

# ST. JOHN THE BAPTIST CATHOLIC SCHOOL

Family Handbook  
2021-2022



*PREPARING THE WAY  
OF THE LORD*

St. John the Baptist Catholic School  
215 Broadway Street North  
Jordan, MN 55352

Fr. Neil Bakker, Pastor  
Christopher Smith, Principal

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## INTRODUCTION

### FACULTY/STAFF

Pastor	Fr. Neil Bakker
Parish Business Administrator	Jonathan Brandtner
Parish Administrative Assistant	Jeanne Millenacker
School Principal	Chris Smith
School Administrative Assistant	Lynn Sticha
Kindergarten Readiness Teacher	Amy Meger
Kindergarten Readiness Aide	Stacy Kiihn
Preschool Teacher	Natalie Gilmore
Preschool Aide	Denise Weber
Art/PE Teacher	Maresa Murray
Kindergarten Teacher	Sue Wondra
First Grade Teacher	Taylor Zweber
Second Grade Teacher	Jennifer Klecker
Second Grade Teacher's Aide	Tasha Huebl
Third Grade Teacher	Kayla Torborg
Fourth Grade Teacher	Bethany Daniel
5/6th Grade Teacher	Lynn Girard
5/6th Grade Teacher/Reading Interventionist	Kristin Stocker
5/6th Grade Teacher	Sue Colling
Maintenance	Marty Huss
Saints Squad	Emma Smith/Amy Mahowald
Lunchroom Coordinator	Erin Spokas
School Aide	Janice Teal

### IMPORTANT PHONE NUMBERS

- School Office – 952-492-2030
- Parish Office – 952-492-2640
- Benjamin Bus – 952-492-2410
- Pastor's Email address – [frneil@sjbjordan.org](mailto:frneil@sjbjordan.org)
- Principal Email Address - [principal@sjsjordan.org](mailto:principal@sjsjordan.org)
- St. John's Web Site – [www.sjsjordan.org](http://www.sjsjordan.org)

## MISSION STATEMENT

Our mission is to create a place to encounter Jesus. Steeped in love and Catholic teachings, we provide strong academics to foster continual learning in mind and spirit.

## PHILOSOPHY

We, the school community of St. John the Baptist, strive to:

- Recognize that each child is a unique and multi-talented individual.
- Build our students' strengths to help them grow spiritually, physically, intellectually and socially
- Empower our students to become contributing Christians who promote Christ's message of peace and justice within their families, church, community and world.

## GOALS AND OBJECTIVES

To aid the individual's spiritual relationship with God through:

- Understanding and active participation in various types of worship
- Enriching the prayer life of the child
- Awareness of how a Christian lives
- Knowledge of God's word and traditional Catholic beliefs
- Building a faith community
- Peace and justice education
- Christian service to others
- Caring for the environment
- Preparation and celebration of the sacraments

To aid the academic & physical excellence of each individual we strive to strengthen the following qualities:

- An inquiring mind developed through critical thinking, creative thinking, and discovery
- Flexibility to adapt, to change and grow
- Responsibility (freedom through learning how to act independently)
- Decisiveness to weigh alternatives, make decisions, and evaluate outcomes
- Personal satisfaction enjoyed through involvement in the learning process
- Aesthetic appreciation developed through awareness and appreciation of the arts
- Healthy lifestyles

To aid the individual in their growth as a community member, we strive to develop:

- Respect for the dignity of self and others
- The ability to value and accept individual differences
- Attitudes that lead to individual and shared happiness
- Pride in our school and community
- Commitment to serve others

### ACCREDITATION

St. John the Baptist School is accredited by the Minnesota Nonpublic School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards. St. John the Baptist School is accredited through 2026.

### SCHOOL HISTORY

The pioneers, anxious as they were to have a priest and church, were equally desirous to transmit their faith to their children, and hence, they opened a Catholic school sometime in the 1860's.

The school was reported to have a modest start, but parents and pupils were reportedly well satisfied with the opportunities offered. The fundamentals of a sound elementary education, plus a fair knowledge of the essentials in religion, were considered sufficient for the standards of their day. Where and what type of building the first school was cannot be ascertained at this date. Perhaps the little frame church served the dual purpose as a place to worship on Sundays, etc., and as a play of learning during the terms of school. It is known that following the erection of the new stone church in 1868, the old church was converted into a schoolhouse, and thus did service for many years.

The first teachers at the school were lay instructors. Quirinus Leonard was the teacher in 1869. Wil. Hubert Weibeler held that office prior to him. His predecessor in the art of pedagogy was Jacob Bauer, and tradition has it that John Duetsheid yielded the ruler to him after several terms of patient, hard work. The date of the start of that work is lost in hazy history.

In 1877, a new two-story brick school was built. It was about 30 x 50 feet. The lower floor was intended as the dwelling of the teacher and family. The upper floor formed one large classroom. There were six windows, three on either side. The entrance was on the east front and on either side were stairways converging on the second floor. A large round stove for wood was in the center of the classroom. The teacher for 1877 – 7

## SCHOOL PROCEDURE

### ADMISSION POLICY

Registration will open no later than February for the Preschool Program as well as for Kindergarten through 7<sup>th</sup> grade. In the event that class sizes have reached capacity, waiting lists will be established. Registration fees will be established and published prior to registration for the upcoming year. Regarding registration fees:

- Fees will be collected at time of registration.
- All registration fees are non-refundable.
- A family that has children in preschool and grade school will pay those registration fees separately.

The student's family must have currently met all lunch, tuition and fundraising obligations and/or have an established plan in place to meet financial obligations. This requirement precedes all other priorities for enrollment in St. John the Baptist School.

All current students and their siblings may register for the coming school year prior to open enrollment. All existing students who remain in good standing with the school will be assured spots for the coming school year if their registration is received prior to the beginning of open registration. Once open enrollment begins, all students will be accepted on a first-come, first-serve basis. Waiting lists will be established as necessary.

St. John the Baptist School does not discriminate in admissions on the basis of race, sex, religion, creed, color, national or ethnic origin, marital status or status with regard to public assistance.

### ARRIVAL/DISMISSAL PROCEDURES

1. Entrances/Exits – students must enter the building through the Gathering Space doors. Buses will drop off students in front of those doors. Cars must pull up to the curb and drop off students at the sidewalk and then they must walk into the Gathering Space entrance.
2. Parking – please park in the lower church parking lot on the left side or on Broadway Street. (Busses often use the upper parking lot for pick up and drop off.)
3. K-6 Arrival times: School Doors open at 7:45 am; Busses arrive between 7:45 am – 8:05 am Preschool arrival: parents must walk preschool students to the preschool room at 8:00 am, unless they ride the bus.



- *To build a sense of responsibility and independence in our students, we ask parents of students in Kindergarten through 6th grade to not accompany students to their lockers and classrooms.*
4. School Day Hours: 8:05 am to 2:50 pm
  5. Dismissal Times: Walkers 2:45, students who ride the bus 2:50 pm, car riders 2:55 pm.

### ATTENDANCE POLICY

It is the belief of St. John the Baptist School that if children are going to be successful in school, they need to attend school on a regular basis. We ask your cooperation in getting your child to school regularly and on time.

Students are expected to be in school every day school is in session when healthy.

- Each time a child is absent from school, we must receive a phone call stating that the child will be out of school that day. St. John's School will call parents if they do not receive a phone call about your child's absence. This concerns the safety of the children. In the case of an absence due to COVID-19, please call and leave a message at 1-855-SJSSICK (1-855-757-7425). A staff member will be in contact with you
- If a child is absent for more than three days for an illness other than COVID-19, a doctor's signed statement verifying the illness and student's safe return to school may be requested

### No Note

If a child is absent from school for 7 days and the parent does not send a note notifying the school why the child was not in school, the county, according to law, will be notified.

### Excessive Absences

If a student's absences become excessive, the principal will contact the parents to ensure the academic needs of the student are being met and to create a plan for improved attendance. If the absences continue, a petition will be filed with the Scott County District Attorney per state attendance laws. (See Minnesota State Statute 260A.02)

### CLASS SIZE POLICY

St. John the Baptist School recognizes the benefits in maintaining small class sizes. This class size policy upholds a teacher-student ratio that meets St. John's standards and enhances the marketability of St. John's School.

- The desired Kindergarten class size is 18 – 22 students. When the class size exceeds 22 students, the Kindergarten teacher and administration will evaluate the possible need to hire a qualified teacher aide or part time teacher. Strong consideration will be given to splitting large classes as circumstances warrant and space permits.
- The desirable class size for grades 1 – 3 is 18 – 23 students. When the class size reaches 23 students, the teacher and administration will evaluate the possible need to hire a qualified teacher aide or part time teacher. Strong consideration will be given to splitting large classes as circumstances warrant and space permits.
- The desired class size for Grades 4 – 6 is 20 – 25 students. When the class size reaches 25 students, the teacher and administration will evaluate the possible need to hire a qualified teacher aide or part time teacher. Strong consideration will be given to splitting large classes as circumstances warrant and space permits.
- For any class with a student having significant special needs the teacher and administration will evaluate the possibility of hiring an aide.
- When the number of students in a class is under the smallest desired class size then discussions may be initiated with St. John's School stakeholders including but not limited to the School Advisory Council, Finance Council, Pastor and Principal to evaluate best practice for fiscal responsibility and a positive educational environment.

### COMMUNICATION WITH PARENTS/GUARDIANS

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

### Family Handbook

The Family Handbook is issued at the beginning of the school year or upon a family's admission to school.

### Newsletter

Each Sunday (second week of August - first week of June) a newsletter is sent home electronically with current news and information. Please be sure to read this newsletter every week to stay informed.

### Student Folder/Backpack Insert

Students may take home paper communication in their folders or backpack from time to time. We have tried to move toward using more paperless forms of communication, but at times paper communication is still necessary- this may or may not include field trip permission forms, registration forms for sports, classroom newsletters, etc.

Email – messages are dispersed to families via Email when necessary.

Text – stay-up-to-the-minute by texting SJB to 31996 to receive text message reminders and updates about important happenings at St. John's.

### Non-Custodial Parent

St. John the Baptist School recognizes the importance of having all parents involved in a child's learning environment. If your child does not reside with both parents, please inform the school office of your child's custody arrangement. If requested, the office will provide the non-custodial parent the parent communication information.

### Evaluation

Report Cards/Progress Reports are issued at the end of each trimester. Reports are sent at mid-trimester to parents/guardians whose child(ren) is/are performing on a less than satisfactory level. These reports must be signed by parents/guardians and returned to school.

### Communication Procedure

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

- If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.

- If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.
- If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the canonical administrator or pastor.
- If the parent/guardian is still unsatisfied, an appeal may be filed per the Grievance Policy as outlined in this handbook.

### CONTACTING THE SCHOOL

The school's office hours are 7:30 to 3:15. After these hours the answering machine is available for any messages. Someone will contact you as soon as possible.

Before and After School Care Staff can be reached at 952-492-4568 during Saint Squad hours.

### CONFERENCES

Parent/Teacher conference opportunities are held in some form twice a year. Reports are issued after each trimester. Parents sign up online for a time on a scheduled conference day. The third trimester conferences may be an open house, student led and/or a traditional conference as desired by the teacher. You are most welcome to schedule a conference at any time; however, please note that teachers cannot hold impromptu conferences during the school day as they need to focus on their students.

### DRESS CODE 2021-2022

All Kindergarten through Sixth-Grade students at St. John the Baptist Catholic School are expected to wear the school uniform during the school day. The following rules are in place to ensure we show respect for the school, ourselves, and others through our appearance.

#### Kindergarten - 4th Grade

##### Shirts

- White or navy short or long sleeved polo shirts (with or without St. John's logo)
- White or navy sweaters
- White oxfords (button up dress shirt)
- St. John's sweatshirts/Spirit wear

*Shirts must remain tucked.*

### Bottoms

- Navy or khaki colored dress pants (no cargo pants or corduroys), capris, walking shorts, skorts, and skirts.
- Plaid, tan, or navy jumpers/skirts - plaid sold by Donald's

*Girls should wear cartwheel shorts or leggings (navy or white) under skirts and jumpers.*

*Leggings & jeggings may not be worn without a skirt or jumper.*

*Shorts, skirts, skorts, and jumpers must not come more than 2" above the knee.*

### Middle School (5th - 6th Grade)

#### Shirts

- White, red, gray, or navy short or long-sleeved polo shirts (with or without St. John's logo)
- White, red, gray, or navy sweaters
- White oxfords (button-up dress shirt)
- St. John's sweatshirt/Spirit wear

*\*2021-2022 school year will be the last year that red shirts will be part of the uniform.*

#### Pants

- Navy, khaki, gray, or black colored dress pants (no cargo pants or jeans), capris, walking shorts, skorts, and skirts.
- Black, tan, gray, or navy skirts or skorts.

*\*2021-2022 school year will be the last year that black pants will be part of the uniform.*

*Girls should wear cartwheel shorts or leggings under skirts (black, navy, or white).*

*Leggings & jeggings may not be worn without a skirt.*

*Shorts, skirts, and skorts must not come more than 2" above the knee.*

## All Students

### Shoes, Sandals, and Socks

Socks must be worn at all times.

Dress shoes and tennis shoes are acceptable.

- *All shoes must have backs or straps.*
- *Shoes must be clean, safe and in good condition.*
- *Tennis shoes with non-marking soles are required for physical education.*
- *Waterproof boots are expected in snowy or wet weather but are not to be worn in the classroom.*
- *No shoes with wheels are allowed.*

### Out-of-Uniform Days

There will be out-of-uniform days for special occasions and recognition. The following are prohibited: Sleeveless shirts; low necklines; clothing with offensive words, phrases or pictures; No exposed midriffs; shorts, skirts and dresses more than 2" above the knee; and flip flops. Please, no ripped jeans, or leggings & jeggings worn without a skirt.

### Spirit Wear Days

This year spirit wear days will be every Monday. Students may wear shirts that have the school name on them with uniform bottoms. Spirit wear items can be purchased periodically throughout the school year. Watch for Innovative Graphics shopping links to be communicated through the Sunday newsletters.

### Fridays through Marathon

Students may wear the 2021-2022 Marathon t-shirt each Friday with uniform bottoms before our service marathon. IF the fundraising goal for Marathon is reached, students will be allowed to continue this for the remainder of the year!

*Students that do not follow the dress code policy as outlined here will be reminded through the following means of enforcement*

### Enforcement

1st offense: A note will be sent home.

2nd offense: A call will be made to the parents/guardians.

3rd offense: Parents/guardians will be called to bring their child a proper uniform.

*Persistent violations will be addressed by the administration.*

## Places to Purchase Uniforms

Check out our supply of gently used uniforms on display by back to school night. For new uniform items, may we suggest..

Donald's Uniforms

[www.donaldsuniform.com](http://www.donaldsuniform.com)

1-800-728-8082

French Toast Uniforms - [www.frenchtoast.com](http://www.frenchtoast.com) and [www.amazon.com](http://www.amazon.com)

The Children's Place - [www.childrensplace.com/shop/us/home](http://www.childrensplace.com/shop/us/home)

Kohl's - <https://www.kohls.com/>

Old Navy - <https://oldnavy.gap.com/>

The Gap - <https://www.gap.com>

## EARLY CHILDHOOD SCREENING POLICY

According to Minnesota Law (MN Statue 202, Sections 121A.16-123D.19), all children are required to be screened before enrolling in a public school in either kindergarten or first grade. This screening should take place at age four or earlier. The law requires all children enrolling in a public school to submit a record indicating the month and year of early childhood screening.

The following requirements will satisfy the law:

1. Parental Consent to Screen Form which the parent signs,
2. Outreach request for physicians.

The early childhood screening law states that the "school district must request from the health organization or individual provider, the results of any laboratory test, health history, or physical examination within the 12 months preceding a child's screening." The purpose of this requirement is to prevent duplication of health screening, to link providers with schools, and to direct families without health care to providers.

Screening involves:

1. Fine motor skills
2. Gross motor skills
3. General knowledge about common objects/simple number concepts
4. Speech and language - articulation/sounds

5. Social/emotional - discussion of family concerns which may affect a child's ability to learn and develop
6. Hearing/vision/immunization review/health history

The law exists to help ensure that every child who enters school is prepared for an effective and satisfying learning experience. St. John the Baptist School strongly encourages all parents to take advantage of this program before their children enter kindergarten. This screening is usually conducted in late winter or early spring. There is no charge to the parents or child for participation in this program.

### EMERGENCY PROCEDURES

It is imperative that pupils, staff and the public be protected in case of emergency and the educational process of the school be carried out with the least amount of disruption. Common sense should dictate the reaction of school authorities to emergency situations. All situations CANNOT be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will be exercised in these situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern. Emergency procedures are designed to provide guidance to those having responsibility for the safety of pupils, school staff and the users of the facility. The Principal, in coordination with the Pastor, has the prime responsibility for disseminating emergency procedures. The St. John the Baptist Emergency Action Plan (revised March 2018) details procedures for emergency situations.

### ENTRANCE to KINDERGARTEN

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

### FIELD TRIPS

We feel field trips are part of the educational program and enthusiastically attempt to include as many as appropriate. These trips are designed to support the curriculum and introduce the students to community resources. Parents/guardians will be notified of the scheduled field trips. All student-sponsored field trips have an educational purpose and outcome.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a non-walking field trip. Failure to return the form means that the student may not go on the field trip and must



stay at school. PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified, and use of seat belts will be assured. If a private passenger vehicle must be used, then the following information must be supplied, and the driver of the vehicle must certify this information.

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

A signed Driver Information Form provided by Catholic Mutual Insurance must be obtained on each vehicle used prior to the field trip or activity.

### GRIEVANCE POLICY

If a grievance between parent/guardian or a student and a teacher or school administrator should arise the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.

8. The grievance procedure should be completed within 30 days.

If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

### ILLNESS

The principal council, health assistant, or the school office staff suggests the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

If a student has COVID-19 symptoms at school, the student will be quarantined in the school office until a parent/guardian can pick up the student. Please refer to the St. John's Covid-19 Preparedness Plan found [here](#).

### LOST AND FOUND

Lost items will be kept in an appropriate place. Encourage students to check for lost items in Lost and Found when something is missing. Labeling uniforms, especially sweatshirts and sweaters, is important.

### LUNCH

The St. John's School lunch program is provided by the Jordan School District in conjunction with the Federal reimbursement program. The cost of a daily student lunch is \$3.00. This year (2021-2022), school lunches are free. The price of a half-pint carton of milk will be 50 cents for those who wish to purchase milk for a cold lunch or an additional carton with hot lunch. Bringing pop with cold lunch is not allowed. If you think you may qualify for free or reduced lunches through the state, please fill out the application forms found here: <https://www.jordan.k12.mn.us/Page/61>:

With regard to behavior, good conduct is expected; table manners and lunchroom conduct are discussed as a regular part of respect for others and for property. Disrespectful behavior will not be tolerated and will result in consequences including the removal of lunchroom privileges.

St. John the Baptist School tries to accommodate children with food allergies or special dietary needs during the school day. We require signed written instructions from a

physician annually for special dietary needs and when changes arise. If requested by physician instructions, a lactose free milk product can be made available to students with their school lunch if they are lactose intolerant or have dairy allergies. If you would like to discuss your child's special dietary needs, please contact the school.

### MONEY

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and purpose. If the student brings the envelope in his or her backpack, the homeroom teacher will send the money envelope to the office. If you are concerned that your child may forget to take the check out of his/her backpack then please either drop the money off in the office yourself or send an email to the office indicating that the student has a check to be submitted. The school is not responsible for money that is carried by individual students or kept in lockers.

### NON-DISCRIMINATION POLICY

It is the policy of St. John the Baptist School to comply with state and federal laws prohibiting discrimination, to the end that no person (s) shall be denied or excluded from enrollment or participation in any education program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability. (MN State Statue #7520.0350).

### PARENTAL ROLES AND RESPONSIBILITIES

Parents/guardians are informed of the programs, regulations, and policies of the school. (This document, the Family Handbook, includes this information.) In assisting your child, we require the following:

1. Familiarity with information contained in handbooks and other newsletters from the school.
2. Inform the school in writing of:
  - a. student illness or absence
  - b. parental status and custodial changes
  - c. change in transportation routine
  - d. change in address, phone, emergency contact, child care, etc.
  - e. situations that might affect communication with the school
3. Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply in a timely manner. Communicate with the Principal if you have financial difficulties that require a new payment schedule.
4. Meet admissions regulations.

Comply with:

- a. policies and regulations
  - b. goals and objectives of our school as identified in this handbook
1. No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the Principal or Administrative Assistant.

### PICTURES

Individual and classroom pictures are taken once each year. The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the Principal in writing prior to the beginning of the school year.

### PROMOTION/RETENTION

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians sign a written acknowledgment of the school's recommendation. That acknowledgment shall serve to release the school from any responsibility for failure to follow the school's recommendation.

### RECORDS

Parents/guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of the following:

- identifying data
- academic work completed
- level of achievement (grades, standardized achievement test scores)
- attendance data
- health data (separate records kept in health room)
- family background information
- verified reports of serious or recurrent behavior patterns (kept in separate file)
- special education records including evaluations and IEPs (kept in separate file)

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance. The principal will respond to the request in a reasonable amount of time. To transfer

records, parents/guardians must make a request in the school office. The official records will be sent directly to the new school.

### RELEASE AND PICK-UP POLICY

No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian.

### SAINTS' SQUAD Before/After School Care

We offer a before and after school childcare program for families who need supervision for their PK-6 grade students. Before school care begins at 7:00 am on school days. After school care is from 2:45-5:30 pm on school days. The annual registration fee is \$20.00 and the cost for before care is \$5 and the cost of after school care is \$12.00 per session. The "home base" for morning Saints' Squad is the St. Elizabeth Ann Seton classroom located on the main level near the bathrooms and gathering space. During the afternoon session preschool Saints' Squad will be located in the St. Elizabeth Ann Seton room while K-6 students will be located in the old computer lab/art room on the lower level. During Saints' Squad, students will also travel to the playground and gym. You can obtain more information about the program in the school office.

### GUIDING PRINCIPLES CONCERNING HUMAN SEXUALITY AND SEXUAL IDENTITY

Saint John's Catholics school is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. We are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

Catholic teaching permeates and shapes the ethos of Catholic Parishes and religious education. Informed by Catholic teaching, these Guiding Principles shall inform the creation of policies, handbooks, statements, employee agreements, training for employees, and the approach to accompaniment in the Catholic Parishes of the Diocese of Saint Paul and Minneapolis, thus ensuring that the immeasurable dignity of every child is protected and respected, particularly as it relates to foundational beliefs of the Catholic Church:

- God created each person's body and soul "in His own image, in the image of God he created them; male and female he created them" (Gen. 1:27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).

- God uses the body to reveal to each person his or her sexual identity as male or female. A person's embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (Laudato Si §155).
- The harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC §364-65).
- The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depends in part on how this complementarity and equality are lived out (CCC §2333-34).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love (Deus Caritas Est §20).

### Application of Guiding Principles

The aforementioned Guiding Principles are practically applied in Catholic Parishes. Schools in the Diocese of Saint Paul and Minneapolis will relate to each student in a way that is respectful of and consistent with each student's God-given sexual identity and biological sex. To this end, below are some examples of how these Guiding Principles apply to Saint John's Catholic School.

- Student's name and pronoun usage will correspond to his/her sex (see definitions).
- Student access to facilities and overnight accommodations will align with his/her sex.
- Eligibility for single-sex curricular and extracurricular activities will be based on the sex of the child.
- Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.
- The consciences of students and employees will be respected with the assurance of their inviolable right to acknowledge that God has created each person as a unity of body and soul, as male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
- Our Parish will communicate with parents or guardians about their child's behavior at Saint John's School and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

- Terms such as 'transgender', 'non-binary' and other like terms are not to be used. In their place *Gender Dysphoria* may be used.
- Terms such as 'gay', 'lesbian,' or 'bi-sexual,' and other like terms are not to be used to describe someone's sexual orientation. In their place, one may say that the person is living with "same-sex attraction."

### Definitions

**Sex:** refers to a person's biological identification as male or female based upon physical characteristics present at birth.

**Sexual identity:** refers to a person's identity as male or female that is congruent with one's sex.

**Sexual binary:** refers to the God-given gift of the human family created male or female in the image and likeness of God.

**Gender Dysphoria:** is the feeling of discomfort or distress that might occur in people whose gender identity differs from their sex assigned at birth or sex-related physical characteristics.

### BULLYING PREVENTION POLICY

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

Saint John's expressly prohibits bullying in all forms, either by an individual or group of aggressors. Bullying, including cyber-bullying is prohibited:

- On Parish Grounds owned, leased or used by the Parish;
- At any school-sponsored or school activity, function or program whether on or off Saint John's Grounds;
- On a school bus or any other vehicle owned, leased or used by Saint John the Baptist Catholic School; or,

Bullying is also prohibited at a location, activity, function or program that is not Parish-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by our Parish to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of Saint John the Baptist Catholic School is also prohibited.

### Reporting

Any Staff or volunteer who has witnessed any instance of bullying or retaliation must report that act to Tina. Any student or parent/guardian of a student are strongly encouraged to report all acts of bullying. Reports can be made to the student's catechist, who must then report it to Tina or Father Neil.

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

### Retaliation

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

### Response and Investigation

Saint John's takes all reports of bullying seriously. Upon receipt of a report of bullying Tina will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

Saint John's reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to Tina or Father Neil.

### Violations

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

Depending on the circumstances, Saint John the Baptist Catholic School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the aggressor of the determination;
- notifying the parents or guardians of the target.

### SCHOOL CLOSING (emergency or inclement weather)

In case of emergency or severe weather, you will receive a text message from the school office (register by texting SJB to 31996), you can also listen to WCCO radio (830 AM), TV Channel 4, KSTP 5 or KARE 11 for school closings (if Jordan Schools are



closed, St. John's is closed). You may also call the Jordan School District 717 Weather line at 492-4200. No announcement means that school is in session. St. John's School will close if the local public school district is closed because of transportation. In case of an early dismissal for bad weather, you will receive a text message from the school office (register by texting SJB to 31996), or listen to WCCO radio (830 AM) or call the School District Weather line for an announcement of the dismissal time. You will also be given the opportunity to sign up for the Jordan Infinite Campus program which notifies families of any changes in the school schedule via phone message. If SJB has an emergency and needs to close a voice message will be sent via Call em All.

### SCHOOL PROPERTY

All school property is loaned to a student for his/her use. Books should be carried home in a school bag to keep them dry and clean. Fines for excessive damage or loss will be assessed on an individual basis. If library books are lost, there is a charge to the parents for a new book.

### SUPPLIES

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

### TARDY PROCEDURES

Students are expected to be in their assigned classrooms at 8:05 a.m. unless bus transportation prohibits them from being on time. Failure to do so constitutes tardiness. Parents, please get your children to school on time. Excessive tardiness disrupts the educational environment for everyone and will be communicated to the parents. If the tardiness continues, the Scott County Attorney will be notified.

### TELEPHONE USAGE

A child may not call home to make arrangements to go home with a friend or to have a parent/guardian bring forgotten band instruments, books, assignments, etc. As a rule, neither teachers nor pupils are called to the phone during the hours of class. Students are not allowed to receive or send messages during class from a personal device. All cell phones should remain in lockers during the school day and used only with teacher permission.

Messages may be left in the school office with the administrative assistant if it is necessary to contact either a student or teacher or you may leave a message on the

phone in your child's classroom. Teachers will check messages periodically throughout the day. Students may only use the phone in cases of emergency.

### TRANSPORTATION

Within the Jordan school district, the local public school district handles bus arrangements. Families outside of the district may have the option to work with the school to secure a spot on the SJB bus. Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to ensure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/guardians whose children do not follow the bus rules will be notified as to the inappropriate behavior of the child and natural consequences including possible suspension from the bus. Teachers are not responsible for managing a student's bus behavior.

#### **Instruction and Training for Bus Safety**

Instruction/review in bus and pedestrian safety is required each year. Teachers share instruction/review materials provided by the local public school district with students.

#### **Restriction: Bus Students Only**

Only bus students may ride the bus. Students are to go home on their assigned bus and get off at their assigned stops. If a student is going to ride home with another student, that student must have written permission from a parent to go home with their friend.

### VACATIONS

Extended vacations requiring students to miss numerous school days can pose challenges to learning with regard to classroom objectives. While the school administrator will not prevent such vacations, parents/guardians are advised to consult with the classroom teachers 10 school days in advance. Homework may be pre-arranged at the discretion of the teachers. Teachers may also elect to assign alternative work, possibly related to the nature of the vacation or trip.

### VALUABLES

School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing electronic games, ipods or cell phones. If such objects are brought to school and become distracting they will be confiscated and returned only to

the parent/guardian. Dangerous items including pocket knives and lighters will be confiscated immediately (see Weapons Policy). Cellular phones are strongly discouraged. If a student must bring a cell phone, it must be kept in the backpack until the student leaves the building at dismissal time unless special arrangements are made with the teacher and Principal Council.

### VISITORS

All parents/guardians, visitors or volunteers must sign in at the office before going to a classroom or the lunchroom. Persons not reporting to the school office will be considered trespassers and may be reported to the local authorities.

### YEARBOOKS

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook as well as other photographs portraying the many activities and events that take place each year. Yearbook order forms will be available to families at the end of the school year.

### VOLUNTEERS

Volunteers are the heart of St. John's School. Their presence and commitment exists as a wonderful role model for our children. Volunteer support is essential in living out our mission statement. All parents, grandparents, and school friends are invited to become actively involved by sharing their time and talent through volunteering, as the health and safety guidelines allow.

#### Volunteer Requirements

Parents or legal guardians of each family registered at St. John's are typically required to participate in two of the school's four main fundraisers (Scott County Fair, Marathon, Cadillac Dinner and Golf Tournament).

The Archdiocese requires the Essential 3 for volunteers: Background check, Code of Conduct and Virtus training. To be compliant with the background check regulation, all St. John's School volunteers are required to complete the required forms so that the background check may be accomplished. In addition, per Archdiocese mandate, all volunteers must attend Virtus training, a one time session on safety. Please contact the school office for dates and times of this training. Volunteers will also be asked to sign an Archdiocesan Code of Conduct form every year. The Virtus training and background check will need to be refreshed online every three years. You will receive specific information about this process when you need to renew these components. We really

appreciate all of our volunteers. If you have any questions about this policy, please contact the principal. (See following letter from Archbishop.)

## ACADEMICS

### ASSESSMENT

Each fall and spring St. John the Baptist School will administer the NWEAs to 1st through 6<sup>th</sup> graders. This assessment helps the school staff to evaluate individual student needs and allows staff to plan appropriately. Student assessment scores will be shared with individual families.

### CHALLENGE PROGRAMS

Challenge Programs are set up periodically for Grades K through 6. These programs are designed for students with interests in certain areas. The student as an individual accepts the challenges. The programs for the year will be identified and communicated to the students. The availability of challenge programs is related to the number of volunteers who offer to facilitate a challenge program during the school year.

### CURRICULUM

Areas of the curriculum are reviewed and evaluated on a seven-year cycle. Input from all stakeholders is encouraged and appreciated. Teachers will provide an anticipated curriculum at the start of each academic school year at Curriculum Night. St. John's curriculum aligns with Minnesota State Standards.

### HOMEWORK

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

Homework Responsibilities of Teachers:

- Communicate to students and parents/guardians homework goals and expectations.

- Set clear and concise expectations concerning assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work and who may assign homework.
- Assign appropriate homework according to students' needs.

#### Homework Responsibilities of Students:

- Know and understand the purpose of the homework assignment.
- Copy assignments down, understand directions, and know what is required for completion of the assignment.
- Complete and return quality assignments.
- Understand when assignments are to be completed independently, others as a team effort.

#### Homework Responsibilities of Parents/Guardians:

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements
- Help your child find a quiet study area relatively free of distractions.
- Be patient with your child and praise him/her for any effort made.
- If the child has trouble understanding directions, help her/him with explanations.  
DO NOT DO THE HOMEWORK FOR THE CHILD.
- Look over the assignment to affirm completion and quality. Praise your child.
- Support the teacher and the child. Get both sides of a story before making a judgment.

#### KINDERGARTEN

St. John's kindergarten is an all day, every day program. Our curriculum provides developmentally appropriate activities in a supportive, Christian atmosphere. We build on the learning that takes place in your home and we help your child to become an eager, independent, life-long learner. Parents, friends, and relatives are invited to special events throughout the year.

Kindergarten Round Up, a day set aside for new kindergartners for the following school year, is held in spring. At this time the new kindergartners and their parents are invited to meet the kindergarten teacher and principal, be introduced to the curriculum and to visit the school.

### MAKE-UP WORK

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

### PRESCHOOL & KINDERGARTEN READINESS PROGRAMS

Preschool for 3 – 5 year olds is held daily from 8:05-11:30 half day program and 8:05-2:45 for the full day program at St. John's School. St. John's registration typically opens during Catholic Schools' week (late January/early February). Please call the school with questions.

St. John's Preschool is designed to help your child grow. Although a preschool can never replace or provide those ingredients for growth that loving parents naturally provide their children, it can be a healthy supplement to the home. St. John's Preschool provides a child with experiences that will:

- Help him/her to know our Lord and Savior, Jesus Christ, and to gradually realize God's love for him/her. The curriculum is child-centered with a Catholic/Christian orientation.
- Foster emotional growth by making him/her feel needed and wanted and by helping him/her become independent, accept feelings, and guide him/her toward sharing feelings in acceptable ways.
- Stimulate creative interest by providing materials and opportunities for manipulative and imaginative play.
- Provide the opportunity for group experience by recognizing the child's need to get along with other children and adults by providing materials which enable children to enjoy playing together and by helping the child to develop techniques which will make him/her an acceptable member of a group.
- Prepare each child for future educational experiences by giving him the satisfaction of expressing his interests through materials, language, music and books geared to the ability and readiness of each child.
- Provide for the child's physical well being by offering equipment for improving body coordination, by protecting her health and safety, by allowing space to move and to practice body control, and by giving time for rest and relaxation. The school follows the standards for health and safety as set by the State of Minnesota.

- Provide engaging activities that address The Minnesota Early Childhood Indicators of Progress.

### RELIGIOUS EDUCATION

Study of Christianity and the Catholic religion, which includes Catholic values and tradition, are integral parts of our total education. It is St. John's School policy that all students, including non-Catholics, attend religious instruction and liturgies.

Students in grades 1 – 6 attend Mass at 9:30 each Wednesday and Friday (Kindergarten begins attending weekly Mass in December). Parents/guardians are invited to attend school Mass whenever their schedules permit. On Holy Days of Obligation, the students will attend Mass in lieu of the weekly Wednesday Mass.

### SERVICE

Our school considers service to others as very important; therefore, we look for many opportunities during the school year for service within and through our small and larger community. This enables students as part of the Christian community to MAKE A DIFFERENCE.

### SPECIALS

Art - We offer an art class for the students once each week.

Library - Typically, each student visits the library once a week to check out books.

Music - students have music class twice a week. They participate in both a Christmas Program and a Spring Concert as well. Information related to these performances will be communicated to families as soon as it is known

Phy. Ed. - Each class has physical education twice per week.

Spanish - K-6th grade students have Spanish class twice a week.

Technology - Students in grade PK- 6 grade use Chrome Books and iPads. Google Education is used by students in grades 3-6 as well.

STEM - Students in preschool through grade 6 will be instructed in STEM (Science, Technology, Engineering, Math) through cross curricular activities and as provided by classroom teachers.

### SPECIAL EDUCATION

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

- Classroom teachers who have concerns about a student consult with the special education teacher assigned to St. John's School. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.
- If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is completed, a meeting will be arranged to report the results and, if the child qualifies for services, develop an Individual Educational Plan (IEP).
- The IEP will be written with goals to improve the areas of need. The services may be direct or indirect. Indirect service refers to accommodations made at the non-public site. Direct services will be met by the district special education teacher at the appropriate public school.
- Services are then carried out at the local public school district school with transportation to and from SJB provided by the school district. Schedules will be created between the classroom teacher and special education teacher.

### TITLE I

The purpose of Title I is to provide assistance to State and Local Education Agencies to meet the needs of children in the area of reading. Working together, the principal, classroom teacher, Title I Coordinator and parents/guardians schedule students for appropriate, consistent Title I services.

## STUDENT CONDUCT

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

### BULLYING PREVENTION POLICY

#### Preamble

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both



requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met and for when reconciliation and restitution are needed.

## Definitions

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

"Aggressor" means a student who engages in Bullying or Retaliation.

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

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

*For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

"Cyber-Bullying" means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

"Hostile Environment" means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently

severe or pervasive to materially and substantially alter the conditions of the student's education.

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

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

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

“Target” is a student against whom Bullying or Retaliation has been perpetrated.

#### Prohibition Against Bullying and Retaliation

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

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

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

## Reporting

- Any staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principall or another school official designated by the Principal. In the selection of this person, care should be taken that both a male and female school official are designated to receive reports of bullying.
- Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the Principal, or directly to the Principal.
- Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal.
- Reports may be made confidentially when requested.
- Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.
- False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

## Retaliation

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

## Response and Investigation.

The school takes all reports of bullying very seriously.

Upon receipt of a report of bullying the Principal Council or their designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. The school reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the Principal Council.

## Violations.

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

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

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- persons about available community resources

### Training

Training on this policy shall be provided for staff at least once every three years and, at the discretion of the Principal, for volunteers who have significant contact with students.

### Publication and Notice.

The Principal or his or her designee shall provide written or electronic notice of this policy to the staff.

Written or electronic notice of the plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

This policy shall be conspicuously posted in the administrative offices of the school.

### CHEMICAL USE

Because St. John's School is concerned about the physical and mental health of all of its students, it has established the following chemical/drug abuse policy.

If any student attending St. John's School is found:

- buying, selling, or giving away mood altering chemicals,
- under the influence of mood altering chemicals, or
- in possession of mood altering chemicals while on St. John's School grounds, while riding a bus, or attending any school sponsored event, he/she will face immediate suspension by the Principal Council for three days.

The Principal will:

- immediately notify the parents/guardians and the police,
- schedule a conference time with the parents/guardians and student to discuss the incident, and

- refer the parents/guardians and student to an appropriate counseling agency for evaluation.

After consultation, one or all of these steps maybe taken

- Student will receive counseling
- Student may be referred for chemical dependency
- Student may be expelled

St. John the Baptist School also proactively uses drug prevention programs for students as part of the Second Step program.

### DISCIPLINE

St. John the Baptist focuses on promoting positive, respectful, Christ-like behavior in a caring and safe environment. We believe and practice the Love and Logic philosophy. We believe that effective discipline involves a few basic Christian rules. These include:

- Respect self, others and property
- Take ownership of learning
- Make safe and healthy choices

We expect students to take responsibility for their behavior and actions. Our expectations for students in their daily experiences at St. John's School are outlined in the Respect, Responsibility and Safety document that follows this policy. All students and parents should be very familiar with all aspects of these expectations and agree to follow these guidelines. When a student does not meet these expectations, staff will work with him or her to resolve the issue.

Students will be guided to solve their own problems. Each student and situation is different so as we deal with situations we will help students to grow and learn from their actions and "Make – it – Right". If a student cannot or chooses not to solve a problem, appropriate and natural consequences will be imposed by a staff member. Some consequences may involve gentle reminders, redirecting behavior, or new placement within a classroom. Communication of these events may include a letter or phone call home from the student. Chronic or repeated poor student choices will require more serious consequences which may involve giving back time owed to a teacher during recess or after school and will include service back to the school when possible. Participation in extracurricular activities can be restricted due to discipline issues. Repeated offenses will result in a meeting with the Principal, parents and student to problem-solve and create a plan moving forward. In the case of the most

serious behaviors such as bullying, fighting, weapons, vandalism or chemical use, the administrator will fully investigate and when necessary involve the Pastor regarding consequences involving suspension or expulsion.

### ELECTRONIC EQUIPMENT POLICY

The school will provide technology needed as part of the curriculum. Students should not bring any of the following to school:

- Radios
- CD players
- iPods / MP3 players
- Cameras
- Cellular phones and smartwatches are strongly discouraged. If a student must bring a cell phone, it must be kept in the backpack until the student leaves the building at dismissal time unless special arrangements are made with the teacher and Principal. Smartwatches may be worn in class, but not used to text, answer phone calls, or play music/games during school hours without the permission of the teacher.
- Hand-held video games
- Electronic pets

#### Why aren't these items allowed?

These items would be distracting in the classroom, at recess, and during before- and after-school activities. The school's insurance doesn't cover lost, stolen or damaged items.

#### What are the consequences?

If a student uses or displays any of these at school, staff will take the item away and keep it in a safe place until the parent or guardian comes to pick it up.

#### Are there any exceptions?

The only exception is if the teacher gives permission as part of a special event like show-and-tell. If a teacher plans on such an event, the teacher will notify the parents in advance.

#### What about on the school bus?

If a student uses these items during bus rides to or from school, the school is not responsible for any lost, stolen, or damaged items.

## HARASSMENT

St. John the Baptist School reserves the right to maintain a learning and working environment that is free from harassment.

DEFINITION: Harassment is unwelcome/unwanted behaviors which make a person feel threatened, uncomfortable, intimidated, degraded, or discriminated against or which create an intimidating, hostile or offensive learning, working or play environment.

One particular category of harassment consists of unwanted/unwelcome behaviors of a sexual nature which make a person feel uncomfortable, intimidated, degraded or discriminated against or creates an atmosphere of disrespect, hostility or intimidation.

Behaviors may include but are not limited to:

- Overly personal conversation
- Sexual name-calling
- Teasing or joking of a sexual nature
- Inappropriate touching
- Extreme aggressiveness
- Spreading sexual rumors
- Pressure for sexual activity
- Encouraging sexually inappropriate behavior in others

## PROCEDURE

Any member of the St. John's School Community who experiences or witnesses harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. Any particularly serious offense will be immediately brought before the principal for action. The principal will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written. Based on the investigation, appropriate action, including but not limited to conferences, counseling, disciplinary warnings, or other disciplinary actions, will be taken.

## LOCKER INSPECTIONS

Students are assigned a locker at the beginning of each school year. School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent.

## SUSPENSION/EXPULSION

In the event that a student's behavior is consistently disruptive so that his/her learning and the learning of the rest of the class is greatly hindered, a student may be suspended by the Principal for serious and/or repeated violations of school rules and policies. The principal in such an instance will take the following action:

1. Notify the student of the violation that will result in suspension through a verbal warning.
2. Notify the parents/guardians of the student of the violation that will result in suspension through a written warning.
3. Schedule a conference with the parents/guardians, student, principal and teacher, if necessary, to discuss the incident and terms of re-admittance.

The Principal may immediately suspend a student for gross misconduct. The suspension could be in school or out-of-school. In the event that a student is suspended out of school, his/her parents will be contacted to pick up their child. Expulsion is considered very serious. Therefore, this action will be determined only by a committee consisting of the principal, pastor, and a third party (School Advisory Board member, Pastoral Council member, trustee or other).

In the event that further suspensions are necessary, the St. John's School Advisory Board will become involved. Upon reviewing the situation, the board may (1) recommend re-entry upon compliance with certain conditions (e. g. counseling) or (2) expel the student.

Gross misconduct is defined to include, but is not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person, or serious damage to the property of the school or another person, or conduct which substantially impairs the discipline and order of the school environment, or conduct that may potentially bring harm in any way to St. John's School.

In the case of a student with a disability, the principal will notify the student's individual education plan (IEP) team from the District not more than ten (10) days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action and determine the appropriateness of the child's education plan.



## WEAPONS

It is the policy of St. John the Baptist to maintain a learning environment which provides a safe, secure setting for students, faculty, and administrators. The school will take actions deemed necessary and appropriate to provide such an environment including the immediate suspension or expulsion of students enrolled in the school under certain circumstances.

Students and non-students are forbidden to possess, store, transmit or use any instrument that is considered a weapon in school, on school grounds, at school activities, at bus stops, on school buses or in school vehicles or school-contracted vehicles or entering upon or departing from school premises, property or events. All weapons are prohibited except for educational purposes authorized in advance by the building principal or designee.

A weapon includes any device or instrument, that through its use, is capable of producing bodily harm or death, or that can be used to threaten to cause bodily harm or death. This includes items such as a knife, loaded or unloaded firearm, explosive or flammable liquid.

Any student issuing a threat deemed violent or potentially harmful to self or others will be suspended and a conference with parents will be scheduled. If suspended, the student must receive an assessment from an appropriate health services practitioner before returning to school. The student's parents must be issued a positive assessment for the safe return to the school environment and the results must be shared with the Principal Council and Pastor. A referral to law enforcement may also be made if necessary. The parents and student will be required to agree to disciplinary actions including expulsion for a second offense against the school's weapons policy.

Any student attending St. John the Baptist School found possessing or using a weapon while on St. John the Baptist School grounds or within 300 feet of the school grounds or at any school sponsored activity will face immediate suspension.

An authorized person will:

1. Confiscate the weapon. Note: If another staff member is better positioned to do so, that staff member will confiscate the weapon and promptly refer the issue to the principal. If an attempt to confiscate the weapon would likely cause harm to any staff member or student, the police will be notified promptly.

2. Immediately notify the parents/guardians of their child's suspension. A student must be expelled "for at least one year," which may be modified on a case-by-case basis, (Minn. Stat. §121A.4).
3. Schedule a conference with the parents/guardians and student to discuss the incident.
4. Make a referral to the police or other law enforcement agency. A person guilty of possessing a dangerous weapon can be charged with a misdemeanor or gross misdemeanor. (Minn. Stat. §609.66) Whoever assaults a "school official" while engaged in performance of the official's duties is guilty of a gross misdemeanor (Minn. Stat. §609.2231).
5. Upon investigation, administration in consultation with authorities will determine if the case merits action under the legally mandated zero tolerance policies regarding weapons on school premises.

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

1. Agree to being placed on six months probation at St. John the Baptist School (If summer vacation intervenes, the probationary period will extend to the next school year); and
2. Agree to have an assessment conducted by an appropriate health services practitioner with the results being shared with the principal; and
3. Agree to immediate expulsion from St. John the Baptist if a second offense against the school's weapons policy should occur.

When determining appropriate action, the Principal and/or the Pastor and/or the School Advisory Board will consider the extent of the threat to the safety of an individual or a group or the disruption of the learning environment in the school.

A student who finds a weapon on the way to school or in the building should leave it alone and report the weapon immediately to the Principal's office or call 911 to report its presence.

## HEALTH/SAFETY

"Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and the medical community to minimize risks and provide a safe educational environment for food-allergic students." (FAAN)

## ALLERGY PREVENTION AND RESPONSE

### Food Allergy Protocol Family's Responsibility

- Notify the school office of the child's allergies.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus.
- Provide medical documentation\* of the allergy to the school office. This must be on file before the school may make any substitutions for the student due to food allergy.
  - \* This may be the same documentation provided for the Emergency Action Plan, if it is signed by the health care provider.
- Complete and submit an Allergy Emergency Action Plan (available in school office).
- Provide written medical documentation, instructions, and medications (Epinephrine, antihistamine, inhaler/neb) as directed by a physician, using the Allergy Emergency Action Plan as a guide, and the Medication Administration Form.
- Replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - Safe and unsafe foods
    - Strategies for avoiding exposure to unsafe foods (i.e., bringing their own snacks/treats to school, reviewing school lunch menus for possible unsafe foods)
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels (age-appropriate)
  - Self-administration of epinephrine per parent and student readiness
- Parents will set up an appointment with the lunch coordinator for the parent to review labels/menu, if needed. The parent will provide a list of what the student may/may not eat. Alternate forms of communication may be used, if they are preferred, i.e. a brief voicemail message may be left for the school office.
- Parents are encouraged to provide a current picture of their student to Health Services 1-2 weeks prior to the start of school.
- Parents are encouraged to review upcoming projects and field trips, and communicate any concerns to the teacher.
- Parents need to strongly consider accompanying their student on field trips and being an active classroom volunteer.

- Parents are encouraged to introduce themselves and their student to the bus driver and alert him/her to the student's allergy.

### Student's Responsibility

- Must not trade food with others.
- Must not eat anything with unknown ingredients or known allergens.
- Must be proactive in the care and management of their food allergies and reactions appropriate to their developmental level. It is recommended that the student notify the kitchen staff as he/she comes through the line, that he/she has food allergies, especially the first few weeks of each year. Older students who can advocate for him/herself may choose to be responsible to ask questions re: the safety of the food rather than alerting staff every time they come through the serving lines.
- Must notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- It is recommended that the student wear appropriate Medic-Alert bracelet, or similar.
- It is recommended that the student share (or have the teacher or nurse share) information re: his/her allergy with classmates.
- Student should minimize risk in the lunchroom by sitting at an allergen-free table, as necessary.

### School Staff Responsibility

- Review the health records submitted by parents and physicians.
- Relevant information will be shared with the classroom teacher, food service staff, health office, secretaries, and transportation. The student's picture, when the parent provides one, may be shared with appropriate staff.
- The student will be personally introduced\* to food service staff as necessary.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- A Licensed School Nurse (LSN) will train appropriate staff regarding administration of an Epi-pen. The LSN may delegate the administration of the Epi-pen to a Medical Emergency Response Team (MERT) member, teacher, principal, health aide, secretary, or staff member as needed.
- Assure that medications are appropriately stored and easily accessible in a secure location central to designated school personnel.

- Train all staff who interact with the student on a regular basis to understand food allergy, anaphylactic shock, recognize allergic symptoms, to know how to respond to an emergency, and to work with other school staff to minimize the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- A LSN will teach Noon Supervisors signs and symptoms of allergy and anaphylaxis and how to clean the allergen free table in the cafeteria. The LSN will also provide a written protocol for supervisors/secretaries to share with subs as needed.
- The LSN will collaborate with teachers and principals if any accommodations are needed for meals/snacks on field trips.

### Classroom Responsibility

- Teachers need to review classroom activities for potential exposure risks, i.e., making bird feeders out of pine cones, cooking activities, field trips.
- Teachers will distribute a memo to parents/guardians of the other students in the class regarding the potential life-threatening allergy with the goal of minimizing allergen-containing foods being brought in for snacks, holiday parties, birthday treats.
- Teachers will send periodic reminders out via newsletters, etc.
- A prevention plan may include a presentation to the classroom(s), i.e. Glo-germ presentation to demonstrate transmission or read Alex the Elephant.
- Hand washing both before and after eating will be taught and required per COVID-19 health guidelines.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to minimize the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. Teachers may consult with parents regarding "lunch buddies" to sit at an allergen free table with the "at risk" student(s) or give the student invitations for friends to eat lunch with him/her. Consideration should be given to positioning/clustering students to be inclusive.
- The elementary school staff will be trained in Epi-pen administration and inform the LSN if review is needed. The classroom teacher must leave complete instructions in the sub folder for substitute teachers to review the anaphylaxis

information on the District Intranet and call the Health Office if a student exhibits signs/symptoms of anaphylaxis or epinephrine administration is needed.

- The teacher will collaborate with the LSN and principal if any accommodations are anticipated for meals/snacks on field trips.

### Lunch Coordinator Responsibility

- Publish mainline and alternate line menus.
- The lunch coordinator will meet/communicate with the parent re: food labels, ingredients, and changes/clarification of menus as necessary. The kitchen manager will guide young and developmentally delayed students away from allergen containing foods, to the best of her ability, as they go through the serving lines.
- The allergic student will always have an alternative available for hot lunch/dessert (when dessert is being served to others) and have a place to eat in the lunchroom.
- An allergen free table may be set up if the allergy is life threatening. The office staff, the Principal, and lunch coordinator will work together to determine location.
- Food Service staff will be trained in preparation methods that minimize the possibility of cross contamination or work under the direction of trained staff.
- Students with special diet needs, wishing to purchase a la carte items must work with their food service manager to check food labels before purchasing.
- Whenever possible, the food service staff will:
  1. Direct the at-risk student away from allergen containing foods or put those foods at the end of the foodline.
  2. Locate known allergen products so as to minimize reactions to touch/smell, whenever logistically feasible.

### ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials.

St. John the Baptist, Jordan has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district

shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by St. John the Baptist, Jordan were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, St. John the Baptist, Jordan has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

St. John the Baptist, Jordan has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., at 1-800-642-6730 or by contacting St. John the Baptist, Jordan at 952-492-2030.

### EMERGENCY INFORMATION

Each family must annually complete an emergency form online or in paper form. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

### HEALTH RECORDS

Health records are required for each student. It is recommended that the student have a physical before entering Kindergarten or first grade and again in fourth and seventh grades. The State of Minnesota requires immunizations be up-to-date.

## HEALTH SCREENING

Vision and hearing examinations are conducted every other year.

## ILLNESS/INJURY DURING SCHOOL

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to pick up the child. No over-the-counter medication can be given to a student for any reason without a Permission to Dispense Form. If an injury occurs, first aid will be given by school personnel. Any treatment beyond first aid is entirely the parent's responsibility. As soon as parents are notified, it is expected that they will take full charge of the child and see that proper medical attention is obtained. If parents or an emergency contact person cannot be reached and a doctor's attention is necessary, 911 will be called.

Good attendance is desirable; however, a child should never be sent to school if he/she has symptoms of illness. For COVID-19 related illness please refer to the COVID-19 pandemic Preparedness Plan as well: <https://sjsjordan.org/covid-19/>

For all other health concerns refer to our usual policy as follows.

To protect themselves and classmates, children should be kept at home if they have any of the following symptoms:

- Sore Throat
- Nausea, vomiting
- Flushed face or other sign of abnormal temperature
- Diarrhea
- Skin rash
- Inflamed eyes
- Earache or discharging ear
- Sores on the skin such as impetigo, scabies or ringworm
- Lice

If any of these occur, keep the child at home until he/she is recovered and call the family physician in order that an accurate diagnosis may be made and proper care instituted. Early diagnosis and treatment are particularly important in communicable diseases and frequently prevent serious complications such as middle ear infection and pneumonia.



## IMMUNIZATIONS

St. John's School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 121A.15)

All immunization dates are to be submitted to the school prior to the fall start date of the school year. The parent/guardian is responsible for providing this information in writing to the school office as well as including additional immunizations each year as they are administered to the student. Students not having the appropriate immunization documentation will NOT be allowed to attend school.

## MANDATED REPORTING

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

NEGLECT is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substances.

ABUSE can be physical or sexual abuse, or emotional maltreatment.

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

If one acts in good faith, he/she is immune from any civil or criminal liability that otherwise would result from their actions including, "Any public or private school, facility, or the employee thereof who permits access by a local welfare or law enforcement agency and assists in an investigation." This statute does not provide immunity, however, "to any person for failure to make a required report or for committing neglect, physical abuse or sexual abuse of a child."

## MEDICATION Minnesota Statute 121A.22, 121A.221)

All prescription or non-prescription medications to be taken by a student during school hours MUST be kept in the office and administered by appropriate school personnel. Students requiring medication at school shall be identified to the office by the parent or guardian and/or physician. Before appropriate school personnel can administer medication to a student, the parent or guardian must provide the following:

1. A signed "Permission to Dispense Medications" form. A new form must be completed at the beginning of each new school year and when a change in the

prescription or requirements for administration occurs. See school office for form.

2. Non-prescription medication must come in the original labeled container with a signed permission form and name of the child on the container.
3. Prescription medication must come to school in the original prescription container appropriately labeled by the pharmacy. The container will be labeled with the student's name, name of the medication and dosage, directions for administration, the name of the person licensed to prescribe, name of manufacturer of the drug and the date of the original issue or renewal.
4. Medication prescribed for longer than a ten-day period, and any controlled substances administered for any length of time, require a written order from a person licensed to prescribe. The written order from a person licensed to prescribe medications should include name of the student, name and signature of the prescriber, name and dosage of medication, the route, frequency and time of administration, the reason the medication needs to be given (diagnosis), duration and possible side effects of medication. Controlled substances are drugs that have the potential for abuse. Use may lead to severe physical or psychological dependence. This includes certain narcotic, stimulant, and depressant drugs (i. e: Opium, Codeine, Demerol, Percodan, Dexedrine, and Ritalin.)
5. Medication, prescriptions and non-prescriptions are not to be possessed by the student unless there is written agreement between the school, the licensed prescriber and the parent. This includes inhalers used for asthma. Controlled substances are never to be carried by a student or self-administered.
6. The school will not offer Tylenol to students unless we have prior parent permission.

#### NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Our school utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of

1. inspection and monitoring to determine whether pests are present and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening;
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying in the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

### WELLNESS POLICY

Purpose:

The purpose of this policy is to assure a school environment that honors God and the gift of our bodies that He gave to us. We will do so through the promotion of students' health, well being and ability to learn by encouraging and supporting healthy eating and physical activity.

General Statement of Policy:

- The St. John's School Advisory Board and Wellness Committee recognize that school nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- The school environment should promote and protect students' health, well being and ability to learn by encouraging the involvement of parents and employees in providing feedback about wellness policies.
- Children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive. All students in PK-6 will have opportunities, support and encouragement to be physically active on a regular basis.
- All students will have access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students. Students will be provided a minimum of 20 minutes to eat in a clean, safe and pleasant setting

Guidelines:

Foods and beverages –

- School meals will meet nutritional standards for USDA National School Lunch Programs. We encourage the use of nutrient dense foods and low fat cooking methods including the use of vegetable oil and olive oil when possible.
- The school will add and promote new, appealing menu items on a trial basis to find new preferred meal choices.
- Students will have recess time before lunch every day.
- Students will always wash hands before meals.
- The lunch program is directed by food personnel with appropriate certification. Ongoing training will be available to lunch staff.
- A lunchroom supervisor manages the lunch process each day ensuring that students eat in a safe and pleasing environment.
- Meal nutrition information will be provided to families upon request.
- Our school does not have a vending machine, school store or ala carte choice available.
- In class celebrations will be offered no more than once per month (Halloween, Christmas, Valentine's...).
- We strongly discourage parents from packing candy or sugary treats in their children's lunches.
- Birthday Treats should be chosen from the class list of nut-free options to be considerate of students with allergies.
- We will encourage people to bring in healthy foods for events that take place after school hours.
- Healthy foods will also be encouraged for concession sales (off site). Snack cart items will be low in sugar, fat, sodium and caffeine as well as a reasonable amount of calories per serving size for foods and beverages.
- We will make every effort to limit processed foods, artificial sweeteners and trans fats.
- We will strongly discourage the use of food as an incentive unless it is a healthy choice.
- Everyone has access to free water. Students and staff are encouraged to have water bottles every day.

#### Nutrition Education and Promotion:

The primary goal of nutrition education is to positively influence students' eating behaviors.

- St. John's provides nutrition education to promote wellness.

- Nutrition curriculum will be integrated into each grade level according to state health standards.
- We will also cooperate with other agencies and community groups such as Blue Cross to provide opportunities for more nutrition training for both families and staff.

#### Physical Activity:

The primary goal for a school's physical activity component is to provide opportunities for every student to develop knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long term benefits of a physically active lifestyle.

- All students in K-6 have a physical education class of 30-45 minutes each two times per week.
- Our physical education program promotes lifelong physical activity.
- The physical education (PE) program meets the needs of all students. The average ratio of student to teacher is 20 students to one teacher.
- The physical education curriculum follows national standards. Students receive a grade in PE on their report cards.
- Students K-6 have one recess per day.
- A licensed teacher teaches PE and is given money and a professional day for professional development each year
- More than 50% of the time in PE is devoted to moderate to vigorous physical activity.
- St. John's is committed to promoting physical activity including movement in the classroom at every grade level.
- St. John's also provides a physical education challenge, running challenge and traveling basketball program.
- Students have adequate space, playground equipment and an environment conducive to safe and fun recess time.
- Students have other opportunities for physical activity including walking field trips, our school marathon (rake a thon) and the 6th grade highway clean up.
- Students who walk have safe routes to and from school.

#### Communication with Parents:

It is important that students receive consistent messages throughout school, home, community and media regarding good nutrition and healthy lifestyles.

- Our school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well being. The school will support this role and provide educational materials that will assist families in making healthy choices related to nutrition and physical activity.
- St. John's will encourage parents to pack healthy lunches, snacks, treats and beverages. Parents will be provided with information that will offer suggestions for healthy snacks and lunches.
- Nutrition and wellness will be encouraged through the use of the newsletter and school website as well as individual teacher websites.
- Feedback will be collected during the annual school surveys.
- The wellness policy will be made available in the building and on the school website for families to review.

#### Implementation and Monitoring:

- The Wellness Committee will implement and monitor the Wellness Policy.
- They will review the policy at least once a year and discuss any necessary changes.

#### Local Resources:

Minnesota Department of Education [www.education.state.mn.us](http://www.education.state.mn.us)

Minnesota Department of Health [www.health.state.mn.us](http://www.health.state.mn.us)

Action for Healthy Kids Minnesota [www.actionforhealthykids.org](http://www.actionforhealthykids.org)

Food Pyramid [www.mypyramid.gov/kids](http://www.mypyramid.gov/kids)

More helpful healthy websites:

[www.healthykids.com](http://www.healthykids.com)

[www.kidshealth.org/kids](http://www.kidshealth.org/kids)

[www.healthykidschallenge.com](http://www.healthykidschallenge.com)

[www.nutritionexplorations.org](http://www.nutritionexplorations.org)

## FINANCE/FUNDRAISING

### FUNDRAISING POLICY AND PROCEDURES

Fundraising is done to meet budgetary obligations specified by the finance committee as well as discretionary needs brought to either the School Advisory Council or Administration. All must be in compliance with the Mission and Philosophy of St. John's School and the Archdiocese of St. Paul and Minneapolis.

No solicitations of funds by any group or individual representing St. John's School is allowed without prior approval of the School Advisory Council, Pastor and/or the Principal, and Finance Council as set forth in this policy.

The following procedures will be recognized with regard to submission of fundraising proposals:

1. Fundraising proposals should be submitted to the Fundraising Committee.
2. Once accepted by the Fundraising Committee, the written proposal will be presented to the School Advisory Council.
3. If approved by the SAC, the proposal must also be approved by the Parish Finance Council.
4. Any new fundraiser(s), when approved, would be on a trial basis and all Parish Fundraising Policies must be followed.

All St. John's families are expected to participate in the fundraising activities as outlined at the start of the school year.

### PARISH INVESTMENT

Parent contributions toward school operations (tuition, fees, fundraising) account for less than one half of the total educational cost of each student. The parish and its members contribute the rest of the total educational cost for each student. Educational cost per student will be communicated at the start of each year. Please consider making a tax-deductible contribution to St. John's School so that we may keep our tuition affordable and provide assistance to families in need.

### STATE AND FEDERAL PROGRAMS

There are several state and federal programs that non-public students may participate in on an equitable basis with public school children. These programs are administered through the local public school district. St. John's receives State and Federal entitlements allocated on a per pupil basis.

State programs include:

Education Aids for Non-public School Children – provides textbook and related individualized instructional materials, health services, and secondary guidance and counseling.

Transportation – Minnesota public school districts must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

Shared Time Program – Non-public school students may be admitted by the school district to public school programs for part of the day. Examples included band and higher level mathematics.

School Lunch Program – State funds are matched with federal funds to assist families who qualify for free or reduced lunch as well as providing kindergarten students with at least one serving of milk each school day.

## TUITION

Tuition for each child in grades kindergarten through six for the 2021- 2022 school year is as follows:

- \$4,194.00 First Child
- \$4,094.00 Second Child
- \$4,060.00 Third Child

Current students registering after February 14, 2021 first must pay a \$150.00 registration fee.

Tuition Policy:

- The tuition agreement must be completed at the beginning of the school year.
- If the tuition agreement balance is not current, the following procedures will be implemented:
- The Parish Business Administrator will contact the parents in writing if two consecutive payments are missed. Parents will have seven days to respond to the letter. Parents must respond with payment or a payment plan. A meeting with the administration may be requested to discuss special family circumstances.
- If there is no response to the letter, there will be phone contact from Parish Business Administrator or Pastor to arrange a meeting to create a payment plan.
- Accounts that remain delinquent in excess of 4 months may result in cancellation of the tuition agreement and dismissal of the student.



- Balances of tuition, lunch payments and any other outstanding bills are due by the end of the fiscal year, June 30.
- Any continued outstanding bills not paid by June 30 of each year may result in a meeting with the Parish Business Administrator and/or Pastor to develop a payment plan. If no plan is reached, student registrations for the following year will be rescinded and the student(s) place(s) will not be held. A tuition collection agency may be contacted to collect the remaining tuition balance.

## SCHOOL ORGANIZATIONS

### SCHOOL ADVISORY COUNCIL

The School Advisory Council is a sub-committee of the Parish Pastoral Council. It is composed of eight members. Meetings are held once a month. The School Advisory Council advises the pastor and principal in matters concerning the care and management of the school. The principal and administrative staff are responsible for executing the details of the policies set forth by the Parish Council and the Archdiocese. Meetings are typically held the second Thursday of each month during the school year.

### ALUMNI COMMITTEE

The school alumni committee is composed of St. John's School alumni and other stakeholders. The purpose of this committee is to engage with alumni to foster a spirit of loyalty and to promote the overall well being of the school through communication and special events. The alumni committee will help to expand and build our database of alumni, researching current addresses, phone numbers, and emails, and help to plan communications. Members will also help to organize mini alumni reunions.

### ENROLLMENT/SPIRIT COMMITTEE

This committee is made up of school parents, alumni, and other stakeholders. The purpose of this committee is to plan community outreach events to bring public awareness of St. John the Baptist Catholic School and to attract new students, retain enrollment and implement fun and engaging activities.

The committee also promotes an environment that cultivates St. John's school spirit, by working closely with the principal and other school volunteers to create unique opportunities for our school kids. This includes hosting small events and gatherings, helping with communication, and celebrating our current students.

AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES

Must be signed and turned in by September 1, 2021 (first day of school)

We have received and read the St. John the Baptist Parent/Student Handbook and agree to be governed by the policies contained herein.

\_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_