



# ST. JOHN THE BAPTIST CATHOLIC SCHOOL

- *Christian Virtues*
- *21st Century Learning*
- *Service*



## **St. John the Baptist Catholic School Parent / Student Handbook**

*Our mission is to inspire and empower all learners to become the best Christ-centered version of themselves by integrating Christian virtues, 21<sup>st</sup> century learning, and service.*



**St. John the Baptist Catholic School**  
**111 West Main Street**  
**Vermillion, MN 55085-0050**  
**651-437-2644 office@sjb-school.org**

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5 April 2017

*Our essential purpose is to become the best version of ourselves.*

-Matthew Kelly, popular Catholic speaker and author

Dear St. John's School parents and students,

Thank you for being part of the St. John's School community – a place where all learners (both young and old) work together to become better people, enhance the gifts that God gave us, and use those gifts to serve others.

The purpose of this handbook is to summarize the policies, procedures, and overall operations at St. John's School. The document will be revised periodically and posted on the St. John's School website. Please contact the school if you have any questions regarding this information or have ideas on how to improve our school.

Blessings,

Mike Strommen, Lead Learner (Principal)  
[mstrommen@sjb-school.org](mailto:mstrommen@sjb-school.org)

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# INTRODUCTION

## SCHOOL MISSION AND PHILOSOPHY

The school's mission and philosophy statements serve as the basis for school programs, policies, procedures, and individual's actions.

### **Mission**

Our mission is to inspire and empower all learners to become the best Christ-centered version of themselves by integrating Christian virtues, 21st century learning, and service.

### **Philosophy**

The St. John the Baptist School community is a collection of learners who are dedicated to enhance the unique gifts God gave us, so we may do His will. We fulfill this purpose through the following means:

- **Praise and Understanding.** Prayer and religious instruction is integrated into our programs to give praise to the Lord, pursue an understanding of His will, seek His intercession in our lives, and encourage us to live by Christ's example of loving service.
- **Personalization.** We recognize and celebrate that each learner is unique. We strive to optimize learning programs to embrace and enhance each learner's personal gifts.
- **Focus on Learner Outcomes.** Our efforts focus on enabling each learner to grow towards excellence in their abilities and confidence in:
  - Their love of the Lord, themselves, and others
  - Their core skills
  - Their desire and ability to learn
  - Their ability to think critically
  - Their ability to collaborate
  - Their ability to create
  - Their desire and ability to serve
- **Service.** We undertake impactful service activities to do God's will and inspire all learners to live a life of service.
- **Collaboration.** We pursue this journey collectively via the communication and collaboration of our religious leaders, faculty, staff, students, parents, parishioners, and our broader school community.

## **SCHOOL HISTORY**

St. John the Baptist Catholic School is located on Main Street Vermillion, MN, across the street from St. John the Baptist Catholic Church. The church was founded 1882 by a group of dedicated German, Luxembourg, and Irish Catholics. The school was completed in 1958 and was staffed with sisters from the Sisters of Notre Dame Mother House in Mankato. The Franciscan Clarist Congregation from Kerala, India joined the faculty in 1994 and continues to serve the school and parish. Dr. Mike Strommen became the principal in 2016, succeeding Sr. Tresa Margret who faithfully served as principal for 21 years. St. John's School continues to be the focal point of St. John's and local parishes, and the local community.

Over the years, the school has served different grade levels ranging from pre-kindergarten (PreK) through 8th grade based on the school's enrollment trends and the changing grade levels offered by the Hastings Middle School. We currently serve 3-year old PreK through 6th grade. After leaving St. John's School, a majority of our students attend Hastings Middle School, Randolph Public School, or St. Elizabeth Ann Seton Catholic School (in Hastings).

In 2005, due to the lack of space in the existing school, the parish decided to add offices, library, music room, classroom, conference room, handicapped bathrooms, health care room for sick children, and a multi-purpose room to the existing school. Construction started in March 2005. In October 2005, the new building was blessed and dedicated by Archbishop Harry J. Flynn.

## **SCHOOL ACCREDITATION**

St. John the Baptist Catholic School is accredited by the Minnesota Non-public School Accrediting Association (MNSAA), which provides a framework for the best possible educational programs via intensive self-evaluation and independent oversight.

# SCHOOL POLICIES AND PROCEDURES

## PARENTAL ROLES AND RESPONSIBILITIES

It is the responsibility of the parents/guardians to be informed of the policies, procedures, and programs of the school. In assisting your child, we ask the following:

- Maintain familiarity with information contained in handbooks and other communications from the school.
- Comply with provisions outlined in this handbook and other school documents.
- Inform the school in writing of:
  1. Student illness or absence
  2. Parental status and custodial constraints
  3. Change in transportation routine
  4. Change in contact information including address, phone, emergency contact, and childcare
  5. Arrangement that might affect communication with the school
- Meet financial obligation of tuition, fees, lunch accounts, or other school-related financial accounts.

## DAILY ROUTINE

### Schedule

7:00 AM	building opens
7:00-8:00 AM	teachers arrive
7:00-8:45 AM	before-school care
8:30-8:45 AM	students arrive
8:45 AM	school begins
8:55 AM	morning prayers
11:45 AM - 12:05 PM	lunch
12:05 - 12:25 PM	recess for all students
2:15 - 2:30 PM	recess for grades K-3
3:30 PM	dismissal
3:30-3:45 PM	students depart
3:30-5:30 PM	after-school care

### **Attendance** (Archdiocesan Policy #5210)

Students are expected to be present and punctual for all classes throughout the



school year. Since instruction and class activities are planned in sequential order, the student's presence at school each day is very important. When illness or serious obligations to the family necessitate absence, the following procedure is to be followed:

1. Parent/guardian must contact the school before 9:00 AM (by phone, text message, email, or in person) on the day the child is absent and report the reason for the absence.
2. Student will make immediate plans to do all make-up work due to absence upon return to school.
3. Parents/guardians must contact the school in advance of pre-arranged absences. Make-up work for credit must be made up within six (6) school days after returning.

### **Tardiness and Absence**

Students who arrive after 9:00 AM are considered tardy and will be expected to report to the school office.

The following guidelines will be used to determine tardiness and absence:

Tardy	Student arrives at school between 9:00 – 10:00 AM
Absent	Student is not present for an entire school day
½ Absent	Student arrives at school between 10:00 AM – 3:00 PM
0 Absent	Student leaves after 3:00 PM

Excessive tardiness will result in parent/guardian being called, and the student must make up the time missed.

### **Release of Students During the School Day**

Requests to be released from school (e.g., for doctor or dental appointments) must be made to the school office and the homeroom teacher prior to dismissal. Requests may be made by phone, text message, email, or in person. Release of students during the school day due to illness or an injury is addressed in the Health and Safety section of this handbook.

### **Arrival Before School**

Children living within walking distance should not arrive at school before 8:30 AM. The students should line up at the designated area when they arrive at school.

### **Dismissal Process**

At dismissal time, all walkers, bikers, and bussed students are to line up in the

designated area in the hallway. The bus and car riders line up at the south door, and the walkers line up at the north door. The walkers are dismissed first. The teacher on duty leads the students. Parents are to wait in the main lobby (near the office) to pick up their children.

## **Recess**

All K-6 students have recess immediately after lunch. K-3 students have an additional recess in the afternoon. PreK students have recess in the late morning. Additional recesses may be added by teachers based on the needs of the students.

Students are expected to be outside during breaks and recess unless another adult-supervised activity is offered. Students who are well enough to be in school are expected to participate in outside recess. Therefore, they must be dressed for the weather. If inclement weather or severe temperatures warrant, recess will be moved indoors, and a teacher will supervise the students. Our school policy is to hold recess indoors if the wind chill is below 0°F.

## **Valuables**

School insurance does not cover loss of personal possessions. Therefore, students are to refrain from bringing anything valuable to school. When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

## **School Calendar**

An annual school calendar is provided to parents/guardians in the fall. Updates are posted on the school website. Hard copy monthly calendars are sent home in school folders.

## **ACADEMICS**

### **Curriculum**

As a school accredited by the Minnesota Nonpublic School Accrediting Association (MNSAA), St. John's School meets the curriculum requirements for elementary education based on the MNSAA and Minnesota Department of Education requirements.

The St. John's School elementary education curriculum for PreK through sixth grades consists of an integration of instruction in several disciplines including religion, language arts, mathematics, science, social studies, art, music, and physical education with appropriate time allotted for each discipline.

The curriculum and pedagogy is tailored to enhance the unique gifts God gave us, so we may do His will. We fulfill this purpose through the following means:

- **Praise and Understanding.** Prayer and religious instruction is integrated into our programs to give praise to the Lord, pursue an understanding of His will, seek His intercession in our lives, and encourage us to live by Christ's example of loving service.
- **Personalization.** We recognize and celebrate that each learner is unique. We strive to optimize learning programs to embrace and enhance each learner's personal gifts.
- **Focus on Learner Outcomes.** Our efforts focus on enabling each learner to grow towards excellence in their abilities and confidence in:
  - Their love of the Lord, themselves, and others.
  - Their core skills.
  - Their desire and ability to learn.
  - Their ability to think critically.
  - Their ability to collaborate.
  - Their ability to create.
  - Their ability to give.

Further information on the St. John's School curriculum can be found in the Teaching and Learning Plan.

## **Religious Education**

The formal study of the Catholic faith, as well as curriculum which reflects Catholic virtues and tradition, are integral parts of our total education. It is St. John's School policy that all students, including non-Catholics, attend religious instruction and liturgies. All students participate in religion classes.

## **Liturgical Participation**

Classes at St. John's School take turns preparing the liturgy for the weekly school Mass, usually on Wednesday at 9:00 AM. Parents/guardians are invited to attend this school Mass.

## **Servers**

Fourth through sixth grade students have the opportunity to serve as altar servers.

## **Sacramental Preparation**

Preparation for the first reception of the Sacrament of Reconciliation and First Eucharist takes place in the second grade. The Sacrament of Reconciliation is

usually received in January. First Eucharist is usually celebrated in the early part of May.

## **Music**

Music instruction is provided by a part-time teacher. Instruction includes singing, playing instruments, and note reading. Music class performance is included on students' report cards. Student musical performances are held twice per year.

## **Library**

Library time is provided periodically for K-6 students. The following rules should be followed:

1. Appropriate and quiet behavior is to be observed in the library.
2. All books are to be returned to the book cart only.
3. Torn, damaged, or lost books should be reported immediately to the teacher. Students are responsible for paying for lost or damaged books.

## **Homework (Archdiocesan Guideline #6540)**

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

### **Homework Responsibilities of Teachers**

1. Communicate to students and parents/guardians the homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
4. Assign appropriate homework according to students' needs.

### **Homework Responsibilities of Students**

1. Know and understand the purpose of the homework assignments.
2. Record assignments, understand directions, and know what is required for completion of the assignments.
3. Complete and return assignments on time.

4. Understand which assignments are to be completed independently and which assignments are completed as a team effort.
5. Complete assignments neatly and do quality work.

### **Homework Responsibilities of Parents/Guardians**

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help her/him with explanations. Do not do the homework for the child.
6. Look over the assignment to affirm completion and quality.
7. Sign and return assignments, assessments, or other materials as requested by the teacher.
8. Support the teacher and the child. Get both sides of a story before making a judgment.

### **Make-Up Work**

It is the student's responsibility to procure and complete work missed during an absence. If homework is to be picked up, please inform teachers in the morning who will come for the homework. Teachers will have assignments ready for pick-up after the regular school day.

### **Pre-Kindergarten Program**

PreK classes are offered Monday through Friday during normal school hours. Students may either participate half days (8:45 – 11:30 AM) or full days (8:45 AM – 3:30 PM). Traditionally, older students (4-years old on September 1) attend on Mondays, Wednesdays, and Fridays, and younger students (3-years old on September 1) attend on Tuesdays and Thursdays. However, students are invited to attend any combinations of days, subject to availability. Further information on the PreK program can be found in the Pre-Kindergarten Handbook.

### **Title I (formerly Chapter I)**

The purpose of Title I is to provide assistance by the state and local education agencies to meet the needs of children in the areas of reading and math. Title I services for St. John's School are provided in the school building.

Working with the classroom teacher, the Title I teacher or non-public school proctor identifies students and schedules them for appropriate, consistent Title I services.

## **Special Education**

The special needs of non-public school students are addressed through the Hastings School District in three ways:

1. Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to our school. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, speech, or motor skills.
2. If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is complete, a meeting is held to report the results and possibly develop an Individual Educational Plan (IEP).
3. The IEP includes goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at St. John' School. Direct service is done offsite, and transportation is provided by the Hastings School District.

## **Resource Center**

One-on-one or small group tutoring and accelerated classes are provided as needed to meet the needs of struggling and accelerated learners.

## **Guest Speakers and Assemblies**

Throughout the year, assemblies are held with invited guests to enhance the students' growth.

## **Promotion/Retention**

Promotion/retention will be based on academic achievement and physical, emotional, psychological, and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians will be required to sign a waiver releasing the school of any responsibility.

## **Student of the Month**

An award is given out on a monthly basis to students in each grade who exemplify the goals of St. John's School. This is not purely an academic award, but given to those students who are working to improve themselves and other students to their best capacity.

## **Standardized Testing**

Students are regularly tested for achievement through a standardized testing program. The main purpose for testing is to help identify areas of strength and weakness for each student, so the teachers can address each student's needs. Parents/guardians will be notified of the test results by their child's teacher.

## **School Supplies**

Parents/guardians will provide school supplies for their child(ren). A list of classroom supplies will be provided each year.

## **EVENTS**

### **School Events**

The school sponsors various special events during the school year to enhance the experience for the students and the entire school community.

- **Field Day.** This is usually held during the last week of school in the schoolyard. It is sponsored and organized by the Home and School Association. The students participate in games for fun.
- **Grandparents Day.** Students invite their grandparents to come to school to participate in an open house, attend Mass, and enjoy a meal together.
- **Catholic Schools Week.** One week each school year is designated as a week of celebration and reflection on the benefits of Catholic education. Students and faculty participate in special events throughout the week. The week is kicked off with an open house and an all-school Mass on Sunday, and the week commences with an open house, mass, and family picnic on Friday.
- **Mini-Courses.** This event gives the students an opportunity to choose from various activities lead by volunteers.
- **Parties.** Grade K-6 holiday parties are held from 2:30-3:30 PM. Holiday parties for PreK are held from 10:30-11:30 AM. Parties are organized by the room parent for each class. Parents plan the games and snacks for these parties. All parents are expected to sign up to help with planning of a party at least once during each school year.

## **FOOD SERVICE**

### **Milk Program**

St. John's School participates in the federal USDA special milk program. Under this program, the school is reimbursed for the milk purchased and therefore students receive it at a reduced price. Students have the opportunity to purchase white (1% or skim) or chocolate milk for the school year. The kindergarten students are provided one serving of free milk each school day.

### **Lunch**

The lunch schedule is as follows:

- Mondays. Pizza delivered to school or bring-your-own lunch. Parents indicate the number of pizza slices and make payment at the beginning of the school year.
- Tuesdays, Wednesdays, and Thursdays. Bring-your-own lunch.
- Fridays. Hot lunch or bring-your-own lunch. Parents sign up for hot lunch and make payment at the beginning of the school year.

During lunchtime, our children are supervised in the community room by a faculty member. Lunch at school is part of the total learning situation and, as such, good conduct is to be expected. Table manners and other lunchroom conduct is discussed as a regular part of respecting others. No equipment is available for warming up food during lunchtime.

Food preparation is conducted in accordance with Minnesota Department of Health food safety standards.

## **TRANSPORTATION**

### **Busing**

Busing is provided free of charge by the Hastings School District, which has sole discretion, control, and management of scheduling of routes, establishment of the locations of bus stops, manner and method of transportation, control and discipline of school children, and any other matters relating to transportation.

Hastings School District administration and/or the bus company annually, and as necessary, consults with St. John's School on attendance areas, safety, conveniences, and availability of space for the students.

Bus transportation is a privilege, so students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers.



Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school. Parents/guardians whose children do not follow the bus rules will be notified. Denial to ride the bus may be given for misconduct on the bus. Teachers are not responsible for student behavior on the bus.

### **Training for Bus Safety**

Training in bus and pedestrian safety for students and teachers is provided each year.

### **Restriction - Bus Students Only**

Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops. If additional children are to be on the bus, the bus company needs permission from the children's parents who will be riding the bus as well as from the parents at the location where the children will be going.

### **Eligibility**

The students eligible for bus transportation furnished by the Hastings School District include the following:

1. All students in grades K-6 residing in Hasting School District who live one-half mile or more from school as measured by the shortest route to the school building.
2. All students residing or receiving daycare in an area from which the Hastings School Board has declared that it is hazardous for students to walk to school. Eligibility for students receiving daycare shall be determined by the location of the daycare residence.
3. Students who are transferred to another school building in the district as a result of the recommendation of a school administrator, will be transported if the building to which s/he is transferred is a greater distance from the student's residence than the school to which the student would normally have been assigned. Students who are transferred as a result of a parent or guardian's request will not be provided transportation at the district's expense.

### **Field Trips (Archdiocesan Guideline #6630)**

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips, and parent/guardian will be notified of the scheduled field trips.

All-school field trips involve grade K-6 students. We typically travel by bus. Transportation for field trips that do not involve all K-6 students (i.e., “class field trips”) is oftentimes provided by parents/guardians in private vehicles. Parents/guardians will be notified, and the use of seat belts or car/booster seats is required. All private vehicles used to transport students must have documented current registration and proof of insurance. Each class is limited to two class field trips each school year unless otherwise approved by the principal.

Transportation and activity costs associated with field trips are paid by the parents/guardians before the date of the field trip.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form each time the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. Phone calls to or from the parent/guardian do not fulfill the authorization requirements for participation.

### **Use of Private Passenger Vehicles for Field Trips** (from Catholic Mutual Insurance)

The following requirements apply to the use of private passenger vehicles to transport students:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver’s license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,00 per occurrence.

A signed Driver’s Information Form on each vehicle used must be obtained prior to the event. This form may be obtained from the school office or on the school website.

Each driver and/or chaperone should be given a copy of the approved itinerary.

10-15 Person Passenger Vans. The use of 10-15 person passenger vans is not allowed for the transportation of school-aged children. Both federal and state laws prohibit the transportation of school-aged children in these vehicles for school activities. The Archdiocese of St. Paul and Minneapolis has extended that ruling to include all children for any activity, in the interest of the safety of the children.

### **School Patrols** (Archdiocesan Guideline #5840)

In accordance with M.S. 126.15, the school has a safety patrol program, which is operated under the supervision of the principal. A faculty or staff member assigned

by the principal as the patrol director coordinates the program on behalf of the school.

Students in 4<sup>th</sup> through 6<sup>th</sup> grades are patrol members. The patrol director is responsible for supervision, appointment, and discipline of the patrol members. Students are expected to follow patrol leaders and obey the safety rules.

### **Early Release from School**

Parents wishing to pick their child up from school early must first report to the school office. It is essential that we know this is happening. If someone other than the parent/guardian is picking up the child, he/she must have a hardcopy or electronic note from the custodial parent giving permission for this action. No child will be released without this note.

### **Changes in Transportation Arrangements**

Parents should write a note, email, text message, or call the school if the child has a change in their transportation.

### **Parking**

Parents may drop off and pick up their children at the main entrance of the school. Parents and visitors may park in the parking lot north of the main entrance.

## **COMMUNICATIONS**

The school uses several means to communicate with parents/guardians and other school stakeholders. These include the following:

- **School Website.** [www.stjohns-vermillion.com](http://www.stjohns-vermillion.com). This website contains various information including key school policies, forms, and news. Each classroom also maintains a website that contains various information including classroom news, links to helpful websites, and curriculum.
- **Phone calls** are used for routine communication between parents and the school. The school office phone number is 651-437-2644. A message can be left after school hours.
- **Emails** are used for regular communications between parents and the school (teachers, office, principal). Email address for school personnel are listed on the school website.
- **Text messages** are used for more urgent communications between teachers and parents or the school principal and parents.
- The **Parent/Student Handbook** is issued upon admission of the family to school. The document is also available on the school website.
- A **Communication Folder** is sent home with students several times per month. It contains newsletters, classroom notes, and pertinent notices. The

oldest student from each family is responsible for bringing home the communication folder and returning it the next school day.

- **Report Cards** are issued after the end of each quarter. Any questions or concerns should be discussed with the teacher as soon as possible.
- **Parent/Teacher Conferences** are held in the fall and spring. A parent/guardian and/or teacher may request a special conference at any time as the need arises.
- **Family Mentor Program.** New families are paired with current families to serve as a mentor and a source of information regarding policies, procedures, and events at the school.
- **Orientations.** Parent and student open houses and orientations are held the week before school starts. This is a time for the students to get set up in their new classroom (e.g., meeting their teachers, putting their school supplies in their desks and/or cubbies), teachers to provide information on classroom procedures, policies, schedules, and expectations, and the principal to communicate key information regarding the school (e.g., mission & philosophy, school policies & processes, communication channels, personnel changes, etc).
- **School Visits and Tours.** Past, present, and future families are welcome to arrange meetings with the principal to discuss any aspect of the school and/or tour the school.

## Communication Procedure

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

1. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal, and parents/guardians may be called.
3. If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the canonical administrator (pastor).
4. If still not satisfied, a written statement may be filed with the School Advisory Council, who will decide whether to pursue the concern.

Refer to the “Grievance Policy” section of this handbook.

Parents and faculty are expected to be very cautious and professional when making comments regarding the school or teachers in front of students or parents. Negative comments greatly affect the outlook and behavior of the students and parents.

## **Contacting the School**

The school's office hours are 8:00 AM - 4:00 PM when school is in session. Voicemail is available for any messages. If a message is left, a representative of the school will contact you as soon as possible.

## **Telephone Usage**

Students may not use the school telephone except in emergencies. Exceptions may be granted by teachers, the school secretary, or the principal.

Neither teachers nor students are typically called to the school phone during school hours. Messages may be left with the school secretary or the principal if it is necessary to contact either a student or a teacher.

## **School Closings**

St. John's School closings will be made through the following media outlets:

- Fox 9 KMST TV
- WCCO 4 TV
- KARE 11 TV
- KSTP 5 TV
- KDWA 1460 and 97.7 radio
- WCCO 830 radio

We will also try to send emails and/or text messages to families to announce the school closing. No announcement means that school is in session. As a general rule, St. John's School will be closed if the Hastings School District is closed due to severe weather conditions.

## **Student Records** (*Archdiocesan Policy #5410*)

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

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age shall have access to individual student records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the adult student or former student.

Parents/guardians may ask to review the contents of any records or data collected regarding their child. A written request must be made to the principal. Records or

data may mean any or all the following:

1. Academic work completed
2. Level of achievement (grades, standardized achievement test scores)
3. Attendance data
4. Scores on standardized intelligence
5. Health data
6. Family background information
7. Teacher or counselor ratings and observations
8. Verified reports of serious or recurrent behavior patterns

## **School Pictures**

Individual student pictures are taken once each year. Notification of the date will be given in advance of the photography session.

## **Yearbook**

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events of the school. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

## **Party Invitations**

Party invitations (e.g., birthday parties) are not allowed to be distributed at school unless every child is invited in order to be sensitive to the feelings of other children. All invitations should be distributed or mailed from home.

## **ADMISSIONS**

### **General Admission** (*Archdiocesan Policy #5110*)

No child whose parents/guardians desire to enroll him/her in a Catholic School in the Archdiocese of St. Paul/Minneapolis should be denied on the basis of race, ethnicity, or gender.

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises.

Students are accepted in the following priority:

1. All students presently attending the school.
2. New students who are brothers and sisters of students in the school.
3. New students who once had brothers and sisters in the school.

4. Students on a first-year registration in school who are members of the parish.
5. New students who have transferred from another Catholic school and are members of the parish.
6. Students who are not members of the parish but are members of another Catholic parish.
7. Students applying for transfer to the school and are non-Catholics.

### **Waiting Lists**

Waiting lists will be established when grades are filled. The decision to open another classroom will be made at a later date by the pastor in consultation with the principal and the School Advisory Council.

### **Non-Discrimination Policy**

It is the policy of St. John's School to comply with state and Federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

### **Entrance to Kindergarten**

St. John's School requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll. Exceptions will be considered under special circumstances.

### **Class Size**

The maximum class sizes at St. John's School is 20 students per classroom for PreK and 25 students per classroom for Grades K-6. All students beyond these numbers will be placed on a waiting list.

### **Transfer Students**

All students transferring to St. John's School during the school year will be put on probationary status for a period of two weeks. After two weeks, the student's academic and behavior standing is reviewed and a determination made whether the probationary period will be extended to one month. After one month, another determination is made as to whether the student is able to abide by the rules of the school and whether their academic needs can be met by the school. The school administration may deny admission based on these factors.

Admission to the school is contingent upon having met all financial obligations at a previous private school.

## **STUDENT CONDUCT**

In order to maintain a Christian learning environment, it is necessary to have a Code of Conduct which provides a safe and secure setting for students, faculty, and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions.

### **St. John's School Discipline Philosophy**

St. John's School believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline. Respect for oneself, others, authority, and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of St. John's School philosophy of discipline. Students are to behave in a manner which is morally responsible and brings credit to themselves, their families, and St. John's School. Parental support is an important part of the school's discipline policy.

### **Positive Reinforcement/Rewards**

It is important to have vehicles in place that promote and celebrate good behavior and student success. Positive reinforcements for appropriate behavior and academic progress/success may include, but are not limited to, the following: verbal recognition, award certificates, superstars, and stickers.

### **General Rules of Discipline**

All students at St. John's School are expected to follow the three general rules of discipline:

1. Treat everyone with kindness and respect
2. Respect all property
3. Respect students' right to learn and teachers' right to teach

### **Daily Living Practices**

St. John's School Daily Living Practices ("school basics") guide classroom behavior and are posted in each classroom.

1. **Body Basics** - Sit up straight, feet flat on floor, hands rested on desk/table, eye contact with speaking person.
2. **Line Basics** - Straight line, one behind the other, stay to right, keep to speed limit, hands at side, quiet.
3. **Lunch Basics** - Demonstrate good table manners. Use quiet voice, stay in seat until you are dismissed, clean up after yourself, push chair in, wait



your turn.

4. **Playground and Physical Education Basics** - Show good sportsmanship. Stay on the playground and/or in designated area. Play fair – fighting and rough play are not acceptable. Use appropriate language. When the bell rings, line up immediately. Walk quietly into school. Return the equipment you take outdoors.
5. **Classroom Basics** - Take pride in your work. Have all necessary materials, be on time, and sharpen pencils before school. Complete assignments on time, hand in work with untorn, unwrinkled, and unstained pages. Respect others' belongings. Take graded papers and tests home to your parents. Listen to directions attentively. Raise your hand if you have a question.
6. **Respect Basics** - Obey teachers, other adults, and your parents. Know what "I'm sorry" really means. Do to others as you want done to you. Live as Jesus' followers. Own up to your mistakes right away. Use eye contact when speaking with others. Use respectful language. Use phrases like, "Please excuse me", "Thank you", "May I please have", "You're welcome," etc. Speak clearly so others can understand you. Listen when others are talking.

## **Infractions**

Infractions of St. John's School discipline rules may result in detention, suspension, or expulsion. The severity of the infraction will determine the action.

### **Minor Infractions**

Examples of minor infractions include, but are not limited to, the following:

1. Violation of a Daily Living Practice
2. Unprepared for class
3. Running in the halls
4. Dress code violation
5. Gum or candy during class

Discipline for minor infractions will be managed by the classroom teachers. Committing three or more minor infractions in one day is considered a major infraction

### **Major Infractions**

Infractions of the severity listed below may result in detention, in-school suspension, out-of-school suspension, or expulsion. Major infractions include, but are not limited to, the following:

1. Refusing direct requests or commands as a defiance of authority
2. Theft

3. Continual disruptive behavior
4. Hitting, fighting, and/or physical abuse of a student
5. Property destruction or vandalism
6. Leaving the school grounds without permission or a pass
7. Inappropriate or profane language
8. Any willful conduct that violates or may violate any rule of conduct or school policy
9. Any willful conduct that disrupts or threatens to disrupt the ability of others to obtain an education
10. Any willful conduct that endangers or has the potential to endanger the student or other students, faculty, and administration
11. Other conduct or behavior on the part of the student that, in the opinion of the school, adversely affects the desirability of continued enrollment
12. Committing three or more minor infractions in one day

When a student commits a major offense, a School Discipline Action Plan Form is given to the student to schedule detention and/or describe other disciplinary actions.

### **Detention, Suspension, and Expulsion**

- **Detention** - Time spent in the school as a disciplinary consequence in addition to the regular school day. Detention is served before or after school.
- **In-house Suspension** - Removal of a student from his/her classroom by the principal for a period of time. The student shall be relocated to a distant classroom space, usually for not more than one day. Work will be assigned and completed.
- **Out-of-School Suspension** - Temporary removal of a student from school by the principal. While at home, work will be assigned and completed. The re-admission process will require a family conference with the principal.
- **Expulsion** - Action taken by the school to prohibit an enrolled student from further attendance at the school.

#### **Detention**

Detention will be administered when a student commits a major infraction. A Disciplinary Action Plan Form will be sent to parents to schedule the detention time.

#### **Suspension**

A student may be suspended by the principal for serious and/or repeated violations of school rules and policies. The principal in such an instance will take the following action:

### **St. John's School Suspension Process:**

1. The student will be notified about the violation and the resulting suspension.
2. Parents/guardians will be notified of the student's violation and resulting suspension.
3. A conference may be scheduled with the parents/guardians, student, and principal to discuss the incident.

### **Expulsion**

Expulsion means the permanent exclusion of a student from school. Expulsion may be the consequence of serious or repeated offenses which disrupt the daily academic process, or if the student's presence poses danger to him/herself or other persons or property.

### **St. John's School Expulsion Process:**

1. Notify the student of the punishable violation
2. Notify the student's parents/guardians of the punishable violation
3. Arrange for a consultation by the appropriate school members
4. Take action as recommended by the appropriate staff members

### **Alcohol/Chemical/Drug Abuse** (*Archdiocesan Policy #5750*)

Minnesota state law directs all schools to develop comprehensive policies and procedures which will provide direction to all school employees, students, families, and community members so that chemical use problems will be properly addressed. The following are our policies and procedures in this regard:

1. Training to ensure that all staff has the knowledge and skills to recognize and minimize chemical use among the students.
2. Intervention for students who demonstrate behavior causing concern.
3. Mandatory counseling through a program approved by the school.
4. Penalties, including expulsion, if necessary, imposed by the school, and an appeal process that may be used by the student and his/her parent/guardian.

### **Hall Behavior**

When walking in the hallway, students are expected to act in a respectful manner and reflect concern for the learning atmosphere by not running, by speaking only in a quiet voice, and by keeping their hands to themselves.

Gum is not allowed before or during school hours unless permission from the teacher is granted.

## **Lockers**

Coats and book bags are hung in the lockers. Book bags must fit inside the locker, and the locker door must be able to close easily. Boots are placed neatly under the lockers.

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice, and without student consent.

## **Lunchroom Rules**

1. Remain seated until the bell rings for recess.
2. Demonstrate good table manners.
3. Speak with regular classroom voices.
  - If the noise level becomes louder than regular classroom voice, a warning is given to lower voices (e.g., by turning off one light).
  - A second warning is given if the noise level rises above classroom voices again (e.g., by turning off two lights).
  - If the noise level calls for a third warning, the students lose five (5) minutes of recess time. The rest of the lunch period is spent in silence.
4. Clean up their own untidiness.

## **Sexual Harassment** (*Archdiocesan Policy #3750*)

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, sexually motivated physical conduct, or other verbal conduct or communication of a sexual nature. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Each local school shall maintain a learning and working environment that is free from sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or employee through conduct or communication of a sexual nature.

It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The local school will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student, employee, or volunteer who sexually harasses or is sexually violent to a student or employee of the school.

Any person who believes he or she has been the victim of sexual harassment or

sexual violence by a student, employee, or volunteer of the local school and/or catechetical program should report the alleged acts immediately to an appropriate official (principal).

The local school is not mandated to report student-to-student harassment to child protection authorities unless the harasser is a caretaker. A timely and proper investigation of student-to-student sexual harassment complaints is essential. A detailed investigation report documenting interviews, conclusions, and recommendations should be placed in a sexual harassment file.

Advise the complainer, alleged harasser, and parents of the outcome of the investigation in writing. Warn the harasser in writing that he/she must not retaliate against the victim. Invite the complainer to report recurrences or retaliation and monitor the situation.

### **Playground Rules**

1. Students are expected to walk their bicycles on the school grounds. Bicycles can be parked in the bike rack on the north side of the building. Bicycles are off-limits during school hours.
2. Students are expected to remain on the playground. Students may come into the building during playground times when a teacher or the principal has given the child permission.
3. Students are expected to play in designated areas away from the school building.
4. Touch and flag football are acceptable games. Unnecessary rough play, like tackle football and other dangerous physical contact games, are not acceptable.
5. For the safety of all, students may not throw snowballs or dangerous objects, including rock and pebbles.
6. Students may not play near the dumpster.
7. All playground equipment has been provided for the enjoyment of the students. Students are expected to use this equipment in the correct manner. Those who take any items out are responsible for bringing them back and place them in their proper place.
8. Students are expected to use appropriate language at all times.
9. When the bell rings, students are to line up quickly and quietly by grades on the yellow lines in the back of the school. Students should walk in a line, one behind the other, into the school with no talking.

The consequences for violations includes, but not limited to, losing recess, sit out, and/or detention.

### **Weapons/Explosives/Dangerous Items** (*Archdiocesan Policy #5610*)

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops,

on school buses or school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy will be subject to mandatory expulsion.

St. John's School takes the position of zero tolerance on real and look-alike weapons, including, but not limited to:

1. All firearms (whether loaded or not)
2. Other guns of all types including pellet, starter, or BB
3. Switch blades or automatically opening knives
4. Explosives, including firecrackers or live ammunition

### **Bullying / Harassment / Intimidation Policy**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect. Bullying and retaliation are not to be tolerated. This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

#### **Definitions**

For purposes of this Policy, the following definitions shall apply:

"Aggressor" means a student who engages in bullying or retaliation.

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Target, and that:

- Causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm;
- Causes damage to the Target's property;
- Places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- Creates a Hostile Environment at school for the Target;
- Infringes on the rights of the Target at school, including defamation and invasion of privacy; or
- Materially and substantially disrupts the education process or the orderly operation of the school.

For the purpose of this Policy, whenever the term "bullying" is used it is to denote either bullying or cyberbullying. "Cyberbullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet website or forum, transmitted through a computer, cell phone, or other electronic device.

"Hostile environment" means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

"Retaliation" means any form of intimidation, reprisal, or harassment directed against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

"School grounds" mean property on which a school building or facility is located or property that is owned, leased, or used by a school for a school-sponsored activity, function, program, instruction, or training.

"Staff" includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

"Target" is a student against whom bullying or retaliation has been perpetrated.

### **Prohibition Against Bullying and Retaliation**

St. John's School expressly prohibits bullying in all forms, either by an individual or group of Aggressors. Bullying, including cyberbullying, is prohibited:

- On School Grounds owned, leased or used by a school;
- At any school-sponsored or school-related activity, function, or program whether on or off School Grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school, or;
- Through the use of technology or an electronic device owned, leased, or used by a school

The use of technology or an electronic device that is not owned, leased, or used by a school to commit an act or acts of bullying that materially

and substantially disrupt the education process or the orderly operation of a school is also prohibited.

### **Reporting**

Any staff or volunteer who has witnessed or become aware of any instance of bullying or retaliation must report that act to the principal. Any student or parent/guardian of a student are strongly encouraged to report all acts of bullying. Reports can also be made to the student's teacher, who must then report it to the principal. Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the principal.

Reports may be made confidentially when requested. Reports may also be made anonymously. However, the anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report. False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

### **Retaliation**

Retaliation against a Target, witness of bullying, a person who makes a good faith reporting of bullying, or who provides information during an investigation of bullying, is prohibited.

### **Response and Investigation**

The school takes seriously all reports of bullying. Upon receipt of a report of bullying the principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. St. John's School reserved the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the principal.

### **Violations**

A student who violates this policy shall be subject to discipline in accordance with the St. John's School student conduct. The school retains the sole discretion to determine whether bullying has occurred and what the response should be.

Depending on the circumstances, the school's response could include:

- Taking appropriate disciplinary and remedial action



- Notifying the parents or guardians of the Aggressor of the determination
- Notifying the parents or guardians of the Target, the Aggressor, and any other affected persons about available community resources

### **Training**

Training on this Policy shall be provided for St. John's School faculty and staff at least once every three years and, at the discretion of the principal, for volunteers who have significant contact with students.

### **Publication and Notice**

The principal or his/her designee shall provide written or electronic notice of this Policy to the St. John's School faculty, staff, students, and parents. Posting the Plan on the school website meets this requirement.

### **Consequence Expectation**

If it is determined that harassment/intimidation/bullying has occurred, one or more of the following consequences may result:

- Administrative conference with student (with or without parent)
- Assignment designed to increase awareness and sensitivity to the issue
- Detention per the St. John's School Student Conduct Policy
- Referral to an outside agency for evaluation
- Suspension
- Expulsion
- Referral to law enforcement for possible criminal action

### **Acceptable Internet Use Policy**

Internet access is provided to St. John students and staff to enhance learning and communication. The purpose of our internet accounts is strictly educational.

#### **St. John's School Network Setup**

- All students and staff are issued accounts in the [@sjb-school.org](mailto:@sjb-school.org) domain.
- Student account names and email addresses are in the form (last name).(first name) @ sjb-school.org. For example: [doe.jane@sjb-school.org](mailto:doe.jane@sjb-school.org).
- Students are given a password for their account.

- Students may access their accounts from any device running the Chrome browser. This enables access to their content (email, educational apps, etc) from anywhere.
- Students will only be able to send and receive email messages from individuals with @sjb-school.org addresses. This includes staff and other students. This eliminates the possibility of students receiving inappropriate emails from outside the St. John's School community.
- Our system includes content filtering for inappropriate or damaging content. Although highly effective, no content filter is 100% foolproof. Students should report any objectionable content to their teacher.
- The administration of St. John's School has access to content (including email) in student accounts.

### **Guidelines for Student Use**

The use of Internet is a privilege, not a right. Before using the Internet, students will be taught appropriate usage of the Internet by their teachers. Any action by a student that is determined by their classroom teacher to constitute an inappropriate use of the Internet may result in a cancellation of this privilege. St. John School reserves the right to discipline students for inappropriate use of the Internet including offsite incidences, which could bring harm or cause damage to our school.

The following rules are the minimum required to maintain Internet privileges:

1. Follow all school behavior and policies when using the Internet. This includes appropriate language.
2. Be polite. Do not send abusive email messages to others. School rules regarding harassment apply to electronic communication.
3. Do not reveal your (or anyone else's) personal mailing address or phone number to anyone.
4. Do not gain access to unauthorized sites.

### **Care of School Property**

Students are asked to carry their books to and from school in a book bag/backpack. If textbooks are damaged or lost, the parent/guardian is expected to replace the book. School desks, equipment (including computers), and other property are to be handled with care. If damage is done, restitution may be required.

### **GRIEVANCES**

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

1. The parent/guardian or student (grievant) will meet with the teacher or

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

## **DRESS CODE**

### **Dress Code Philosophy**

Children's actions directly reflect their appearance. Therefore, we ask our students to observe a standard of dress appropriate for a Christian learning environment. Conceptually, it is the school's goal for the student to maintain an appearance that is conducive to learning and to reflect good self-discipline, yet also to incorporate a flexibility that allows the individual some freedom for self-expression. In an effort to adhere to this policy, the principal and faculty are obliged to interpret and enforce the policy as approved by the pastor.

### **Dress Code**

There is appropriate attire for different occasions: for church, for school, for work, and for play.

Students are expected to come to school appropriately dressed and groomed. This is primarily the responsibility of the student and parents/guardians. Since appropriate is such a broad term, we ask that the students follow these codes.

- **Girls** may wear dresses, skirts, blouses, sweaters, dress slacks, jeans, shorts, skorts, sweatshirts and t-shirts. Legging will be allowed as long as the child's bottom is completely covered. The jeans or slacks should not have holes or be frayed. The shorts, skirts, dresses and skorts should not be of

the short-short style (if you put your arms at your side, shorts, skirts, dresses and shorts should be no shorter than your fingertips). Shoulder straps should not be narrower than one inch.

- **Boys** may wear dress pants, jeans, shorts, dress shirts, sweaters, sweatshirts and t-shirts. The jeans or pants should not have any holes or be frayed. The shorts should not be of the short-short style.
- **School Spirit days** will be each Monday, Tuesday, Wednesday, and Thursday. School spirit clothing consists of polo shirts, polo dresses sweatshirts, and sweaters purchased through the school. They have our logo printed on them. All items with the school logo must be purchased through the school. Navy school spirit shirts must be worn on all field trips.
- The only shirts, pants, and shorts that will be allowed are those that are without pictures or printing on them.
- No athletic wear is allowed.
- It is suggested that students wear collared shirts under sweaters and sweatshirts.
- **Mass Day** is a special. School Spirit clothing is required and shorts will not be allowed at Mass. Children may change after Mass into clothes that follow the dress code and the school spirit day requirements.
- **Tennis shoes** are required for participation in physical education classes. For safety reasons, no open-toe or open-heel shoes should be worn for physical education.

### **Administration of the Dress Code**

It is desirable that teachers and administrators spend their time teaching and administrating not enforcing the dress code policy. Therefore, parent/guardian support and management of this policy is expected.

Students who do not adhere to the dress code will experience the following steps to correct the problem:

1. At the first occurrence, a warning will be given to the student and a note will be sent home to the parents.
2. If the situation is not remedied after a warning is issued, the school will verbally notify the parents.

Students who do not adhere to the dress code will be subject to disciplinary action per the Student Conduct policy.

## **HEALTH AND SAFETY**

### **Emergency Information**

An emergency card on each student is sent home at the beginning of each school year to be completed and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

### **Health Records**

A health record is maintained for each student. It is required that each student have a physical exam before entering kindergarten. Early childhood screening is also recommended, but not required prior to entrance into kindergarten. Immunizations, medication records, and vision/hearing referrals at a minimum will be maintained in the health record.

### **Physical Examinations**

Each student must have a physical examination before entering pre-kindergarten and another before entering kindergarten.

### **Immunizations** (*Archdiocesan Policy #5810*)

St. John the Baptist School follows the requirements of the Minnesota School Immunization Law (Minnesota Statutes Section 123.70). ALL immunizations dates are to be submitted to the school prior to a student's admittance to school. Parent/guardian is responsible for providing this information in writing to the health office and to update it each year immunizations are administered to the student. Each year the Annual Immunization Status Report will be submitted to the State of Minnesota as required by law.

### **Health Screening**

Annual vision and hearing screenings are conducted for K-6<sup>th</sup> grade students by the school nurse. Scoliosis screening is done in the 5<sup>th</sup> grade.

### **Medication During a School Day** (Minnesota Statute 126.202)

It is our general policy that medication should be administered by the parents/guardian at home. However, there are times when medication needs to be administered at school.

Prescription medications require an order from a health care provider with the name of the medication, dose, route, time to be given, how often, and the name of

the student. The order must be signed by the health care provide and parent. The medication must have a prescription label that matched the order exactly.

Non-prescription mediation (over-the-counter medication) must be presented in the original container and with a form filled completed and signed the parent//guardian. All medication will be kept in locked drawer in the school office, not with the student. The school will not supply any medication for the student.

### **Illness or Injury During the School Day**

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. No student will be sent home without a parent's/guardian's permission.

### **Absence Due to Illness**

A student cannot return to school unless they are fever-free without fever-relieving medication and without vomiting and diarrhea for 24 hours. If your child has been placed on antibiotics for an infection, they must have been on them for 24 hours before they returning to school. If a child has a rash of unknown origin, a note from a health care provider must be provided for their return to school.

### **Reporting of Child Abuse/Neglect** (*Archdiocesan Guideline #5640*)

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

- Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency.
- This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.
- "Neglect" is defined as failure to provide food, clothing, shelter, or medical care, and prenatal exposure to controlled substance.
- "Abuse" can be physical or sexual abuse, or emotional maltreatment.

### **School Emergency Procedures**

St. John's School has established procedures for school emergencies. These are detailed in the school Emergency and Crisis Management Plan. Key elements of this plan are summarized below.

#### **Fire Drills**

At least five fire drills are held per year. The following rules must be strictly adhered to for all fire drills:

1. When the fire bell is sounded, all students form a line and immediately walk out of the room and follow the route indicated.
2. A teacher or staff member ensures that the classroom windows are closed, the lights are turned off, and the classroom door is closed after the last person exits the room.
3. Strict silence is to be observed leaving and returning to the building.
4. When outside, the teacher counts the class to account of all students and others from their classroom.
5. Students and teachers remain outside the building until the outside bell sounds or the principal or designated representative gives the verbal “all clear” announcement.
6. Fire drills are timed, recorded, and kept in the office.

### **Tornado Drills**

At least one tornado drill is required annually. The following rules must be followed during a tornado drill:

1. Students from each grade line up silently and follow their teacher.
2. The teacher ensures that the classroom door is closed after the last person exits the room.
3. The teacher leads the students to the designated location where assume the protective safety position (crouched on knees, head down, with hands and arms covering head).
4. The drill ends with an “all-clear” announcement.

### **Hazard Inspection**

Teachers conduct daily inspections for hazards. Sharp articles, medicines, plastic bags, and chemicals are kept out of the reach of the children.

### **Hazardous Spills**

The school is aware of the hazardous materials in the school building and is prepared to deal with potentially dangerous situations. All hazardous materials are properly stored and labeled.

## **Potentially Dangerous People in or Near the School Building**

St. John's School teachers and staff are trained in and will implement the ALICE process (alert, lockdown, inform, counter, evacuate) in the event of a potential threat. This process, which represents the most current national recommendations, is based on getting people out of harm's way using all available information regarding the situation (e.g., location and potential severity of the threat). This may involve "locking down" in the classroom (with the door locked and shades pulled) or exiting the building and relocating to one of the rallying points in Vermillion. St. John's School does not train or ask students to perform counter measures in the event of a threat. The students' responsibility is to follow the instructions of the teacher, staff member, law enforcement officer, or other responsible adults. The process continues until an "all-clear" announcement is made. Drills are conducted during the school year.

### **Visitors**

St. John's School has a controlled-entry process. Exterior doors remain locked during school hours. All parents/guardians or visitors will be "buzzed in" by the school secretary or principal and must sign in at the office before going to a classroom. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and sign in at the school office before going to the classroom.

### **Safe Environment Policy**

The Catholic Community of St. John the Baptist will provide a safe environment for all that allows the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, we will give preferential care to the vulnerable in our midst.

## **FINANCES**

### **Tuition**

The St. John the Baptist Parish Finance Council sets the annual tuition rate. The tuition represents only a portion of the actual cost of educating each student. The remaining funding is provided by an investment from the St. John's Parish and surrounding parishes subsidy, fundraising, and a small amount of state funds. Tuition rates are posted on the school website.

The St. John's School tuition policy is as follows:

1. No St. John's parishioner will be refused admittance to the school because of an inability to pay tuition. Non-parish family assistance will be decided on an individual basis by the pastor.



2. St. John's School families are encouraged to apply for financial aid as necessary.
3. Tuition payment may be made in installments according to the schedule chosen in the beginning of the school year.
4. It is the financial obligation of families to pay their tuition in a timely fashion. Tuition and fees are expected to be paid in full by the end of the school year at the latest. If this is not feasible due to a family's financial circumstances, a written payment plan must be established with the school.

## **Fees**

In addition to tuition, some programs, activities and field trips require an additional participation fee.

## **Financial Aid**

St. John's School is committed to providing high-quality Catholic education to those that desire it. To help achieve this purpose, two forms of financial aid are available:

1. **Grants** are provided to Grade K-6 students based on financial need. We are blessed that charitable foundations and individuals annually provide the school with funds for tuition assistance. To be eligible for assistance, a family must complete an online financial aid assessment through TADS ([www.mytads.com](http://www.mytads.com)) by April 15 and be in good financial standing with the school (i.e., paid in full or current on a payment plan). TADS collects a small fee from applicants for this service. The information in the application is only accessible by the principal and pastor, and it used to equitably distribute available funds. Awards will be announced by June 19.
2. **Scholarships** are not based on financial need, but are offered to students meeting the criteria for which the donors established the scholarship (e.g., grade level, new students, etc.). Scholarship are not available each year.

## **Fundraising** (*Archdiocesan Policy #4280*)

All fundraising efforts require prior approval by the school principal and pastor. This process eliminates scheduling conflicts and ensures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/ events.

St. John's School families are expected to participate in fundraising activities during the year. Major fundraising projects include the Marathon for Non-public Education, the Catholic Schools Raffle, Bingo Fun Day, and the St. John Parish Festival.

## **Budget Process** (*Archdiocesan Policy #4210*)

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor/canonical administrator and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

## **SCHOOL ORGANIZATIONS**

### **Home and School Association**

The Home and School Association is a key vehicle through which parents can provide service to the school (e.g., volunteering, fundraising, social events). It is the Home and School Association's responsibility to support the principal, teachers, staff, and overall school program.

The Home and School Association meetings are held five times per year – typically in September, November, January, March, and May. This is a casual setting and a time for parents/guardians to socialize and work on future projects. All parents/guardians of students enrolled in St. John's School are automatically members of this group and are welcome to the meetings. The Home and School Association has four elected officials holding one-year terms.

Details on the function and operation of the School Advisory Council can be found in the Bylaws of the Home and School Association.

### **School Advisory Council**

St. John's School has a School Advisory Council (SAC) that serves in a consultative capacity to the school administration. It is made up of parents and other individuals who believe in the mission and philosophy of the school. Members are nominated by the SAC and appointed by the pastor to serve three-year terms.

The establishment of policy is accomplished through the activity of the SAC. The SAC is composed of the administrative team (pastor and principal) and the five to seven council members. When the SAC (administrative team and members) meets and agrees on a policy matter, it is effective so long as it does not conflict with Archdiocesan mandates or applicable law. The SAC's responsibility is solely for policy matters - it has no authority for the school's administration or daily operations, including employment-related matters for school administration, faculty, and staff.

SAC meetings are typically held in September, November, January, March, and May. Visitors wishing to make a presentation at a SAC meeting must request a

place on the meeting agenda by contacting the principal or the SAC chair, verbally or in writing, at least forty-eight (48) hours prior to the meeting.

Details on the function and operation of the SAC can be found in the Bylaws of the School Advisory Council.

## **VOLUNTEERING**

Parents are expected to become a part of the school's volunteer program. Volunteers are a vital part the success of St. John's School and integral to the growth experience for all learners. There are many opportunities for parents to be involved. It is expected that each Grade K-6 family volunteer at least 30 hours during the school year (15 hours for PreK-only families). Each family submits a deposit of \$200 by October 1 to be held until the required volunteer time is completed and documented. Our goal at St. John's School is 100% participation by our parents.

Volunteer opportunities may be found in the Volunteer Handbook.

### **Safe Environment Training**

In order to ensure a safe environment for our children, all volunteers will be required to:

1. Undergo a criminal background check which yields satisfactory results
2. Read and sign the Volunteer's Code of Conduct
3. Attend VIRTUS safe environment training

The Archdiocese is audited annually on its compliance with these requirements, which are mandated by the United States Conference of Catholic Bishop's *Charter for the Protection of Children and Young People*.

If you have questions about the Charter requirements or want to find resources for protecting children, please visit the PCYI website at <http://safe-environment.archspm.org/promise-to-protect/>.

## **SCHOOL ADMINISTRATION**

### **Archbishop**

The Archbishop of St. Paul and Minneapolis holds the primary Canonical responsibility for all the Catholic education and formation programs within the Archdiocese. To facilitate his role as the principal teacher of Catholic doctrine and to ensure quality Catholic education in the Archdiocese, the archbishop coordinates this ministry through the Office for the Mission of Catholic Education. The

responsibility for the formal religious instruction of the faithful remains always uniquely with the archbishop.

The Office for the Mission of Catholic Education Director shall assist the archbishop in his ministry of teaching to carry out the four-fold purposes of Catholic education: message, community, service, and worship.

The director shall provide recommendations and consultative services to the archbishop on the governance and operation of the education and formation programs of the Archdiocese. In addition, the director shall provide services to the pastors, principals and school advisory councils. (*Archdiocesan Policy #2110 and 2250*)

### **Pastor**

The Code of Canon Law states that the pastor is the shepherd of the parish entrusted to him by the bishop, and, as such, must carry out the duties of teaching, governing, and sanctifying. Therefore, the pastor should be the parish chief administrator of all education and formation (e.g., school and catechesis) and must represent the parish in all juridical matters. As chief administrator, the pastor shall be informed about all important school and catechetical matters. (*Archdiocesan Policy #2110*)

The pastor as chief administrator of St. John's School assists the principal in the spiritual and intellectual development of the students of the school. He celebrates Eucharist with them, directs the sacramental preparations, and encourages the teachers and the students through classroom visits.

### **Principal** (*Archdiocesan Guideline #2301.2*)

The principal plays a vital role in the operation of a quality Catholic school. The principal is the educational leader whose role is invested with three types of responsibility: spiritual, academic, and professional.

The responsibilities of the principal should include, but are not limited to, that of faith leader, planner, organizer, director of school programs, supervisor of personnel, development of policy, management of daily operations of the school, and financial manager in the educational and formational processes of the school.

The principal is the administrator of the school. He/she works directly with the pastor for the spiritual and educational development of the school children. He/she has the responsibility for discipline, for the establishment and implementation of rules and regulations, and for setting a proper atmosphere in the school. He/she has the responsibility for the maintenance of records for academics and behavioral problems.

## **Faculty**

The faculty of St. John's School is made up of full- and part-time licensed and accredited professional teachers who lead classes in all assigned subjects in accordance with the school's mission and philosophy statements.

## **School Secretary**

The school secretary's duties include school receptionist, general office and clerical responsibilities, and student, parent, and teacher assistant. The secretary is supervised and directly accountable to the principal.

## **School Nurse**

St. John's School receives health services through the Hastings School District. The school nurse is employed, supervised, and directly accountable to the Hastings School District. The school nurse maintains school health and immunization records, conducts periodic health screenings, handles emergency medical situations, and oversees the general health of the student body.

## **Maintenance Staff**

The maintenance staff is employed by the parish. The school principal coordinates all building maintenance needs with the maintenance staff.

## **Other Support Staff**

Other support functions are called on as needed. These may include, but are not limited to, information technology (IT) support or food service support.

## **STATE AND FEDERAL PROGRAMS**

There are several state and federal programs that non-public students may participate in on an equal basis with public school children. These programs are administrated through the local public school district.

St. John's School receives state and federal entitlements allocated on a per pupil basis.

State programs include:

- Education Aids for Non-public School Children - provides textbook and related individualized instructional materials and health services.
- Transportation - Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have

sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

- State Income Tax Deductions - Taxpayers who itemize deductions may deduct for books, tuition, and transportation costs. The amount may vary from year to year. Please refer to your state income tax manual's directions.

Federal programs include:

- Special Education - Districts work with teachers to identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, review of progress and establish an Individual Education Plan (IEP), which generally involves tutoring by a special education teacher.
- Title I - This program provides supplementary instruction in reading and math to students who have been identified as "at risk." Computer-aided instruction may be an acceptable alternative to direct services.
- Title VI - Non-public schools receive monies, on a per pupil basis, to be used for technology-related reform programs, professional development, and other student-directed improvement programs and materials identified in the school's improvement plan.
- Accreditation - Nonpublic schools may choose to be accredited by a state-recognized accrediting agency.
- Compulsory Attendance – Compels school attendance for children between the ages of seven and sixteen. It also requires non-accredited nonpublic schools to report specific information to the district superintendent. The schools must meet the Compulsory Attendance Law Reporting Responsibilities.
- Dangerous Weapons Reporting – Requires public and nonpublic to report MDE (Minnesota Division of Education) incidents involving the use of or possession of dangerous weapons in school zones.
- Immunization Reporting – Requires nonpublic schools to report immunization records to the state, including conscientious objectors.
- Nonpublic Pupil Aids – Provides financial assistance to nonpublic schools in three areas:
  - Textbook and instructional materials
  - Health services
  - Guidance and counseling services (not received by St. John's School, since its only applicable for students in Grades 7-12)

## **SCHOOL PLANNING**

St. John's School maintains a strategic plan that sets the course and direction for improvement of the school. This is a living document that is reviewed at least annually and modified as needed. Revisions to the plan are done with input from many stakeholders including the school faculty and staff, parents/guardians, the School Advisory Council, and the parish community.

## **REVISIONS TO SCHOOL POLICY AND THIS DOCUMENT**

This document, including the school's mission and philosophy statements, will be revised as needed, but at no less frequently than every six years. Substantive changes to school policy, including revisions to the mission and philosophy statements, will be reviewed by the School Advisory Council and approved by the pastor. Input will also be obtained from other school stakeholders, including parents and members of the parish.

# APPENDICES



## ST. JOHN'S SCHOOL LOGO



The explanation of our logo:

**The Lamb** - St. John the Baptist introduced Jesus as the Lamb of God. Our mission as a Catholic School is to introduce and make Jesus, the Lamb of God, present to all the children and their families.

**The Chalice** - The chalice shows our Catholic identity that we are a Eucharistic community and called to be one with Jesus.

**The Cross** - The cross represents that we are followers of Jesus, the Savior of the human race.

**Circle** - The circle represents the universal church of which we are an integral part.