

# ST. JOHN THE BAPTIST CATHOLIC SCHOOL

## STUDENT/ PARENT HANDBOOK



*Three parishes... One commitment to Catholic Education*

St. John the Baptist

Corpus Christi

St. John Neumann

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Rev. 8/18

## ST. JOHN THE BAPTIST CATHOLIC SCHOOL

### From the Pastor

Greetings and Welcome Back Students and Families.

I hope you are excited as I am at this upcoming year. As a new “student” myself this year I look forward to new and joyful faces and experiences. Many of you know but some do not that my last parish, St. Ignatius, had a school too, and I am very involved and visible to students, teachers and staff. I put great value in our Catholic education, and imparting the understanding and practice of the Catholic faith.

That being said I also want to take this time also to remind all parents of the promise they made when you had your child baptized. That “YOU ARE THE PRIMARY TEACHERS OF YOUR CHILDREN IN THE WAYS OF FAITH, AND MAY YOU BE THE BEST OF TEACHERS.” The dinner table, the ball fields, the grocery store are all places you can teach your children about Faith, Love and Charity. Your obligation to your teaching your children is also centered around the Sacrifice of our Lord, the Mass. I know many of you have packed weekends with activities but please don’t forget the importance of the Mass and whole parish family.

Once again WELCOME to a new school year. Let us dedicate ourselves this year to mirroring Christ in the way we learn to love, support, embrace and care for one another. It is to be a year where we integrate Mind, Body and Soul into a likeness and image of Christ and the Saints. Don’t forget it is in God’s image we are made, let us just do a little each day to make this image shine.

God Bless,  
Fr. Pete St. George, Pastor  
St. John the Baptist

**Upon completion of studying this handbook, both student and parent must sign the Family Information – Student Handbook Signature box included with your Open House Packet. The signed form must be returned to school by Friday, August 31, 2018.**

## **From the Principal**

Dear Parents,

It is my pleasure and privilege to begin this year with you and your children. It is my sincere hope and prayer to get to know all of you during my time as the principal of St. John the Baptist School. I look forward to meeting each of you.

Over the course of this summer, I have had the opportunity to reflect upon many things. I have reflected upon all that I have seen and heard from the faculty and staff during my multiple spring visits. I have thought about the charism of St. John the Baptist, the Herald of the Messiah; I have thought about the work of St. John Neumann and the deep mystical reality of the Body of Christ, Corpus Christi.

As we begin this school year, I commit myself to the service of your families, your children, the parishes and the faculty and staff of St. John the Baptist School. I will ask much of myself, of our faculty and staff, of you and of your children.

The first reading for Sunday, August 19<sup>th</sup>, the 20<sup>th</sup> Sunday in Ordinary Time, is taken from the book of Proverbs (PRV 9:1-6). In this ancient text, we are reminded of what Wisdom is. “Wisdom has built her house... to the one who lacks understanding, she says, Come, eat of my food and drink of the wine I have mixed! Forsake foolishness that you may live; advance in the way of understanding.” Wisdom asks much of us, and in so doing, we are offered life. Jesus says, in the last line of this Sunday’s Gospel, “whoever eats this bread will live forever.”

My prayer for us this year is for life; for wisdom and understanding, and for the food which Wisdom offers us. This year, I ask you to pray for your children for your school and for all of us every day that we may be attentive to what Wisdom has offered us. I am deeply confident that this faith-filled place will, like St. John the Baptist, be a herald of the Messiah.

Peace,

Daniel A Minelli

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## **PHILOSOPHY OF EDUCATION**

St. John the Baptist Catholic School is an elementary parochial school serving its Christian community. It provides each child with an integrated elementary education in which faith, culture, academics, and life are brought into harmony. Following the Catholic educational tradition, St. John the Baptist Catholic School relates all human culture to Jesus' Good News of salvation. The light of faith illumines everything the students learn about the world, life, and themselves.

St. John the Baptist Catholic School recognizes, supports, and partners with parents in their roles as the primary educators. Offering an environment conducive to the development of moral and ethical values, the school contributes to the formation of the complete Christian person. This enables each student to approach life with dignity and exemplify his/her faith as a responsible, self-disciplined, and loving Christian.

### **Vision Statement**

St. John the Baptist Catholic School will empower students to live faith-filled lives and prepare them to be life-long learners in an ever-changing world.

### **Mission Statement**

St. John the Baptist Catholic School, in partnership with parents and the community, instills the values and teachings of the Roman Catholic Church by fostering the development of the whole child: spiritually, academically, physically, emotionally, and socially.

### **Belief Statement**

#### **We believe that all students:**

- are called to be disciples of Christ.
- are valued individuals with unique needs.
- can gain positive feelings about themselves and others through character education.
- acquire knowledge in a variety of ways.
- can learn and learn best when actively engaged.

#### **We believe that all parents:**

- are models of the Gospel values.
- are the primary teachers of their children.
- should take an active role in their children's education.

#### **We believe that all teachers:**

- value Christian service and an active prayer life as an integral part of faith formation.
- support parents as models of the Gospel values.
- provide quality instruction in all academic areas.
- recognize individual differences and learning styles.
- encourage students to pursue learning as a lifelong process.

## PARENT RESPONSIBILITIES

By enrolling your child at St. John the Baptist Catholic School, **you agree** to certain important responsibilities. **These include, but are not limited to:**

- To be a partner with the school in the education of your child
- To understand and support the religious nature of the school
- To read all communications from the school and to request clarification when necessary
- To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- To discuss concerns and problems with the person(s) most directly involved before contacting higher authorities
- To be as actively involved as you can in the life of the school and to volunteer assistance when possible
- To promote your school and to speak well of it to others
- To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- To appreciate that Catholic education is a privilege that many people do not have

Welcome to St. John the Baptist Catholic School. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts taken in His name.

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*Catholic School Parents' Rights and Responsibilities*, NCEA,  
1077 30<sup>th</sup> Street, NW, Suite 100, Washington, D.C. 20007-3852

## STUDENT RESPONSIBILITIES

### ST. JOHN THE BAPTIST SCHOOL CODE OF BEHAVIOR AND RESPECT

**CODE:** As members of the Catholic Christian community of St. John's School, we agree to follow all the teachings of Christian morality.

We agree to:

#### **Respect ourselves by...**

- Trying our hardest
- Being responsible of our own actions, assignments and property
- Coming to school clean, rested, on time and prepared
- Using words and language that are not mean or offensive
- Being honest and fair
- Bringing only appropriate items to school
- Playing and acting safely

#### **Respect others by...**

- Accepting everyone's differences
- Observing lunchroom and playground rules
- Being polite, courteous and cooperative in work and play
- Making sure games and activities are open to everyone
- Not pushing, kicking, fighting or play-fighting
- Walking, at all times, in the building
- Following directions from teachers and all other supervisors
- Not throwing rocks, snowballs, sticks or other items

#### **Respect property by...**

- Keeping all areas of the campus neat and orderly
- Using materials in ways that don't waste, litter or damage property
- Keeping textbooks covered and in good condition

### **UNDERSTANDING:**

As a member of the community of St. John the Baptist School, I understand the Code of Behavior and Respect. I realize that if I violate the code, there will be certain consequences to those actions. The accepted consequences include (but are not limited to):

- Being corrected by a teacher or supervisor
- Receiving a "timeout"
- Losing recess or other activity
- Apologizing to anyone affected by my actions
- Being sent to the principal
- Having my parent(s) contacted and/or being asked to come in to meet with the principal and me
- Making restitution for any property or material I have damaged
- Losing special privileges, such as attendance at fieldtrips, school programs or assemblies
- Receiving conduct referrals and /or detentions
- Having the principal/teacher inspect all items on St. John's property
- Suspension from school
- Expulsion from school



## **ST. JOHN THE BAPTIST CATHOLIC SCHOOL: STRUCTURE**

### **TYPE OF SCHOOL**

St. John the Baptist Catholic School is chartered and approved by the State of Ohio as an elementary school, offering instruction for grades preschool through eight. St. John the Baptist Catholic School is an area parish elementary school operated, supported and directed as part of a parish sponsored educational program pursuant to the policies of the Archdiocese of Cincinnati and the laws of the State of Ohio.

### **SCHOOL LOGO, MASCOT AND COLORS**

St. John the Baptist Catholic School's logo is a triangle with all 3 parish names. The mascot is the Blue Jay. The school colors are royal blue and white.

### **SCHOOL BOARD**

St. John the Baptist Catholic School has a School Board comprised of nine members, three each, from the St. John Neumann, Corpus Christi and St. John the Baptist parishes. This board serves in an advisory capacity to the principal.

### **REGISTRATION PROCEDURE**

Registration and re-registration takes place in February. New families must provide a copy of the birth certificate, and baptismal certificate (if applicable) for each child and a copy of the child(ren)'s most current report card and standardized test scores for students entering grades 1 - 8. A registration deposit is also required at the time of registration. In the case of legal custody, court documentation must be provided for the student's file. Also at the time of registration, health forms are distributed which must be completed and returned prior to the first day of school.

Health History - returned with registration

Physical Examination

Immunization Report

Oral Assessment

### **PARENT-TEACHER ORGANIZATION**

St. John the Baptist Catholic School has an established and very active Parent-Teacher Organization (PTO) which holds regularly scheduled meetings during the year. The PTO involvement includes opportunities such as organizing and supporting school functions and school volunteer work. All parents are invited and encouraged to join this supportive parent organization and to attend its meetings.

## **ADMISSION AND TUITION POLICIES**

### **NON-DISCRIMINATION POLICY**

St. John the Baptist School does not discriminate on the basis of gender, race, ethnicity, national origin, religion, disability, or ancestry in our administration of education policies, admissions policies, loans, scholarships, athletics, and other school administered programs.

The policies and priorities stated above shall not apply to applicants who have been asked to withdraw from other schools, or who have become wards of the court, or who have been judged as having special recognizable learning difficulties or handicaps, including physical handicaps, or who have not been eligible for remediation by the basic school program of St. John the Baptist Catholic School.

New kindergarten students must be 5 years old on or before September 30 of the year of admittance. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate, and immunization records must be up to date.

### **GENDER IDENTITY POLICY**

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine.

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - i. What is the specific request of the student and/or parents?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the school reasonably able to accommodate the request?

### **KINDERGARTEN – 8<sup>th</sup> GRADE ADMISSION POLICY**

1. As a guideline, class size will be at the discretion of the principal with the advisement of St. John the Baptist School Board.
2. The student registration deadline date for St. John the Baptist School will be determined yearly in the same year that the student is to be enrolled. Any registration received after that date will be considered late.
3. If it is determined that St. John the Baptist School needs to limit kindergarten – 8<sup>th</sup> grade enrollment because of size, based on the number of “on time” applicants, the following selection process will be used.
  - a. First priority is to be given to all students registered from the previous school year at St. John the Baptist School as of the effective date of this policy.
  - b. Second priority is to be given to registered parishioners in active standing\*\*, with children who have graduated from St. John the Baptist School or with children presently registered and attending this school in the year the new registrant would start, with first priority given to the parish member who has been registered the longest.

## ADMISSION AND TUITION POLICIES – cont.

- c. Third priority is given to those families who are registered in St. John the Baptist Parish, Corpus Christi Parish, or St. John Neumann Parish, and who are in active standing\*\* with no other child in attendance at St. John the Baptist School. Family as defined by this policy would include custodial parent.
  - d. Fourth priority is to be given to any teacher of St. John the Baptist School for his/her child. The teacher must be presently employed by St. John the Baptist School and in good standing in the year that the new registrant would start school.
  - e. Fifth priority is to be given to those families registered in St. John the Baptist Parish, Corpus Christi Parish, or St. John Neumann Parish, but are not in active standing\*\* with no other child in attendance at St. John the Baptist School. Family as defined by this policy would include custodial parent.
  - f. Sixth priority is to be given to Catholic non-parishioners.
  - g. Seventh priority is to be given to non-Catholic, non-parishioners.
  - h. If there is capacity after the announced registration deadline, applications will be accepted on a first come-first served basis. If multiple applications are received on the same day and it would cause St. John the Baptist School to exceed enrollment size for that particular class, the above criteria (a-d) would apply for the selection process.
4. St. John the Baptist School requires a registration fee per family in kindergarten to 8<sup>th</sup> grade. This registration fee is non-refundable. This must be paid at the time of registration for the registration to be considered complete.
  5. The pastor and administrator/principal will interpret and arbitrate any disputes and/or discussions concerning this application of this policy.

**\*\* Active standing is defined as one who is registered in their parish and shows evidence of stewardship.**

### WAITING LIST POLICY

At which time the class enrollment reaching the maximum students as designated above, the following will occur:

1. All those registering by the said deadline will be placed on the waiting list according to the above criteria, Section 3. If two students are to be on the waiting list and follow the same criteria, then the students registered for school prior to the deadline will be placed in the order of their received registration and deposit.
2. Those students who register AFTER the said deadline into grades where a waiting list occurs will be placed on a “first-come, first-served” basis, with no other criteria being applied. This is After ALL students that register by the said deadline are placed into a class and/or waiting list.
3. The waiting list will continue this way with all those on the waiting list knowing that the process will begin again at registration for the following school year. All waiting lists will be null and void for the consecutive year after registration for that year. At the time of new registration #3 above outlines the process to follow.

### INCLUSIVE EDUCATION

St. John the Baptist School is a provider for the Ohio Department of Education Autism Scholarship Program. We offer an inclusive general education environment to meet each child’s needs. Students requiring special education services in grades kindergarten through 8<sup>th</sup> grade receive interventions, accommodations, modifications, and direct instruction in the general education classroom. Intervention specialists provide individual or small group instruction as indicated on the student’s ISP and/or IEP. At St. John’s, we provide academic, behavioral, and speech intervention services.

## ADMISSION AND TUITION POLICIES – cont.

Students with a diagnosis of Autism Spectrum Disorder (ASD) may qualify for intervention services. If the student has an Evaluation Team Report (ETR) and Individualized Education Plan (IEP), we will follow the existing ETR and implement the IEP as written. If not, we can assist in the process of conducting an ETR through the student's local public school district. We will also be involved in developing an IEP, if the ETR determines a need for academic, behavioral and /or speech services. We will also assist the family in applying for the Autism Scholarship from the Ohio Department of Education.

Cost of these services: all cost of educating the student with Autism Spectrum Disorder and implementing the IEP are covered by the Autism Scholarship. The family may be billed for costs/services not covered by the scholarship.

### WITHDRAWALS

A written notification of withdrawal must be provided and signed by the parent/guardian of any student who is withdrawing during the school year. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment as long as tuition is current and there are no outstanding fees. Records will not be released if there are outstanding tuition and/or fees.

### PRIVACY OF STUDENT RECORDS/TRANSFER OF RECORDS

Federal and state law controls the release of student records. St. John the Baptist School operates in compliance with the Family Education Rights and Privacy Act of 1974, (P.L. 93-380) and Ohio Revised Code 3319.321. Parents/guardians have the right of access to their child's school records. A consent for release of information must be signed in advance of release of records to anyone beside the child's parents/guardians. Records will be transferred as soon as possible following receipt of the signed release form, as long as tuition is current and there are no outstanding fees.

### TUITION

Tuition rate for the 2018-2019 school year is as follows:

<u>In Parish</u>		<u>Out of Parish</u>	
Half Day Kindergarten	\$ 2,500.00	Half Day Kindergarten	\$ 2,840.00
One student	\$ 3,740.00	One student	\$ 4,700.00
Two students	\$ 7,380.00	Two students	\$ 9,400.00
Three students	\$10,920.00	Three students	\$14,100.00
Four students	\$11,320.00	Four students	\$18,800.00

A \$200 non-refundable registration fee is required per family when registering by February 28, 2018. Registration after February 28 requires a \$300 non-refundable registration fee per family. **Tuition must be current or registration for the following year will not be accepted.** All tuition will be handled by the school office. All families must register with the FACTS system to pay their tuition. **Payment of tuition must be current or the student will be asked to leave the school.**

### IN-PARISH FINANCIAL POLICY

Registered parishioners are expected to fulfill an annual financial commitment made to the general operating fund through the Sunday collection consistent with the Parish Stewardship Program. To qualify for **in-parish tuition** your family must comply with all of the following:

1. Be registered at one of the three Parishes (St. John the Baptist, Corpus Christi, St. John Neumann)
2. Attend Mass faithfully with your children at your parish.

## **ADMISSION AND TUITION POLICIES – cont.**

3. Raise your children within the sacramental life of the Church, by having them participate in the Sacraments of Initiation at appropriate times or actively moving toward such participation.
4. Volunteer time for your parish activities.
5. Support your parish financially to the best of your ability.

**Note: All decisions are subject to internal review by the Pastor and/or the School Principal.**

### **ARCHDIOCESAN TUITION ASSISTANCE**

Families applying for financial aid will need to complete an application through FACTS. Applicants can apply on line at <https://online.factsmtg.com/Signin.aspx>. Families will need to provide the most recent Federal tax form including all supporting tax schedules, copies of most recent W-2 forms for both you and your spouse, copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF. All supporting documentation can be uploaded in pdf format online. Applications should be completed before the end of January for the Archdiocese CEF funds. All three parishes (St. John the Baptist, St. John Neumann, and Corpus Christi) will be using the same application to determine their financial aid. Families must request the application be forwarded to the parishes by selecting the appropriate box on the application. The parish deadline for application is April 30 of the current school year. The supporting documentation must be the most recent for the current school year. Questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637.

### **IN-PARISH HELP-A-STUDENT FINANCIAL AID**

Financial aid is available to families of St. John the Baptist, Corpus Christi and St. John Neumann. Please contact the parish office of your home parish for information.

### **PROCEDURE FOR DELINQUENT TUITION**

1. After the second missed scheduled FACTS payment, and if the family has not contacted the school, the school business manager will attempt to contact the family through email and telephone call.
2. Tuition which is delinquent over one month and the family has not contacted the school to make arrangements for payment; the school's principal will send a letter home requesting payment within 2 weeks from the date of the letter.
3. If no contact or payment has been received after 2 weeks from the date of the letter, a certified letter will be sent to the student's home of record requesting payment. The letter will give the family two weeks to contact the school to make arrangements for the payment with the business manager to bring tuition current. The pastor(s) will be notified by the principal and given a copy of the certified letter. The letter will state the family must make arrangements for payment by a specified date. If no contact or payment is made, the student(s) will not be able to return to school as of the date set forth in the letter.

## CAFETERIA FEE AND LUNCH PROGRAM

### CAFETERIA FEE

All families with students in all day kindergarten – 8<sup>th</sup> grade must pay a \$60 cafeteria facility fee per student. This fee will be billed to your FACTS account. Report cards and transcripts may be held for unpaid cafeteria fees.

### LUNCH PROGRAM

**Kaldi's Catering** will be servicing our cafeteria for the 2018-2019 school year.

School Lunch Hotline: (513) 405-8591

EZ Parent Center: <http://www.ezparentcenter.com>

Kaldi's Parent Handbook is located on the school webpage under Cafeteria.

In the interest of promoting better health through good nutrition, St. John's School **requires** that each child either packs or purchases lunch daily. Mental, as well as physical development is impossible without adequate protein, carbohydrates, vitamins, and minerals. Students are not permitted to pack pop/cola, glass bottles or cans in their lunches. Please note the cafeteria will NOT heat up student lunches in microwaves.

Report cards and transcripts will be held for unpaid cafeteria/lunch fees.

### FREE AND REDUCED SCHOOL MEALS

Free and reduced lunches will still be available based on family income. Family Income Forms are sent home in the open house packet at the beginning of the school year to determine eligibility. Any questions, please contact the school principal.

## THE SCHOOL DAY

### DAILY SCHEDULE

School begins at 8:10 A.M. and dismissal is at 2:55 P.M.

Half-day kindergarten classes are scheduled from 8:10 A.M. – 11:10 A.M.

Early dismissal days will dismiss at 12:00 P.M.

### SCHOOL OFFICE HOURS

The school office is open from 7:30 A.M. to 3:30 P.M. Monday through Friday when school is in session.

The office can be contacted during this time by calling 385-7970. With the exception of school days, the office will be open from 8:00 A.M. until 12:00 noon during the months of June and August. The office is closed in July.

### ARRIVAL PROCEDURES

**Students may not arrive at school until 7:50 A.M.**

Safety and liability issues necessitate that students not be allowed to enter the building until 7:50 A.M.

**Do NOT leave your child unattended outside the building. Before school care is available at 6:50 A.M. in the After Care Room for a fee of \$2.00 per student per day. Please see the Before/After Care section for more information regarding the Beforecare Program.**

#### Bus Riders and Walkers:

Upon arrival, bus riders and walkers will enter through the door by the office (blue awning). All students must then proceed to their classrooms.

#### Car Riders:

Cars will enter the school lot from the driveway near the church cemetery and circle around toward the northwest corner of the school building. Your child must be dropped off only at the drop-off area from the **northwest corner to the gym doors and must only exit from the right side of the car.** Once the student has disembarked, proceed toward the lower exit on Dry Ridge Road.

Scooters and mopeds are not to be ridden to school.

### DISMISSAL PROCEDURES

#### Bus Riders:

Bus riders are dismissed out the side or front doors.

#### Car Riders:

All car riders will be dismissed from the parish center doors. Cars should park behind the parish center. All students will be dismissed to their cars.

#### Walkers:

All walkers will be dismissed from the doors by the flag pole after the busses have left the parking lot.

#### Aftercare:

Any students going to aftercare will be dismissed directly to the aftercare room. **After school care is available until 6:00 PM on regular school days in the After Care Room for a fee of \$10.00 per student per day for registered students. Please see the Before/After Care section for more information regarding the Aftercare Program.**

### MORNING KINDERGARTEN DISMISSAL PROCEDURES

Morning kindergarten students will be dismissed through the kindergarten room 19 outside door. If you are picking up your child, please park across the street and escort your child to the car.

## THE SCHOOL DAY – cont.

### LUNCH TIME

First Lunch Period (starts at 11:07): All Day Kindergarten – Grade 2

Second Lunch Period (starts at 11:50): Grades 6-8

Third Lunch Period (starts at 12:33): Grades 3-5

### RECESS

Snacks can be brought for morning recess or snack time in grades K-3 (whichever is allotted for the grade level). Play items from home are discouraged and decisions are made at each grade level. The school assumes no responsibility for personal items that are brought to school. Students are not permitted to bring any electronic items to school. The playground is supervised by a certified staff member. Students must abide by the rules for playground, as determined by the grade level teachers and administration.

### ATTENDANCE

State law requires enrollment in an elementary school and regular attendance is imperative to each child's successful completion of the requirements for each grade level. Consequently, to promote regular attendance, St. John the Baptist Catholic School has the following policy:

1. Absences are excused only in the case of personal illness or death in the family. In accordance with the Ohio Missing Child Act (State Bill 321) parents are required to notify the school each day the child is absent or tardy.
  - A. Parents or guardians must notify the school office by phoning the **Attendance Line (385-2095)** by 8:45 A.M. each day that their child is absent. Otherwise the parents will be telephoned.
  - B. In addition to calling the attendance line, the parent/guardian must write a note explaining the student's absence. This note is to be sent the day the student returns to school and is to be given to the student's homeroom teacher. Any absences without a note from a parent/guardian are recorded by the teacher as unexcused absences.
  - C. If a teacher or the office staff notes a pattern of absenteeism, the school may require a conference with the parents to develop a written plan to remedy the problem.
2. Excessive Absences

The school defines excessive absence as more than five (5) days per trimester or more than 20 days per school year. A student may not be promoted to the next grade if his/her cumulative absences during the school year exceed 20 days with or without medical verification.

An exception may be made in the event of a student's hospitalization or chronic prolonged illness following a conference between the parents, teachers and principal. In such an event, the student's physician must submit a written statement to the principal which documents the student's absence from school due to an illness. In any case, the school reserves the right to significantly lower a student's grade when the absences from school are deemed excessive.



## THE SCHOOL DAY – cont.

3. Absences for Vacations During the School Year - Vacations are discouraged during school time. While we acknowledge that unusual circumstances may necessitate a vacation during the school year, a note regarding the vacation must be sent to the office **at least one week prior** to the vacation for approval by the principal. Upon approval, the office staff will make a copy of the note with the principal's signature. The copy will be given to the homeroom teacher; the original will be kept on file. Teachers **are not** required to prepare assignments for students to complete during the vacation period nor instruct the students on missed material. **Vacation days are unexcused absences.**

Within two school days following a vacation, the student needs to acquire missing work and agree upon due dates with each teacher.

4. Daily Attendance: Please note, while it is not required that medical verification be submitted for each and every doctor's appointment on school time, absences in excess of five (5) will need medical verification on file with the principal in order to be excused. It is the responsibility of the parents to monitor their individual child's absences.
5. Tardiness - Students who come to school after 8:10 A.M. but before the end of the second-class period (9:35 A.M.) are considered tardy. Students who arrive after the second-class period (9:35 A.M.) are considered 1/2 day absent. The student must report to the office with a note from the parent/guardian concerning the reason for tardiness and obtain a tardy slip.

After three unexcused tardies per trimester, a detention will be given for the next tardy and every fourth tardy thereafter. Excused tardies are for medical/dental reasons only. Excessive unexcused tardies may result in the truant officer being notified.

6. Extenuating circumstances may merit an exception being made to the policy. The parent/guardian of the child must submit a written request for an exception to the principal, who with the teaching team will determine whether the request will be granted.
7. Early Dismissal from School - Students leaving school during school time are to present a note from their parent/guardian to the teacher before the 8:10 A.M. bell. **The note should state the reason for leaving, the time of departure and the name of the person who will be coming for them.**

Students leaving during school hours must wait in the office for the person who is picking them up. Anyone picking up a student during school time must sign the early dismissal form before the student is released.

**Due to disruption in the classroom, we strongly encourage that students not be pulled from their classrooms to leave early with a sibling (i.e. class party ends before dismissal, returning early from fieldtrip, etc).**

8. Parents may NOT request change of transportation by phone. All changes must be made in writing with a parent signature. Students may bring signed notes to the office in the morning. If a change is needed after the student has arrived at school, parents may fax a note with their signature to the office. The office fax number is **513-699-6964**.

**Students who are absent from school or were sent home sick during the school day may not participate in any extra-curricular activity after school.**

## THE SCHOOL DAY – cont.

### ABSENTEE HOMEWORK

Students are advised to have two homework partners. One will be an active homework partner; the other will be an alternate. Please be sure homework partners are willing and capable of delivering the assignments. The names of the selected homework partners must be given to the child's teacher each year. Teachers will send absent student's homework to the homework partner by the end of the school day. When no homework buddy is available homework will be sent to the office at the end of the school day. Homework can be picked up at the office between 3 and 3:30 P.M.

The student is allowed the same number of days to make up the work, as the student was absent. The teacher will give extra help, if needed, for excused absent work. However, this may necessitate making arrangements for the student to remain after school hours. **It is the student's responsibility to obtain, complete, and return all work assigned.**

### BEFORECARE/AFTERCARE PROGRAM

- The **Beforecare** program runs from 6:50 a.m.-7:50 a.m. each day that school is in session. Students are released from **Beforecare** at 7:50 a.m. to go to their respective classrooms for the day. The **Aftercare** program runs from school dismissal at 3:00 p.m. until 6:00 p.m. Monday through Friday, during school days only.
- There is **NO Beforecare/Aftercare** program when school is cancelled or on early release days(for **Aftercare**). There may be other days in which **Aftercare/Beforecare** will not be available, in which case, parents will be notified ahead of time.
- **Aftercare** staffs 2 qualified adults **AT ALL TIMES**, in compliance with Archdiocesan guidelines.
- All school rules will apply to for students in attendance at **Aftercare/Beforecare**. Conduct referrals and detention slips can be given to students for incorrect behavior.
- Children are provided with a drink and snack each day. Additional snacks need to be provided. Beforecare students will not be served any type of snack but may bring something from home to eat at Beforecare. Charges for Beforecare are \$2.00 per student per day. Charges for Aftercare are \$10 per child per day regardless of full or part time attendance. All check payments should be made out to "St. John the Baptist School" with "Aftercare/Beforecare" being noted in the memo line. Any returned checks will be charged a \$25.00 fee.
- Aftercare/Beforecare children **MUST** be registered and have appropriate paperwork on file. Registration fees for new families for Aftercare are \$25.00 per school year and for existing families \$10.00 per school year. Registration fees for Beforecare **ONLY** are not required.
- Aftercare/Beforecare charges are billed on a monthly basis and are due upon receipt. Failure to make payments in a timely manner will result in a freeze of online grades and report cards and could result in a suspension from the program.
- A late fee of \$1.00 per minute will be assessed for late pick-ups after 6:00 p.m. Continual late pickup may result in dismissal from the Aftercare program.
- Children are not allowed to leave the facility without being escorted by a parent or adult authorized by parents or Aftercare/Beforecare personnel.
- Beforecare staff are not responsible for assistance for assistance with homework that students did not finish the night before. Following snack, Aftercare students head to the homework room to work on homework until 4:30. During and after homework, students can be found playing with toys, games, puzzles and art supplies in our room. On nice days we are outside; during inclement weather we may be found in the gym.

**Any questions or concerns should be addressed to Anne Johns at [ljohns@cinci.rr.com](mailto:ljohns@cinci.rr.com)**

## TRANSPORTATION OF STUDENTS

### EMERGENCY CLOSINGS

Since the majority of our transportation is provided by Northwest Local School District, announcements made for Northwest include St. John's. Even if your child(ren) are bussed by another district, you are expected to follow the announcements of Northwest. If Northwest announces a 2 hour delay and your district does not, do not send your children to school until 9:50. Plan ahead. It is always wise to have your child know an alternative plan or a safe-place (a neighbor's house) to go should an emergency closing or early dismissal occur, and you cannot be contacted.

**Special Note Concerning Half-Day Kindergarten:** On days when there is a delay, morning kindergarten will be canceled.

### EXPLANATION OF INCLEMENT WEATHER PLANS

Inclement weather plans will be announced on the radio/television/internet as follows:

1. We will follow Northwest Schools. If Northwest Local Schools are closed, we will be **closed**.
2. **Two hour delay.** This means school will start 2 hours later than usual. Transportation will begin two begin two hours later as well.
3. **Early Dismissal.** This announcement would mean the district would be transporting private and public students home early. Parents need to have a contingency plan in order to deal with this circumstance. In addition, parents will need to remain in contact with local media if adverse weather conditions occur during the school day to determine if Northwest Schools is going to transport students home early. The announcement that will go to the media will be "Northwest Schools will Dismiss Early". The length of the early dismissal will also be announced, such as "1-hour" or 2 hours".

**WHEN A TWO-HOUR DELAY IS ANNOUNCED, CONTINUE TO MONITOR SCHOOL CLOSING ANNOUNCEMENTS SINCE THE DELAY COULD BE CHANGED TO CLOSED.**

### NORTHWEST SCHOOL DISTRICT TRANSPORTATION POLICY

Students who ride Northwest school buses are required to abide by the regulations set forth by the Northwest Transportation Office and the bus driver.

1. The student shall be at the bus loading area five minutes before scheduled pick-up or departure both morning and afternoon. (A bus driver will not blow the bus horn to notify students of pick-up.)
2. The student shall remain seated while the bus is in motion.
3. The student may be assigned a seat by the driver.
4. The student shall not throw items in the bus or out of open bus windows.
5. The student may talk quietly on the bus, but loud and vulgar language is prohibited.
6. The student shall not have any object or part of his/her body out of a bus window.
7. The student is to ride the regularly assigned bus and load and unload at the designated spot, unless a note signed by a building administrator stating otherwise is given to the driver.
8. When crossing the street, the students shall walk at least ten feet in front of the bus and cross the street at the direction of the bus driver.
9. There is to be no fighting on the bus.
10. There is to be no eating, drinking, or littering on the bus.
11. There is to be no smoking on the bus.
12. Students must sit three in a seat whenever necessary.
13. Dogs and other animals are not permitted on a school bus.
14. Seat saving is positively prohibited.

## TRANSPORTATION OF STUDENTS – cont.

15. The student who insists on misbehaving shall be denied the privilege of riding the bus by his/her building principal.

\* The above rules are taken from the Northwest Local School District Handbook.

Consequences include but are not limited to:

1. Written bus reports (which are to be signed by the parent(s), discussed with the student at home, and returned the next day);
2. Student/principal conference;
3. Parent/principal conference;
4. Detention;
5. Suspension of bus riding privileges.

### **NORTHWEST LOCAL SCHOOL DISTRICT GUIDELINES FOR AFTERNOON DROP OFF Afternoon Drop off Procedures K-1<sup>st</sup> Grade (Established June 29, 2012 by NWLSD):**

**First time parent/guardian is not at stop:** The bus driver circles the area, or drives back to the home at some point in the route, usually the parent/guardian will arrive. If the parent does not arrive at the home, the driver will take the student back to his/her school.

**Second time parent/guardian is not at stop:** The bus driver takes the student back to the school. The driver notifies Bob Engel at transportation.

**Third time parent/guardian is not at stop:** The bus driver takes the student back to the school. The driver notifies Bob Engel at transportation. Bob Engel notifies Sean Maher, Colerain Township Police Resource Officer. Sean Maher visits the parent/guardian to notify them that they are putting their child in danger and that the next offense will result in their child being suspended from the bus in the afternoon for a period of time.

**Fourth time parent/guardian is not at stop:** The bus driver takes the student back to the school. The driver notifies Bob Engel at transportation. Bob Engel works with the driver to write a bus referral to the building administrator. The building administrator begins to suspend the child from the afternoon for a progressive amount of time.

**Beyond:** The fourth step will be followed progressively.

\*At any point, if the driver drops the child back at the school and after contacting parents they do not pick up their child, the general police number should be called so they can transport the child home. If the driver returns the child to the school and there is no one at the school, the driver should notify Bob Engel, Transportation Supervisor and Bob should contact the general police number and arrange a place for the police to pick up the child.

### **MT. HEALTHY AND FAIRFIELD BUS TRANSPORTATION POLICIES**

Please contact the transportation offices for specifics of these policies.

## STUDENT DRESS CODE

### DRESS CODE FOR BOYS

Shirts	Solid light blue or white with a collar. (2-3 button knit polo shirt or full button tailored long or short sleeved dress shirt) Shirts must be tucked in at all times. Only solid white t-shirts without emblems, writing, pictures, colors, etc. on them may be worn under the regular school uniform shirt. <u>Solid</u> white turtlenecks may be worn <u>under</u> long sleeved uniform shirts, uniform sweaters, uniform vests or school sweatshirts.
Slacks/ Shorts	<b>Grades K-5:</b> Navy blue uniform pants/shorts ( <b>K</b> students may wear elastic waist pants) <b>Grade 6:</b> Navy blue or Khaki uniform pants/shorts <b>Grades 7-8:</b> Khaki uniform pants/shorts  No jeans, cargo pants, pants with rivets or multi-pocketed pants may be worn. No baggy, oversized, or torn pants are permitted. Pants/shorts must be worn at the natural waist. Uniform shorts (no knit, cargo, jean, athletic, or baggy oversized shorts) of no more than knee length may be worn by students in grades 7 and 8 throughout the school year and by students in grades K-6 from April 1 <sup>st</sup> through October 31 <sup>st</sup> .
Belts	Grades 4-8 must wear black, brown, or blue colored belts with all slacks and shorts. Grades K-3 may choose to wear black, brown or blue colored belts with all slacks and shorts.
Sweaters	Solid navy blue cardigan or crew neck sweaters (no oversized sweaters or “sweatshirt” material) may be worn. Solid navy blue pullover sweater vests are acceptable. These must be worn over uniform shirts, polo shirts or white turtlenecks.
Official School Sweatshirts	Official school sweatshirts and fleece, purchased through the school office, may be worn in lieu of uniform sweaters throughout the year. These must be worn over uniform shirts or white turtlenecks. <b>Athletic Association sweatshirts are NOT permitted except on Spirit Days.</b>
Socks	<u>Solid</u> white, navy blue, or black above the ankle socks.
Shoes	Practical shoes or gym shoes with non-marking soles must be worn. Shoes must be fastened to stay on the feet. <b>NO</b> shoes with wheels, elevated platform shoes, sandals, hiking boots, clogs, Crocs, work boots, or moccasins/slippers may be worn. Snow boots must be removed during the day.
Hair	All students' hair must be neat, clean, well groomed and shall not create a safety or health hazard. <b>Hair may not hang over eye brows or exceed collar length including tails.</b> Extreme/unusual hair color or haircuts including lines and/or shaving head are not acceptable. <b>Any facial hair (mustaches and beards) must be clean shaven.</b>
Jewelry/ Tattoos/ Other	Earrings, distracting jewelry, such as large or multiple necklaces or rings etc., belt to pocket chains and any kind of tattoo are not permitted. Perfume, cologne, scented lotions are not to be brought to school.

## STUDENT DRESS CODE – cont.

### DRESS CODE FOR GIRLS

Blouses/ shirts	Solid white with a collar (knit polo shirt or full button tailored long or short sleeved dress shirt) must be worn. Solid light blue shirts may be worn with the <u>slacks or shorts only</u> . Shirts and blouses must be tucked in at all times. Only solid white t-shirts without emblems, writing, pictures, colors, etc. on them may be worn under the regular school uniform shirt. <u>Solid</u> white turtlenecks may be worn <u>under</u> long sleeved uniform shirts, uniform sweaters, or school sweatshirts.
Jumper/ Skirt	<b>Grades K-3:</b> Red plaid jumper must be no shorter than 2” above the knee. <b>Grades 4-8:</b> Red plaid skirt/skort/split skirt must be no shorter than 2” above the knee. Shorts worn under the uniform must not show below the jumper/skirt hemline.
Slacks/ Shorts	<b>Grades K-5:</b> Navy blue uniform pants/shorts ( <b>K</b> students may wear elastic waist pants) <b>Grade 6:</b> Navy blue or Khaki uniform pants/shorts <b>Grades 7-8:</b> Khaki uniform pants/shorts  No jeans, capris, cargo pants, knit pants, yoga pants/spandex, pants with rivets or multi-pocketed pants may be worn. No baggy, oversized, or torn pants are permitted. Pants/shorts must be worn at the natural waist. Uniform shorts (no knit, cargo, jean, athletic, or baggy oversized shorts) of no more than knee length may be worn by students in grades 7 and 8 throughout out the school year and by students in grades K-6 from April 1 <sup>st</sup> through October 31 <sup>st</sup> .
Belts	Grades 4-8 must wear black, brown, or blue colored belts with all slacks and shorts. Grades K-3 may choose to wear black, brown or blue colored belts with all slacks and shorts.
Sweaters	Solid navy blue cardigan or crew neck sweaters may be worn. (No oversized sweaters or "sweatshirt" material.) Solid navy blue pull-over sweater vests are acceptable. These must be worn over uniform shirts, polo shirts or white turtlenecks.
Official School Sweatshirts	Official school sweatshirts and fleece, purchased through the school office, may be worn in lieu of uniform sweaters throughout the year. These must be worn over uniform shirts or white turtlenecks. <b>Athletic Association Sweatshirts are NOT permitted except on Spirit Days.</b>
Socks/ Tights	<b>Grades K-3:</b> Socks must be worn at all times. Sock colors must be a single solid white, navy blue or black. White, navy blue, black leggings to the ankle, footed opaque or knit tights without designs may be worn with the uniform skirt/jumper. <b>Grades 4-8:</b> Socks must be worn at all times. Sock colors must be a single solid white, navy blue or black. White, navy blue leggings may be worn, but must go all the way to the ankle, with the uniform skirt/jumper.
Shoes	Practical shoes or gym shoes with non-marking soles must be worn. Shoes must be fastened to stay on the feet. <b>NO</b> shoes with wheels, elevated platform shoes, sandals, hiking boots, clogs, Crocs, work boots, or moccasins/slippers may be worn. Snow boots – must be removed during the day.
Hair	All students' hair must be neat, clean, well groomed and bangs may not hang over the eyebrows. Extreme/unusual hair color or haircuts are not acceptable.
Jewelry/ Tattoos/ Nail Polish/ Cosmetics	Hoop or dangling earrings below the earlobe are not permitted. Only one earring per ear is permitted, to be worn in the lower lobe. No distracting jewelry, only one necklace, ring, or bracelet is permitted. Acrylic nails and nail polish are not permitted. Tattoos are not permitted. <b>No make-up</b> is permitted. Perfume, cologne, scented lotions are not to be brought to school.

## **STUDENT DRESS CODE- cont.**

### **NAME BADGES**

Student name badges are required at all times. Students are not permitted to place stickers or pins on nametags. Lost or damaged nametags will be replaced at a cost of **\$3.00**.

### **PHYSICAL EDUCATION DRESS CODE**

Grades 4-8 will be required to change out of uniform and into active attire for gym class. Appropriate attire includes t-shirts with sleeves (no tank tops), shorts (finger-tip length), sweats, and secure fitting gym shoes. No jeans, zippers or snaps due to safety concerns.

Grades K-3 do not change out of uniform, but will need to wear gym shoes and the girls should wear shorts under their jumper/skirts.

In the fall and spring, the gym classes may go outside. Students should dress accordingly. The early morning classes may encounter wet grass from the dew. It is suggested they bring a change of shoes and socks for the remainder of the school day.

### **SPIRIT WEAR DAY**

Wednesday is designated as “Blue Jay Spirit Wear Day.” Students may wear school spirit wear and uniform tops from any St. John the Baptist activity. Regulation uniform bottoms are required. Shirts must be tucked in at all times. All other uniform rules apply.

### **OUT OF UNIFORM POLICY**

School out of uniform days will be announced in advance and **apply only to the clothing** a student may wear on an out of uniform day. All other aspects of the dress code and personal grooming are in effect on an out of uniform day. Students may wear street clothes including jeans (no tears or rips). Extreme styles of clothing are not to be worn. Unacceptable forms of clothing are short shorts (must be fingertip length), short skirts (must be two inches above the knee), spaghetti strap garments, yoga/spandex pants, bare midriffs, tank tops, see-through clothes, or clothing which reveals undergarments. Shoes and socks must be worn. Clothing must reflect the atmosphere of a Catholic school and not have any references to alcohol, drugs, violence, tobacco, sex, and inappropriate/derogatory messages. The school administration reserves the right to make the final decision on a given student’s attire for the day. If a student’s clothing is deemed unacceptable, the parents will be called to bring other clothing to the school.

### **DRESS CODE VIOLATIONS**

- A warning notification will be sent if your child is in violation of the dress code.
- The third dress code violation, in one trimester, will also result in an after school detention.
- Repeated, serious and/or intentional violations can result in suspension and/or expulsions.
- Please send an explanatory note if you cannot send your child in the correct uniform for some unexpected and unforeseen reason (i.e. a broken limb).

The principal reserves the right to decide whether or not something conforms to the dress code.

## STUDENT EXPECTATIONS AND DISCIPLINE CODE

### STUDENT EXPECTATIONS

- A. Students are responsible for helping to maintain an orderly school and classroom environment. Further, they are expected to respect all their own property, that of others, and the property belonging to the school and parish.
- B. Textbooks are distributed to the pupils on a loan basis. It is the students' responsibility to keep books in good condition. Writing in hardback textbooks is not permitted. All textbooks are to be covered and covers are to be marked with the student's name, school and homeroom. There should be no drawing or scribbling on these covers. In order that textbooks are properly protected during transport between school and home, every pupil is expected to have a bookbag. Students continually violating these instructions regarding the care of textbooks will be sent to the office. Fees will be charged if books are abused or lost.
- C. Each student is responsible for maintaining an orderly desk and locker. Since lockers and desks are school property, the principal (or other delegated persons) has the right to check them at any time. Each student also shares the responsibility for maintaining an orderly classroom and should take his/her turn in helping clean boards, dust erasers, and arrange books neatly on shelves, etc. Before leaving school, each student should check to see that there is no paper on the floor. Each student also has a responsibility to do his/her part in keeping the restrooms neat and clean.
- D. Cell phones are the only electronic devices permitted in school. Students will be allowed to keep a cell phone in their book bag upon written notification from the parent to school officials explaining the need. Cell phones will be confiscated if used on school premises during school hours and when on school sponsored field trips and activities off school premises. Parents may claim confiscated cell phones from the principal. Employees assume no responsibility for cell phones or any electronic devices. **No** electronic devices are to be brought to school. This includes, but is not limited to: Kindles, iPods, iPads, Apple Watch, or personal computers.
- E. Students are not to participate in any activity or behavior which might endanger themselves, others, their property, or the property of others. Inappropriate language, gestures or physical harm toward another student **will not be tolerated**. These behaviors include, but are not limited to:
1. Inappropriate language or gestures.
  2. Stealing
  3. Possessing or using dangerous weapons
  4. Fighting/play fighting
  5. Possessing illegal substances or involvement in illegal activities.
  6. Possessing, using, or being under the influence of alcoholic beverages on school premises or school controlled premises
  7. Possessing, using, selling, transmitting, or being under the influence of any drug while on school premises or school controlled premises
  8. Turning in false fire, tornado, bomb, or disaster alarms
  9. Leaving school during school hours without permission.
  10. Truancy
- F. Chewing gum is NOT permitted during school hours. Eating of any sort is permitted only during designated snack times, class parties, or assigned lunch periods.



## STUDENT EXPECTATIONS AND DISCIPLINE CODE – cont.

### DISCIPLINE CODE PROCEDURES

These consequences will be administered to meet the frequency and severity of the action(s). Students, teachers, parents, and administrators share the responsibility of a successful discipline policy.

A conduct referral will be administered to a student after they have chosen to be disrespectful or act in an unacceptable behavior toward an adult, another student(s) or to the grounds of our school. Depending on the severity, a student may receive a warning; but if it is severe, any of the five offense steps listed below may be used. Please remember, these rules are for each child's safety while they are at school. Every trimester, a student's record will be wiped clean and they will start with a fresh slate.

1 <sup>st</sup> Offense	Conduct Referral
2 <sup>nd</sup> Offense	Conduct Referral & Detention
3 <sup>rd</sup> Offense	Conduct Referral, Detention, Parent Meeting
4 <sup>th</sup> Offense	Conduct Referral, Detention, In-School Suspension, Parent Meeting, student put on a behavior Contract
5 <sup>th</sup> Offense	Student will be asked to leave St. John the Baptist School

- A. Conduct Referrals and detentions will be sent home, need to be signed by the student's parent/guardian, and returned to the issuing teacher the next day.
- B. Detention may be assigned to students as determined by the teacher. Detention will be held on Mondays and Thursdays from 3:00-4:00 P.M. Students are to be picked up promptly at 4:00 by the blue awning door and parents must sign the pick-up clip board with picking up a child. After 4:10 PM your child will be taken to the after school care program and the daily fee of \$15.00 will be charged to the parent. Parents are responsible for making appropriate arrangements for the student to be picked up at the **main office door**. Failure to report for detention on the assigned day will result in additional punishment. All detentions must be served before a student may participate in graduation activities.
- C. In-School/Out-of-School Suspension  
In any given trimester, students who have already received three detentions (**any combination of homework, behavior, or tardy**) will receive an in-school suspension in lieu of serving a fourth detention. **A \$50 fee will be required for any in-school suspension assigned.** A second cycle of detentions within the same trimester will result in an out-of-school suspension.

#### Procedure for Suspension

1. Immediate Removal: When a student's behavior or actions constitute a threat or serious disruption, a student may be removed immediately. Parents will be responsible for promptly picking up the child.
2. Parents will be notified by telephone of other suspensions.
3. Written notification of the offense and details of the suspension will be sent.
4. The student's pastor will be informed by the school.

## STUDENT EXPECTATIONS AND DISCIPLINE CODE – cont.

### D. Expulsion

#### 1. Expulsion may result from:

- a situation wherein the student intentionally endangers the life or lives of other students or faculty
- intentionally causing serious harm to another
- violations of the criminal code or aberrations of Christian morality
- repeated incidents of suspension which do not result in improved behavior
- any other action which the school administrator considers to be of an extremely serious or dangerous nature such as verbal, written, physical, or sexual harassment of other students or faculty.

#### 2. Procedures for Expulsion:

- a. The principal will inform the School Pastor of an impending case of expulsion.
- b. Written communication will be exchanged between the administrator and the parent/guardian. This notice will state reasons for the student's expulsion.
- c. The archdiocesan office will be informed of any proposed dismissal.

## HARASSMENT AND BULLYING POLICY

St. John the Baptist School strictly prohibits harassment or bullying in any form, including but not limited to race, gender, religious belief, nationality, disability, or sexual orientation. **Harassment is defined as unsolicited, offensive behavior. This includes verbal jokes, insults, innuendoes, propositions, or threats – and nonverbal gestures, touching, assault or the display of pictures or other visual material. This includes electronically transmitted acts.** Such conduct will result in disciplinary action and may include suspension and/or expulsion depending on the severity of the action. The excuse “I (we) were just kidding” will not be accepted. Punishments will be given.

## PARENT/STUDENT BULLYING CONCERNS

When a parent or student feels there may be a case on repeated bullying such information should be reported to a teacher most directly related to the incident or to the school principal. When doing so, report the matter in a discrete manner providing as much pertinent information as may be known at the time. This matter will be promptly reviewed by the teacher or principal with appropriate action being taken as may be warranted.

## SCHOOL PERSONNEL RESPONSIBILITIES AND INTERVENTION STRATEGIES

The staff of St. John the Baptist School works to build a positive, Christian atmosphere in which students act with faith, respect, love, justice, courage, loyalty, honesty, and hope. The staff teach students communication, leadership, and problem solving skills which assist them in building a positive culture. Staff who witness acts of harassment, intimidation or bullying, shall intervene immediately whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if the conduct does not meet the formal definition of harassment, intimidation, or bullying. Members of the staff may respond in several ways including, but not limited to:

- a. Implement the grade level discipline.
- b. Take the opportunity to educate students about harassment, intimidation, and bullying through class discussions, counseling, and reinforcement of socially appropriate behavior.
- c. Conference with the student's parent(s).
- d. Report the incident to the principal.

## **STUDENT EXPECTATIONS AND DISCIPLINE CODE – cont.**

### **INTERVENTION BY THE PRINCIPAL OR DEAN OF DISCIPLINE**

At any time, the principal or the dean of discipline may intervene. Verified acts of severe or repeated harassment, intimidation, or bullying will be handled by the principal and/or the dean of discipline in order to ensure that the school's policies are enforced and that it is understood that any such behavior must stop immediately. If necessary the school psychologist may also be included.

Depending on the severity of the action, the principal may:

- a. Counsel the student as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidation, or bullying.
- b. Facilitate peer mediation when applicable with the assistance of the school psychologist.
- c. Notify the parent of the perpetrator of such prohibited behaviors and meet to create a behavior plan.
- d. Require professional counseling for the student.
- e. The student may be subject to the full range of disciplinary consequences including, but not limited to, suspension or expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

### **INTERVENTION STRATEGIES FOR PROTECTING VICTIMS**

St. John the Baptist School and its staff members will implement the following actions in order to ensure that those who report bullying, harassment, and/or intimidation, as well as victims of such actions are protected and feel safe within the school.

- a. Adult supervision during recess, lunch, bathroom breaks and in the hallways.
- b. Maintain contact with parents of involved parties.
- c. Inform school personnel of the problem and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- d. Check with the victim periodically to ensure that there have been no additional incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

### **SUBSTANCE ABUSE POLICY**

Suspension or expulsion will result if any student is involved in the possession, sale, and/or suspected use of controlled/illegal/mind altering substances during school hours, on school property or at any school or parish sponsored function, regardless of location. A drug is any controlled substance or any substance made to look like a controlled substance. The eligibility of that student to return to school will be determined by the Principal after considering the following:

1. Disposition of proper authorities (police, court, etc.)
2. Results of complete physical and psychological examinations. These must be put in writing and forwarded to the Principal.
3. Written statement from the student and parent(s) outlining a plan for rehabilitation.
4. Past record of the student.
5. Conference with parent(s), Pastoral Pastor and Principal to outline the conditions that must be adhered to with the student.

## **STUDENT EXPECTATIONS AND DISCIPLINE CODE – cont.**

### **TOBACCO POLICY**

Smoking, using, or possessing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, chewing tobacco, or tobacco paraphernalia such as matches or lighters or use of tobacco in any other form is prohibited. As provided in 3313.751, Ohio Revised Code (see below), it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school sponsored activity regardless of time or location.

Distributing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, and chewing tobacco, tobacco paraphernalia such as matches or lighters or use of tobacco in any other form is prohibited. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.

### **Ohio Revised Code: 3313.751 Prohibition against tobacco possession or use**

A) As used in this section:

- (1) "School district" means a city, local, exempted village, or joint vocational school district.
- (2) "Smoke" means to burn any substance containing tobacco, including a lighted cigarette, cigar, or pipe, or to burn a clove cigarette.
- (3) "Use tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco.

(B) No pupil shall smoke or use tobacco or possess any substance containing tobacco in any area under the control of a school district or an educational service center or at any activity supervised by any school operated by a school district or an educational service center.

(C) The board of education of each school district and the governing board of each educational service center shall adopt a policy providing for the enforcement of division (B) of this section and establishing disciplinary measures for a violation of division (B) of this section.

Effective Date: 09-29-1995

## ACADEMIC STANDARDS

### CURRICULUM REQUIREMENTS

Curriculum is the total school experience of the students. It is the experience of learning and living fully integrated in the light of faith. Religious truth and values are perceived and function as the underlying reality in which the students' experience of learning and living achieve their coherence and their deepest meaning. This experience will provide students with the knowledge, practice, values, and attitudes of citizens living in the American democratic society.

The curriculum of St. John the Baptist Catholic School, as a Catholic School, is consistent with the stated philosophy and purposes of the school and with the special interests and needs of the students.

Student, teacher, and/or class schedules show that every student receives instruction in each of the subject areas specified by the State of Ohio and Archdiocesan regulations. St. John's meets or exceeds the content standards for the Archdiocese of Cincinnati and the State of Ohio.

### PROMOTION AND GRADUATION

If a student, in accord with his/her abilities, has not completed the major instructional objectives of his/her grade level, consultation with parents and agreement among the educational staff and principal are necessary for promotion, promotion with condition, placement, or retention. If a student fails one or more courses, he/she will be required to take summer school or receive tutoring by a qualified instructor. If a student has inadequate mastery of a subject or needs practice/review to move on to the next skill level successfully, the intervention team may require tutoring or summer school as a condition of continuing his/her education at St. John's. Students must present a finished report from the summer instruction by August 15<sup>th</sup> to make sure they are admitted for the following year.

### INTERIMS AND PROGRESS REPORTING

1. Written report cards will be issued to parents two times a year. In grades 4-8, parents are encouraged to access daily the on-line grading program often. **Report cards will be sent home with students. If a duplicate copy needs to be sent to another legal guardian, a self-addressed stamped envelope is to be provided to the office for each trimester.**
2. To promote and increase effective communications with parents, the school calendar shall reflect two parent-teacher conferences during the course of each school year. The dates and times of conferences will be noted in the approved school calendar.
3. Interim reports will be sent home with K-3 students to keep parents/guardians informed of student's progress. Parents of students in grades 4-8 are expected to check student progress regularly using our online grading program. Written interims will only be sent home upon written request.
4. In addition to report cards, interim reports, and scheduled parent-teacher conferences, parents/guardians and teachers are encouraged to communicate via note, telephone calls, e-mail, or additional conferences if problems arise.

### ACADEMIC INTERVENTION

If a student's academic achievement falls below expectation an intervention assistance team (IAT) will be established. An IAT consisting of parents, the teaching team, the school psychologist, administration and/or support staff will meet. This team will determine academic goals and develop an appropriate plan for improvement. A suitable time for reevaluation of goals and progress will be set. Follow up meetings will occur if necessary.

## ACADEMIC STANDARDS - cont.

### **HOMEWORK AND ASSIGNMENTS**

Student planners are provided to all students in grades 2 – 8. A parent signature may be required nightly. This is an organizational tool and a means to promote good study habits. The school utilizes Option C for assignments, grades, and attendance. In grades 4-8 both parents and students have logon ids and passwords to check homework and graded assignments.

A reasonable amount of homework may be given to all students, considering the child's age, level of achievement, and type of assignment. The assignment will be an outgrowth of class work:

1. to supplement or further learning,
2. to review independently what was taught in class,
3. to provide opportunity to use research skills

Parents should provide a suitable environment for study and homework. No definite time limit can be determined for all, since children work at different rates of speed.

Missing assignments in grades 1 - 2 will be dealt with on an individual basis. Starting in third grade, second trimester and continuing through eighth grade, students will be given a homework detention for missing or incomplete assignments. Refer to page 25 for detention procedures.

If work is missing at the end of a trimester, the student will receive a zero for each assignment for the report card. Emergency situations will be handled by the teacher on an individual basis. Incompletes are expected to be taken care of within two weeks after receiving the report card.

### **AWARDS AND/OR HONOR ROLL**

#### **Academic Honors**

First and Second Academic Honors will be given to students in grades 4-8 who meet the criteria in core subjects. Those subjects meeting five days a week are considered core subjects. A grade of C or higher is required in all subjects to be eligible for honors.

#### **Blue Jay Pride Award**

A Blue Jay Pride Award will be given each trimester at the teachers' discretion to students receiving no behavior checkmarks, has no "needs improvement in effort" on their report card, receives no more than one homework detention, and has no behavior detentions or suspensions during the trimester.

#### **B.U.G. (Bringing Up Grades) Award**

The B.U.G. award is presented second and third trimester to students who demonstrate significant improvement in a subject as determined by the subject teachers.

### **TESTING PROGRAM**

Students in Grades 3 – 7 will be administered the IOWA test of basic skills test along with the Cognitive component in Grades 2 and 5 each spring. Grades 5 and 8 are administered the ACRE religious education test in January. **Please do not ask to take your child out of school during the standardized testing period.** Students who miss standardized testing because of vacations or doctor/dentist appointments may be charged to make up the tests after school. Students who are absent due to illness may be asked to stay after school to make up any parts of the test that were missed.

## SERVICES

### SUPPORTIVE REMEDIAL PROGRAMS

Speech therapy, Title I reading, remedial math and a learning disability tutor are available to qualifying students. If your child is referred to any of these programs, you will be notified and your permission must be given before your child can be accepted into the programs.

### GIFTED SERVICES

The principal is the initial contact person regarding screenings for possible gifted/acceleration strategies. Gifted/accelerated referrals forms are available from the school office. Deadline is January 20<sup>th</sup> for possible fall placement.

### PSYCHOLOGICAL SERVICES

A school psychologist is available three days a week to serve as a resource to both teachers and parents in respect to helping each child maximize his/her learning potential. The psychologist studies how a child's individual capabilities, as well as emotional and social variables, influence the learning process. Students referred to the psychologist may be serviced on a limited basis without parent consent. Students needing prolonged or regular visits will need parental/guardian permission.

### SPECIAL ACTIVITIES

St. John's provides many educational opportunities for our students in ways other than classroom instruction. Throughout the year, our enrichment program provides many exciting integrated, curriculum-based programs for our students. Some of these programs include speakers from the Natural History Museum, Taft Museum, Duke Energy, Playhouse in the Park, Zoo, and the Cincinnati Symphony.

**Field trips and class trips are a PRIVILEGE.** The teacher and principal have the right to deny a student's participation in a field/class trip experience for reasons including, but not limited to, behavioral concerns and academic concerns. To be eligible to go on a field trip, a permission slip must be signed by the parent/guardian and returned to the teacher. **Field trip fees are not refundable. Students may NOT participate in field trips when tuition or fees are outstanding.** All school rules and procedures are in effect when on a school sponsored field trip or activity.

### SCHOOL PARTIES sponsored by the PTO

K-3 room parents are to complete a Party Plan form for EACH party/event that is to take place. Forms are to be submitted to the teacher/principal for review/approval, **PRIOR** to the planned party/event. Please be aware of any food allergies (i.e. Peanuts) in the classroom. Consult the teacher/parent if you have questions or concerns. Grades 4-8 will celebrate seasonal holidays, organized by room parents. Special treats will be provided, however, no class time will be lost.

Parties celebrating birthdays are not permitted during class time, however students may bring treats to share with all classmates. **Invitations to student parties are not to be distributed during school time.**

### BOOKSTORE

The school book stores have limited school supplies available. Book stores are open from 7:55-8:10 A.M. daily. Junior High students volunteer to help with the bookstore.

### LOST AND FOUND

All clothing or articles found on school property are placed in the lost and found, which is located in the Parent Resource Center or the cafeteria. All articles will be donated to charity at the end of each trimester.

## HEALTH AND SAFETY POLICIES

### EMERGENCY FORMS

In the event of an emergency during the school day or on a school field trip the Emergency Medical Authorization (EMA) forms are designed to give emergency medical personnel contact information for parents/guardians as well as major medical information about a child. These forms accompany every child when he/she leaves school for field trips. The EMA form is a confidential document that is shared with teachers as needed. Please carefully complete the form and return it to school. **It is extremely important to list any chronic illnesses, medical conditions/diagnoses, and medications that your child is currently taking.** If during the school year there is a change in your child's medical information, or emergency contact phone numbers, please contact the school nurse (385-7970 ext. 111) as soon as possible to update your child's medical information. It is important that these forms be kept current.

### PHYSICIAN STUDENT EVALUATION FORM POLICY

All medical information requiring input from a teacher must be sent to the office by the physician office. The information will be returned directly to the doctor's office.

### SCHOOL HEALTH SCREENINGS

As required by Ohio law, the school nurse will conduct vision and hearing screening on all students in grades preschool, K, 1, 3, 5, and 7. All students, regardless of grade, may be screened for vision and hearing with a request by a parent or teacher. Students in grade 7 may undergo postural screening annually. Parents may exempt their child from school screening by submitting a written request to the school nurse.

### IMMUNIZATION POLICY

Ohio Revised Code sections 3313.67, 3313.671 and 3313.37 outlines mandated immunizations required for school attendance for preschool through grade twelve. **All students must have documentation of the required immunizations on file by the 14th day of school attendance.** Parents of students who do not have the required documentation will be notified by the school nurse and/or principal requesting completed immunization information. **Any student not having complete information by the 14th day of school attendance will be excluded from school until all paperwork is received.** It is the parent's responsibility to provide the school with the necessary health information by the requested date. Please do not rely on a previous school to forward the information. If you would like a copy of the immunizations required for school attendance, please contact the school nurse (385-7970 ext. 111).

According to ODH (Ohio Department of Health) guidelines:

Students are attending school in violation of Ohio law if after 15 days of school:

1. An immunization record is not on file.
2. They still need MMR and Varicella vaccine
3. They still need a dose of DTaP, Polio, MMR, and Hepatitis B vaccines to be considered "in process" of obtaining the minimum doses.

Parents who do not wish to immunize their child for philosophical, religious or medical reasons must submit a letter to the school nurse on an annual basis indicating which immunizations they are waiving and their reasons why. Please note, that in the event of an outbreak of communicable diseases any student not having completed immunizations may be excluded from school until the threat from the communicable disease has passed.



## **HEALTH AND SAFETY POLICIES – cont.**

### **FOOD ALLERGY POLICY**

St. John's has several students in the building with life threatening allergies to foods, such as dyes, milk, eggs, and nuts, including peanuts, peanut butter, pecans, walnuts, nut oils (i.e. peanut oil), nut flavorings (i.e. almond extract), etc. Touching these items, as well as ingestion, may provoke a severe anaphylactic reaction.

For the safety of these students, we are instituting some restrictions in the classroom and building. Parents need to be conscientious of the selection of birthday treats, or snack treats, their children bring to school in an attempt to limit the chances of the food allergy children being exposed to allergic items.

The only way to be sure that a snack is allergy free, ie. "peanut free" is to carefully read the label. Please send the snack to school in its ORIGINAL package. We thank you in advance for your time and effort to make the school environment a safe place for everyone. Together, we make a difference for the students.

Please contact your child's teacher, or the nurse, if you have questions or concerns.

### **ACCIDENT/ILLNESS POLICY**

The school nurse is responsible to provide nursing care of students who become ill or injured while at school. If an illness or injury is serious or needs medical attention the school nurse will attempt to notify a parent or guardian. If a life threatening situation is suspected, the school nurse will call 911 without delay. The school nurse will then notify the parent/guardian and will follow instructions given on the Emergency Medical Authorization form.

### **PROCEUERS FOR ILLNESS OR INJURY IN THE CLINIC**

Student reports to the nurse's office with a note from the teacher or student is accompanied by another student or staff member.

#### **Illness**

Nurse makes assessment based upon child's symptoms and input from teacher or staff member.

1. Check temperature (if under 100; child permitted to stay in class if rest of assessment is negative).
2. Assess: breakfast, out ill the day before, anyone ill at home, illness in student's classroom, and information sent from teacher. All used to assess the child.
  - a. Child may return to class if negative assessment and after resting 15-20 minutes.
  - b. If student returns a second time for same complaint, the nurse calls parent to discuss the situation and determine whether student stays or goes home.
  - c. Vomiting or Fever (over 100) Parent is notified to pick student up from school.

#### **Injury**

1. Minor abrasions, contusions are assessed and treated. Student is sent back to class.
2. More serious injuries ("twisted" ankle/knee, falls with associated pain to extremity, open "gaping" wounds, head injury) are assessed and treated.
  - a. Parent is notified.
  - b. Accident report is completed by the staff member who witnessed the accident and a copy is sent to the parents, the school office (to be placed on file) and the Business Manager of St. John the Baptist School.

## HEALTH AND SAFETY POLICIES – cont.

3. After an Accident report has been completed, the nurse will contact the family of the injured student the next day for follow up and document the course of actions the family has taken.
4. The Business Manager of St. John the Baptist School will also talk to the parents to inform them of the Archdiocesan Insurance Policy that covers students injured on premise, asking if the family is interested in applying for that coverage.
  - a. If the family is in need of this insurance, the forms will be sent to them within three business days.
  - b. The Business Manager will send a copy of the accident report to Gallagher Bassett, Archdiocesan Insurance Company.
  - c. If there are any questions, Gallagher Bassett will be in contact with the Business Manager.

### GUIDELINES FOR CHILDHOOD ILLNESS AND SCHOOL ATTENDANCE

It is not always clear when a child should be kept home from school due to illness. It is not possible to cover all the scenarios but here are few guidelines that will help keep everyone healthy.

- **Fever: If your child has a fever (a temperature of 100.0° F or greater) they should remain at home until they have been fever free for a full 24 hours without fever-reducing medicine and they have returned to their typical behavior.** It is important for you to take your child's temperature before giving the fever-reducing medicine.
- **Vomiting and/or diarrhea: Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a full 24 hours without anti vomiting/diarrhea medicine and have resumed a typical diet.** If your child has had any of these symptoms during the night she/he should not be sent to school the following day.
- **Cold symptoms:** Runny noses are a fact of life with children. However if the drainage is thick and green or if your child has a persistent or productive cough please have your child stay home and consider consulting with your child's doctor. A constant dry cough can be a sign of more serious respiratory problems and the doctor should be notified.
- **Redness or discharge in the eyes:** Redness of the white part of the eye, burning or itching, yellow or white matter or crusted eyelashes are signs of pink eye or conjunctivitis. This is very contagious. Your child should remain at home until she/he has seen the doctor and has been on medication for 24 hours.
- **Chicken pox:** Chicken pox is a skin rash consisting of small blisters, which leave scabs. There may or may not be a fever present. Children need to remain at home until all blisters have scabbed over, usually 5-7 days after the first appearance of blisters.
- **Rashes:** Rashes can be difficult to evaluate. Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.
- **Sore throat:** If your child has a persistent or severe sore throat they should remain at home. You should consider contacting your child's doctor if there is fever, white patches on the tonsils, swollen tender glands, headache, or stomachache. These could indicate possible strep infection. If that is the case, your child should remain at home until he/she has had 24 hours of antibiotics and has resumed typical activity.
- **Earache:** If your child complains of ear pain they should remain at home until they can be evaluated by his/her doctor.

## HEALTH AND SAFETY POLICIES – cont.

### STUDENT NEEDING TO USE CRUTCHES/WALKER

When a student on crutches returns to class:

1. Parents/Teachers NOTIFY SCHOOL NURSE as soon as you are aware that the student will be returning with crutches/walker and discuss specific instructions provided by the student's doctor.
2. Discuss class schedule with School Nurse to plan for any assistance with ambulation.
  - a. Lunch
  - b. Specials
  - c. Special events or activities (i.e. mass, assembly).
3. School Nurse will formulate an Individualized Healthcare Plan (IHP) for the student. Teachers will receive a copy to keep accessible for themselves and any other teachers/substitutes who may be caring for the student.

If no note is presented at the time of the student's return:

1. Parent(s) will be contacted immediately to remind them that a note is necessary.
2. Arrangements will need to be made to keep the student on the *same floor as their classroom* until such a note is presented. This may require that the student stay in the classroom for lunch, specials and any other special event (i.e. mass, assembly). The student may not travel from one building to another.

**Under NO CIRCUMSTANCES should ANY staff member, adult or parent, carry a student up/down the stairs. This presents a serious liability for both the staff member, adult or parent and the student, and could cause additional injuries to occur.**

### GUIDELINES FOR ADMINISTRATION OF MEDICATION

When it is necessary for school personnel to administer prescribed medication, the following guidelines are to be followed:

1. **ALL** medications and the signed permission forms must be brought to school by the parent/guardian and given to the school nurse. Students are not permitted to bring **any** medications to school.
2. All school personnel must be informed that the administration of **any** drug (prescription or over-the-counter) without the order of the physician and permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
3. The principal shall appoint a responsible person or persons to supervise the storing and administering of the medication in the absence of the school nurse.
4. Students may use cough drops provided a note is sent by the parent to each teacher requesting such usage. Cough drops may not be shared with other students.
5. **Written request must be obtained from the physician and the parent/guardian** before **any** medication may be administered by school personnel. The request, completed on an Administration of Medication at School form, must be completed in its entirety and include instruction as to name of the medication, dosage, time, reason for use, and duration of medication, and possible side effects.

## HEALTH AND SAFETY POLICIES – cont.

6. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
7. New Administration of Medication at School request forms must be submitted each school year and as necessary for changes in the medication order.
8. The school nurse is responsible for the monitoring of medications administered by school personnel. The school nurse is responsible for providing education including specific instructions pertinent to the medication.
9. Accurate records of the medication given must be kept in the student's record.
10. All remaining medication must be picked up by a parent/guardian at the end of each school year. The school nurse in the presence of the principal or designee will destroy all remaining medication that has not been picked by the end of the school year.

If a child carries an inhaler (for asthma), the school must be notified in writing by the parent/guardian accompanied by a doctor's note as to the medical condition and administration of the inhaler. The doctor's note must state "the child may carry inhaler on his/her person."

### HEAD LICE POLICY

Head lice is a *communicable disease*, therefore it can be transmitted just as any other communicable disease (i.e. the common cold or chicken pox). Your child can contract head lice as easily as he/she can contract any other communicable disease. The presence of head lice does NOT denote uncleanness or unhealthy living. One of the best ways to treat head lice is to PREVENT it from occurring. Just as one practices preventative hand washing to decrease the spread of germs for the common cold, parents can prevent the spread of head lice by performing random head checks of their child at home. Catching lice in the early stages greatly reduces the spread to other students, as well as the amount of time needed to irradiating it from the home. Please take the time to consider this preventative action.

Any child found with head lice will be excluded from school and not be readmitted until the student is "nit free." Educational literature will be given to the parent/guardian when the child is excluded from school. The school nurse will check the child upon re-entry into school to insure that the child is nit free. Parents must accompany their child on the day they return to school in case the child would need to be excluded again.

In any given school year, all children in the school shall be subject to a spontaneous head check under the supervision of the school nurse.

When a case of lice has been reported, the following shall be the procedure for checking the heads of the children in the school:

- The child who has been reported with head lice will be re-checked by the school nurse upon their return to school.
- The child's classmates MAY be checked for head lice.
- If the affected child has siblings, the school nurse will check them for lice.
- The classroom(s) of the infected child will be sanitized at the end of the school day within which the head lice was first detected.

## **HEALTH AND SAFETY POLICIES – cont.**

- A precautionary memo will be sent at the end of the day of the detection to all parents of the children having close contact with the infected child.

Head checks will occur without prior notification, and parents will not be notified each time head checks are performed UNLESS your child tests positive for head lice. This is to insure the confidentiality of the child/children infested. As a parent you are encouraged to practice prevention techniques (i.e. frequent head checks of your own child and encouraging your child not to share hats, coats, hair accessories or other personal items) throughout the school year.

### **SAFETY DRILLS/PLANS**

Fire evacuation drills will be unannounced and conducted on a monthly basis. Detailed escape plans are posted inside the door to each classroom.

Tornado drills will be unannounced and conducted during the tornado season (March through May). Instructions for tornado evacuation locations are posted inside the door to each classroom. If a tornado warning is in effect at dismissal time, students will not be released to buses or cars and buses will not leave the school until the warning has expired.

Lockdown/Intruder drill procedures are designed to protect students from internal or external dangers. Lockdown/Intruder drill procedures will be practiced by classroom teachers and school-wide drills. Evacuation drill procedures will be practiced by classroom teachers and school-wide drills.

## COMMUNICATION

### BLUE JAY WEDNESDAY FOLDERS

At the beginning of the school year, each child will receive a folder which will be sent home on Wednesdays and is to be **emptied and returned on Thursdays**. It will contain all memos from the school, PTO, Resource Development, etc. This folder is school property and is to be treated as such. There will be a \$3.00 replacement fee charged for all lost or destroyed folders. Parents, it is your responsibility to make sure you receive the information contained within these folders. They are the main line of communication between St. John's and you.

### ONE CALL & EMAIL SYSTEM

St. John's school utilizes the One Call Now system to distribute information to school families via phone and email. **Please make sure the school office has at least one phone number and an active email address for your family.**

### PARENT/TEACHER CONFERENCES

We strongly encourage your attendance at scheduled conferences. We welcome you to share comments and concerns throughout the year through phone calls or by scheduling individual conferences.

Mrs. Hochhausler – Nurse

### TEACHER VOICE MAIL

Individual teachers can be reached by calling the school office or calling the teacher line at 699-6960 and leaving a message for the teacher to return the call. **Do not call a teacher at home.**

Mr. Acito - 7th grade	234	Mrs. Molulon - Religion	233	Mrs. Sellers - 1st grade	211
Ms. Ashley- 7th grade	235	Miss Moore -6 <sup>th</sup> gr./Spanish	225	Mrs. Shotwell - 4th grade	219
Mr. Cunningham - Maintenance	206	Mrs. Ossenschmidt – Music	208	Mrs. Carrie Smith - Art	210
Mrs. Duhon -3 <sup>rd</sup> grade	217	Ms. Paul -intervention	252	Mrs. Chris Smith - 8th grade	231
Mrs. Flick-Gifted/Math Specialist	223	Mrs. Peters - 4th grade	220	Mrs. Unger – Preschool	214
Mr. Gildea PE	228	Miss Ramsaur- speech path.	245	Mrs. Unkrich -kindergarten	218
Mrs. Green - 8th grade	232	Mrs. Rapien - 2nd grade	216	Mrs. Vest - 5th grade.	221
Mrs. Hayes - Kindergarten	227	Mrs. Reder – Reading Spec.	224	Dr. Wengler -School Psychologist	246
Mrs. Hochhausler – Nurse	209	Mrs. Robbins - Computer	230	Ms. Wilmes - 2nd grade	215
Mrs. Jacob - Reading Spec.	251	Mrs. Sander - 1st Grade	213	Mrs. Wolf - Preschool	250
Mrs. Johns -After School Care	201	Miss Sanford -3 <sup>rd</sup> grade	229	Mrs. Zipperer – 6th grade	226
Mrs. Kahny - Preschool	212	Mrs. Schneider - 5th grade	212		

### VISITING SCHOOL

All doors are kept locked during school hours. For safety reasons, all visitors, parents, and volunteers are required to stop at the office upon entering the school building to sign in. After signing in, please take and wear a visitor's tag so that students and staff can see that you have been welcomed at the office. If you would like to visit or observe a specific classroom, please obtain prior permission from the teacher and/or the principal. **Parents are asked to make every effort to see to it that their children bring all necessary items with them for the school day in order to minimize the number of interruptions caused by the delivery to the classroom of forgotten items.**

Children may not be called out of the classroom nor may teachers be interrupted during the school day. Any messages or articles are to be left at the office. Children will not be called to the telephone except in case of an emergency.

## **ADULT VOLUNTEERS**

### **ASSISTANCE IN SCHOOL**

There are many ways in which adults can assist in school. If you have an interest in volunteering, please call the school office or speak to your child's teacher.

**Please see the Volunteer Handbook Section at the end of this Student Handbook for more information regarding volunteers.**

All parent volunteers for field trips must sign in and out at the school office. Parents may not walk the halls without permission or name tags.

## **HANDLING OF CONCERNS**

### **CONCERNS ABOUT POLICIES**

Parents having questions or concerns about the policies of the school are to direct their concerns first to the principal. If the questions or concerns have not been addressed to the satisfaction of the concerned party they should then be referred to the St. John the Baptist Board of Education. Members of the Board of Education are listed on page 6 of this handbook.

### **CONCERNS ABOUT A STAFF MEMBER**

Concerns regarding staff members should always be discussed with the individual staff member on a one-on-one basis. Please share your concerns in an open and frank manner. All are asked to refrain from discussing staff and school concerns with other parents in an effort to gain support for one's personal concerns. The Christian and appropriate procedure is to discuss your concerns directly with the staff member involved. Issues not resolved at the staff member's level should be referred to the principal.

## RESPONSIBLE USE OF TECHNOLOGY

Catholic School Office  
Archdiocese of Cincinnati

### INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.  
*Catholic School's Mission Statement*
- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..."  
*Aetatis Novae, #2, #3; Rome, 1992*

### GENERAL INFORMATION FOR USERS of TECHNOLOGY

In the 21<sup>st</sup> Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

### AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent / guardian annually sign the **Responsible Use of Technology Policy - User Agreement Form found in the Family's Open House Packet**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.



## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

**Catholic School Office  
Archdiocese of Cincinnati**

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **USER RESPONSIBILITY**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

### **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

## VOLUNTEER HANDBOOK

Dear Parents,

It is with great excitement that we welcome you to St. John the Baptist Catholic School as a volunteer. Your time and talents are very much appreciated and we encourage all parents to bring their “gifts” to our students here at St. John’s.

This handbook is designed to give guidelines for school volunteers so as to create a safe and enjoyable climate for all the students in our building. We will be “advertising” volunteer positions in the Blue Jay Flyer, through classroom communications, and in the church bulletin as needed.

God Bless,

Daniel A Minelli, Principal and the St. John’s Faculty and Staff

### PHILOSOPHY OF EDUCATION

St. John the Baptist Catholic School is an elementary parochial school serving its Christian community. It provides each child with an integrated elementary education in which faith, culture, academics, and life are brought into harmony. Following the Catholic educational tradition, St. John the Baptist Catholic School relates all human culture to Jesus’ Good News of salvation. The light of faith illumines everything the students learn about the world, life, and themselves.

St. John the Baptist Catholic School recognizes, supports and partners with parents in their roles as the primary educators. Offering an environment conducive to the development of moral and ethical values, the school contributes to the formation of the complete Christian person. This enables each student to approach life with dignity and exemplify his/her faith as a responsible, self-disciplined, and living Christian.

### VOLUNTEERS

Volunteers are a vital part of school life, providing a variety of services otherwise unavailable to the school. Although they are not employees of the school, a relationship is established and it is important for both the school and the volunteer to understand the policy aspects of this relationship.

Because volunteers are not employees, they are not covered under the Archdiocesan benefit plans. The Archdiocesan liability insurance does not provide coverage for volunteers.

### VIRTUS TRAINING/BACKGROUND CHECK

**All parents or other adults that would like to volunteer in their child’s classroom, cafeteria, attend field trips or class parties, coach a sports team, or volunteer at the school in any capacity MUST complete the Archdiocese’s VIRTUS Program and complete a Background Check before volunteering with the students. In addition volunteers must remain up to date (no more than 1 behind) in completing the monthly VIRTUS articles.**

It is highly recommended that you begin the VIRTUS Program as soon as possible so you are approved as a volunteer before your child’s first field trip or party. One week prior to an event (field trip, classroom party, etc.) all potential volunteer names will be checked to verify VIRTUS compliance. At this time if you are not compliant including completing the training program, the background check, and being up to date on monthly articles (not more than 1 behind) you will not be NOT be approved to volunteer for that event.

## VOLUNTEER HANDBOOK – cont.

### **What is VIRTUS: Protecting God’s Children?**

VIRTUS: Protecting God’s Children (VIRTUS) is a live, three-hour awareness session for adults which better equips adults to protect children in the world around them. VIRTUS sessions are scheduled at parishes and schools throughout the year.

### **Who has to attend a VIRTUS® Protecting God’s Children Awareness Session?**

All priests, deacons, employees and volunteers who may or may not have contact with children, young people and individuals at risk as part of their duties are required to complete the VIRTUS® Session.

### **Where and when are training sessions held and how do I register for a session?**

Awareness training sessions, called Protecting God’s Children for Adults, are being held across the Archdiocese by VIRTUS® trained facilitators. To view a schedule of training sessions for the Archdiocese of Cincinnati, visit [www.virtus.org](http://www.virtus.org), click on Registration and then click on View a List of Sessions. Select Cincinnati, OH (Archdiocese) from the drop-down list. You will also be able to pre-register for a training session at that time. You must pre-register with VIRTUS® before attending. Walk-ins are not permitted. To pre-register, click on Start Registration and type in a user id and password. Next, click on Continue to complete the registration process.

### **How will my parish or school know that I have attended a VIRTUS session?**

When you register online, make sure to note any parishes and/or Catholic schools where you work or volunteer. After you attend a session, your name will appear on lists of approved VIRTUS attendees for those parishes and/or schools. Designated contact persons at parishes and schools are able to securely access these lists at [www.virtus.org](http://www.virtus.org).

### **How do I register to attend a VIRTUS® Session if I don’t have internet access?**

All members of the clergy, employees and adult volunteers must pre-register online. If you don’t have access to the internet, please call the parish or school where you work or volunteer.

### **How Do I Sign Up For the Background Check?**

You sign up for the Background Check on the VIRTUS website. Note that the Background Check is separate from registering for the VIRTUS class, but you will begin at the VIRTUS website for both. The process is different for (A) new volunteers who have not yet registered for VIRTUS, and (B) existing volunteers who have already registered for or completed VIRTUS.

#### **(A) New Volunteers, Staff, Etc. Who Have Not Yet Registered for VIRTUS.**

First, visit the website at [www.virtusonline.org](http://www.virtusonline.org) and click the word “Registration” in the left column. After you complete the registration for your VIRTUS class, you will be directed to [www.selection.com](http://www.selection.com) where you will then complete your Background Check.

#### **(B) Existing Volunteers, Staff, Etc. Who Have Registered For or Already Taken the VIRTUS Training.**

All existing volunteers, staff members, teachers, coaches, etc. must complete the Background Check, even if you were previously fingerprinted. Please follow these steps:

- Log in at the VIRTUS website ([www.virtusonline.org](http://www.virtusonline.org)) with your user name and password.
- Click on the “Toolbox” tab.
- Click on the words “Selection.com Background Check” in the left column.

You will be directed to [www.selection.com](http://www.selection.com) where you will complete the Background Check.

## VOLUNTEER HANDBOOK – cont.

### **I attended a VIRTUS session in another diocese; do I need to attend another session in this archdiocese?**

No, if you attended a live 3-hour session, you do not need to attend another VIRTUS session in this archdiocese. Please email your parish office and let them know in what diocese you attended, as well as the location and approximate date of the session you attended. We will then verify your attendance and transfer your VIRTUS account to this archdiocese.

### **I hold a professional license, am I still required to attend a VIRTUS session?**

Yes, regardless of any licensing, training, profession, or experiences you have if you are going to volunteer with minors or be employed by the archdiocese, a parish, or a school you must attend a VIRTUS session. This **includes**, but is not limited to:

- \*Law Enforcement and Probation Officers
- \*Doctors, Nurses and Counselors/Psychologists
- \*Substitute Teachers and Administrators

### **Whom do I contact if I have a question?**

If you are volunteering for the school you may contact Mary Ann Wolf at 385-7970 (x250). Parish and/or athletic volunteers should contact their parish office.

### **VOLUNTEER PROGRAMS (including but are not limited to)**

Computer Lab Helpers	Teacher Aides	PTO Sponsored Programs
Cafeteria Helpers	Library Aides	Room Mothers/Fathers
Field Trip Chaperones	Enrichment Council	

### **FIELD TRIPS**

You will receive specific instructions from the teacher as to your responsibility as a chaperone. Chaperones are chosen randomly by lottery draw. Younger siblings are not permitted to accompany the parent due to liability issues.

All school rules are in force, unless the principal has explicitly stated otherwise. Chaperones are to stay with their assigned group. Be sure that attention is always on the students. If your child is on the field trip, he or she must be treated the same as every other child. Your first responsibility is the safety of the students.

### **CLASS ROOM PARTIES**

Kindergarten through third grade homeroom classes have four scheduled class parties per year. At the beginning of the year a room parent will be selected to organize the parties. Prior to each party a signup genius will be sent out for volunteers. Class parties will be limited to 3-4 adults (including any room parents) per party. One week prior to the party the names on the sign up genius will be check for compliance. You will be notified by the room parent if your name was selected and you are compliant. If you are not on the list of preapproved volunteers for that party you will not be allowed to attend that party.

### **ALCOHOL AND TOBACCO PRODUCTS**

When serving as a volunteer for the school on school premises, within the school, or on a field trip no volunteer is to use any alcoholic or tobacco products of any sort.

## **VOLUNTEER HANDBOOK – cont.**

### **HEALTH AND SAFETY**

Should a student become ill during your supervision, please send the child to the nurse with a note describing the symptoms. Be aware that students may NOT be given medication of ANY type by you. If the nurse is not present, the student should be sent to his/her teacher or the school office.

### **EMERGENCY PROCEDURES**

Fire drill and tornado drill plans are posted in every classroom. Please be familiar with these.

### **CHILD ABUSE LAWS**

If you suspect that a student under your care is being abused, you are required by law to report it to the principal. The principal will file the necessary report with the local agency.

### **LOYALTY TO SCHOOL**

When you volunteer at our school, you are a representative of the school. You should support the directions given by staff and administration. If you disagree with school policy, the principal will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic school, you are expected to support the teachings of the Catholic Church and to live in a manner consistent with them.

### **CONFIDENTIALITY**

Volunteers serve a quasi-professional function in the school. In the course of your volunteer work at our school, you may learn confidential information about students or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.

### **SUPERVISION OF VOLUNTEERS**

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school.

## CONTACT INFORMATION

Attendance	385-2095
Office	385-7970
Teacher Line	699-6960
Nurse	699-6978
Cafeteria	sjb@kaldiscatering.com
After School Care	699-6965
Fax	699-6964
Toll Free	1-866-385-7970

Individual teachers can be reached by calling the school office or calling the teacher line at 699-6960 and leaving a message for the teacher to return the call. **Do not call a teacher at home.** Teacher's voice mail extensions are as follows:

Mr. Acito - 7th grade	234	Mrs. Molulon - Religion	233	Mrs. Sellers - 1st grade	211
Ms. Ashley- 7th grade	235	Miss Moore -6 <sup>th</sup> gr./Spanish	225	Mrs. Shotwell - 4th grade	219
Mr. Cunningham - Maintenance	206	Mrs. Ossenschmidt – Music	208	Mrs. Carrie Smith - Art	210
Mrs. Duhon -3 <sup>rd</sup> grade	217	Ms. Paul -intervention	252	Mrs. Chris Smith - 8th grade	231
Mrs. Flick-Gifted/Math Specialist	223	Mrs. Peters - 4th grade	220	Mrs. Unger – Preschool	214
Mr. Gildea PE	228	Miss Ramsaur- speech path.	245	Mrs. Unkrich -kindergarten	218
Mrs. Green - 8th grade	232	Mrs. Rapien - 2nd grade	216	Mrs. Vest - 5th grade.	221
Mrs. Hayes - Kindergarten	227	Mrs. Reder – Reading Spec.	224	Dr. Wengler -School Psychologist	246
Mrs. Hochhausler – Nurse	209	Mrs. Robbins - Computer	230	Ms. Wilmes - 2nd grade	215
Mrs. Jacob - Reading Spec.	251	Mrs. Sander - 1st Grade	213	Mrs. Wolf - Preschool	250
Mrs. Johns -After School Care	201	Miss Sanford -3 <sup>rd</sup> grade	229	Mrs. Zipperer – 6th grade	226
Mrs. Kahny - Preschool	212	Mrs. Schneider - 5th grade	212		