

St. John the Baptist Catholic School



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www.stjohn-edgar.org

Student / Parent Handbook 2016-2017 School Year

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PARENT AND STUDENT 2016-2017 HANDBOOK

As we begin the 2016-2017 school year, there is a sense of anticipation and excitement. Many look forward to the chance to grow, learn, and experience things we haven't before.

St. John the Baptist School Parent and Student Handbook has information that will assist families with questions and concerns regarding school policies and procedures. As with many handbooks there will be situations that will arise at school that the St. John Handbook may not address. In any situation if you have questions please call the school office @ 715-352-3000 and ask to speak to Mr. Jeff Gulan. His office hours are 8:10am-8:45am M,T, Th, and F; 12:10pm-1:15pm M, W, Th, and F; 1:45pm-2:15pm M,T, W, Th, and F; and 3:00pm-3:30pm M, T, W, Th, and F. If you call and Mr. Gulan is unavailable he will return your call as soon as he can.

SAINT JOHN THE BAPTIST SCHOOL VISION STATEMENT

St. John the Baptist Catholic School provides a Christ-centered education which prepares each student spiritually, intellectually, and socially to make a meaningful contribution to society. In partnership with family, Church, and community, we provide a Catholic education of the highest quality.

MISSION STATEMENT

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.

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.

1. Homework - A reasonable amount of study at home is important. The amount and type of work will be determined by the teacher depending on the grade level and ability of the child.

Homework is given to reinforce concepts and skill taught in class. It develops study habits and responsibility. Homework provides a daily link between the home and the school. Parents can monitor progress, encourage, praise, and share in the learning. This work may consist of school assignments and projects, recreational reading, review and study materials, voluntary activities as a natural outcome of interest, or individualized homework tailored to a child's specific needs.

Assignments are considered complete when they are handed in to the teacher for correction and/ or comment.

If a student seems to have an unusual amount of homework on a regular basis, the parents are encouraged to talk with the teacher(s) about the situation. Homework is turned in on the due date at the beginning of class. This lets the teacher know if the student understands the concepts that are being taught.

Homework - Assignment Expectations

- A. Homework may be assigned Monday-Friday
- B. On nights when students have completed all written work at school they should spend time:
 - Reading
 - Learning basic facts
 - Learning prayers and doctrine
 - Studying spelling words
 - Learning reading
- C. Assignment notebooks containing that day's recorded assignments should be coming home with the homework.
- D. Students should have one or more pocket folders to use as a homework organizer.
- E. Parental help can be given - but independence is the goal.
- F. Assignments are to be done neatly and completely following grade requirements.
- G. Students are expected to hand in work on time. Work is to be completed so that it can be handed in the day it is due at the beginning of each class.

- H. If work is handed in late, a grade reduction will be given, based upon teacher's discretion.
- I. Students may be asked to stay in for recess to complete work.
- J. If a pattern of late assignments develops, parents will be contacted by note or phone call.
- K. When a student needs to stay after school to do a late assignment, the parent will be informed by phone from the school office.
- L. Home reports will be sent home at the end of the 4th week for grades 1-3 and after weeks 3 & 6 for grades 4-8 in each quarter.

2. Conferences - Parent/Teacher/Student conferences during the first and third quarters. Conferences are an ideal time to check on study habits, classroom behavior, attitude, and other areas of your child's growth. Parents and students are required to attend the first conference and second conference is optional unless the teacher request a conference. Parents are encouraged to keep in contact with their child's teacher throughout the year. If at any time during the year a parent would like a conference or a teacher feels a conference is necessary, one can be arranged.

3. Report Cards - Diocesan evaluation reports are issued four times a year. The reports are used to formally evaluate the child and communicate this information to the parents. Report cards also provide an opportunity for parents, teachers, and students to develop a better working relationship in accordance with each student's needs.

It is important to remember that your child is an individual and the information should not be compared with any other child's report card. This is especially true of children in the same family.

Report cards are not the only form of communication of student's progress. Parents should be continually aware of their child's progress through completed assignments and other communications from the teachers.

4. Retention/Acceleration - The school is responsible for making a recommendation to retain 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, school psychologist and parents. The school administrator is the individual responsible for making the final recommendation.

Achievement Code-

A - Outstanding - Excellent understanding and application of grade level skills.
93% - 100%

B - Above Average - Better than average understanding and application of grade level skills. 85% - 92%

C - Average - Average understanding and application of grade level skills. 73% - 84%

D - Below Average - Below average understanding and application of grade level skills. 65% - 72%

F - Immediate Improvement Needed - Consistently does not meet minimum standards. Less than 64%

(+) Signifies that the student is at the upper range of the letter grade in achievement and / or efforts.

(-) Signifies that the student is at the lower range of the letter grade in achievement and / or efforts.

(M) Signifies curriculum modifications to the child's special learning needs.

Personal Development Code

(+) Significant Strength

() Satisfactory (no mark)

(-) Significant Weakness

4. Diocesan Standardized Testing Program

- A. The Iowa Test of Basic Skills will be administered to students in grades 2,4,6, and 8 in the fall. This testing program was selected by the Diocesan Office. Other grades may be tested. Parents will be notified.

ACCIDENTS -

When accidents occur on the school grounds, the student should tell a teacher. First Aid will be administered immediately. Depending upon the seriousness of injury, an attempt to contact the parents or the emergency contact person (listed in the student file) will be made. If contact cannot be made, or the injury is of a serious nature, initiation of treatment will be up to the administrator.

Parents are to have their own medical insurance to cover accidents. There is no insurance that the school has that covers accidents that occur on school grounds or during school activities/sports that happen off school grounds.

ASBESTOS MANAGEMENT PLAN-

The school's management plan for the identification and management of asbestos is located in the school offices. The document is available for review by parents.

ASSIGNMENT NOTEBOOK -

Each day students in grades two through eight will fill in the area of their assignment notebooks signifying either an assignment given or what had been taught in class. Parents sign noting that their child has completed the assignment each day.

Students are to have their assignment notebooks in every class.

ATTENDANCE-

Daily attendance is essential for a child to be successful in school. All parents are strongly encouraged to plan family activities around the school day. School is the student's full-time job. Its importance will be reflected in how the parents treat that job. Being in school whenever possible helps reinforce that attitude.

Parents or a guardian are asked to call the school office (352-3000) between 7:15 - 8:30 a.m. if a child will be absent.

1. Absence -

- A. Students who are absent from school must present a written excuse to their homeroom teacher upon their return. The excuse is to be written by the student's parent or guardian, stating the reason for the absence and the date of the absence. These notes are kept on file.
- B. It is highly discouraged that students stay in for recess after an illness. It is better to stay home an extra day to recover than not to get fresh air when weather permits going outside.
- C. All assignments missed during an absence from school must be made up. One day is given for each day missed to make up work, except when the teacher's permission is obtained to do otherwise.
- D. Students must attend school and classes for at least half day to be eligible to participating that day for all extra-curricular activities after school or in the evening. Students should not be attending any extra-curricular activities, even as an observer, if they had missed school that day.

2. Anticipated Absence -

Anticipated absences are to be discouraged. Absences are not in the best academic interest of the students. However, if an anticipated absence is necessary, arrangements are to be made in advance. An anticipated absence form

is available in the school office, and should be picked up by the student for parents to fill out as soon as the anticipated absence is planned. A student is to see respective teachers prior to the absence to arrange for making up the work missed.

Absences or absence requests other than for medical reasons occurring without written permission or parent(s) / guardian, or not approved by the administrator, will be considered TRUANT, and result in disciplinary action.

3. Leaving School During the Day -

A student will be allowed to leave the school grounds during the day only with written permission. The administrator must approve all permits. Please schedule appointments after school or on vacation days as much as possible. A calendar is included at the end of the handbook for such purposes. A student arriving after 8:30, or leaving school before 2:30, is marked $\frac{1}{2}$ day absent.

4. Medical Excuses -

Parents are urged to schedule medical or dental appointments during vacation periods or after school hours.

5. Tardiness-

A pupil is considered tardy if not sitting in their desk when the opening bell rings at 7:55 a.m., or if a student arrives late for school but before 8:30.

BIG BUDDY/PEER TUTORING PROGRAMS-

The Big Buddy Program is offered to students in Grades 1-5 through parent and/or teacher recommendations. Some of the reasons for recommendations are: academic assistance, social skills and the need for a role model and friend, or if the student is an only child or other family situations deem it necessary. The Little Buddy is paired with a Big Buddy who is chosen by the administrator or teacher. Big Buddies are in grades 6-8 and need to be able to commit to the Big Buddy Schedule. Buddies meet for one 30 minute session a week and work on homework or school for half the time, and then play games or do activities which promote a healthy relationship. In the Peer Tutoring Program, a student in grades 6-8 is paired with another student to work on homework or school work for a 30 minute period as well. Other group socials can be planned for those students in the Big Buddy or Peer Tutoring Program, and that information will be sent home. It is the parents' responsibility to provide transportation home for the student. If the student walks home or walks to a relative's house, such plans will be made and expected to be carried out for each meeting. If for some reason one of the

participants cannot attend a session, please call the office ahead of time so the other person can be notified that the session is cancelled.

BIKES-

Bikes may be ridden to school if parents are assured that the child(ren) can ride safely and follow biking rules. Bikes should be walked across the streets by school and on the sidewalk to avoid collisions with pedestrians. The school is not responsible for bikes. Skateboards and roller blades are NOT to be used on parish property during school hours. Bikes, etc...should not be ridden to Edgar Elementary for Band, Special Education Classes or any other reason during school hours.

BOOK CLUBS-

Periodically, books are offered to the students through various book clubs. Students may select books if desired and return payment and order form to the homeroom teacher. The students usually receive books within two weeks. **CHECKS SHOULD BE MADE PAYABLE TO THE BOOK CLUB.**

BUSES-

- A. Only students assigned to a bus may ride that bus.
- B. Students may only be picked up or dropped off at their assigned stop.
- C. A request to be picked up or dropped off at any other place, to ride a different bus, or if a student is walking rather than riding the bus, **MUST** be given to the teacher and the bus driver in writing. This information will then be attached to a bus pass to be given to the bus driver.

There is a bus form on the parish/school web site-www.stjohn-edgar.org

The following information must be on the note:

- Date note was written
- Place you wish to get off.
- Day and date this change will take place
- Reason for change
- Parent signature

Previous to loading the bus:

- A. Be on time at the designated school bus stop.
- B. Stay off the road at all times while you are waiting for the bus.
- C. Wait until the bus comes to a complete stop before moving toward the bus.

While on the bus:

Students will follow designated rules of the bus.

1. No food or drink on the bus.
2. Remain seated at all times.
3. No swearing.
4. Keep quiet.
5. Keep all objects to yourself.
6. Listen to the bus driver and follow their directions.
7. Do not litter or damage the bus.

Loading the bus at school:

- A. Children are to walk to the buses and observe bus safety regulations.
- B. Students will cooperate with patrols.
- C. Students are to wait at their particular bus stop.
- D. **All students and parents are to cross only at intersections where safety patrols are stationed.**
- E. Students are to board the bus here at St. John's
- F. Students are not to get off the bus at the Public School unless they need to get on their appointed bus or they have a note from their parents.

After leaving the bus:

- A. Students are to cross the road when necessary, at least ten feet in front of the bus, only after looking to be sure no traffic is approaching from either direction.
- B. Do not leave the bus at places other than the regular bus stop unless proper authorization has been given in advance by parents and school officials.

Extra Curricular Trips:

- A. The above rules and regulations would apply to any trip under school sponsorship.
- B. Students shall respect the wishes of the bus driver, teacher, and chaperone appointed by the school.

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. The following are the consequences for cheating or plagiarizing:

1. Parents will be called and the situation explained.
2. The grade for the test or assignment will be a "0" with no opportunity for make up.
3. A Referral Form will be issued.

Consequences for further cheating or plagiarism:

1. Parents will be notified.
2. The grade for the test or assignment will be a "0" with no opportunity for make up.
3. A second Referral Form will be issued and the procedure for multiple Referral Forms will be followed.
4. Ineligibility for honor rolls that quarter.

CATHOLIC FAITH AND MORAL STANDARD

DSP 5112

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 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.

CO-CURRICULAR CODE—Applies to students in grades 5 - 8 participating in athletics

This code has been established by the Edgar Public School and governs any student involved in extra-curricular activities at the public school.

The school district has joined the WIAA beginning with the 1997-1998 school year. Any student participating in athletics must have a physical and comply with all the rules set by the WIAA. This includes academic requirements. A copy of the code is available at St. John's School office and Edgar Elementary Office.

COMMUNICABLE DISEASES

The health and safety of students and staff will be the primary consideration in dealing with communicable diseases. The administration will contact the proper authorities when there are concerns related to communicable diseases. It is responsibility of staff members to report any suspected or diagnosed communicable diseases to the administrator. Necessary precautions will be taken. Confidentiality of a student or staff member shall be maintained. However, appropriate staff members will be informed of related risks and necessary precautions.

St. John's follows the Diocesan policy on St. John's personnel and students with HIV, AIDS, or any other communicable disease. That policy is located in the school office and is available to parents and students upon request.

CONFIDENTIALITY -

DSP 5310

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of La Crosse Catholic 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 serious 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 administration, after consultation with the Office for Catholic Schools, may chose to disclose the information to parents, legal authorities, medical personal or other deemed necessary personnel.

DAILY SCHEDULE-

Adult supervision is provided at school beginning when the first bus arrives until the buses depart. Students should not be on school premises outside of these hours (7:30 a.m. - 3:05 p.m.). The school is not responsible for persons who are on the premises when no adult supervision is scheduled. The doors open at 7:30, please do not drop off students earlier than that as they are unattended.

Please use the following schedule when planning medical appointments, family schedules, and contact with teachers.

Faculty in classroom:	7:20 a.m.	Lunch/Recess (gr. K-4):	11:20 a.m.-12:10 p.m.
Doors Open:	7:30 a.m.	Lunch/Recess (gr. 5-8):	11:50 a.m.-12:25 p.m.
Classes Begin:	7:55 a.m.	Dismissal:	3:00 p.m.
Mass:	8:15 a.m.	Teacher Hours:	7:20 a.m. - 3:30 p.m.
Recess (gr.K-4):	10:00 a.m. - 10:20 a.m.	Office Hours:	7:30 a.m. - 3:30 p.m.

DISCIPLINE-

St. John Catholic School places high value on respect, self-discipline and good behavior. Therefore, St. John School has established policies and

guidelines in regard to discipline, all which have been established within the philosophy and objectives of the school.

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, and 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. Cheating, plagiarism
- VIII. 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 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

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).

DONATIONS

Any donations to the school should be given to the school secretary and clearly stated what the money and/or physical donation is being donated to.

DRUG AND ALCOHOL POLICY AND CURRICULUM-

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 ground for disciplinary sanctions up to and including immediate expulsion.

In providing students with the best education possible, we have the obligation to ensure an environment free from the dangers of drugs, alcohol, and tobacco. Because we recognize the need to address these issues, St. John School has chosen to include in its handbook, the Drug & Alcohol policy adopted by the Diocese of La Crosse. Copies of this policy will be made available to all school families.

The curriculum of St. John School encompasses a range of subject matter. While we may not have classes specifically titled "Health", we include the teaching of healthy living in a variety of methods and subjects (Religion, Science, Social Studies). Some other grades may have a separate Health class where the effects of alcohol and drug use are taught. Following is a composite of the Drug and Alcohol curriculum at St. John School.

Kindergarten - In Religion class, the Kindergarten students learn that their bodies are a gift from God. In group discussion the students will become aware of the fact that there are healthy substances and unhealthy substances to choose from in the world. The students will be introduced to the terms "drugs" and "alcohol." The students will learn that alcohol is a drug. The students will learn about the negative consequences of drugs. The students will realize that they make choices every day. The students will be introduced to simple decision making skills and will practice them in small groups.

Grade 1 - In Religion class the first grade students will learn about alcohol and other drugs - why they are bad and how they affect us. Students will learn how to stay safe, avoid strangers, and practice how to say "no" if and when they are offered drugs and alcohol. Discuss that using drugs is against the law and that using them has certain consequences.

In science class, first graders will learn about the effects on your body, of using alcohol or drugs, now and as they grow.

First graders will be introduced (through pictures and illustrations) as to what drugs might look like and how to know that drugs are bad for you.

Grade 2 - In Religion class, a unit on personal health and safety is taught to the students. This unit covers drugs and alcohol - why these things are bad - and how to make good choices in regard to their use or non-use.

In Science class this subject is covered in the curriculum on the human body. How what we put into our bodies can make us feel good or bad. The ways drugs can hurt our minds and bodies.

Grade 3 - The alcohol and drug unit is covered both in Religion and Science.

Religion - There are opportunities during some of the lessons to provide instruction and discussion regarding the nature and danger of drugs and alcohol. How the use and abuse of drugs and alcohol can have an effect on entire families.

Science - This unit is covered in the science units "The Senses" and "Choosing Food Wisely". The non-nutritional aspect of drugs and alcohol.

Grade 4 - The alcohol and drug unit is covered in Religion and Science, or Health Class.

Religion - The emphasis in Fourth grade Religion is on the Ten Commandments. The discussion about using drugs and alcohol can be incorporated

into almost every commandment the student learns.

Science - The subject of alcohol and drugs is covered in the human body unit. Students learn about the effects of drugs and alcohol on the physical body.

Grades 5/6 - The subject of drugs and alcohol is taught as a regular unit in Science or Health class. Students learn the names and various drug types, the difference between prescription and non-prescription drugs, and effects on both the mental and physical being. During the morality teachings of the Religion class, students discuss the reasons for drug use being illegal and the consequences for illegal possession or sale of drugs.

Grade 7/8 - The eighth & seventh grade students are given instruction regarding drugs and alcohol during their Health class. One entire unit is taught which includes:

- Drug awareness
- Alcohol awareness
- Charts on different types of drugs
- Comparing effects on users (physical and psychological)
- Videos on real life experiences of teens who have been in drug recovery programs and also those who have made the choice not to do drugs.
- Study of media advertising and how advertisers attempt to get people to use their products.

Students make Ads to promote being drug free.

ELECTRONIC DEVICES-such as cell phones, iPods, iPads, mp3 players, pagers, and the like should be left at home. St. John School is not responsible for lost, stolen, or damaged devices. Emergency contacts should be made by calling the school office at 352-3000. Should cell phones be needed for after school purposes, they should remain turned off and in the student's back pack. Students who abuse this policy will have the electronic device taken from their possession to the school office to be picked up at the end of the day. Further violation of this policy could result in parents picking up the device from school, suspension or loss of other privileges.

EMERGENCY INFORMATION FORMS-

An emergency information form is required for each child and is to be completed at the beginning of the school year. It is important that parents inform the school if emergency card information changes.

FAIR SHARE TUITION: A NEW PARTNERSHIP FOR THE 2000'S

St. John's commitment to you is to provide each child with the best academic education in an environment that is permeated by the Catholic faith. Each family contributes towards the cost of education their child(ren). No personal financial questions are asked and all information is strictly confidential. No child will be excluded from St. John School. Fair Share information is shared each spring with school families and prospective families. Please note on Monday, September 12, 2016 there is a meeting in the church dining hall to discuss the 2017-2018 tuition. We encourage all families to attend.

FIRE DRILLS-

Fire Drills are held at regular intervals throughout the school year. These basic rules are to be followed:

1. Go to your assigned and instructed area.
2. Follow the given route instructions for leaving the classroom or building.
3. No talking.
4. Walk and move quickly and quietly to the designated area.

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 and MEDICATION

It is expected that each student attend school when in good health. Please consider the health of your child and others before sending your child to school with symptoms of cold or flu. Children with any of the following symptoms need to be out of school:

1. Oral temperature of 100 degrees or higher. Temperature should be normal for 24 hours without benefit of fever reducers or other medications.
2. Nausea, vomiting, or diarrhea within the last 24 hours.
3. Unexplained skin rash or eruptions, especially with other physical complaints.
4. Constant cough, sore throat, nasal congestion/discharge, or red eyes with drainage present.

5. On antibiotics for less than a full 24 hours before returning to school. If your child is taking antibiotics for an infectious disease, doctor approval for return to school is recommended.

Medication

Any medications, including over-the-counter types, are not dispensed at school without written permission from the parent. It is required that:

1. The medicine must be brought to the office in the original container with administration instructions attached.
2. The parent must send an accompanying signed note with the medication to give permission for dispensing the medication.

Note: If the possibility is foreseen for a child to need over-the-counter medication during the day (e.g. mild headache, new braces, minor stomach upset, scratchy throat, dry eyes), parents are to send the medication (e.g. Tylenol, chewable non-aspirin, eye drops, etc.) in an original container with a signed note giving written one-day dosage directions. This needs to be done as needed on a day-by-day basis.

HOME - SCHOOL-ASSOCIATION-

St. John's H-S-A is a support group of parents, teachers, and other parishioners. It is expected that all parents take an active part. Parents, who participate, help their children greatly. H-S-A sponsors several activities throughout the year. Fund-raisers sponsored by H-S-A generate money used for extra school materials and improvements. Social activities are provided for family participation. The first Home and School meeting for the 2016-2017 school year is September 12, 2016 @ 6:30 pm. The first meeting will discuss tuition for the 2017-2018 school year and will be held in the church dining hall. We encourage you to attend the meeting.

ILLNESS AT SCHOOL -

If a student becomes too ill to stay at school, we will attempt to contact you immediately. Until contact is made with parent or designated emergency person, the student is kept in school.

IMMUNIZATION- State standards must be met:

Parents will receive periodic communications in health related matters.

WISCONSIN STATE LAW (140.05) REQUIREMENTS FOR 2013-2014 SCHOOL ENTRANCE

GRADE

NUMBER OF DOSES

4K	4DTP/DTaP/DT2, 3 Polio, 3 Hep B, 1 MMR, 1 Var
Grade K-3	4DTP/DTaP/DT/Td, 4 Polio, 3 Hep B, 2 MMR, 2 Var
Grade 4 - 5	4DTP/DTaP/DT/Td, 4 Polio, 3 Hep B, 2 MMR, 1 Var
Grade 6-8	4DTP/DTaP/DT/Td, 1 Tdap, 4 Polio, 3 Hep B, 2 MMR, 2 Var

INTERNET POLICY-

St. John's School has developed a list of guidelines that students St. John's School has developed a list of guidelines that students must agree to follow before the privilege of internet and other technology access will be allowed. Please read the guidelines carefully with your child. All reasonable attempts have been made to put security and content filters in place to insure that the information your child accesses at school is appropriate. If you want your son/daughter to have access to these communications systems, please fill out the information below and have them return it to their teacher.

Acceptable Use Guidelines:

Technology and Internet use in school is a privilege, not a right. St. John's School has the authority to revoke this privilege if it determines that an individual is not using the system consistent with its guidelines.

St. John's School provides access to electronic networked information resources to its students to advance education, consistent with the teaching, doctrine, morality and values of our Catholic faith.

Users of that system understand that:

1. Use is consistent with St. John's policies and its purposes are acceptable.
2. Use of the internet or other technology for the purpose of transmitting or receiving illegal, illicit, or obscene materials, or other materials in conflict with our Christian mission is unacceptable.
3. Use of the internet or other technology for the purpose of violating copyright laws is unacceptable. This includes, but is not limited to; copyrighted software, text, graphics, or music. Such action will be considered theft and is in violation of Christian and legal standards.
4. Use of the internet of other technology for the purpose of plagiarism is unacceptable.]
5. Attempts to gain access to resources belonging to others is not acceptable. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure internet sites. This will also be considered theft and in violation of Christian and legal standards.
6. Use of the internet of other technology to transmit information about the school or the school governed facilities in unacceptable. This includes, but is not limited to school personnel names and addresses.
7. St. John's School reserves the right to review any material sent or received via the internet or other technology for their appropriateness in light of legal, ethical, and Christian standards.
8. St. John's School limits the use of the internet and other technology during school time to issues, matters, and uses that relate to school curriculum.

9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.

LIBRARY-

1. School Library- Students have access to our school library on a daily basis as a group or class. Books may be checked out and returned in a timely manner. Replacement costs will be assessed for lost and damaged books.

2. Marathon County Public Library - Students are taken as a class group to the Edgar Branch once a month or as determined by the teacher. Books may be checked out for one month with no renewal. Fines are issued at a rate per public library policy. If a book is lost, the student must pay for the book, plus a five-dollar fee. 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.

LOST AND FOUND-

Articles found in and around the school will be put into the Lost and Found box turned into the office. The Lost and Found container is located by the office. Contents of this box will be displayed periodically. Items that are not claimed will be given to charity.

LUNCH-

St. John's participates in the National School Lunch Program. A wholesome meal is provided at a reasonable price. A monthly hot lunch menu will be sent home with the newsletter. Milk can be purchased for those who bring a cold lunch. Please send the lunch money on Monday or the first day of each school week.

PUT THE MONEY IN AN ENVELOPE with the following information: Family Name

Grades 4K-4 - \$2.45	Gr. 5-8 - \$ 2.75
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. Teachers will accompany grades over to the cafeteria. There will be a hot lunch monitor volunteer who dismisses the students to eat.

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.

1. Students walk over to the church hall and always enter the church building quietly.
2. Walk to the table and chair. Sit quietly until it is time to go to the serving tables. No running or pushing.
3. Always be polite - "Yes, Please" or "No Thank You" are always appreciated.
4. Handle food and lunch items properly. Food and other items on the student's tray is to be touched by that student alone.
5. In order to maintain a calm, pleasant atmosphere in the lunchroom, students visit quietly with those sitting next to them. They will have a chance to talk to all others during recess.
6. Students remain seated while in the lunchroom unless they are getting food or walking to the bathroom.
7. Only one girl and one boy from each grade can be in the bathroom at a time.
8. When students are dismissed from the table, they are expected to have cleaned off the table and chair. The chair should be put back in its original position.
9. Students walk out of the lunchroom and up the stairs in a quiet, orderly manner.

***If students do not follow the lunchroom rules, they, and possibly their entire table, may be last to go outside for recess.

MASS DAYS-

It is the expectation that all students be dress with higher standards on Mass days. Dress shoes and dress shirts instead of sneakers and t-shirts would be an example of higher standards.

NON CATHOLIC STUDENT PARTICIPATION

_DSP 6225

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

MONEY-

Please do not send or allow your children to bring extra money to school. The exceptions are when there are programs or book orders that require money.

When money is to be sent to school, it must be placed in an envelope which has the students name, grade, and amount written on it and its purpose.

PERSONAL APPEARANCE-

Student's dress and personal appearance are primarily the responsibility of each individual student and parent. In keeping with the guidelines established by the Diocese of La Crosse, St. John the Baptist Catholic School has issued the following interpretation and addendum to be followed in conjunction with DSP 5691 of the Diocese Regulation Manual for Schools.

Shirts/Blouses

Students may wear: Polo Style shirts, dress shirts, blouses, Henley, sweatshirts, turtlenecks, casual shirts or any spirit shirt sold through the St. John's Home School Association and spirit wear for Edgar schools. All shirts must be clean, in good repair and will fitting. Shirts designed to be tucked in should be tucked in.

Pants/Dresses/Skirts

Students may wear: Khaki, Corduroy, Cargo Pants, denim, Dress slacks/dresses/skirts. Shorts fitting the same description may be worn during September, May, and June or at administration discretion. All pants/dresses/skirts must be clean, in good repair, and will fitting. Skirts, shorts, etc. are to be no more than 2-3 inches above the knee.

Students may not wear:

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

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

Sweat pants, athletic wear, leisure wear, pajama bottoms, athletic shorts, 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.

No Flip Flops

Mass Days - A higher standard of conduct and dress is expected on all mass and special event days.

Casual Days- will be noted in the weekly newsletter. On casual days, students may wear athletic wear. All other dress code rules apply.

Note -There are many possible situations which would warrant having your child dress in a manner which does not meet these guidelines. At those times, we ask that parents use their best judgment in deciding what their child should wear to school.

QUESTIONS AND CONCERNS-

If you have a question or concerns about something in the classroom please contact the teacher involved first. Most of the time this will resolve the situation. If not, the administrator is to be contacted. Diocesan Administrative Recourse is the exclusive method for resolving disputes between employees, students, and their parents. The Diocesan regulation follows:

DSP5901

STUDENTS: Administrative Recourse

Any grievances by or on behalf of the students shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees, students and their parent(s) / guardian(s) are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 day of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by or on behalf of the student.

DSR5901

Outline of the claim of authority to be followed in resolving disputes: (Pg. 1 of 2)

1. Teacher or other school employee
2. Principal
3. Area Administrator (if there is one)
4. Pastoral Authority
5. Dean
6. Diocese

Procedure in the Diocese of La Crosse:

When one of the 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, first is to 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 pastors 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 facts of the conflict and the reason or reasons 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 the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile: but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflict. The consultative body, e.g. the pastoral council, has responsibility for assisting

the pastor in clarifying policies in cases of conflict or interpretation. It does not, however engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

Diocese of La Crosse

8/01/89

Revised 2/05/92

NONDISCRIMINATION Every Catholic school in the La Crosse respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies. DSP 5101

PROOF OF GUARDIANSHIP

DSP 5302

In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

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.

RELIGION PROGRAM-

1. The Catholic School Edition of "Blest Are We" is established so teachers may fulfill their responsibilities:
 - To inspire young people with enthusiasm for living the Catholic Faith.
 - To present our Catholic faith accurately and completely.
 - To show young people how learning about and participating in their faith is the best preparation for living as a community of faith.

The RCL Benziger program provides young people with:

- A growing experience of reverence for the Scripture.
- A faithful presentation of the church teachings.
- A meaningful participation in the communal, sacramental and liturgical life of the church.
- More prayer experience.
- Mastering religious vocabulary.

- An appreciation for the lives of Saints and of Catholics today who are trying to transform our world.
- An opportunity to stimulate their religious imaginations.
- A religious literacy that will support an enthusiasm for growing up Catholic in today's world.

2. Liturgy - Mass is every Wednesday at 8:15 a.m. unless stated otherwise in the newsletter. Also, students in grades 2-8 will attend First Friday Mass and Benediction. Students celebrate Mass through an active participation of singing, listening, praying, reading, and worshipping. It is the expectation that all students participate fully in their liturgies.

Students are to enter and leave church quietly. High standards of respect are expected. Proper behavior in God's house is necessary on all occasions- whether it's a religious service or a non-religious activity.

The school celebrates the liturgical year in the context of parish and family life. Students participate at Mass once a week. All students experience leadership roles as lectors, candle bearers, gift presenters, musicians, etc.

Second grade students are prepared for the first reception of the Sacraments of Reconciliation and Eucharist. All students receive sacraments on a regular basis during the school year. It is important for parents to accompany their children in receiving these sacraments on Sundays in addition to the school schedule. The school lends support in faith development, but cannot take the place of parents as the primary faith teachers.

We will keep parents informed of Mass and Sacrament schedules through a newsletter.

SCHOOL CLOSING - INCLEMENT WEATHER-

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.

SCHOOL TELEPHONE-

The school telephone is a business phone. Students are not to be using it to make arrangements after school or calling parents to bring homework, band instruments, athletic clothing, etc. to school. Please give your children written messages so they know where they are to go after school. Please help them remember all their school things when they leave home in the morning.

SUPPLIES AND TEXTBOOKS-

Each student is provided with a list of supplies before the school year begins. This allows for parents to purchase any necessary supplies during the back-to-school sales in the summer. Students are expected to bring the necessary supplies (including textbooks, workbook, and a notebook) to class. Borrowing supplies from others is not acceptable. Students and families are required to keep supplies replenished.

Assigned textbooks are the responsibility of the student. If a book is lost or damaged, the student will be assessed a fine to cover the cost of replacement.

The students are expected to cover books and treat them with care so that when books are returned at the end of the year, they are in good condition. If a student returns a text book in poor condition, a fine will be issued. If a student fails to return a textbook, they will be fined the cost of that text book.

SAINT JOHN EDUCATION COMMITTEE-

Saint John Education Committee was formed in the summer of 2016.

- The purpose of the education committee is to solely focus on the school.
- Make teachers and parents aware there is an active committee where school issues can be addressed. Mrs. Brenda Werner and Mr. Jeff Gulan are teachers that represent the school and staff.
- The education committee goal is to help make St. John School a strong, healthy, and viable Catholic School.

SEXUAL HARASSMENT

All students of the Catholic schools of the Diocese of La Crosse are entitled to learn 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 of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to sever disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

To read more about the Diocese of La Crosse Sexual Misconduct families should go to the St. John Parish and School web site, www.stjohn-edgar.org click on Outside News and Links and Click on Diocese of La Crosse. Once you are on the home page of the Diocese of La Crosse you will see an orange box labelled Safe Environment go to the bottom line and click on Safe Environment Training. You can complete a six step process and learn more diocesan policies especially in the "Red Book."

TEACHER-IN-CHARGE-

All Diocesan Catholic Schools have a teacher-in-charge whom is to function in the absence of the administrator.

TORNADO DRILLS-

The principal and faculty will implement the tornado warning procedure as established in cooperation with the Marathon County Emergency Office. Please follow the same basic rules as used for Fire Drills.

VALUABLES-

Valuables should not be brought to school. St. John's is not responsible for missing items.

VISITORS-

Parents are welcome to visit all of the classrooms. However, for scheduling purposes and safety concerns, we request that you contact the classroom teacher and /or the school office ahead of time.

Parents who wish to speak to the teachers concerning their child's / children's progress are encouraged to do so. Please call to set up an appointment for after class hours.

For the cohesiveness of the educational environment, visits need to be kept purposeful. Parent visits may not be an interruption to the educational goals of the classrooms.

In accordance with the St. John School Safety Plan, all visitors **MUST** report to the office prior to entering the classroom and again before exiting the building.

VOLUNTEERS-

We welcome parent volunteers in our building. To make certain that there is little disruption to the learning atmosphere; volunteers will be scheduled by the teachers and /or office staff. If you have time to render service to the school as an Accelerated Reader aide, teacher aide, office aide, musician, or in any capacity within your abilities or interests, let the school office know. We appreciate your involvement. Volunteers need to fill out Diocesan paperwork before they are approved as a volunteer. This is done to comply with the Diocesan Safe Environment policy.

WELLNESS POLICY

St. John's School developed a Wellness Policy according to DPI requirements. The policy, "Healthy Choices," is on file in the office. "Healthy Choices" promotes students making healthy choices-nutritionally and physically. With the Hot Lunch program, Phy Ed classes, Health Classes, classrooms, and families working together, students will learn to make healthy food choices, and incorporating physical activity into their lives for a lifetime. In accordance with the Wellness Policy "Healthy Choices," the following regulations will be instituted at St. John's:

- 1) Afternoon recess for Grades 4K-2 on non-PE days.
- 2) Sugary treats may be brought into the classroom on birthdays and $\frac{1}{2}$ birthday celebrations only.
- 3) Other snacks brought into the classroom must be healthy including: crackers, fruit, vegetables, and cheese for example.

- 4) Classroom or school parties may occur on a limited basis with permission from the teacher. It is encouraged that these parties include healthy food choices as well.
- 5) No soda.

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My child(ren) and I have discussed the handbook for St. John’s School. We understand that these guidelines are necessary for the development of Christian morals and values and for an atmosphere that allows learning to take place at all levels. We will work together, abiding by the provisions of the handbook, to make St. John’s School a safe, sound environment, where Christian education is not only learned, but it is lived.

Return this page to the school office within the first two weeks of the school year.

Student(s) Signature(s)

Parent(s) Signature

In addition I acknowledge that I have visited www.stjohn-edgar.org web site and went to Outside News and Links to visit Diocese of La Crosse. I have completed the six process for Safe Environment Training.

Parent Signature

Date

I do not have access to the internet or would like to come to school and receive the above mentioned information in original form and see the video.

Parent Signature

Date

