, but whose parents have not called.

Absence -- Students are expected to be present and punctual for all classes throughout the school year. When sickness or serious family obligations necessitate absence, parent/guardian is to call the school office by 9:30am. **Students that are absent from school may not attend any after-school activity on the day of the absence (i.e. dances, sporting event, etc.).** Students who are out for more than three days may be asked to provide written documentation as to the reason for the extended absence. Failure to comply with this procedure may result in disciplinary action.

Excused Absence -- If there are extraordinary circumstances other than illness which require a student to be absent from school, his/her parents must inform the office in writing or by phone at least two days prior to the absence. Teachers will be informed by the office.

Unexcused Absence -- Absence from school without permission and without legitimate reason is truancy. A student who is truant will be required to have a conference with his/her parents and the Principal. Consequences may include reporting truancy to the County Attorney.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered “continually” truant. If a middle school/junior high student misses three or more class periods on three days, he/she is considered “continually” truant.

A “habitual” truant means a child under the age of 16 years who is absent from school without lawful excuse for seven school days if the child is in elementary school or absent from one or more class periods on seven school days if the child is in middle school/junior high. These days need not run concurrently and can be carried from one year to the next.

Tardiness -- A student who is tardy for school must bring a written note from his/her parents. The note should be brought to the school office where the student will receive an admission slip allowing him/her to be admitted to class. Students who are tardy without a written excuse will have consequences. A student is considered tardy if he/she is not in his/her classroom by 9:15 a.m. Exceptions are made for late buses.

Excessive tardiness can have an effect on a child’s learning. Contact time between the teacher and student is paramount to a child’s learning potential during the course of the school year. Teachers begin instruction at 9:15 and continue until 3:40 at St. John’s. We will be monitoring Educational Time Loss (ETL) due to tardiness and absences. Parents will be notified by the school office if there is a concern.

Make-up work after all absences -- **IT IS THE STUDENT’S RESPONSIBILITY TO PICK UP AND COMPLETE WORK MISSED DURING ABSENCES.** Families are asked to inform teachers in the morning that they will come for homework for a sick student. Teachers will have assignments ready for pick-up at end of school on the same day.

Absence due to family travel or vacation -- While the school recognizes the value of educational travel, it also recognizes the impact of extended absence for students participating in travel during the course of the school year. Such travel creates an extra burden for students and faculty alike. Because the instructor takes a prime role in K-8 education, simply doing homework is often not enough to make up for the instruction missed during the period of absence. In order to assure that faculty can work with the student to help him/her make up the work missed; **students will not be given homework over the time of an extended trip.** Upon returning from the trip, the student must meet with the teachers to gather the work missed during the absence. Parents must also be willing to help the student learn the material missed while traveling and upon return.

Bicycles/Skateboards/Scooters -- Bicycles must be locked during the school day. The school is not responsible for stolen or damaged bicycles. Bicycles may not be brought into the school building. Bicycles are not to be ridden on school property during school hours. For safety reasons, skateboards and scooters may not be brought to school.

Change of Address, Phone Numbers, and Email – First you are asked update your information personally through Sycamore System (School Information System). If you are unable to do this online, please inform the school office and we will do this for you. (Please remember to call the parish if you are a parishioner too.)

Communication – General emails are sent as a burst to families as needed. School information is posted on Sycamore System (School Information System) school news is sent electronically weekly on Wednesday and/or as need arises, are posted on the school web site, and may be requested in hard copy. Occasionally classroom teachers send various forms of communication home with their respective students. Written parental permission is necessary for any out-of-school activity.

Fire Drills, Tornadoes, Bomb Threats, Unwanted Visitors -- All staff members and students are instructed in the procedures to use in the event of emergencies. The State of Minnesota mandates a set number of drills per school year. Unannounced periodic drills take place in order to reinforce previously taught safety precautions and to reduce any anxiety that a student may have regarding such situations. As of 2006 each school is required to perform 5 fire drills, 1 tornado drill, and 5 lock down drills. In the case of a bomb threat, the Principal will evacuate the school to Marion W. Savage Elementary School until the school has been searched by the proper officials. A comprehensive Crisis Plan is in every classroom and available in the school office for review.

Field Trips -- Some transported and some walking field trips are taken by classes to broaden their educational experience. Parents may be asked to help with chaperoning or driving on some of the field trips. An information letter and permission form is sent home for parental approval prior to the trip. Insurance regulations of the Archdiocese require written permission from a parent/guardian for a student to attend a field trip. Phone calls to or from parent/guardian may not fulfill permission requirements for participation. **Students are required to be in uniform for all field trips unless otherwise instructed.

Health Services -- All students have both their health and their health records monitored by the school nurse. That monitoring begins prior to the time a child comes to school. Each student must show proof of a complete series of immunizations. The nurse checks various grade levels height, weight, vision, hearing, and for color blindness.

Homework -- St. John the Baptist Catholic School believes that homework is a necessary part of a child's education. It enables the child to learn to work independently, to apply what he/she has learned, and to prepare for the next day's lessons. Parents can help in the following ways:

1. Help and encourage your child, but do not do his/her work for him/her.
2. Check to see that the child's homework assignments are completed and of acceptable quality.
3. Check your child's progress with his/her homework; ask him/her to show you the corrected papers his/her teacher has returned to him/her. This interest should be shown at all grade levels.
4. Create a specific place and time for your children to do their homework.
5. Have your child read every night.

Assignments consist of written work, math problems, projects, reading books and/or magazines and studying. Not all homework is in

written form. The time necessary for doing homework will vary according to the grade level, the assignments given and child's rate of work. If your child seems to be spending an excessive amount of time on his/her homework, a conference with his/her teacher may help clarify the need for the excessive time or identify modifications that may need to be implemented.

Leaving School During School Hours -- A written request from the custodial parent/guardian and approval of the administration is required before any student may leave the premises, for any reason or at any time.

Library -- St. John the Baptist Catholic School has a growing library. Donations of a book for your child's birthday are always appreciated. The library is located in the media center in the middle school wing of the building. Students begin in kindergarten to have scheduled library periods. Volunteers are essential to the library operation. Please contact the office if you are available and interested in helping in the library.

Lost and Found -- Please mark your child's clothing and other articles for identification. With a joint effort, the student can be taught to be responsible for their personal belongings. If articles are lost, please have the child check the next day at the office. Unclaimed articles and clothing are given to the needy at various times throughout the school year.

Lunch Program -- All students eat lunch in the cafeteria. St. John the Baptist Catholic School participates in the State and Federal School Lunch Program under the management of Taher, Inc. Deposits to each family's lunch account should be made on a monthly or weekly basis. All lunch prices include milk. Cost for lunch (subject to change):

Grades K-8:	Lunch	\$2.50 daily	Student Entree - \$1.10
All Grades:	Milk	\$.40 per day	Adults - \$3.00 per meal.

Skim, 1% or chocolate/flavored milk will be available every day. Students in grades K-8 may choose the sandwich option instead of the hot lunch. Sandwich choices are listed on the monthly lunch menu. There is also an additional entree choice available each day for students in grades 6-8. Students in grades 3-8 may choose from the fruit/vegetable bar daily. All entrée choices must be selected during homeroom or 1st hour with the teacher.

If an account becomes severely delinquent, the account will be turned over to school administration for further action. Administration may request that meals be discontinued to students of families who do not make any attempt to bring the family account into good standing.

Students with negative and low balance accounts will be informed of their balance verbally each day. Reminder notices stating "Please bring lunch money" are available to students in the lunchroom. Also written notices will be sent periodically from the Food Service Director. All students and their parents may check balances by contacting the Food Service Director.

PLEASE NOTE: Soda pop is not an acceptable lunch beverage. Also, please do not send beverages in cans or glass bottles.

St. John the Baptist Catholic School is proud of the quality meals provided to our students. Guests to our lunchroom are welcome to order a school lunch. Guests are asked not to bring fast food items into the lunch room. All guests are to check in at the school office or welcome desk before proceeding to the lunchroom.

Middle School Class Schedules

	Daily	Mass Days		Late Start Days	
1 st	9:15 – 10:03	1 st	9:15 – 9:20	1 st	11:15 – 11:47
2 nd	10:05 – 10:50	Mass	9:25 – 10:25	2 nd	11:49 – 12:20
3 rd	10:53 – 11:38	1 st	10:30 – 11:04	3 rd	12:22 – 12:53
4 th	11:40 – 12:25	2 nd	11:06 – 11:40	Homeroom	12:55 – 1:05
Homeroom	12:28 – 12:55	3 rd	11:43 – 12:18	Lunch	1:07 – 1:35
Lunch	12:55 – 1:20	4 th	12:20 – 12:55	4 th	1:37 – 2:06
5 th	1:25 – 2:08	Lunch	12:55 – 1:20	5 th	2:08 – 2:37
6 th	2:10 – 2:53	Homeroom	1:25 – 1:52	6 th	2:39 – 3:08
7 th	2:55 – 3:40	5 th	1:54 – 2:28	7 th	3:10 – 3:40
		6 th	2:30 – 3:04		
		7 th	3:06 – 3:40		

Middle School Test Policy

Every effort is made to ensure that students have no more than two major tests in one day. A major test is defined by the point value of the test or its weight relative to other assignments and work in the class. A major test is usually a chapter or unit test. Weekly quizzes, such as spelling or vocabulary, are not considered major tests as their point values are lower.

Middle School Test Retake Policy

Students who score below 70% (D+ or lower) on a test may retake the test and earn up to a C- (70-72%). All assignments and homework for the unit or chapter of study must be turned in before retaking a test. Students have six school days from the day the original test is returned to retake the test.

Middle School Finals

Finals will be given over the last two weeks of the school year. Some classes may also have trimester finals near the end of each term. As per the middle school test policy stated above, students will have no more than two finals in one day. Finals are weighted appropriately and relative to the cumulative points of a class.

Middle School Grading Scale *Effective August 2007*

A 94 - 100% **B+** 87 - 89% **C+** 77 - 79% **D+** 67 - 69% **F** 0 - 59%
A- 90 - 93% **B** 83 - 86% **C** 73 - 76% **D** 63 - 66%
B- 80 - 82% **C-** 70 - 72% **D-** 60 - 62%

Grade Requirements

F = Poor - Successfully resists learning; failing is a choice determined by the student

D = Below Grade Level - Participates rarely, learns 60-69% of content

C = Grade Level - Attends class, participates, learns 70-79% of content

B = Above Grade Level - Attends class, participates often, learns 80-89% of content

A = Exceptional – Attends class, participates all of the time, learns 90-100% of content

Middle School Absent and Late Assignment Policy

Any students having late or absent work will receive a pink Late/Absent Assignment Sheet on Wednesday. Attached to this pink sheet will be any Late/Absent slips, which will list ALL missing or late work from Wednesday of the previous week to Tuesday of the current week. Work completed and handed in late will result in a 25% loss of credit for each assignment. Students missing work due to absences(s) are given a maximum of two days per absence to complete the missing work without a loss of points. Students who consistently receive late slips are subject to ISS.

Students who receive a late slip must:

A. Fully complete the missing work.

B. Have a parent or guardian sign the “Late/Absent Work” pink sheet.

C. Hand in the completed work with the signed pink sheet and late slips to the homeroom teacher on THURSDAY.

****Failure to complete all three steps will result in Friday morning detention.**

Money sent to school with students -- For your benefit and for accuracy in the school’s bookkeeping, parents are requested that any money sent to school be placed in an envelope marked with the student’s name, room number, amount enclosed and its purpose. Checks made out to “St. John’s” are preferred. One envelope completely marked for the entire family is sufficient.

Movies and Videos -- Periodically movies and videos are used within the classroom instruction. Many of the movies and videos used in the classrooms are part of the instructional curriculum series’ used by the teachers. Any movie or video to be used that is not from the curriculum series will require parental approval in the form of a Video Permission Slip. Students who are not allowed to watch a particular movie or video, or who forget to return the signed form, will be sent to the office or another classroom during the viewing to work on their schoolwork.

Parties -- Classroom parties are held occasionally, celebrating Christian feasts or American customs. No party is held without the permission of the Principal and at the discretion of the Principal and faculty. Birthday treats for classmates are permitted. Please check with your child’s teacher about restricted food items due to food allergies that may be present in the classroom. Please do not bring treats which need to be kept in the kitchen cooler or freezer, as we cannot guarantee room on any given day. Families are also asked not to hand out individual party invitations during school unless the whole class is invited.

Permissions -- All families are asked to sign a release yearly to use their child/ren’s photos, artwork, writings, video images for marketing and development in school publications, websites, and/or news reports.

Physical Education -- All students must participate in the physical education program weekly unless they have a statement from a doctor excusing them. Tennis shoes are to be worn by all students during gym. Students in grades 4 - 8 must wear shorts (length at the knee or just above the knee) and a T-shirt (no tank tops). School uniforms may not be worn for gym class. Students not in physical education clothes will not participate in the class.

Recess -- Grades K - 5 have a recess period each day. During cold weather, students are expected to be dressed warm so that there will be little reason for a student not to go outdoors. A student who is well enough to come to school is well enough to spend a few minutes in the fresh air. When the air or wind-chill temperature falls below zero the recess period is held in the building. Temperature readings are gathered from the weather station located at Eagle Ridge Junior High School in Savage.

Recruiting/Marketing -- The recruitment of students is always a vital part of a school program. The school invites parents to be interested in the school population by inviting their friends to have their children attend St. John the Baptist Catholic School or by becoming a member of the school marketing committee. Parents and students are the best salespeople any school has in sharing the Good News in Catholic Education. Parents' active involvement is needed to provide effective recruiting of new students and families. Prospective parents can be invited to visit and tour the school, provided information about our school and invited to various activities throughout the school year.

Right to Search -- St. John the Baptist Catholic School reserves the right to search a student and/or his or her possessions, including lockers, to protect the rights of the entire community.

School Equipment -- Students who intentionally damage school equipment will be responsible for the cost of replacing such equipment. Consequences will be determined by the Principal.

School Hours -- School begins officially at 9:15 a.m. and ends at 3:40 p.m. The lunch hour varies for different grade levels. You may call the office if you need to know the specific time of your child's lunch. **A CHILD MAY NOT STAY AFTER SCHOOL WITHOUT PARENTAL AND SCHOOL PERMISSION.** Members of athletic teams practice after school hours. Parents receive a schedule of these practice times. Siblings of athletic team members will not be allowed to stay after school during practice. The coaching staff cannot be expected to give adequate instruction and supervision to the members of the team while supervising non-participating siblings. School staff will not be expected to provide after school supervision for students who are not required to stay after school hours. Because of the concern for safety and liability, the school cannot permit unsupervised students to remain after school. **THE SCHOOL BUILDING WILL NOT OPEN UNTIL 9:00 A.M. PLEASE DO NOT DROP CHILDREN OFF FOR SCHOOL PRIOR TO THAT TIME.**

School Visits -- Parents are welcome and encouraged to visit their child's classroom, but are asked to call for an appointment before hand. Teachers are not permitted to converse with parents during their instructional day or while they are responsible for the students. Parents are asked to respect this restriction on the teacher's time. **ALL VISITORS MUST CHECK IN AT THE SCHOOL OFFICE OR WELCOME TABLE BEFORE GOING TO ANY OTHER AREA OF THE SCHOOL.**

Snow days -- School closing due to inclement weather will be broadcast on WCCO radio (830 AM) and on television stations Channel 4, 5, 9 & 11. When School District #191, Burnsville, Eagan, Savage does not have school, St. John's will not have school. (We do not follow the Prior Lake-Savage School District #719 decisions on school closings. Look for **ISD #191** only).

Student Progress Reporting -- Parents are informed of their child's progress through Parent/Teacher conferences, Sycamore Education, and report cards. Conferences are scheduled two times per year. Report cards are issued at the end of each of the three trimesters. Parents and teachers are urged to communicate more frequently as needs arise. Mid-Trimester reports may also be sent out to inform parents of the strengths and/or weaknesses of their child/children.

Telephone -- The school telephones are available between 9:00 a.m. and 3:40 p.m. daily. Students may only use the telephone in emergencies and with the permission of their teacher and/or the office personnel. Only emergency messages will be given to students. Teachers will not be called to the telephone during class time. They will check their voice mail daily, and will return the call/calls within one business day. If you have a need or a suggestion, please do not hesitate to call 952-890-6604. Messages can be left on voice mail before and after school hours. Students are discouraged from bringing cell phones to school and may not have them out during the school day (see "Electronics Policy").

Textbooks -- Students are requested to cover all hardcover books issued to them. Damaged or lost books must be replaced at the student's expense. To protect books and materials, students are encouraged to use paper bags to cover books not the fabric covers as these are breaking the binding and a backpack.

Transfer Students -- Parents should inform the school office as soon as possible when transferring a child to another school. All records will be sent directly to the new school on request of the other school, but only after parents have signed a release slip for this information to be forwarded.

Transportation Needs -- Parents with questions about the bus stops, bus pick-up and arrival times, or other concerns about transportation are to call the school or the District 191 Department of Transportation at 952-707-2067.

Volunteers -- Volunteers are very important to the operation of St. John the Baptist Catholic School. Parents are encouraged to share their time and talent with the school community. Volunteers will be required to complete background check forms and VIRTUS training as per Archdiocesan policy. Volunteers are needed in the following areas:

- Welcome Desk – Volunteers are needed each day to welcome visitors and guests as they arrive at school. Provide a security and a friendly face.
- Library -- Volunteers are needed each day of the week in this area.
- Lunchroom and Recess -- Several shifts are available during the school week.
- Room Parents -- One or two volunteers are needed for each room. Volunteers will be called on by the teachers to help with parties and serve as a liaison to the parents.

- Teacher Aides -- A variety of experiences are available -- small group work, individual student tutoring, chaperoning field trips and out of school activities, typing, and copying.
- Office – A variety of duties are available to volunteers to help in the office, please contact the school secretary.
- Destination Imagination (DI) -- Volunteers are needed to assist Enrichment Coordinator with the implementation of Destination Imagination.

The school is very receptive and grateful to volunteer work by parents, grandparents and parishioners. If you are interested or know of someone who might be, please call the school office 952-890-6604.

UNIFORMS

All students of St. John the Baptist Catholic School are required to wear the school uniform during the school day. **Parents are responsible for assuring their child(ren) is/are appropriately dressed.** Occasionally students are exempted from the dress code because of an out-of-uniform day, spirit wear day, or because they have received out-of-uniform passes. Dress Code infractions may result in detention after a first written warning. Administration reserves the right to have students remove or cover clothing and accessories deemed distracting to the educational process.

The current Dress Code follows:

BOYS AND GIRLS GRADES K-5

- White blouses with Peter Pan collar, knit polos, or turtlenecks
 - *Note:* All shirts must be plain with no visible label or insignia printed on or showing through the shirt.
- Maroon polos with our school emblem may also be worn.
- Navy dress pants (cords or twill) - no outside patches, pockets, or loops (slit style pockets only).
- Navy dress shorts - no outside patch pockets or loops (mid-thigh to top of knee)
- Navy cardigan sweaters or sweater vests
- Plaid jumper and skirt/split skirt may be worn starting in 4th grade
 - *Note:* Hem line must be at the top of the knee.
- Plain - navy or white socks, knee-high socks or tights.
- Navy or maroon St. John's sweatshirts worn OVER a white collared shirt. (purchased at school)

BOYS AND GIRLS GRADES 6-7-8

- White polo shirts (short & long sleeve) and white turtlenecks.
 - *Note:* All shirts must be plain with no visible label or insignia printed on or showing through the shirt.
- Navy or maroon polo shirts with our school emblem
- Navy or khaki dress pants (cords or twill) - no outside patches, pockets, or loops (slit style pockets only)
- Plaid skirt or split skirt
 - *Note:* Hem line must be at the top of the knee.
- Navy cardigan or sweater vests
- Plain - navy or white socks, knee-high socks or tights

- Navy or maroon St. John's sweatshirts worn OVER a visible white collared shirt or turtleneck

SPECIAL NOTES

1. Navy blue and khaki dress pants or shorts **must be purchased at Donald's.**
2. Plaid jumpers and skirts/split skirts **must be purchased at Donald's.**
3. St. John the Baptist Catholic School sweatshirts are available all year in the school office.
4. White collars must be visible under sweatshirts.
5. **Shirts are to be worn tucked in.**
6. **Skirts, shirts, and sleeves may not be rolled.**
7. Shoes must be secured at all times and have a closed toe (no clogs, sandals, flip-flops, slippers, etc.).
8. Hats are not to be worn in school.
9. Colored hair that is not a natural color is not allowed.
10. Only ears may be pierced (no other body piercing is allowed).
11. All articles of clothing are to be clean with no tears or holes.

The uniform company that supplies St. John the Baptist Catholic School is:

Donald's
972 Payne Avenue
St. Paul, MN 55101
(651) - (776-2723 or 776-2724)

Out-of- Uniform Days -- Occasionally there will be Out-of-Uniform days and Spirit Wear days during the year. On Out-of-Uniform days students may wear dress-up clothing or jeans. T-shirts with alcohol or tobacco logos, or offensive or inappropriate language/designs, will not be acceptable. **Shirts must cover their shoulders, no tank tops or spaghetti straps.** Jeans must be in good condition (**no holes**). On Spirit Wear days students may wear St. John's apparel that is not part of the regular school uniform (i.e. sport uniforms, band shirts, St. John's t-shirts, etc.). Students are urged to practice the virtue of modesty when using an out-of-uniform pass or enjoying an out-of-uniform day. The principal reserves the right to determine if out-of-uniform attire is acceptable.

Students may **not** use out-of-uniform passes on church days – i.e. Mass, Penance Service, Living Rosary, etc.

Additional out-of-uniform days may be awarded to students at the discretion of the Principal.

The Principal may occasionally issue individual students out-of-uniform passes for contributions they may make to the school. Out-of-uniform passes are issued on an individual basis and must be signed and dated by a teacher on the day the pass is used. Students must keep the pass with them throughout the school day. Out-of-uniform passes are good for the current school year only.

CURRICULUM

Art -- Students in grades K through 8 have regular instruction in art. The students work on a wide variety of projects and mediums through the year. The classes provide self-expression. Middle School students produce artwork to be displayed at the trimester Fine Arts Program.

Band -- Students will be offered a band program beginning 2nd trimester of the 2009-10 school year. Participation in the program is open to all students in grades 5 through 8. Students receive individual or small group lessons and participate in full band practice each week. The band performs in selected concerts each year.

Computers -- The computer program offers hands-on instruction and computer time for students in grades K through 8. Emphasis on: problem solving skills, curriculum enrichment, word processing, database, power point, and keyboarding. Some class work is done in conjunction with instruction in other courses (e.g. math, social studies, language arts). Middle School students produce a project to be displayed at the trimester Fine Arts Program.

Language Arts -- The communication skills of writing, grammar, spelling and penmanship are stressed in each grade. Students receive regular opportunities for creative writing. Text series McGraw-Hill (GrK-5) and Prentice-Hall (6-8)

Mathematics -- All students participate in mathematics instruction. The courses stress the fundamentals of math concepts with small group work and individual tutoring available when the need arises. Saxon Math (K-5) and Prentice-Hall Algebra Series (6-8).

Music -- Students have many opportunities to develop comprehensive knowledge and skills in the area of music. All students in grades K through 5 have regular instruction each week. Participation in a music performance is required for students in grades K through 5. Middle School students participate in the trimester Fine Arts Program.

Physical Education -- Physical Education is a very important part of the development of all students. Students in grades K through 8 have physical education class each week. Students are expected to work to develop good attitudes, appropriate skills and an acceptable level of sportsmanship. Parents will be kept informed of special student activities. The students must wear tennis shoes for safety purposes. Students in grades 4-8 are to wear gym clothes - shorts at or just above the knee and T-shirt - no tank tops. Students not in physical education clothes will not participate in the class.

Reading -- This is a core subject where students work with their instructor to develop necessary reading skills. Every attempt is made to meet the needs of the individual. First grade students will start the year in programs which teach both phonetic cues and contextual meaning as means to read and comprehend words. Both individual and whole group work which includes reading and writing is incorporated. Reading in grades K - 8 is a literature based program and phonics is stressed.

Religion -- The Religion Program stresses the development of Catholic values and attitudes focusing on Catholic traditions and the teachings of the Catholic Church. Students receive basic instruction in the tenants of the faith, are challenged to develop a Catholic

value system and actualize their beliefs and values through service projects sponsored by the school. Text series Harcourt “Call to Faith”

Students in grade 2 receive instruction and preparation for participation in the Sacraments of Reconciliation and Eucharist. Parents of second grade students will receive notification about the specifics of these wonderful sacraments.

Family Life -- During the 2004-2005 school year a review was done to create a comprehensive approach to providing students with developmentally appropriate information regarding Human Growth and Sexuality. Harcourt Brace – Growing in Love is made available for parents of students in grades 4-6 for parents to teach at home. The formation programs will sponsor 2-3 parent/child information meetings with a health professional during the school year. Growing in Love will be formally taught in the 7th and 8th grade Religion classes following a parent meeting held by the teachers.

Science -- The students follow a modern, activity oriented program. Students have hands-on experience in experiments. Text series is Houghton Mifflin Science Discovery Works (Gr. K-5) and Glencoe-McGraw-Hill (6-8)

Students in grades 5 and 7 participate in a science fair which focuses on the development of an understanding and experience in scientific method. Students may be selected to participate in regional and state fairs. Members of grade 8 participate in an environmental science program lasting several days. The program is located off campus and includes staying two nights at the environmental camp. Participation is a required part of the grade 8 science program and there is an additional cost.

Social Studies -- The classes provide instruction in history, current events and geography of the United States and the world. The classes provide reflection of Catholic social principles. Instruction encourages social consciousness of Christians in society. Text series are Houghton Mifflin (Gr. 1-5) and Holt (Gr. 6-8).

Extra Curricular -- St. John the Baptist Catholic School participates in the South Side Youth Organization (SSYO) sports program. Boys in grades 5 through 8 may participate in a soccer program. Boys in grades 6 through 8 may participate in a basketball program. Girls in grades 5 through 8 may participate in volleyball and soccer. Girls in grades 6 through 8 may participate in basketball. The school also provides instructional and recreational intramural basketball for boys and girls in grades 4 and 5. The intramural program meets on Saturday mornings. Ski Club is offered to students in grades 3 through 8 during the winter. The programs are sponsored by the Booster Club and financed by fundraisers and concessions run by the Club. Requirements for participation are distributed at the time students sign up to participate in each of the program segments.

Other Activities -- Other activities that are offered at various grade levels include Destination Imagination, Chess Club, Mad Science, Golf Club, and theater. These activities are not sponsored by nor financed by the Booster Club. Requirements for participation are distributed at the time students sign up to participate in each of the program segments.

STUDENT CONDUCT/DISCIPLINE

St. John the Baptist Catholic School believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school and its programs. The goal of our behavior code is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of school's philosophy of discipline. Students are to behave in a manner which is morally responsible and brings credit to themselves, their families, and St. John the Baptist Catholic School. Our commitment is to teach by word and example Christian Character Development which includes the concepts of Top20 – Thinking, Learning and Communicating (www.top20training.com) and social skills. St. John the Baptist Catholic School chooses to recognize students nominated by their teacher who exemplify outstanding Christian character once a month at a Student of the Month Breakfast.

The school expects parental cooperation in supporting the expectations of behavior the school has established and the consequences that result from students' behavior.

The Principal has the responsibility and authority to utilize agencies and services within the school, the parish and the community in dealing with discipline and/or behavior problems. In the absence of the Principal, the Assistant Principal or the Lead Teachers will assume responsibility for emergencies. Teachers have primary responsibility and authority for the maintenance of discipline in the classroom, the school building, the church and on school grounds. Teachers have the authority to remove a student temporarily from the classroom, providing the Principal is notified of the action and the student is brought to the office immediately. Faculty members may recommend suspension, but not impose suspension on students.

INFRACTIONS

Minor Misconduct – Guidelines for classroom behavior will be established by your child's teacher and discipline for minor misconduct or infractions will be managed by the classroom teachers. Discipline for minor misconduct may include verbal warning, written warning, and detention. Repeated occurrences may result in detention, suspension, or expulsion.

Major Misconduct – Student conduct, which in the opinion of the school constitutes major misconduct, will result in detention, removal from class, in-school suspension, out-of-school suspension, or expulsion. Major misconduct includes but is not limited to the following:

1. Willful conduct which disrupts the rights of other students to an education.
2. Willful conduct which endangers the student or other students, or the property of the school.
3. Willful violation of any school policy or school rule.
4. Possession, use, and/or transmission (including being under the influence) of any unauthorized drug or substance.
5. Possession, use, and/or transmission of tobacco in any form.
6. Possession, use, and/or transmission of a weapon/s or any object that can reasonably be considered a weapon. Weapon means a knife, firearm, or an item which looks like a firearm, whether loaded or unloaded, in any working or non-working condition.
7. Violations against persons such as verbal threats, harassment, bullying, and fighting.
8. Violations of school procedures, rules or acts that disrupt the educational process, including disobedience, disruptive and disrespectful behavior, and defiance of authority.

- 9. The habitual use of profanity or obscene language.
- 10. Willful conduct that injures other individuals.

Disciplinary action or consequences for these offenses may include but are not limited to the following:

- a. Student conference
- b. Parent contact
- c. Parent conference
- d. In-school monitoring
- e. Referral to the TAT (Teachers Assisting Teachers) team
- f. Referral to the district for testing, or to community service or outside agency services
- g. Detention
- h. Removal from class
- i. In-school suspension
- j. Out-of-school suspension
- k. Expulsion or exclusion from school

DEFINITIONS: Detention, Suspension, Expulsion

Detention: Student serves a period of time outside the regular school day at the request of a specific teacher to remedy a problem.

Removal from class: Removal from class is any action taken by a teacher, Principal, or school to prohibit a student from attending his/her classroom or activity period of not more than one day. Work will be assigned and must be completed by the student.

In-school suspension: Student is prohibited from attending classes and interacting with other students for a definite period of time. Parents will be notified if a student is put on in-school suspension.

Out-of-school suspension: Out-of-school suspension is an action taken by the school to prohibit a student from attending school for a period of not more than 10 days. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school until the student and the parents or guardian have had a conference with the Principal.

Expulsion: Expulsion means action taken by the school to prohibit an enrolled student from further attendance at the school.

Suspension/Expulsion/Exclusion Actions:

The following action will take place when a student’s action results in suspension, expulsion, or exclusion from St. John’s:

- 1. The student will be notified of the violation,
- 2. The parents/guardians of the student will be notified of the violation,

3. A conference will be scheduled with the parents/guardians, student, teacher, school counselor, and Principal, if necessary, to discuss the incident.

Special Needs Students

Special provisions may need to be made for special needs students. The disciplinary guidelines or other actions to be followed may be written in the student's IEP-Individualized Education Plan.

Discipline Expectations

The following behavior expectations are designed to promote a safe and orderly environment which will demonstrate respect for one another. St. John the Baptist Catholic School desires to promote a positive approach to discipline. Early interventions in attempting to improve a student's behavior are strongly encouraged.

Lunchroom

Talk socially and quietly at tables

Walk

No throwing food or items

Raise hand for assistance

Clean everything off the table (napkins, etc.)

Leave table AFTER being dismissed

Lunchroom Consequences

Students who misbehave may receive:

1. Warning.
2. Sent to the office - Principal calls parents.
Grades 1-4: Eat lunch in office for 3 days.
Grades 5-8: Eat lunch in office for 1 week.

School Property -- Students are expected to respect school property including the furniture and equipment of the school. Students who damage school property will be held responsible for paying the repair and/or replacement of the damaged property.

Vandalism is a serious offense against the community and will be dealt with appropriately.

Playground Rules

1. Follow directions of the playground supervisors.
2. Use equipment properly.
3. Do not throw rocks, wood chips, snow/ice, or other harmful objects.

Restrooms

Flush

Wash your hands

Wait your turn

Paper towels are to be put in the wastebasket

Use inside voices

Hallways

Walk

Use quiet voices

Each teacher supervises their class

Keep hands to self

Language

Use appropriate and respectful language

No obscenities

Respect each other and self

4. No cursing, teasing, fighting or excluding others.
5. Play in assigned areas only.
6. Stop playing when supervisor blows whistle.
7. Help put playground equipment away.

Playground Consequences

Students who misbehave will receive:

1. Warning.
2. Removed from play.
3. Sent to the office - Principal follows school discipline guideline. Recess may be suspended.

GRADES 6 - 8 DISCIPLINE PLAN -- FURTHER DEFINED

The following are guidelines regarding student discipline. Administration has the authority to add or subtract from these listed consequences based on individual circumstances.

Detention -- Detention is given for student misbehavior during the school day. It is a supervised study/work time. The student will be issued a detention slip which must be returned to school with a parent/guardian signature.

- A. Detention is supervised by a middle school teacher.
- B. Detention time is from 8:00 - 9:00 A.M. on Fridays.
- C. Parents must provide transportation to detention.

Unexcused Tardiness to School or Class -- Per trimester - 3rd tardy slip results in 1 hour detention.

Unexcused Absence from Class/Truancy -- Parent contact, 5 days of 1 hour detention.

Insubordination to Staff/substitutes (Inappropriate Behavior, Back Talking, Arguing, Attitude "I won't do it")

- 1st Referral: Teacher/Student/Administration conference
Consequence may include, but not be limited to, a written note of apology
- 2nd Referral: Parent phone call 1 day In-School Suspension.

Damage to School Property -- Parent contact, payment for damage, work detention assigned.

Fighting/disregard of Student's Rights

- 1st Referral: Student/Office/Teacher conference with consequence to be determined.
- 2nd Referral: 1 day School Suspension and parent phone call.

Forged Notes

- 1st Referral: Student conference - 1 hour detention.

2nd Referral: 1 day In-School Suspension and parent phone call

Chronic Late Assignment work

Homeroom/classroom teacher may determine consequences (usually ISS to assist in completing work).

BUS RULES AND REGULATIONS

Bus Safety -- **TRANSPORTATION BY BUS IS A PRIVILEGE - NOT A RIGHT.** In order to protect the health and safety of all students, the following rules will apply to students riding school buses. The primary responsibility for enforcement of bus rules rests with the driver. However, the school may impose discipline, including suspension, for inappropriate behavior on buses.

1. Students may not push or fight with one another.
2. Students are to remain seated while the bus is in motion.
3. Those riding the bus are not to make loud or distracting noises.
4. Nothing is to be thrown or shot in, from or against the bus.
5. Students are to obey the directions of the driver.
6. Aisles are to remain open and clear.
7. Students may not extend any part of their bodies outside of the bus.
8. Weapons, inflammable materials, animals and other potentially dangerous items may not be transported on the bus.
9. Emergency doors are not to be tampered with or used as exits except in the case of emergency.
10. Students are not to cause damage of any sort to the bus.
11. Those riding the bus may not smoke, swear or spit.

ALL STUDENTS HAVE A RIGHT TO A SAFE & COMFORTABLE RIDE!!!

Consequences for bus misbehavior are as follows:

- 1st offense: Student sent to office - parents notified.
2nd offense: Gr. K-5 - forfeit of noon recess for 3 days.
Gr. 6-8 - 1 hour of before school detention.
3rd offense: Student suspended from bus privileges.
Grades K-5: 3 days
Grades 6-8: 1 week

SERIOUS OFFENSES MAY RESULT IN IMMEDIATE SUSPENSION OF BUS RIDING PRIVILEGES.

NOTE: Students suspended from bus privileges due to behavior violations who consequently miss attending school because their parents cannot or will not provide transportation to school, will be considered absent without a valid excuse. Grades of "0" will be recorded for all work missed due to unexcused absences.

SCHOOL STAFF DIRECTORY

ADMINISTRATION		Fr. Mike Tix – Pastor	TEACHERS	Mrs. Jan Jirik – PE
		Mrs. Beth Behnke – Principal		Mrs. Jenni Mayasich – PE
		Mr. Mike Smalley – Assistant Principal		Ms. Kristin Urbina – Music
		Mrs. Linda Haas – Secretary		Ms. Katie Clarkson - Spanish
HOMEROOM	110	Mrs. Pat Skrove – Kindergarten		Mrs. Kate Piquette – Art
TEACHERS	111	Mrs. Sue Maxwell – Kindergarten		Mrs. Jean Algren – Librarian
	113	Mrs. Teresa Becker – Kindergarten		Mrs. Lindsey Pollitt –
	107	Mrs. Susie Mahowald – Grade 1		Technology
	108	Mrs. Susan Lee – Grade 1		Mrs. Julie Mosley – Title 1
	109	Mrs. Erin Bovee – Grade 1		
	103	Mrs. Marilyn Andrews – Grade 2	SUPPORT STAFF	Mrs. Mary Maloney – Kids Care
	105	Mrs. Jeanine Zetah – Grade 2		Mrs. Carol Blum – Nurse
	106	Mrs. Kathi Dunn – Grade 2		Mr. Ross Braland – Guidance
	101	Mrs. Megan Scherf – Grade 3		Ms. Jody Hissam – Guidance
	102	Mrs. Beth Lindberg – Grade 3		
	104	Mrs. Cyndi Emanuel – Grade 3		
	203	Mrs. Angie Meagher – Grade 4		
	205	Mrs. Mary Beth Durham – Grade 4	PRESCHOOL STAFF	Mrs. Dora May – Director
	206	Mrs. Becky Colwell – Grade 4		Mrs. Renae Brunner – Teacher
	201	Mrs. Diane Wineman – Grade 5		Mrs. Rolanda Schaller – Teacher
	202	Mrs. Kathy Geis – Grade 5		Mrs. Tracy Alpern – Teacher
	204	Mrs. Shannon Calice – Grade 5		Mrs. Sara Boss – Music Teacher
	303	Mrs. Katie Clarkson – Grade 6		Aides: Mrs. Abbott, Mrs. Brown,
	309	Mrs. Kati Diedrick – Grade 6		Mrs. Pfeiffer
	313	Mrs. Cindy Rinnac – Grade 6		
	306	Mrs. Sarah Smith – Grade 7	KITCHEN STAFF	Bunnie Walker – Director
	305	Mr. Willie Abbott – Grade 7		Julie Diwi
	304	Mrs. Margaret Stimmler – Grade 8		Wendy Turner
	307	Mr. Tom Emanuel – Grade 8		Debbie Peters
	311	Ms. Erin Bertheaume – Grade 8		Pam Taylor

SCHOOL ADVISORY COMMITTEE MEMBERS

Jeff Schonhoff (chairperson)

Craig Duren

Sarah Portner

Cynthia Kincs

Jim Luth

Iika Wilgenbusch

Natalie Rose

Principal Beth Behnke (952) 890-6604

Preschool Director Dora May (952) 846-4663

Home and School Melissa Becken