

St. John the Baptist Catholic School



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Faculty Handbook 2016-2017 School Year

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Administrator: Mr. Jeff Gulan, jgulan@stjohnedgar.org
Secretary: Mrs. Aimee Haakenson, ahaakenson@stjohnedgar.org

Introduction:

-MISSION STATEMENT of SAINT JOHN SCHOOL

It is our mission that students take an active role in their faith formation through respectful participation in the Eucharist at Mass; prayer as an individual, a class, and as a school; charitable completion of service projects and contribution to the good of our society; and prayerful study of the Sacred Scriptures and the teachings of the Church.

It is our mission to provide students a faith-filled, meaningful education where they can excel to the best of their abilities. Each student will be respected as an individual and will be afforded the tools to be a life-long learner, a productive member of our society, and a young adult Christian who lives with Jesus in their heart.

-PHILOSOPHY

Healthy boundaries, discipline and limits provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

The school recognizes that parents will need to be committed to working together with our staff, so we can support one another in helping their child to become the best person he/she is capable of becoming.

The four marks of the Church proclaimed in the Creed are one, holy, catholic, and apostolic. The five marks of Saint John School are inspired by a supernatural vision, founded on the study of humanity from a Christian perspective, animated by communion and community, imbued with a Catholic worldview throughout its curriculum, and sustained by gospel witness.

It is precisely because of our Catholic identity at Saint John School, which is anything but sectarian, that we derive the originality that enables us to be a genuine instrument of the Church's evangelizing mission. A former president of the National Catholic Educational Association put the challenge succinctly: *"The first and most important task for Catholic schools is to maintain and continually strengthen their Catholic identity."*

1. Inspired by a Supernatural Vision

The Church sees education as a process that, in light of man's transcendent destiny, forms the whole child and seeks to fix his or her eyes on heaven. The specific purpose of a Catholic education at Saint John School is the formation of boys and girls who will be good citizens of

this world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be citizens of the world to come, thus fulfilling their destiny to become saints.

2. Founded on the study of humanity from a Christian Perspective

Emphasis on the supernatural destiny of students brings with it a profound appreciation of the need to perfect children in all their dimensions as images of God (cf. Gen. 1:26-27). Catholic theology teaches that grace builds on nature. Because of this complementarity of the natural and the supernatural, our educators at Saint John School strive to have a sound understanding of the human person that addresses the requirements of both the natural and the supernatural perfection of the children entrusted to their care.

3. Animated by Communion and Community

A third mark of catholicity is the emphasis on the school as a community - a community of persons and, even more to the point, "*a genuine community of faith.*" Such an emphasis proposes an alternative model for Catholic schools to that of an individualistic society. This communal dimension is rooted both in the social nature of the human person and in the reality of the Church as "*the home and the school of communion.*" That our Catholic school is an educational community "*is one of the most enriching developments for the contemporary school.*"

4. Imbued with a Catholic Worldview throughout its Curriculum

A fourth distinctive characteristic of Saint John School is that the "*spirit of Catholicism*" should permeate the entire curriculum. Catholic education is "*intentionally directed to the growth of the whole person.*" An integral education aims to develop gradually every capability of every student: his or her intellectual, physical, psychological, moral, and religious capacities. To be integral or complete, Catholic schooling must be constantly inspired and guided by the gospel. As we have seen, the Catholic school would betray its purpose if it failed to found itself on the person of Christ and His teaching: "*It derives all the energy necessary for its educational work from Him.*"

5. Sustained by Gospel Witness

A final indicator of a school's authentic catholicity is the vital witness of its teachers and administrators. With them lies the primary responsibility for creating a Christian school climate, as individuals and as a community. Indeed, "*it depends chiefly on them whether the Catholic school achieves its purpose.*" Consequently, the Church pays a great deal of attention to the vocation of teachers and their participation in the Church's evangelizing mission. Theirs is a supernatural calling and not simply the exercise of a profession. "*The nobility of the task to which teachers are called demands that, in imitation of Christ, the only Teacher, they reveal the Christian message not only by word but also by every gesture of their behavior.*"

As well as fostering a Catholic worldview across the curriculum, even in so-called secular subjects, *"if students in Catholic schools are to gain a genuine experience of the Church, the example of teachers and others responsible for their formation is crucial: the witness of adults in the school community is a vital part of the school's identity."*

At Saint John School, we understand that our children will pick up far more by the example of their educators, especially in the practice of Christian virtues, than by masterful pedagogical techniques.

Conclusion:

The Church recognizes the priceless treasure of Catholic schools as an indispensable instrument of evangelization. Ensuring their genuinely Catholic identity is the greatest educational challenge.

Complementing the primary role of parents in educating their children, we strive to make our school accessible, affordable, and available to all. Together with the families, we are a school that continues to build up the community of believers, evangelize the culture, and serve the common good of society.

-AMENDMENT OF HANDBOOK

The Pastor working with the Administrator retains the right to amend the handbook. The amendments will be approved by the Diocese. Employees will be given proper notification when changes are made.

-CATHOLIC ATMOSPHERE (DSP 5112)

The physical atmosphere of the classroom and school should make clearly evident the Catholic nature of the school. A crucifix, a Bible, religious articles, including a statue or picture of Mary, religious reading materials, a prayer center, and at least one religious bulletin board are all an important part of the Catholic atmosphere.

-CATHOLIC FAITH AND MORAL STANDARD

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.

-CATHOLIC SCHOOLS WEEK

This annual event is observed during the week that is recommended by the NCEA, usually the last week of January. It is observed with a special liturgy and various other activities. For the 2016-2017 school year Catholic Schools Week is January 29-February 4, 2017.

Teachers and administrator will work as a team to plan and organize these activities

-HANDBOOK

The Saint John the Baptist School Teacher/Employee Handbook will be the primary means of communicating school policies and procedures to employees. Employees will be issued a handbook during August in-service days. These handbooks should be used as a reference. Copies may be made of the materials in the handbook. The forms in the Appendices are to be used as reference and should be kept in the handbook. All forms are available in the school and parish offices. The handbooks will be collected at the end of each school year for revisions.

-STANDARDS FOR PERSONNEL IN CATHOLIC EDUCATION

The primary mission of the Catholic Church is to continue the mission of Jesus: PROCLAIMING THE KINGDOM OF GOD. Central to this mission is the teaching of the Word of God. This ministry of the Word is given expression in the educational efforts of the Church.

It is the goal of the five dioceses in the State of Wisconsin to promote and support a comprehensive educational ministry. The ministry extends to people of all ages: adults, youth, and children.

Following their long tradition of service to the people of Wisconsin, Catholic elementary and secondary schools and religious education programs continue to be an essential part of the educational ministry of the Church.

By virtue of their ministry, personnel in Catholic education are role models for other adults, youth and children. Therefore, they are called to be well-informed in Catholic teachings and committed to a Catholic way of life.

The Wisconsin Catholic Conference establishes the following standards for personnel called to minister as Catholic educators. The standards apply to all who have responsibility for instruction in Catholic education such as administrators in elementary and secondary schools and religious education programs, teachers, catechists, etc.

The purpose of these standards is to promote and support a high quality of Catholic education in the State of Wisconsin.

STANDARDS

1. All teachers and catechists have Basic Certification in religion.
2. All teachers in Catholic elementary schools have Advanced Certification in religion.

3. Principals and teachers in Catholic elementary and secondary schools have appropriate certification with the Department of Public Instruction.

-ADMINISTRATOR

Please note that the word Administrator refers to the Teacher-in-Charge, Head Teacher, or Principal.

All schools are to have a teacher-in-charge who is to function within the assigned job description in the absence of the administrator. If a teacher-in-charge is responsible for the school for a prolonged period of time, there should be also a second teacher-in-charge.

The teacher-in-charge becomes responsible to the pastor (a dean in high schools or joint-parish schools) functions as the chief school administrator, in the following cases:

1. Prolonged absence of the administrator.
2. The inability of the parish/school system to hire an administrator due to the lack of acceptable candidates.
3. A period between the resignation of an administrator and the hiring of a new one.

In such cases, the teacher-in-charge job description can be modified (with the approval of the diocesan director of the Office for Catholic Schools) to meet necessary needs.

In cases where a pastor assumes the administrator duties for a temporary period of time, he is to be considered the "acting administrator."

Employment:

-ADMINISTRATIVE RECOURSE (DSR 5901)

Outline to resolve disputes:

1. Teacher or other school employee
2. Teacher In-Charge
3. Pastor
4. Dean Father Al Slowiak
 St. Mark Parish, 602 Military Rd, Rothschild, WI 54474
 Phone: 715-355-8904
5. Diocese

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she is to first confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If you do not achieve reconciliation through the Pastor, please see Diocesan Policies 4901 & 4902 for further recourse. Diocesan Policies are found in the school office.

Administrative Recourse Procedure during Penalty Status

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

-BLOODBORNE PATHOGENS

There is to be a statement that the school complies with OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030 and the school has a written bloodborne pathogens exposure plan. The plan is to be reviewed annually and employees receive annual training. The location of the plan is also to be identified for the staff.

-ANNOUNCEMENTS AND PRAYERS

Employees meet for prayer and announcements at 7:25 a.m. in the Faculty Lounge. Announcements may also be communicated through written notices placed in their mailboxes, the message board located in the office, e-mail, voice mail, or direct announcement.

-ARRIVAL/DEPARTURE

Teachers must be in their classroom by 7:20 a.m. and remain until 3:30 p.m. Monday-Friday. Classrooms and corridors are to be left in good order.

-CONFIDENTIAL EMPLOYEE/VOLUNTEER QUESTIONNAIRE

All teachers and employees are required to complete and have on file the Diocese of La Crosse Safe Environment Employee and Volunteer Confidential Questionnaire. Every year thereafter the employee will review it and then complete the Annual Verification of Safe Environment Training. All Safe Environment Training for staff and students will be completed by October 31 of the school year.

-CONFIDENTIALITY (DSP 5310)

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of La Crosse schools operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administrator, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

-CONTRACTS AND MODIFCATIONS (DSR 4130)

All teachers in Catholic educational institutions in the Diocese of La Crosse shall sign an employment contract form supplied by the Diocesan Department of Catholic Education and approved by the Diocesan Bishop.

The employer shall give the employee written notice of contract renewal for the ensuing school year on or before April 1 of the school year during which the teacher holds a contract.

An employee who receives a notice of contract renewal for the ensuing year shall accept or reject in writing such contract no later than April 15.

There shall be no obligation on the part of the employer to renew a teacher's contract after the expiration date stated, and fulfillment of the terms of the contract does not entitle the employee to tenure or expectation of contract renewal.

--CONTRACT MODIFICATIONS

A contract modification form is required whenever a teacher contract is added to, subtracted from, or in any way amended after the contract has been signed and approved by the Bishop or his delegate.

In situations where there is a request for a contract modification, the diocesan director of the Office for Catholic Schools should be notified immediately. Contract modifications include, but are not limited to:

1. Adding and/or deleting coaching duties
2. Raising or lowering salaries;
3. Adding, deleting or altering fringe benefits;
4. Resignations from the contract ; and
5. Leaves of absence from the contract, for example Family Medical Leave Act. Only modifications approved by the Bishop or his delegate are valid.

The breach of contract fee can only be modified or waived by the diocese.

-CRIMINAL BACKGROUND CHECKS

All employees are required, by Diocesan Policy, to pass a Basic Criminal Background Check as a requirement of employment with Saint John the Baptist Parish. Every three years thereafter, each employee at Saint John the Baptist Parish will be required to pass a Basic Criminal Background Check.

-DENTAL INSURANCE

All employees at their own cost will be offered a dental insurance plan through the Diocese of La Crosse upon employment. Please see the *Diocese of La Crosse Lay Group Insurance Information* packet for more information. It can be accessed at <http://www.stambrosefinancial.com>. Click on Parish Finance Manual and go to section VIII.D.1-21

-DRESS CODE

Shirts/Blouses

Employees may wear: Polo type shirts, dress shirts, blouses, Henley, sweatshirts, sweaters, turtlenecks, casual shirts or any shirt sold through St. John's Home School and spirit wear for Edgar Schools. All shirts must be clean, in good repair and well fitting. Shirts designed to be tucked in should be tucked in.

Pants/Dresses/Skirts

Employees may wear: Khaki, Corduroy, Cargo Pants, dress slacks/dresses/skirts, Capri pants for girls. All pants/dresses/skirts must be clean, in good repair, and well fitting. Skirts are to be knee length or longer.

Employees may not wear:

Any clothing containing messages or symbols contrary to Catholic moral values or inappropriate for school age children. This includes but is not limited to: drugs, alcohol, tobacco, sexually suggestive messages and songs or musical groups whose lyrics are considered inappropriate.

Any clothing which is excessively oversized, ill fitting, or faded.

Sweat pants, athletic wear, leisure wear, pajama bottoms, or similar wear.

Any clothing with holes or which is frayed.

Any shirt which exposes the midriff during normal movement or does not cover the shoulder, neckline too low, or shirt is too tight

Beach Wear, including flip-flops.

If the administrator feels an employee's dress does not conform to the above, the employee will be advised and expected to make the necessary changes. A higher standard of dress is expected on Mass days, or days with activities in church.

-DRUGS AND ALCOHOL

The presence and abuse of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our schools. Therefore, the diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.

Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

-EXPENSE REIMBURSEMENT FORM

An Expense Reimbursement Form needs to be filled out anytime an employee and/or a volunteer is seeking reimbursement for a fundraiser, an event, a purchase for the school.

-ABSENCE

--FAMILY MEDICAL LEAVE ACT (FMLA)

If staff or teacher wishes to use FMLA either for themselves or their immediate family member, a meeting with the pastor and principal with a letter requesting FMLA to the Diocese shall occur as close to the request time as possible. Granting of the FMLA will also come in the form of a letter. All FMLA guidelines must be followed.

--FUNERAL LEAVE

Three days of Funeral Leave will be granted for the death of a parent, spouse or child. The three days shall be available at each or any occurrence. The Funeral Leave will not be a deduction in pay. Any additional days off will be deducted from personal leave time. The teacher shall be allowed one day with pay for the funeral of a grandparent, grandchild, brother, sister, or mother in-law or father in-law if the funeral falls on a school day. Anymore requested time will be a deduction from personal time.

--JURY DUTY

Generally, employees are allowed time off for jury duty.

Employees who volunteer or are subpoenaed to testify as witnesses in any case may use their accrued PLT (paid leave time) or take the time off as unpaid time.

An employee who is subpoenaed for jury duty will present to his or her supervisor the jury summons.

For jury duty, employees generally are paid their normal wage after the employee presents the jury summons and pays to the parish the jury and mileage fee.

An employee may be paid his/her base pay only after the employee surrenders jury and mileage fees to the parish.

--PERSONAL AND PROFESSIONAL LEAVE

All employees are required to fill out a Request Form for Personal or Professional Day. These forms are located in the Teacher's Lounge. All teachers and administrator need to fill out a Personal or Professional Day Request Form. The Administrator needs to grant approval. The pastor grants approval for the Administrator's request. After the approval has been granted $\frac{1}{2}$ of the sheet stays in the office files and the other $\frac{1}{2}$ sheet is given to the parish secretary. For the 2016-2017 school year Mrs. Nancy Hackel will find substitute teachers.

When a paid staff becomes ill during the evening or early morning, he/she would call Nancy Hackel at 715-352-7354 so she can immediately try to find a substitute teacher.

--PROFESSIONAL DAYS

Administrators may be given three (3) professional days. Full time teachers may be given up to three (3) professional days upon approval of the Administrator. These days are not accumulative. The Personal or Professional Day Request Form needs to be filled out prior the date/s of leave.

--PERSONAL DAYS

The contractual personal days are to be used at the teacher's discretion. Teachers should fill out a Personal or Professional Day Request Form which must be approved by the Administrator. These forms are located in the Teacher's Lounge near the mail boxes. Keep in mind substitutes can be difficult to find, especially on short notice. Personal days should not be taken in September, May or June except for illnesses or emergency, as it is disruptive to the schedule

at busy times of the year. The practice of "using up" your personal days is discouraged, as it is not professional. Any half or whole day taken off after your personal leave time is used up will result in a pay deduction of 1/190 of your contract pay (deducted from the payroll period).

Administrators and full-time teachers are given five (5) personal days each school year with the ability to carry over a maximum of 20 days.

-GUNS

For the protection and safety of all staff and students, guns, or anything that looks like a gun, or any toy guns are not allowed in school or the school premises. Consequently, no projects or assignments should be based on guns. No computer games should be played that involve guns or excessive shooting. Similarly, other types of weapons or excessive violence should be avoided.

- HEALTH INSURANCE

All employees will be offered a health insurance plan through the Diocese of La Crosse upon employment. If you qualify by eligibility then St. John Parish will contribute $\frac{1}{2}$ of cost of a single HAS plan. Please see the *Diocese of La Crosse Lay Group Insurance Information* packet for more information. It can be accessed at [http:// www.stambrosefinancial.com](http://www.stambrosefinancial.com). Click on Parish Finance Manual and go to section VIII.D.1-21.

-LETTERS OF INTEREST

Letters of interest are to be distributed to teachers annually. Only the uniform Diocese of La Crosse forms are to be used. The letter of interest is an indication of a teacher's interest in being offered a contract for the next school year. It is not an offer of renewal nor does it indicate expectation of contract renewal. Also, it is not binding on the part of the teacher. Letters of interest should be distributed no later than February 1 of the current school year and filled out and returned no later than March 1 of the current year.

-MILEAGE

Employees will be reimbursed at the current rate per mile designated by the diocese for required conventions and workshops only. Receipts for travel expenses are to be turned in to the parish secretary for reimbursement. Carpooling is strongly encouraged.

-MONEY

Money is not to be left in desks. Locked files are only a temporary safety measure. Money handed into the office must have the class, name, and purpose written on the envelope.

-NON-CONTRACT EMPLOYEES

All employees besides administrators and teachers in Catholic schools shall be employees subject to the policies, regulations, and guidelines of the Diocese of La Crosse. They shall receive a Letter of Employment for Non-Contract Employees upon hiring.

-PAY PERIOD

Employees will be paid every two weeks for twelve months or as stated in the employee contract.

-POLICIES AND PROCEDURES

In addition to the contract or letter of employment, the employee agrees that he/she shall be governed by the rules, regulations, policies, and norms as may from time to time be adopted, modified or restricted by the Diocese of La Crosse. All such policies shall be made available to the employee in writing. All policies require the prior approval of the Diocesan Bishop before being enforceable.

-RETIREMENT CONTRIBUTION

All employees are required to participate in the Diocese of La Crosse Lay retirement Plan if qualified by the terms of the plan. The plan from time to time may be altered, amended, or changed.

-SAFE ENVIRONMENT TRAINING

As an employee of the Diocese of La Crosse and Saint John the Baptist Parish, you are required to be in compliance with the Safe Environment policy. This program trains adults in appropriate conduct with children and ensures that all employees are free of criminal records and eligible for employment.

Basic Background Check- All employees are required to pass a Basic Criminal Background Check as a requirement of employment with St. John Parish. Every three years thereafter, each employee will be required to pass an additional Basic Criminal Background Check.

Confidential Employee Questionnaire- All employees are required to complete and have on file the Confidential Employee and Volunteer Questionnaire form. Each succeeding year the employee will initial and date the form after making any needed changes.

Training- All employees must read or view the *Revised Policy and Procedures on Sexual Misconduct for the Diocese of La Crosse* and the *Revised Policy and Procedures on Child Sexual Abuse of the Diocese of La Crosse*. These red and green booklets are available from the secretary or go to the diocesan web site under Safe Environment. All employees and volunteers need to have watched the latest DVD that came out in the fall of 2015. Name of DVD is Foundations. Employees may go to the diocesan web site to find all the above

information--<http://www.dioceseoflacrosse.com/safe-environment/index.htm>. All employees are required to complete and have on file the Annual Verification of Safe Environment Training Form AND the Diocese of La Crosse Safe Environment Employee and Volunteer Confidential Questionnaire Form. A review of these policies and/or videos is held for all employees at the end of August during school in-service days.

Comprehensive Background Check - All employees are required to submit an FBI fingerprint card and pass an FBI comprehensive background check. This card is available from Nancy Hackel. It is the employee's responsibility to go to a local law enforcement agency, obtain prints, and pay any costs incurred. Return the cards to Nancy Hackel along with the receipt of payment for reimbursement.

-SEXUAL HARASSMENT

Policy:

All employees of the Catholic schools of the Diocese of La Crosse are entitled to work in an atmosphere free from sexual harassment.

Provisions:

- 1.) Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for work purposes."
- 2.) No employee shall be subject to sexual harassment as a Catholic school employee.
- 3.) Any employee who believes that he or she is being sexually harassed shall report immediately such information to the diocesan director of schools. Any information reported shall be treated in the strictest confidence. All claims of sexual harassment shall be thoroughly investigated by the diocesan director of schools and the moderator of the curia and the results of that investigation shall be disclosed to the employee.
- 5.) No employee shall receive any adverse employment action or be retaliated against for reports of sexual harassment, made in good faith.

-STANDARDS FOR PERSONNEL IN CATHOLIC EDUCATION

All personnel records shall be generally considered confidential and shall be safeguarded from review by unauthorized persons. The personnel file shall contain the following documents:

1. Employment application, employment references, summary of interviews
2. Teaching contracts/service agreements/contract modifications
3. All evaluations and related employee letters
4. Records of leaves of absence

5. Copies of Religious Certification records
6. Official transcripts and credentials
7. Records of all medical exams and TB tests
8. Disciplinary notices
9. Signed copy of diocesan job description
10. Signed statement of compliance with the policies in the teacher handbook
11. Employment Eligibility form
12. Confidential Employee and Volunteer Questionnaire
13. Letters of Interest
14. Professional Growth Plans
15. Attendance records

-WAGE SCALE

1. Newly hired teachers are given credit for their years of experience when determining placement on the salary scale.
2. For each 6 extra credits earned, the teacher will receive \$100/yr. throughout their career at Saint John the Baptist School. Teachers under the more recent state mandates will earn \$100/year throughout their career as a teacher. Teachers must submit documented proof of credits by March 1 of the current year to be processed for the upcoming school year.
3. Salary advancement is limited to what is shown on the salary scale.
4. Teachers need to earn 6 credits in 5 years to keep their license current. Teachers then have a fee of \$100.00 to the state. Once a teacher pays this fee turn in your receipt to the parish secretary and you will be reimbursed the \$100.00 payment to the state.

Students:

-ACADEMICS

The following subjects are required for all students: Religion, Language Arts (reading, writing, listening, & speaking), Spelling, Math, Science, Social Studies, Computers, Handwriting, Music, Physical Education, and Art.

-ACCIDENTS

Teachers/staff are not to move seriously injured students or leave them alone. Accidents that occur in the classroom or on the playground are to be reported to the school secretary.

Procedure to take when an accident occurs:

First, call the secretary to inform her of the situation and request help if needed.

Second, the school office will contact the emergency response person if necessary. The school's emergency response person is:

Third, after the accident, the teacher with the secretary will fill out an Incident Investigation Report for Injuries Form before they leave that day.

-ARRIVAL/DEPARTURE

The school day begins at 7:55 a.m. and ends at 3:00 p.m. Students are considered tardy if they have not checked into the classroom by 7:55 a.m. No student should arrive before 7:30 a.m. Students who arrive between 7:30 a.m. and 7:55 a.m. are to go to their classroom.

If any student is to be dismissed prior to 3:00 p.m. for any reason, a written note from the parent/guardian must be sent to school. If the student is returning to school, the parent/guardian must sign in the student.

See **BUSSING PROCEDURES** for dismissal procedures at the end of the school day.

-ATTENDANCE

Attendance slips are written and posted for collection no later than 8:20 a.m. Students are to bring written excuses from the parents stating the reason for absence. Half-day absence is recorded. Turn in the written excuses to the office on a daily basis. Keep on file until the end of the year.

-BOOKS AND BOOK CLUBS

School Library - Students are taken as a group to our school library as desired. Reference books may not be checked out or taken home. Replacement costs will be assessed for lost or damaged books.

Marathon County Public Library - Students are taken as a class group to the Edgar Branch as their schedule permits. Only books may be checked out for one month. Fines are issued at a rate per public library policy. If a book is lost, the student must go to the library to pay for the book. The student will need to pay for the book at the library's cost. Teachers will be responsible for returning public library books brought back to school by the deadline the teachers set. If the public library book is not brought to school by the deadline, the student is responsible for its return.

--BOOK CLUBS

Periodically books and other items are offered to the students by the various book clubs. Students may select the items desired and pay the classroom teacher. The teacher will tabulate the items for the classroom on the blank provided by the Club, and send in the order.

-BUSES

Two faculty members are scheduled for bus duty at dismissal. Be outside by 2:55. Children are to walk to the buses, observe bus safety regulations, and cooperate with the patrols. They are to wait at their particular bus stop. All children are to cross at intersections. Students are to board the bus here at St. John School. Students who participate in athletics at Edgar Elementary are to walk as a group to the Elementary School after the buses leave. If a student is not riding the bus or is riding the bus with a friend, there must be a note signed by the parent indicating the change and a bus pass must be filled out. These are located in the office and on our parish/school web site—www.stjohn-edgar.org

-CHILD ABUSE AND NEGLECT

Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury and that the abuse of the child may occur shall use the following procedure to report:

1. Employee should report a reasonable suspicion of neglect to the Vicar of Clergy of the Diocese of La Crosse.
2. After consultation and review with the Vicar of Clergy the employee shall immediately contact the County Department of Social Services. If the employee is unable to make contact with the County Department of Social Services then the employee needs to call the police department. The phone numbers is to be readily available in the school office.
3. If the child is in immediate danger and the employee is not able to make contact with the Vicar of Clergy, report should be made directly to the County Department of Social Services or police department and the employee will contact the Vicar of Clergy as soon as possible.
4. It is then up to the County Department of Social Services or police department to follow up on the report.
5. However, employees cannot be directed by a higher authority to refrain from reporting a case if the employees still reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.
6. Any such reports are considered strictly confidential.

-CHEATING

In an attempt to curb the increased amount of cheating, we have developed a more specific honor code which we expect students to abide by.

Consequences for the first time a student is caught cheating on individual homework, tests, or plagiarizing:

1. Parents will be contacted by phone and the situation explained by his/her teacher.
2. The grade for the test or assignment will be a "0" and the assignment will still need to be completed. Opportunity for make-up will be at the discretion of the teacher.

3. A written notice will be placed in the student's file and the Administrator will receive a copy.

Consequences for further cheating on individual homework, tests, or plagiarism:

1. Parents will be contacted by phone and the situation explained by the Administrator.
2. The grade for the test or assignment will be a "0" and the assignment will still need to be completed. Opportunity for make-up will be at the discretion of the Administrator.
3. A written notice will be placed in the student's file and the Pastor will receive a copy of both notices.
4. Ineligibility for honor roll for that quarter.

-DISCIPLINE

The following behaviors are unacceptable in school or school related activities:

- I. Disrespect of the learning atmosphere.
 - A. Verbal disruption in the classroom.
 - B. Verbal disrespect for staff, volunteers, or students
 1. Talking back.
 2. Name-calling.
 - C. Foul Language.
 - D. Student out of designated area.
 - E. Mouth or body noises.
 - F. Throwing objects.
- II. Bodily Contact
 - A. Pushing, shoving, attacking, slapping, etc.
 - B. Male or Female body contact.
 - C. Tripping, pinching, kicking, biting.
 - D. Fighting.
- III. Disrespect for property.
 - A. Removing hats, scarves, or other items belonging to another.
 - B. Stealing or destroying:
 1. School / Student supplies.
 2. Lunch items.
 - C. Vandalism
- IV. Disobeying Established School, Classroom, Bus Rules, or other violations of school-related rules such as might be referred.
- V. Gum Chewing
- VI. Inappropriate use of cell phone, mp3, ipod, or other electronic devices.
- VII. Other

The school accepts the following consequences as appropriate for correcting student's inappropriate behavior. Depending on the seriousness of the infraction, the sequence of discipline may change.

- I. **Teacher correction:** Which may involve verbal correction, detention (Loss of Recess), temporary removal from class or school activity, assigned tasks that will be appropriate to the age and maturity of the student.

Teacher correction will be given up to 3 times a day for students in Grades K-4. Twice during the class period for Grades 5-8. If unacceptable behavior has not changed, a Conduct Correction Referral Form will be sent to the parents.

- II. **Conference:** When parents receive a Conduct Correction Referral Form twice in a 2-week period, a conference is scheduled.

The conference will include teacher, student, and parent. The administrator may be asked to be present. Plans are made to bring about understanding and change in behavior. The need for professional help may be explored.

- III. **Suspension:** After two conferences, in a 4 week period, a suspension will be given, which is a full-day removal that must include written notice given by the administrator to the parent stating reasons, effective date(s), and manner of re-entry; not to exceed two consecutive days.

Out of School - Removal from school, school activities, and extra-curricular activities. All class work assigned must be complete before readmission.

In School - Under supervision of school personnel but isolated from other students, school activities, and extra-curricular activities. All class work assigned must be completed before readmission.

- IV. **Special Behavior Agreement:** A temporary plan to improve behavior.

The plan must include the following:

- Previous conference
- Written notice to the parents.
- Reasons for the special behavior agreement.
- Specific terms of agreement including time of review.

- Consequences that will follow if misbehavior occurs.
- Signature of at least one parent, student, teacher, and administrator on the plan.
- That the Pastor will be informed if terms are broken.
- Process of permanent dismissal will begin.
- Any teacher who has teacher/student contact with a special behavior student agreement should be notified of the plan.

V. Dismissal and Expulsion: The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools.

DSP 5115

DISMISSAL AND EXPULSION (DSP 5115)

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term)

-DRUGS/MEDICATION ADMINISTRATION

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. Medications should be locked in the School Office. Cough Drops, etc, should be kept in the teacher's desk, as the student should not be distributing them or taking them excessively. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion.

-EMAIL ADDRESS

Students will be given a school email address for purposes of homework and/or questions to his/her teacher. The password will be generated by the teacher.

Parents will be given in writing each of their child/ren's username and password while he/she is at Saint John the Baptist School. In addition parents will be instructed how to go to the google web site and log into their child/ren's account.

-SCHOOL FIELD TRIPS AND OUTINGS

All field trips and outings must be pre-approved by the administrator. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent should include the basic information on the trip, such as where they are going, times, chaperones, mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file in the school office.

Only official Diocesan Permission Forms may be used.

School Field Trips and Outings are an excursion outside the classroom where the class learns first hand situations. This is a time where classmates and teachers interact in a different setting. With this in mind teachers are asked to let the administrator know how many chaperones his or her class will need. There will be times that chaperones are not needed on a school field trip or outing. All Safe Environment and Background Check Forms need to be filled out by the chaperone two weeks prior to the trip.

-FUNDRAISERS

Any fundraisers that the school is part of:

- No cash reimbursements may be given.
- Reimbursements will only be given once a receipt along with the Expense Reimbursement Form is turned in.
- Immediately after the fundraiser is done all monies will be given to the Home and School Treasurer to deposit.

-NON-CATHOLIC STUDENTS

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

-PARENT/STUDENT HANDBOOK

All employees will read and familiarize themselves with the policies and procedures outlined in the Parent/Student Handbook as it contains additional information not included in this handbook.

-RECESS RULES

Recess Indoors

During rainy or extreme cold weather, students will have recess indoors in the gym and library. Games or other prearranged activities are allowed. The scheduled teacher will supervise the recess.

1. The basketball court will be used for an organized game.
2. The area by the school records will be used for jump ropes, hula hoops, etc.
3. Scooters may not be used for recess.
4. Library area is used for board games, art activities, reading, etc.
5. Middle School Recess may also use the ping pong tables.

Recess Outdoors

1. Students are to respect all playground supervisors at all times.
2. No child will be allowed to remain in the building, except for a serious reason. Fresh air and physical activity are important for a child's all around development.
3. Parents are responsible for their child(ren) being dressed adequately for all types of weather. All students are required to have either an extra pair of shoes or boots to wear when the playground is wet. Hats, mittens, scarves, and snow pants are necessary for winter.
4. Students are to play in the designated playground areas for seasonal activities.
5. Students are expected to respect each other and be conscious of safety. Rough playing will not be tolerated on the playground at any time.
6. No food or drink not sponsored by the school will be allowed on the playground at any time.
7. Foul language, rude / discourteous language, and spitting are unacceptable at all times.
8. Students are not to pick up or throw snow, rocks, or other objects not intended for playground use. No throwing snow or ice.
9. Students are not allowed on the snow hill near the parking lot at any time.
10. When using ice slides, students will slide one at a time. They will not be allowed to stand up to slide, slide on stomach, knees, or back, or to make trains.
11. Only plastic sleds may be used on sled paths. There must be only one student on a sled and one sled on the trail at a time. Be aware of other students at the bottom of the hill.
12. When the bell rings, play is to stop. Recess equipment is to be carried to the line-up area.

13. Reminder to students to brush-off clothes and wipe feet thoroughly before entering school.
14. Students are to be quiet in line before they enter the school building and remain quiet through the hallway and into the classrooms.
15. When a ball goes outside the play area (across the street) all students must first ask permission to retrieve the ball with the teacher supervising. The teacher must watch until the ball is returned to the play area.

-RETENTION AND ACCELERATION

The school is responsible for making the recommendation to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teacher, parents and pastor. The pastor is the individual responsible for making the final recommendation.

-SAFE ENVIRONMENT TRAINING FOR STUDENTS

Teachers will integrate the student Safe Environment curriculum into their religion curriculum by October 31 of the school year. If a child's parent signs the Declination Form the teacher of that child will be notified. The day of Safe Environment Training for students, any parent that declines the training for his/her child the child needs to go to the office and check in with the secretary.

-STUDENT PRAYERS

Kindergarten

Sign Of The Cross
Our Father
Hail Mary
Angel of God
Glory Be

Grade One

Review of Kindergarten prayers
Grace Before Meals
Grace After Meals

Grade Two

Review of K-1 prayers
Act of Contrition
Introduce the Rosary
Apostles Creed
Fatima Prayer

Grade Three

Review of Grades K-2
Morning Offering
Act of Contrition
Prayer to prepare for Mass
Prayer in Thanksgiving after Mass

Grade Four

Review of Grades K-3 Prayers
Mysteries of the Rosary
Memorare
Hail Holy Queen

Grade Five

Review of Grades K-4 Prayers
Prayer to St. Michael
Litany to the Sacred Heart of Jesus

Grade Six

Review of Grades K-5 Prayers

Grade Seven

Review of Grades K-6 Prayers

Acts of Faith, Hope, and Love
The Angelus
The Divine Praises

Way of the Cross
Anima Christi

Grade Eight

Review of Grades K-7 Prayers
Beatitudes
Prayer for Vocations

Teaching:

-CONFERENCES (DSP 5202)

As a personal means of informing parents as to the development of their children, schools are to schedule conferences at least twice a year, once during the first quarter and once during the third quarter. Normally, the children should be at these conferences.

-COPYRIGHT LAWS (DSP 3910 and DSR 3910)

On January 1, 1978, the General Revision of the Copyright Law (P.L. 94-553), enacted in October of 1976, became effective. All Catholic schools in the Diocese of La Crosse have a moral and legal commitment to abide by the copyright law.

The following guidelines are offered to assist schools in obeying the law.

PRINTED MATTER

A teacher may:

- NOT make multiple copies for classroom use if it has already been copied for another class in the same institution;
- NOT make multiple copies of a short poem, article, story or essay from the same author more than once in a class term, or from the same collective work or periodical more than three times in a class term;
- NOT make multiple copies of works more than nine times in the same class term;
- NOT make a copy of works more than nine times in the same class term;
- NOT make a copy of works to take the place of an anthology or substitute for the purchase of books, reprints, or periodicals;
- NOT make a copy of "consumable" materials such as workbooks;
- NOT make a copy directed by a higher authority;
- NOT make a copy if there would be time to request permission.

A teacher may:

- MAKE a single copy for use in scholarly research, or in teaching, or in preparation for teaching a class of the following:

- a chapter from a book,
- an article from a periodical or newspaper,
- a short story, short essay or short poem, whether or not from a collected work,
- a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper;

Make multiple copies for classroom use only, and not to exceed one per student in the class, of the following:

- a complete poem, if less than 250 words and printed on not more than two pages,
- an excerpt of less than 250 words or longer poem,
- a complete article, story or essay, if it is less than 2,500 words,
- an excerpt of less than 1,100 words or 10% of the work, whichever is less, from a prose,
- one chart, graph, diagram, drawing, cartoon or picture per book or periodical.

-CORPORAL PUNISHMENT (DSR 5605)

Corporal punishment is not to be administered to students.

-DONATIONS

Any monetary donations to the school will be given to the school secretary who will then work with parish secretary to decide where the monetary donation will go. If the monetary donation is for a fundraiser then the donation is given to the Home and School treasurer and put toward that specific fundraiser. If the monetary donation is in the form of a scrip card, then the person who purchases the item(s) will give a receipt to the school secretary that will give to the Home and School treasurer.

Any physical donations to the school will be reported to the school secretary. She will then in writing inform the Parish secretary of the donation. Any physical donations for a fundraiser will be recorded by the school secretary and the chairperson for the fundraiser and the administrator will be notified.

-EMERGENCY EVACUATION PLANS

FIRE EVACUATION

Grades K - 8 - Doors, windows and transoms are to be closed and lights turned off. Middle schools students are responsible for opening exits.

Teachers need to bring their grade and attendance books with them.

FIRE EVACUATION ASSIGNED AREAS

STREET

P	S	2	K	RECTORY	
A	T	.	.		
R	R	.	.		
K	E	.	.		
I	E	.	1		
N	T	.	.		
G		.	.		
		3	.	CHURCH	
L		.	.		
O		.	.		
T		.	.	SCHOOL.....	
			4
			.		.
			6		5
			.		.
			.		.
			7		8
STREET			.		.

7.....6.....
8.....5.....

TORNADO EMERGENCY

Grades 4K - 8 Each child is to carry a hard cover book for head protection.

TORNADO EMERGENCY ASSINGED AREAS

GRADES 4K - 8 - Hall and stairway outside music room

-BOMB THREATS(Need to talk to Cari Guden at Public School 715-352-2352. They in the process of adding a secondary choice and possibly not coming to St. John.

When a bomb threat is called into a school, enact the following procedure:

1. Students are not dismissed early
2. Public School - Students bring jackets and books; Teachers bring grade books to:
 - A. Grades K-4: Saint John's gym
 - B. Grades 4-8: Rectory basement
 - C. High School: Church basement
3. St. John's School: Students bring jackets and books; Teachers bring grade books to:

A. **Public School gym**—Needs to be more specific.

When the call is taken, DO NOT HANG UP THE PHONE. Notify with the principal, who will use a cell phone to call the public school (352-2727 or 352-2352) and the Sheriff (911).

-FACULTY MEETINGS

Mandatory meetings are held as needed, usually on in-service days or after school. Refreshments may be served by the faculty. On occasion, faculty members will be responsible for a presentation, chairing a discussion, or inviting a guest speaker.

-HOME AND SCHOOL ASSOCIATION

School personnel and parents/guardians are involved in a collaborative effort of educating children. To foster this effort, a Home and School Association has been established at Saint John the Baptist School. It is intended to be a vehicle by which parents, legal guardians, teachers, pastor, and principal are able to collaborate and enable one another in carrying out the educational ministry and be a living witness for our students. The administrator will communicate the requirement for teacher participation at Home & School meetings.

Meetings are held the second Monday in September, November, January, and April.

Each year the Home & School Association donates \$100 for each classroom teacher (if you have two grades or more than 10 students then \$125.00 is given to those teachers) to use on classroom purchases throughout the school year. When items are purchased, turn in your store receipts to the school secretary and you will be reimbursed by check from Home and School.

Home and School Annual Events

- Cleaning Night in August
- School Supply Drop Off/Welcome Back Snack Bags
- Popcorn/Gatorade Sales
- Magazine Fundraiser
- Candy Sale Fundraiser
- Fall Field Trip
 - Elementary usually to a pumpkin patch
 - Middle School educational trip
- Make a Difference Day
- Middle School Fall Fundraiser
- Wreath Fundraiser

- Veterans Program
- Book Fair (fall and spring)
- Holiday Extravaganza
- Christmas Concert
- Catholic Schools Week Field Trips and Fundraiser
- Parish Bazaar Fundraiser
- Cribbage Tournament
- Dr. Seuss
- Elementary Spring Field Trip usually Grand Theatre
- Middle School Spring Fundraiser
- Swimming for grades K-8
- Little Red School House
- Walk for Virtues Fundraiser
- Madison Field Trip
- May/June Middle School Fun Field Trip

Home and School Fundraisers Monies that go back to the Home and School Budget

- Popcorn/Gatorade Sales
- Wreath Fundraiser—earmarked for the Technology Fund in H & S
- Middle School Fundraisers
 - Pancake Breakfast in the Fall
 - Spaghetti Meal in the Spring
- Holiday Extravaganza Fundraiser
- Book Fair
- Cribbage Tournament
- Catholic Schools Week Breakfast
- Walk for Virtues Fundraiser
- Garage Sale and Concessions Fundraiser every year earmarked for something

Home and School Fundraisers Monies that go the Parish

- Candy Sale Fundraiser
- Magazine Fundraiser
- Parish Bazaar Fundraiser

-HOT LUNCH

Parents need to send lunch money on Monday or the first day of each school week. The money needs to be IN AN ENVELOPE with the following information:

Name(s)

Grade(s)

The total amount enclosed

Hot Lunch Prices:

Grades 4K-4	\$2.55	5-8	\$2.85
Adults	\$3.50	Additional Milk	\$0.35

The classes eat on a rotating basis with grades 4K - 4 beginning at 11:20 a.m. and grades 5 - 8 starting at 11:50 a.m. Appointed teachers will accompany the primary grades over to the cafeteria. At least one parish/school employee will supervise the lunchroom activities.

While mealtime is a social gathering, it is not a recess. The students are expected to maintain a respectful level of talking and to show good manners.

-LITURGY PREPARATIONS

Student Masses are held on Wednesdays. Grades 2-8 will take turns leading Mass. The grade/s that lead Mass will be in contact with the Pastor for liturgy preparations.

Grades 2- 8 will go to First Friday Mass and Benediction. 7th and 8th students will assist the Pastor with Benediction.

-MEETINGS AND EVENTS

In addition to scheduled faculty meetings, teachers are required to attend all diocesan meetings designated by the administrator. Teachers are required to attend the Christmas concert and the parish/school bazaar fundraiser.

-OFFICE FORMS

All forms employees need for various procedures are located in the school office.

-RECESS DUTY - BUS DUTY

An example is below. Adjustments can be made at the beginning of the year, providing it is distributed fairly among the teachers.

	Morning Recess 4K-4	Lunch Recess 4K-4	Lunch Recess 5-8	Bus Duty
MON.	K	K	Mrs. Wozny	Mrs. Wozny
TUES.	2	2	Mr. Gulan	Mr. Gulan
WED.	1	1	Mr. Bielmeier	Mr. Bielmeier
THURS.	3	3	Rotate(5 & 6)	Rotate(5 & 6)
FRI.	4	4	Mr. Bielmeier	Mr. Bielmeier

Afternoon Recess for Grades 4K-2 on the scheduled day from 1:45-2:00 p.m.

-REFERRAL LIMITATIONS (DSR 5519)

Students in a Catholic school are not to be referred by either school or other private or public employees giving service to the schools agencies for advice that is contrary to Church teaching and/or practice. The school administrator is to make this regulation clear to any private or public employee giving service to the schools.

-REQUISITIONS AND ORDERS

All requisitions and orders are to be discussed with the administrator. No employee may purchase any item for reimbursement without prior approval.

The employee will place the order after receiving approval. If the employee is using his/her own money for the item, a copy of the receipt must be turned in for reimbursement. In addition, there is an Expense Reimbursement Form that needs to be filled out. You may obtain this form from the school secretary. Once the order is placed, return the Expense Reimbursement Form and receipt(s) to the school secretary for payment. You will be reimbursed when (Home and School Treasurer or Parish Secretary) receive the bill and/or have your proof of payment.

-SPEAKERS, OUTSIDE PROGRAMS, AV MATERIALS (Including Movies and Videos) and LITERATURE

All outside speakers, programs, AV Materials and literature used in the school are to have the prior approval of the school administrator. Speakers on matters of faith and religion are to be pre-approved by the Bishop. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

It is encouraged to show religious movies versus the secular movies. However, the USCC movie rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Diocesan Office of Catholic Schools should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

The USCC movie rating guide is found at movieratingsusccb.org

-SUBSTITUTES TEACHERS

Occasionally it is necessary to obtain a substitute teacher. Teachers are to fill out a Personal or Professional Day Request Form located in the Teacher's Lounge near the mailboxes. To make it possible for a substitute teacher to locate necessary materials quickly, and that continuity be maintained, please have the following records in a conspicuous place:

1. Seating Chart
2. Lesson plan book - up to date, or e-mail lesson plans for the day.

3. Daily attendance slips
4. Daily schedule

-SUPERVISION OF STUDENTS

Teacher supervision is required at all times for all classes and school activities.

-TEXTBOOKS

Each set of textbooks is to be numbered. It is recommended that the teacher keep a record of the number of each book the child keeps in his/her name in the appropriate place. Excessive damage will be fined.

--ORDER OF TEXTBOOKS

All requests for textbooks, workbooks, curriculum supplements, and other supplies for the next school year must be completed by the date set by the administrator. The administrator and secretary will place the orders for all curriculum related purchases.

-TRANSFER OF STUDENTS

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

- Enrollment/Admission forms are completed.
- A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the school.
- If requested, the parents will have provided a written statement indicating their reasons for seeking enrollment for their child in the school.
- Previous educational records have been supplied to the school including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
- If appropriate records are not available or if there are other educational concerns, the administrator may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
- Updated immunization records have been received.
- Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the school.

NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment

until one year after the expulsion date and then only at the discretion of the Administrator and the Pastor.

If the Administrator and the Pastor determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the school, and that the student is likely to be successful in the Catholic educational setting; the student will be admitted on a probationary basis.

-TRANSPORTATION OF STUDENTS TO AND FROM EXTRA-CURRICULAR ACTIVITIES

1. In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of a parent.
2. There is less liability for the school when a parent transports his/her own child.
3. If a parent makes either a verbal or written request to take his/her own child to or from an athletic or extra-curricular activity, that request is not to be denied unless one or more of the following conditions exist:
 - A. The parent is judged to be impaired in some fashion, such as being intoxicated or in such an emotional rage or state that driving would be impaired.
 - B. The parent is abusive and appears about to beat the child.
 - C. There is a sound athletic reason (such as reviewing and planning the game) or a reason intrinsically related to the trip for the students to ride with the rest of the students.
4. These statements refer to a parent transporting her or his own child only.
5. When volunteers drive students, there needs to be a reasonable assurance of the driving record and ability of the volunteers. (Parents, of course, need to be notified when a volunteer is driving. In this case, it is also advisable to have a signed permission slip.)
6. If possible 2 adults in the vehicle when transporting students.

-VISITORS

Parents, guardians, visitors and volunteers are to report to the office before going anywhere in the building. Employees should refer any unrecognizable or unauthorized persons to the school office immediately. Teachers should send the student to the secretary's office so the parents are sure to sign in, by signing the Sign-In-Book.

-VOLUNTEERS

Saint John the Baptist School is dependent on the many volunteers who help make our activities and programs possible. Parishioners and parents are encouraged to serve in any or our parish, religious education, or school ministries.

All volunteers who work with children have to comply with the Diocese of La Crosse Safe Environment Program. The policies for Safe Environment are found on page of this handbook.

-WEATHER RELATED CLOSINGS

Saint John the Baptist School will follow the same "school closing" policies and procedures for inclement weather as the Edgar Public School District.

Announcement of school closings will be on the following parish/school web page, TV and radio stations:

www.stjohn-edgar.org	WDEZ---101.9 FM
WSAW—channel 7	WDLB---1450 AM
WAOW—channel 9	WSAU---550AM OR 99.9 FM
WIFC---95.5 FM	WXCO---1230 AM

Teachers will be notified by the principal of a school closing either by a text or email.

-WELLNESS POLICY

Teachers should use healthy food choices as rewards in the classroom instead of sugary treats. Refer to Student/Parent Handbook for full policy.

Technology:

-CELL PHONES

Staff should not be on their cell phones or other devices for personal use when they have a class and/or supervision of children. Use of cell phones is allowed if it is necessary to contact the office. Staff should have their cell phone on them at all times including recess and field trips.

-COMPUTER SOFTWARE

Copying computer programs is generally illegal, unless permission to make copies is included in the purchase or rental agreement. The owner of the computer program has the right to copy if, and only if, (1) such a copy is "an essential step in the utilization of the program in conjunction with a machine," or (2) the copy is for archival purposes only, i.e., to serve as a back-up in case the original is lost or destroyed.

A license is generally needed to multiple load one disk into many machines.

It is generally a violation of the copyright law to download a program to a number of computers through a networking system, unless you have a network license for that software.

-ELECTRONIC DEVICES

Electronic Devices, such as laptops, ipads, and the like, should be used in the classroom for educational purposes only when students are in the room. Personal Electronic devices may be used within reason before and after school, lunch or prep time. Abuse of this policy may be but not limited to grounds for written, warning(s), or more severe reprimand.

-EMAIL ADDRESS FOR STAFF

All teachers will be given a google email. Teachers will generate their own password. Any school dialogue should be done on the school email not on your personal email.

-INTERNET POLICY

Internet access is available to students and teachers at Saint John the Baptist School.

The students will only use the Internet under the direct supervision of a teacher and must be monitored carefully to prevent access to inappropriate material. Violation of the Internet Policy, which is printed in detail in the *Parent/Student Handbook*, will result in the permanent loss of Internet use for the particular student. Please read the Internet Policy so you are familiar with the rules and procedures for inappropriate usage.

Administration shall also ensure that employees are adequately informed about their responsible internet use.

Disciplinary actions will be taken if school technology is abused in any way or used in an illegal or unethical manner.

Users may not use the internet or its resources to:

- Access, upload, download, or distribute pornographic, obscene, or sexually explicit materials, transmit obscene, abusive, or sexually explicit language, violate any local, state, or federal statute, vandalize, damage, or disable the property of another person or organization, access another person's materials, information, or files without the implied or direct permission of that person, vandalize, damage, or disrupt the operation of our computers, intentionally seek passwords belonging to other users, violate copyright or otherwise use another person's intellectual property without his or her prior approval or proper citation.
- The internet is for school email and business only. Any personal emails, business, entertainment, and/or social networking is prohibited.

-VIDEO RECORDINGS

Any duplication or copying of a copyrighted video recording is illegal. This would apply even to the making of an archival copy or transferring from one format to another.

Use of legally acquired video recordings (through purchase or rental) in classrooms or similar places of instruction as part of face-to-face teaching is allowed. The use must be directly related to the instructional program.

Building library/video tape collections through contributions or purchases of illegally copied tapes is a violation of the copyright law. (For example, a parent makes a copy of a videotape and donates it to the school. This is illegal.)

Video tapes made for educational purposes for TV programs may be kept for 45 days only. During the first ten days, a teacher may use the tape once in a day and once more, if needed, for review. For the remaining thirty-five days, teacher may use the tape for evaluation purposes only.

Miscellaneous:

-ASBESTOS

Saint John School is in compliance with federal and state laws regarding asbestos. A copy of the management plan can be found in the school office.

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