

Parent and Student Handbook

2022-2023

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**St. John the Baptist Catholic School
Faculty and Staff
2022 – 2023**

Administration

Pastor
Principal
Director of Marketing and Enrollment
Hot Lunch Coordinators

Finance Department

Office Manager
Computer Tech
Jr. High Math Teaching Assistant
Grade 7 / Data Entry

Rev. Sean Rogers
Mr. Joe Filice
Mrs. Laurie Hagele
Mrs. Rachel Andreis
Mrs. Danielle DeRutte
Mrs. Kimberly Walton (M & F)
Mrs. Jill Lyman (M, W, & F)
Mrs. Carmen Sandoval
Mr. Jim McLees
Mrs. Teresa Capron
Mrs. Haley Kandarian

Staff

Transitional Kindergarten / Athletic Director
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6
Grade 7
Grade 8
Art
Jr. High Science Teacher / School Science Coordinator
Music
Spanish
Physical Education
Resource Specialist
Resource Specialist

Mrs. Megan Ferguson
Mrs. Audra La Sala
Mrs. Maeve O'Sullivan
Mr. Joe Rogers
Mr. Stephen Hammerle
Mrs. Melodie Oseguera
Ms. Ginny Conrad
Mrs. Kim Arata
Mr. Jim McLees
Mr. Chris Picott
Mrs. Deborah Padrick
Mrs. Mary Munsell
Mrs. Denise Youssef
Mrs. Monica Esquivel
Mr. Jared Ames
Mrs. Lindy DeBenedetti
Mrs. Heather Swicegood

Administrative Staff

Librarian
Religion Coordinator
Facilities
Extended Care Coordinator
Extended Care
Office Assistance

Mrs. Katy Gladden
Mrs. Suzanne Crotty
Mr. Javier Contreras
Mrs. Tesa Garcia
Ms. Isabella Filice
Ms. Catherine Mahoney

Teacher Aides

Transitional Kindergarten (TK)

Mrs. Nichole Au
Mrs. Megan Langhals (TK / K)

Kindergarten (K)

Mrs. Jenny Lopez
Mrs. Judy Sarao
Mrs. Stephanie Taylor

Grades 1

Cheryl Rettig

Grade 2

Mrs. Jessica Wilhelm

Grade 3

Mrs. Anna Filice

Grade 4

Ms. Natalie Fincher

Grade 5

Mrs. Liz Negri

Grade 6

Mrs. Christina Giordani

Library

Ms. Beneika Brown

Elementary Math Support

Mr. Bob Blasser

Condition of Enrollment for Students, Parents, or Guardians

It is a condition of enrollment that students behave in a manner, both on and off-campus, consistent with the philosophy and Christian principles of the school. These principles include but are not limited to, any policies or procedures set forth in this handbook.

Many of our students and parents utilize social networking sites. Due to the public nature of social media websites, students and parents or guardians are asked to abide by the following guideline:

1. Be safe (do not publish personal information)
2. Be respectful and courteous (to our school and the entire community)
3. Be legal (observe copyright or other sensitive matters)

E-mail

Parent or faculty/staff e-mail lists shall be used only for school-related business as directed by the school administration and are not intended for personal use in any way. Contents of e-mail to staff and other parents shall conform to the *Code of Conduct Covering Parents or Guardians and Students Attending Catholic Schools*.

Philosophy & Mission Statement

St. John the Baptist Catholic School is dedicated to continuing the work of Christ while providing each individual with the opportunity to achieve academic excellence and make a positive contribution to the world.

Vision Statement

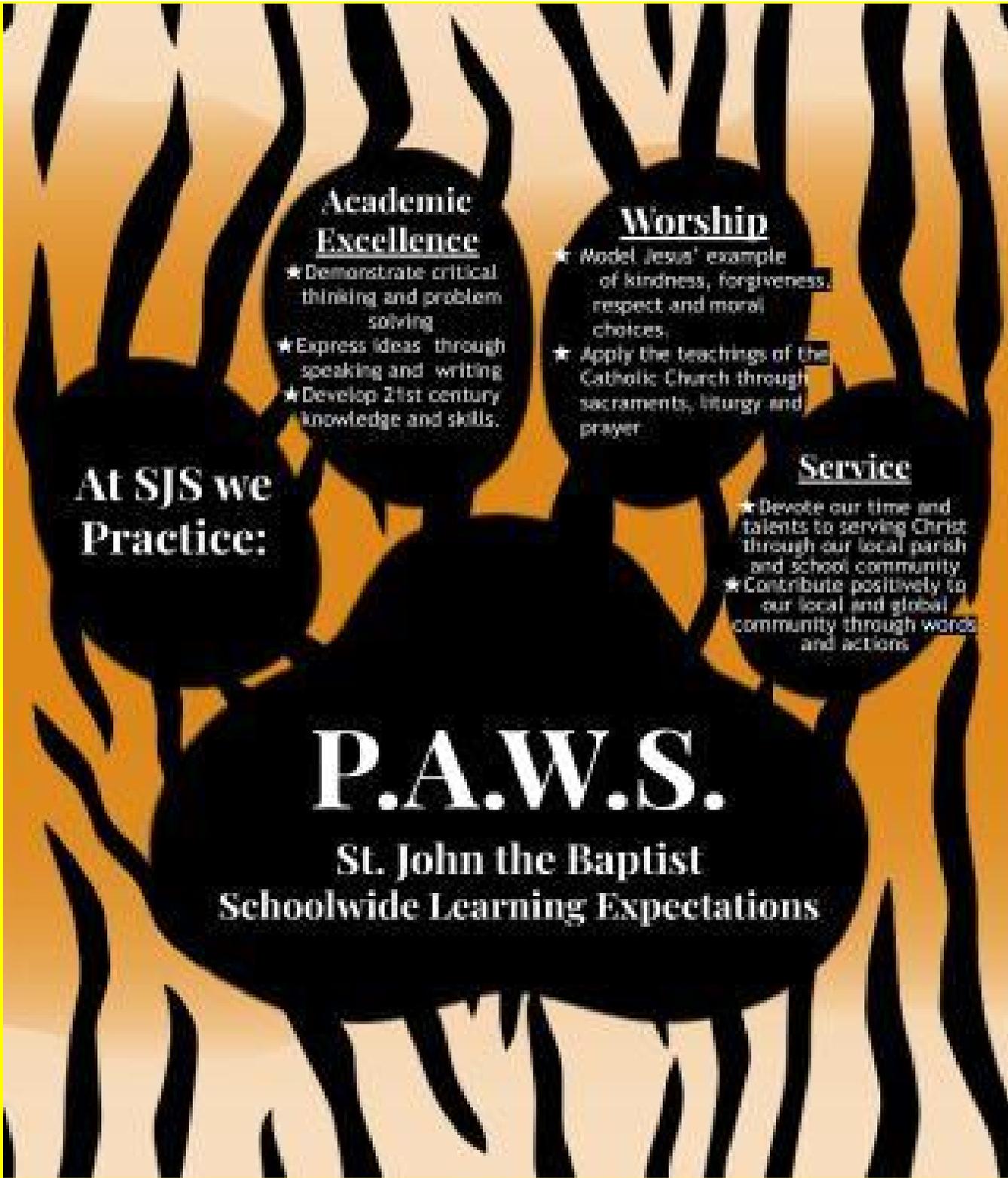
St. John the Baptist Catholic School will open a gateway into 21st-century learning by providing students with the tools to succeed as faith-filled, community-focused, and self-motivated learners prepared to meet the needs of a diverse and changing world.

Student Non-Discrimination Policy Form

St. John the Baptist Catholic School mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. St. John the Baptist Catholic School does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, gender or disability in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Amendments and Disclaimer

The school administration reserves the right to amend this Parent and Student Handbook when necessary. Parents shall be provided notification of any change promptly. Moreover, the principal or pastor reserves the right to waive and/or deviate from any disciplinary regulation for just cause at his discretion.



Academic Excellence

- ★ Demonstrate critical thinking and problem solving
- ★ Express ideas through speaking and writing
- ★ Develop 21st century knowledge and skills.

Worship

- ★ Model Jesus' example of kindness, forgiveness, respect and moral choices.
- ★ Apply the teachings of the Catholic Church through sacraments, liturgy and prayer.

Service

- ★ Devote our time and talents to serving Christ through our local parish and school community
- ★ Contribute positively to our local and global community through words and actions.

At SJS we Practice:

P.A.W.S.

**St. John the Baptist
Schoolwide Learning Expectations**

Absentee Guidelines

Absentee Regulations

- At the parent's discretion, a student feeling ill before leaving home in the morning should not be sent to school that day.
- If a student is sent home with a fever of 99 degrees or above, the child must be fever-free without medication for 24 hours before returning to school.
- Whether an absence is "excused" (e.g., ill, medical appointments, or bereavement) or "unexcused" (e.g., family trips, personal), the absence is noted as time away from school. The student will be marked absent regardless of the reason. Excessive "unexcused" absences will be referred to the principal for administrative action.
- To meet requirements for promotion to the next grade, classwork missed (or its equivalent substituted by the teacher because of absenteeism) must be completed satisfactorily.
- Written note of explanation of absence from doctor or parents is required after 3 days of absence
- Phone calls are not a substitute for the written excuse.
- Students are forbidden to leave the school grounds once they have arrived without being accompanied by their parent/guardian(s).
- Education Code Section 48260: Any pupil subject to full-time education who is absent from school without a valid excuse three days or tardy in excess of 30 minutes for three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.
- 30 days of absences during a school year constitutes reasonable cause for non-promotion. This may be interpreted also as 10 days per trimester. To meet requirements for promotion, classwork missed (or its equivalent provided by the teacher because of absenteeism) must be completed satisfactorily.

Tardiness

Punctuality is expected of every student. If a student arrives after 8:05 am, then the parent/guardian must accompany the student to the front office and sign in.

An "unexcused" tardy includes a student who is late for any reason other than a valid emergency or situation (family, medical appointments, traffic accidents, etc.).

If a student has three unexcused tardies within the period of one month, he/she will be required to serve a 30-minute detention after school.

Early Dismissal Due to Medical or Dental Appointments

If such an appointment must occur during school, the child is to be picked up by the parent or guardian in the school office and signed out. The child will be called from class when the parent/guardian has arrived at the office. Please do not telephone the office to dismiss your child from class. Upon return from an early dismissal, an adult must sign the student in. The teacher will not release students from the classroom until he/she receives notice from the office.

If a student becomes ill and/or injured during the school day, he/she will let the teacher/adult know and then will be sent to the office. Prompt and immediate action will be taken to care for the student. No student will be allowed to leave the school premises during school hours without being in the company of a parent or guardian. A person designated by the parent may pick up students if written permission is obtained by the administration. Parents notified to pick up an injured or ill child are asked to do so in a timely manner as waiting in the school office is difficult for the child and staff.

Vacations During Regular School Days (Non-holiday Periods)

The administration strongly recommends that children not be taken out of school for vacations other than those scheduled on the school calendar. School policy in this regard follows:

1. No early work will be provided unless agreed upon by the teacher.
2. All missed assignments will be provided upon return & students will get the number of days missed to make up the work.
3. Missed instruction is the parent's responsibility. The teacher or The Learning Center will not be available, or responsible, to reteach missed instruction.

Academic Grades and Policy

The administration and faculty of SJS seek to measure total student performance, classwork, homework, evaluative testing, class participation, and special projects. Written grades are given to keep students and parents aware of performance. Students are expected to apply themselves according to their individual capabilities. It is school policy that retention may be recommended in extraordinary circumstances.

Each teacher has their own missing assignment policy which is presented at Back to School Night. All missing assignments will be entered as zeros in the grade book, and could affect the student's grade for effort and responsibility. Extra credit assignments will not be given to raise grade averages.

Parents and students should be aware that the general grading policy outlined herein may be amended at the discretion of the teacher, and any diversion from this published policy will be provided to the parents and students in writing by the teacher.

Grading Scale

A	95-100%	B+	88-89%	C+	78-79%	D+	68-69%	F	59% or below
A-	90-94%	B	83-87%	C	73-77%	D	63-67%		
		B-	80-82%	C-	70-72%	D-	60-62%		

Grade Point Average (GPA)

Academic grades for the following subjects are calculated in the GPA for grades 4-8: Religion, Reading/Literature, English, Spelling (grades 4-6), Math, History/Social Studies, Science, Art, PE, and Spanish. When calculating the GPA, the core subjects weigh higher than the non core subjects.

- GPAs are based on the following scale:
- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

TK and Kindergarten use developmental profiles; grades 1-3 use a report card with a number scale.

Academic Probation

Students will be placed on academic probation if their GPA falls below 2.0, or if a grade of F is received in any core subject. Academic Probation results in a required study hall.

Expectation of Academic Integrity

Plagiarism is not tolerated at SJS. If a student copies the work of another student, or misrepresents his/her work in any manner that is determined to not be original, then he/she must redo the assignment or project, but will receive no academic credit for doing so.

Valedictorian Criteria for Eighth Graders

The class valedictorian will be chosen based on the following criteria:

- The student with the highest cumulative GPA in grades 7 and 8 (based on 6 Trimesters).
- In the case of multiple 4.0 GPAs, the final decision is based upon the highest grade percentage.

Access to Student Records

Parents have the right of access to their child's school records. A parent request for access to student records must be signed in the office prior to access of records. Parents may review student records in the school office within 24 hours of giving notice. When a file is forwarded to a new school, subject matter is limited to academic transcripts and testing, health records, and emergency information.

SJS adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must submit a request one week in advance to the school office. All forms should be submitted to the office for distribution.

Completed forms will be sent via US mail. Special handling will require that parents pay all postage fees in advance.

Accreditation

SJS is accredited jointly as a TK-8 elementary school through the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Admission Policy

Acceptance Policy

With regard to admissions, the priority for accepting applicants is as follows:

- Children of staff and siblings of families currently enrolled
- Catholic families (in-parish has precedence over other parishes)
- Non-Catholic families

Families wishing to enroll their children need to fill out an application form and submit it along with the application fee and appropriate certificates to the school office. Prior to acceptance, all families will be interviewed by the Administration and students will be assessed academically.

Athletics

SJS encourages participation of all students who are interested in competing on a school organized athletic team. Together, with the Catholic Schools League (CSL), we work towards our goal of “WIN KIDS, THEN GAMES.” Our Athletic Program offers a variety of sports activities, organized through the CSL. The students compete in basketball, volleyball, and track (specific teams subject to availability across the CSL). Additionally, SJS also offers a basic golf and swimming program after school. And an in school intramural program at lunch.

Sports

- | | |
|--------------|-------------------------------|
| ● Volleyball | Boys and Girls (Grades 5-8) |
| ● Basketball | Boys and Girls (Grades 5-8) |
| ● Track | Boys and Girls (Grades K – 8) |

Student Athlete Eligibility

- Membership of a sports team requires acceptable behavior at all times, good sportsmanship, and respect for coaches, players, and officials during games and practices.
- Participation in sports supplements the academic program.
- Participation in the program requires attendance at all practices and games as required by team coaches.
- Players must have at least a “C” average (2.0) in every class, and at least a ‘G’ in conduct. A player who receives a suspension for any reason will be ineligible for play.
- Players should put forth 100% effort at practices and games.
- On game day, students must be in attendance at school for at least half the day to be

eligible to participate. Further, students must be in attendance at school for at least half the day on Friday to be eligible to participate in the weekend's game.

- Coaches, parents, and athletes will be required to sign the CSL Conduct form before participation.

School Day Hours

8:00 a.m.: The first bell rings and signals all students to line up for assembly.

8:05 a.m.: Second (or tardy) bell rings and signals the beginning of school, prayer, and pledge.

School Hours for Grades TK-8

Monday- Friday	8:00 am – 2:30 pm
Half-Day	8:00 am – 12:00 pm

School Hours for Transitional Kindergarten and Kindergarten

Monday – Thursday	8:00 am - 2:30 pm
Friday	8:00 am-12:00 pm (Tiger Time provided until 2:30)
Half-Day	8:00 am – 12:00 pm

Optionally Enrichment Opportunities

Monday-Wednesday	2:45 pm -3:30 pm
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Drop Off & Dismissal

Early Arrival

Students are not allowed on school grounds before 7:30 am. Supervision will be provided by SJS faculty or staff on the play yard from 7:30 to 8:00 am.

Car Transportation

For the safety of all students and adults, drivers are asked to follow school regulations. These procedures are designed for safety and not for personal convenience.

During both drop-off and pick-up, we ask that parents DO NOT get out of their vehicle—if you need to do so, then please park outside of the drop-off/pick-up area. This causes congestion for others waiting to pull up to the curb. Parents are expected to adhere to the transportation procedures established by the school.

Skateboards/Scooters/Bicycles

Skateboards or bicycles may be used to get to school, but may not be used on school grounds. Students must carry or walk skateboards, scooters, bikes, etc., to and from the entrances and exits. All bikes must be equipped with locks and should be registered. Bike racks are located adjacent to the south side of the gym on the school yard. Each rider is expected to secure his/her own bike. **THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN BICYCLES.**

Dismissal Procedure:

Children must be picked up promptly after school unless they are to remain for athletics or other supervised activities. Regular dismissal time is 2:30 pm. Children who are not picked up by 2:45 pm will be checked into Extended Care, for which there is an hourly fee. We ask that you and your child comply with this policy and procedure as it is for the safety and protection of our students while they remain on campus outside of normal school hours.

If children are in an athletic program and must remain after school for a practice or a game, then they must have adult supervision. Otherwise, they must check into Extended Care.

The same time extensions apply on an early dismissal/half-day schedule: children remaining on campus at 5 minutes after dismissal time will be checked into Extended Care. Please refer to the school calendar for dates of early dismissal/half-days.

Students may not walk off campus at the end of the day unsupervised without written permission from parents (and on file in the school office).

If someone other than a legal parent or guardian picks up your child, then please designate the individual(s) on the family Emergency Contact form.

Release of Minors: It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements thereto.

Communication

Parent Communication

If parents need to convey instructions/concerns to their child's teacher, please send a written note to class with your child or office. Teachers often do not have time during the school day to check and respond to email. Additionally, if you send an email after 3:30 pm the teachers will respond the following school day.

Student Forgotten Items

Please bring any item a child forgot to bring to school to the school office. DO NOT deliver items directly to the classroom. Leave forgotten lunches in the box in the school office. Students must be responsible for claiming them on their way to the lunch court. Calls will not be made to the classrooms for students to pick up lunches, as this interrupts teaching and learning.

Parent/Teacher Communication

Teachers meet with parents on Back-to-School Night to discuss the curriculum, classroom procedures, activities and other information pertinent to the particular grade. Since this meeting provides the foundation upon which open communication is built, it is essential that all parents attend.

At the end of the first trimester (typically the week prior to Thanksgiving break), there is an optionable Parent/Teacher Conference for each student. Sign ups will be sent out by each teacher

so parents can choose the best available time slot for their family.

Parents are encouraged to communicate regularly with their child's teacher. Open communication is important to ensure a healthy parent-teacher partnership and high academic achievement. Parents may request additional conferences (meetings) with any of their child's teachers at any time. Parents are asked to refrain from unscheduled (impromptu) meetings prior to the school day (i.e., 7:30-8:05 am) or during the school day. Please contact the teacher directly in advance and make an appointment. Standard turn-around/response time is 24 hours during the school week.

Teacher/Principal Communication

A parent with a concern regarding his/her child should initially request an appointment with the classroom teacher through a phone call, email, or note. Should the situation remain unresolved after this meeting, the parent may then contact the office to schedule an appointment with the principal and team.

If a teacher deems it necessary to contact a student's parents, a record of such conversation may be placed in the student's file stating when and why contact was made. In the event a written note goes home, that note will be signed by the parent(s) and returned to school the following day. If the note is not returned the following day, the teacher will take immediate action to contact the parents.

Frequent and effective communication is the goal of our faculty and staff.

Awards Criteria

Academic awards are based on the subjects (Religion, Math, English, Reading/Literature, Spelling, Science, Social Studies/History, Art, Computers, PE and Spanish). The Principal's Award is based upon both Effort and Conduct grades. The Effort and Conduct rubrics are provided by each homeroom teacher.

At the end of each grading period, teachers in grades 4-8 will submit to the school office a list of students eligible for the following awards:

- **Highest Honors: 4.00 GPA**
- **High Honors: 3.50-3.99 GPA**
- **Honors: 3.00-3.49 GPA**
- **Principal's Award: 'E' required in both Effort and Conduct for all subjects**

Child Abuse

As mandatory reporters, all faculty or staff shall immediately report any instances of suspected child abuse to Child Protective Services or the police/sheriff department. Written notification of suspected child abuse will be sent to Child Protective Services within 36 hours of the initial report.

Regulations

Section 1161.5 of the California Penal Code mandates that SJS personnel shall cooperate in following the reporting laws regarding suspected child abuse or neglect. This law requires that any nurse, superintendent, teacher, or licensed day worker report to specified local authorities all cases of suspected sexual molestation of minors. This law also requires the reporting of suspected cases of infliction of designated physical or mental suffering on minors, in addition to cases of suspected non-accidental physical injury. Reporting individuals are provided with immunity from civil or criminal liability for reporting in good faith, while failure to report is considered a misdemeanor.

The obligation to report is incumbent on individuals, and no supervisor or administrator may impede or inhibit such reporting. No person making a report of child abuse shall be subject to any sanction for making the report.

Curriculum

It is the policy of the Diocesan Department of Catholic Schools that religious instruction shall be an integral and continuing element of the education experience of the students in all grades. The school curriculum consists of all student experiences under the direction of school personnel. It is structured to provide the opportunity to develop proper attitudes, habits, and values as well as the high achievement of basic academic skills. All grades participate in curriculum-based off-campus field trips. Religious assemblies, special school programs, guest speakers, two resource specialists, and a learning center enhance the basic curriculum.

Under the direction of the Santa Rosa Diocese, SJS is currently following the Common Core State Standards for English Language Arts & Mathematics, as well as the California Content Standards for History-Social Science and California Next Generation Science Standards. Additionally, all classrooms use the Faith in Life series for direct teaching of the religion curriculum as directed by the Diocese.

List of core curriculum subjects:

- Religion
- Science
- Mathematics
- Social Studies/History
- English/Language Arts
- Reading/Literature
- Spelling (Grades 1-6)

List of non core subjects:

- Art
- Music
- Physical Education
- Spanish

Enrichment Classes (examples of opportunities offered after school):

- Cooking
- Dance
- Chess
- Maker Space
- Robotics
- Yearbook
- Drama
- Athletics
- Student Council
- School Choir

Custody of Minors

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

Non-Custodial Parents

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Regulations

1. The principal should ask one other adult (e.g., teacher or staff member) to witness the presentation of the authorization.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. To cooperate with the students and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will assume that both parents have custody of a student and the student may be released to either parent.
5. The school shall rely on only the most recent certified legal document on file.
6. Letters of reference, progress reports, grades, or any other privileged or confidential information shall only be given to the parent(s) identified in the court order or official

certification of custody, unless the custodial parent or guardian has signed an authorization to release such information.

7. Release of a student to anyone other than parent(s) with legal custody should occur only when accompanied with the proper authorization by that parent(s).
8. The school must have on file an original or certified copy of any restraining order(s).
9. Name changes, either by court order or parent's request, should be on file with the school.
10. If there is a certified custody order in place, school personnel will accept directions from the custodial parent. Unless there is a custody order in place stating otherwise, both parents will have legal custody of the children. In such a case, taking instructions from the parent with whom the children are living is the best approach.
11. Non-custodial parents should not be allowed to take part in school trips without authorization from the custodial parent.

Discipline Policy

All information regarding the students and disciplinary measures is considered confidential.

Disciplinary measures may include, but are not limited to:

- Conference with the student
- Notice of Concern
- Conference with the parents
- Denial of privileges
- Detention
- Suspension
- Expulsion

Educational Atmosphere

It is the responsibility of each student to contribute to a studious, positive, and productive environment at school. Each student has a right to such an environment and a responsibility to maintain it. SJS students are respectful of others and responsible for their own conduct.

Discipline in our Catholic school is considered a formative aspect of moral guidance and not a form of punishment. The purpose of discipline is to support a culture of respect, responsibility, and reverence and to provide a classroom situation where learning can take place and where positive character building is promoted.

Code of Conduct

Students are expected to be kind, honest, courteous, cooperative & responsible young men

and women who follow rules in all the classrooms & on the playground.

Types of Discipline

Students are expected to follow all rules of the classroom they are in. Teachers will send out their discipline policy at the beginning of the school year. Should the student not follow rules, disciplinary actions by teachers may be taken. Discipline at SJS will be used to combat negative behavior by helping students reflect and grow from these experiences. All documentation related to discipline will be kept in individual student files.

Due Process

Upon the perception of the violation of a school policy or expectation, a student is informed of the alleged offense and offered the opportunity to provide an explanation of the incident. Any suspension of a student requires that the principal be involved and parents notified. Suspensions are always documented.

The principal is the final recourse in all disciplinary situations, and may waive any disciplinary rules for just cause at his discretion.

Notice of Concern

A Notice of Concern is given to the student for disciplinary infractions. The notice is sent home with the student to be signed by the parent and returned.

Detention

Detention is the disciplinary action administered by the principal or faculty/staff member for violation of school rules. Students will be detained for 30-60 minutes after school. Parents will be sent a detention form the day previous to the assigned detention. The notification will be signed and returned to the teacher the next day. Detention takes place after school on Mondays & Wednesdays, and it must be served by the student. A student who fails to attend an assigned detention or who does not return the detention form signed by a parent/guardian will receive an additional detention (i.e., the original detention is doubled). Authorized student absence from school the day a detention is assigned is the *only* permissible excuse for missing a detention; a missed detention shall be served the day the student returns. Parents should contact the school immediately if a child will be absent the day a detention is scheduled to be served.

Students who have accumulated *three (3) detentions in one month* will possibly receive a one-day suspension.

Suspension

Students suspended from SJS will be placed on a 30 day behavior contract. After the 30 days, the student's status will be reviewed with parents. **Both off-campus and in-house suspensions result in a trimester conduct grade of no better than a "C".** Athletes will get a two week suspension from the team Student Council members may be removed from council at the discretion of the principal & advisor. The student must complete all assignments assigned during the suspension period, but the amount of credit given is at the teacher's discretion .

A suspension may take one of two forms:

1. The student may be suspended from a particular class and remain on campus under direct supervision (i.e. in-house suspension).
2. The student may be sent home for the entire period of suspension.

Expulsion

Expulsion is an extreme and permanent disciplinary action enacted for the common good. A student may be expelled from school for misconduct of a very serious nature. Such an incident will result in a meeting among the principal, parents, and others with relevant information.

Ordinarily, an expulsion is the result of continued disciplinary offenses that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from the malicious intent or extremely unsafe behavior to the school community or school campus.

Possible Acts that can lead to expulsion:

- Repeated harassment or extreme cases of harassment (refer to the “Harassment Policy” in the Table of Contents).
- Defiance of authority.
- Stealing.
- Assault or battery or any threat (physical and/or verbal) or force of violence directed toward any school personnel, families, or students in school or elsewhere.
- Use, sale, distribution, or possession of tobacco, alcohol, drugs or any legally controlled substance (this includes any vaping device).
- Habitual profanity or vulgarity in language or behavior that is seriously immoral, profane, vulgar, or obscene. This may be shown by gestures, suggestive language, unbecoming jokes, double meaning words, writing suggestive notes, possessing or distributing obscene or pornographic magazines, books, or cards.
- Assault with, or possession of, a lethal instrument or weapon including guns, knives, pocketknives or any other object that the pastor and/or principal deems to be lethal in nature. Students will immediately be expelled. SJS has a zero-tolerance for the possession of weapons of any type.

In consultation with the pastor, the principal may immediately expel a student for just cause.

Please note that the aforementioned lists are not exhaustive. There may be other matters or extenuating circumstances that could result in detention, suspension, or expulsion.

Final Recourse and Authority

The principal or pastor is the final recourse and authority in all disciplinary matters, and may review any disciplinary rule for just cause at his discretion.

Harassment Policy

The school has adopted a zero-tolerance policy on bullying/harassment, both verbal and physical, in accordance with the statement issued by the Diocese of Santa Rosa (see “Policy Statement Regarding Harassment of Students” later in this section). We are committed to providing a learning environment free from harassment in any form. Bullying or harassment of any student by another student or lay or religious employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, thorough, and confidential manner.

Bullying & Harassment is unacceptable conduct that is **deliberate, severe, and repeated**. Harassment occurs when an individual is subjected to treatment, which is hostile or intimidating because of an individual’s race, creed, color, national origin, sexual preference, physical condition or disability, or gender. Harassment occurring any time during school or during school-related activities falls under the jurisdiction of the school. It includes, but is not limited to, any or all of the following:

1. Verbal: derogatory comments and jokes, threatening words spoken to another.
2. Physical: unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement.
3. Visual: derogatory, demeaning, or inflammatory posters, drawings, cartoons, written words, or gestures.
4. Sexual: includes unwelcome sexual advances, comments, and/or actions.

Bullying and Cyber-Bullying

The school attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or online) face detention, suspension, and/or expulsion.

A charge of bullying or harassment shall not, in and of itself, create the perception of wrongdoing. However, substantiated acts of bullying or harassment will result in disciplinary action, up to, and including, expulsion.

Should a student feel they are being bullied or harassed should approach a trusted adult on campus. A student telling parents without a school personal’s knowledge of the issue will be addressed in a different manner.

If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and resolve the matter. In most cases, the Diocesan Department of Catholic Schools will be notified for further action and guidance.

Offensive Conduct by Parents, Grandparents or Guardians

Parents, grandparents, guardians, etc., who choose to send their children to a Catholic school agree, by their choice of the Catholic school, to support the faith formation and learning environment of the school. They also agree their children will be fully involved in the religious formation and worship activities of the school.

Parents, grandparents, guardians, etc., whose school-related conduct does not support the development of “an environment permeated with the Gospel spirit of love and freedom” may be asked to withdraw their children from the Catholic school.

School policy requires parents, grandparents, guardians not “talk” or “gossip” about someone else’s child.

Student Threats

Every school will treat student threats to inflict harm to self, to others, or to destroy property, very seriously.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate.
- If the threat is judged credible and serious, appropriate law enforcement officials will be notified.
- All threats will be reviewed and investigated in a prompt, confidential, and thorough manner.

Substantiated threats may result in disciplinary actions up to and including dismissal. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated.

DIOCESE OF SANTA ROSA
DEPARTMENT OF CATHOLIC SCHOOLS

Policy Statement Regarding Harassment of Students

The Department of Catholic Schools of the Diocese of Santa Rosa is committed to providing learning environments that are free from harassment in any form. Harassment of any student by any other student, employee or volunteer, is prohibited.

The Department of Catholic Schools Administration recognizes that harassment of students by other students or any other person can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work and increased absenteeism or tardiness. Some forms of harassment are unlawful, for instance, sexual harassment.

To promote an environment free of harassment, the Department of Catholic Schools has established rules regarding student behavior as well as procedures to provide for prompt and appropriate action to remedy instances of harassment of students. These rules and procedures are set forth in the school handbook and are also available in the school office. The school shall provide staff in-service and student instruction regarding appropriate student behavior, especially that relating to teasing, name-calling and physical aggression.

Teachers shall instruct students in sensitive, appropriate behavior and in ways to deal with harassment they experience. All students need to be assured that they need not endure any form of harassment.

No diocesan school shall tolerate the harassment of any student by any other student or any employee or volunteer. Any person found guilty of harassment shall be subject to disciplinary action.

Students should immediately report incidents of harassment to the principal or a staff member at the school. A complaint of harassment shall be investigated in such a way that ensures the privacy of all persons concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Retaliation for reporting harassment is prohibited.

This policy applies to sexual harassment as well as other forms of harassment such as inappropriate comments on gender, physical appearance, and ethnic, religious, or family background.

Playground Rules

Playground & Gym Goal

The playground will be a safe environment where kids enjoy themselves and treat each other with respect.

Yard Playground Expectations

Follow instructions the first time they are given.

1. Recess begins and ends on the playground.
2. Show respect for others.
3. STOP, LOOK, AND LISTEN when the whistle blows or bell/buzzer sounds.
4. Follow our all-school rules and rules of the games. Play safely: games or activities involving rough or dangerous body contact are not allowed (tackling, wrestling, play-fighting).
5. Welcome everyone to play. Games are to be inclusive. There will be no closed games.
6. Play only in the designated areas. Do not go into the trees, over or around the fences, and into other off-limit areas. Stay out of the mud and water puddles.
7. Stay in view of the yard duties
8. Use the restrooms by the 6th grade classroom
9. Show pride in our school by not spitting or littering.
10. Do not bring any toys from home.
11. Do not open gates for anyone. If someone is at the gate, get a yard duty.
12. NO Hucking balls across the yard
13. Do not do gymnastics.
14. Only balls to use are the ones in designated bin
15. Students will not harass other students and engage in rough play.
16. Students will leave the playground only with the approval of the yard duty (including the hallway).
17. When the bell rings:
 - Stop playing.
 - Put all recess balls in designated bin
 - Walk to the designated line-up area.
 - Follow the rules for hands, feet, and objects.
 - Wait safely for the teacher.

Play Structure Rules (ONLY grades 1st-6th):

Slides

- They are to slide down sitting down on their bottoms, feet first, one at a time. No standing.
- They cannot go back up the slides.
- Students are not to throw balls at children who are using the equipment.
- Children are to walk up the slides using the steps. They are not to walk on the banister rails, nor to slide down the banisters.

Climbing Structures:

- Hands & Feet in Contact with bars at all times
- One person at a time
- Line up at one end of the bars
- Cross in one direction only
- No standing or sitting on top of handrail bars
- No pulling, pushing, or grabbing a person hanging or moving on bars
- No jumping off

Gym Playground Expectations

Follow instructions the first time they are given.

1. Recess begins and ends on the playground.
2. Show respect for others.
3. STOP, LOOK, AND LISTEN when the whistle blows or bell/buzzer sounds.
4. Follow our all-school rules and rules of the games. Play safely: games or activities involving rough or dangerous body contact are not allowed (tackling, wrestling, play-fighting).
5. Welcome everyone to play. Games are to be inclusive. There will be no closed games.
6. NO Kicking Balls
7. Play only in the designated areas.
8. Use the restrooms by the 6th grade classroom (gym bathrooms are to remain locked)
9. NO Eating in Gym.
10. Do not bring any toys from home.
11. Do not do gymnastics.
12. Only balls to use are the ones in designated bin
13. DO NOT go on stage, stairs or ramp
14. Students will not harass other students and engage in rough play.
15. When the bell rings:
 - Stop playing.
 - Put all recess balls in designated bin
 - Walk to the designated line-up area.
 - Follow the rules for hands, feet, and objects.

Emergency Action Plan

The school is legally responsible for your child while he/she is at school, and the faculty and staff will make every reasonable effort to ensure your child's safety while on the school campus. Each homeroom teacher has an Emergency Action Plan binder that delineates the response actions and procedures for various types of emergencies (e.g., fire, earthquake, lockdown, evacuation, etc.). The school conducts periodic drills in each of these types of emergencies so that all faculty, staff and students are trained in how to respond.

Emergency procedures must be swift and orderly and always focused on safety. All who are present on campus (including parents or other volunteers) at the time of a drill are required to participate in the drill and follow the direction of the faculty and staff.

The school shall:

- Make reasonable efforts to keep parents informed.
- Provide first aid, food, and other services when available.
- Remove students from the campus or release them to return home as indicated by conditions or emergency authorities.
- Remain open until EVERY child has been released.

The school asks all parents/guardians to please:

- Avoid panic
- Sign your child out before taking him/her from school. If you are unable to pick up your child, he/she will be released to authorized persons indicated on your emergency cards.
- Discuss these disaster guidelines with your child and family.

Extended Care Program

The school offers after-school care for our students in grades TK/K and in grades 1-8. This program is designed to provide a safe, supervised environment for play, as well as for completing homework. Upon school dismissal, students not being picked up, or not authorized to depart campus, must sign in to Extended Care (EC) by 2:45 pm. Upon pick-up, the parent or designated person should check out the student personally (typically in the Parish Hall or on the lunch court).

Fee

- Hourly rate: \$6.00 per hour (\$1.00 per minute after 5:30 p.m.)

Hours

- Regular school days
- TK – 8th Grade 2:30 p.m. – 5:30 p.m.
- Early dismissal/Half-days
 - TK-8th Grade 12:00 p.m. – 5:30 p.m.

All students who remain on campus after 2:45 pm must report to the lunch court area and check-in with the EC Director or one of her assistants. This is necessary to ensure we have a full accounting of ALL STUDENTS remaining on campus after normal school hours. No student shall be in any classroom, in the library, in the gym, on the schoolyard, or in any other school building until they have checked in with the EC Director.

Additional stipulations:

- Billing for EC will begin at 2:45 pm at the hourly rate listed above. Any student remaining on campus after 2:45 pm will be charged for EC unless there is a specific after-school activity that begins at 2:45 pm (e.g., team practice or spring play rehearsal). Moreover, students who remain on campus because a sibling is at one of these specific after-school activities will be charged for EC.
- Once a student leaves the school campus, then that student is NOT allowed back on the school campus. If the student needs to return to school for some reason, then the student should go to the school office for permission to re-enter (prior to 4 pm).
- Students in EC are NOT allowed to use their cell phones unless they need to call their parent or legal guardian. Phones will be confiscated from students who are caught using them, and the phone will be returned to the parent upon pick-up of the student.

After-school Study Hall (“Homework Club”)

The librarian is available for supervised after-school study from Monday-Friday, 2:45 pm – 4:00 pm. Students attending study hall in the library must first check-in with the EC Director.

Again, please note that for the safety and accountability of our children, any student remaining on school grounds after 2:45 p.m. will be placed in the Extended Care program.

All students are expected to abide by school rules and regulations outlined in this handbook while signed into Extended Care.

Field Trips

Field trips are part of the academic curriculum as they are aligned with educational objectives. Teachers, with the approval of the principal, will organize field trips for their students, which are a privilege offered by the school (though there may be costs incurred by the parents for transportation and other fees).

We actively seek parent assistance for transportation and to assist the teacher with supervision for field trips. All parents who desire to participate as a driver or a chaperone must have fingerprint clearance and complete the on-line Safe Environment child safety course prior to attending any school function or event, on-campus or off-campus.

Please note: Effective this school year, the Diocese has stipulated a deadline by which fingerprinting and on-line Safe Environment training must be completed for any parent who

desires to volunteer on campus or as a chaperone/driver for off-campus events. The administration will notify all families of the date of this deadline.

Additionally, a parent or volunteer driver must fill out a Driver Verification form (available in the school office). Since field trips are school functions and part of the curriculum, SIBLINGS ARE NOT ALLOWED to attend. Moreover, cancellation of a field trip may occur if sufficient number of drivers is not set up for the trip (driver sign-up is completed via the student's field trip permission slip).

The students and teachers sometimes take walking field trips. A parent/guardian must have signed the Walking Permission slip on the Emergency Card on file for each student in the school office. Only those students with a permission slip on file may accompany their class on walking field trips.

Additional notes on field trips:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.
3. A field trip is a privilege and not a right. Appropriate conduct during school hours must occur for students to be eligible to attend field trips.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. Parents must accompany a student on any field trip if he/she is on a behavioral contract.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones** are **not allowed** on field trips (unless approved by the teacher).
12. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones, and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
13. All chaperones must be 25 years of age or older.
14. Field trip chaperones are required to drive students directly to and from a field trip destination; side trips for snacks or special treats are not authorized. Diverting from the transportation plan will result in revocation of chaperone privileges.

Use of Alcohol or Other Controlled Substances

In accordance with the Diocesan Code of Conduct, the use of alcohol or controlled substances by adult volunteers acting in an official capacity for the school field trip or school-sponsored activity (i.e., as chaperones, drivers, etc.) is prohibited. Moreover, anyone under the influence of alcohol or controlled substances may not participate in the field trip or activity.

Fundraising Policy & Service Hour Commitment

All school families are obligated to participate in annual fundraising. Parents are responsible for raising a specified amount of fundraising dollars per their tuition contract. This contribution is determined each year by the school's general operating budget. The amounts will be tracked monthly in FACTS, and any outstanding balance will be billed directly to the family for collection before the next school fiscal year.

The principal is responsible for the financial management of all fundraising activities for the school.

Parent Service Hour Program

To accomplish the purposes for which the school exists, parents are required to participate in fundraising activities, which reduce costs and provide enrichment experiences for our students. (Note that service hours are not credited for monetary or material donations.) Each family is assigned 30 hours of quality commitment time. Any member of the family (students excluded) may complete necessary hours. It is the responsibility of each family to record their service hours (date, activity, and number of hours volunteered) through FACTS. Service hours cannot be carried over into a new year and cannot be transferred to another family.

Listed below are examples of areas in which service hours may be fulfilled. This list is not exhaustive, but provides some examples where help is needed.

- Various fundraising events
- Hot lunch preparation or serving
- Decorating/Set-up/Take-down: Back-to-School Night, Christmas Program, etc.
- School office assistance or support
- Coaches for athletic teams
- Public relations and marketing
- Hospitality: Baking for receptions, meetings, special events, etc.
- Spring musical: Production publicity, costumes, set design, rehearsal assistants, etc.
- Jog-a-thon
- Annual One Big Night gala
- Classroom volunteers (including assistance to co-curricular teachers like art and music)
- Field trip drivers and chaperones

Please contact the school office if you are unsure as to what may qualify for your service hour commitment.

Health and Safety

Student Emergency Information

All forms must be filled out as a part of the registration process. Emergency information is to be kept in the school office and copies in the student's classroom. No student can be accepted into SJS unless all required emergency forms are on file in the office. Moreover, it is essential parents inform the school of any changes of address or of telephone number. These changes must be duly noted on the emergency forms. It is the parent's responsibility to keep emergency information correct.

Immunizations and Health Requirements

All students must have on file a record of all required immunizations according to California State Law upon admission to school. TK and Kindergarten students must have a current Physician's Report. All students entering 7th grade are required by law to have the HEPATITIS B vaccine completed. This is a series of 3 doses given over a 4-6 month period. All 7th and 8th grade students are required to be immunized with a pertussis (whooping cough) vaccine booster. It is the responsibility of the parents to apprise the school of any changes that may occur throughout the year.

Transfer students must have proof of immunizations on the first day of school, since it may take up to 30 days for the student's cumulative records to arrive from his/her previous school.

Medications

According to state law, we are forbidden to administer aspirin or other medication without written direction from the physician and permission of the parent. To administer medication (both over-the-counter and doctor prescribed) to a student, parents must fill out a "Medication Release Form" available in the office. Any medication left after the prescribed period will be discarded unless claimed by the parent or guardian.

NOTE: ALL MEDICATION is to be taken to the school office and shall be dispensed from there. Students may not carry any medication on their person (this includes Tylenol and cough drops). Medication must be doctor-prescribed with a note on file in the office.

Administering First Aid

When an injured or ill child comes into the school office, the following steps are taken:

1. The child is asked to describe the symptoms.
2. Volunteers, teachers, school secretaries, or the principal care for scrapes, cuts, and scratches.
3. All head injuries are closely observed and a parent is notified.
4. Parents are notified immediately if a child is seriously injured or running a fever.
5. Please note that due to state law, no topical medications can be used in the office to treat wounds of any kind, with the exception of Neosporin. Topical medication may be used if a signed parent waiver is on file in the office.

Communicable Diseases

The school office should be notified immediately in the case of any of the following communicable diseases:

- **Chickenpox**
- **Conjunctivitis (Pink Eye)**
- **Fifths Disease**
- **Head Lice**
- **Impetigo**
- **Mononucleosis**
- **Pinworms**
- **Ringworm**
- **Scabies**
- **Strep Throat**

Illness or Accidents

In case of illness or accidents at school, parents or emergency designee will be contacted. Any injury occurring to the head will necessitate an immediate phone call to the parent or guardian.

IMPORTANT: Please notify the school if there is any change to your emergency contact information. On occasion, we have had children who have been sick or injured and we have been unable to reach their parents or another emergency contact because telephone numbers had not been updated.

Allergic Reactions

SJS has an obligation to reasonably accommodate the needs of all students. It is the policy of the Diocese of Santa Rosa, Department of Catholic Schools, to require that each school take steps to identify and implement reasonable accommodations for students who experience serious allergic reactions during regular school hours. Allergies can be life threatening. Accidental exposure can be reduced in the school setting if schools work with students and parents to provide a safe environment for students who are at risk of serious allergic reactions.

Food Allergies

It is the responsibility of SJS to implement a system to minimize or prevent inadvertent contact with life-threatening allergies while at the school during regular school hours. SJS is a nut-free campus.

Homework Policy

Homework helps teachers determine how well the lessons are being understood, teaches problem solving skills, is an opportunity to review class material, and gives parents a chance to see what is being learned in school. We encourage parents to foster systematic study habits in an environment free from distractions. Homework assignments are not always written ones, and we ask that research, reading, and memorization be done with as much attention as written assignments. Homework assignments should be neatly done by the student and turned in on time.

Each child will be assigned homework at the discretion of the teacher. Each teacher TK-8th grades has a specific homework policy that they require in their classroom. These policies will be presented to the students in the classroom and the parents at Back to School Night.

Inspections

In the interest of the health, safety, and well being of our students, school personnel reserve the right to inspect lunches, desks, classroom cubicles, and backpacks if it is deemed necessary.

Lost and Found

The school maintains a “Lost and Found” in the Parish Hall. Lost clothing or items are difficult to locate if they are not labeled. Please label all your child’s belongings. Unclaimed lost and found items are donated monthly to our uniform exchange and Saint Vincent de Paul.

Lunch Program

For a nominal cost (currently \$6 per meal), the school provides an optional nutritious hot lunch program Monday through Friday for all grades. There is no lunch provided on early dismissal/half-days. Menus for each calendar month will be provided in advance. Students may indicate their choice for hot lunch in their classroom when the school day begins.

For students not choosing a hot lunch, parents should send a sack/bag lunch with their child to school in the morning; soft drinks and candy are not allowed. Students must not bring glass bottles. If your child forgets his/her lunch, please bring it and place it in the designated box in the school office. Please do not deliver it to the classroom. Children who forget their lunches at home will be responsible for checking the box in the school office to see if their lunch has been delivered and/or will be directed to the hot lunch program (and billed to the family account). Calls will not be made to the classrooms for students to claim lunches, as this interrupts teaching and learning.

Office Hours

The school (administration) office is open Monday through Friday, 7:30 a.m. to 4:00 p.m. On early dismissal/half-days, the office will close at 1:00 pm.

The school office is closed during school vacation periods and during the month of July. Office hours for the summer period will be announced prior to the end of the current school year.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parent Groups

Parent-Teacher Guild

The Parent-Teacher Guild (PTG) is composed of a group of parents, who meet monthly with the principal and a faculty representative to support the daily operation of the school through various fundraising and special activities. The group oversees and coordinates the primary fundraising efforts for the school (typically the annual jog-a thon in September and the dinner gala in the spring). Every parent is encouraged to become an active member.

Dads Club

The Dads Club offers opportunities for fathers to fellowship and collaborate in support of the vision of the school through various social events and dinners. Its annual fundraising event—a golf tournament—provides additional funding for curriculum or other special projects/needs for our students. A prioritized list of school needs from faculty and administration directs the annual fundraising expenditures for these projects. All fathers are welcome as members of the Dads Club, and are encouraged to attend the monthly meetings and events.

Mom's Club (Hail Marys)

The Hail Marys offer opportunities for mothers to fellowship and collaborate in support of the vision of the school through various social events and dinners. All mothers are welcome as members of the Hail Marys, and are encouraged to attend meetings and events.

School Advisory and Finance Councils

The School Advisory and Finance Councils assist the pastor, principal, faculty and staff in supporting the philosophy and mission of the school. The Councils, advisory in nature and composed of designated school and parish community members, participate in marketing the school's message and advising on matters of school finance and operations. Meetings for both bodies are held every other month.

Parties

Inside School Hours

Holidays or other specific events (e.g., birthdays) may be celebrated with a supervised classroom treat at the teacher's discretion. Room moms may coordinate with other parents during the school year to assist with activities & treats.

- Parties, treats, or refreshments for any class or school group must first be approved by the teacher.

- Due to the disruptive effects of excessive sugar consumption, we ask that snacks and party foods be low in processed sugars. We also encourage that good nutritional habits are fostered and that due to allergies, no nut products are to be brought to class/school events.
- Invitations to birthday parties are not to be distributed at school unless the whole class is invited, or for example, all the girls or all the boys. Invitations must be distributed by the teacher.
- Due to diocesan liability issues, no swim parties are allowed during regular school hours. Outside of School Time

The responsibility and accountability for mixed parties outside school hours belongs to the parents hosting the party.

Birthday

If balloon bouquets and/or flowers are sent to a student during class time, the gifts are held in the school office until dismissal. Such gifts provide an unwanted distraction in the classroom.

Pets/Animals on Campus

Pets/animals are only allowed on the campus for school authorized purposes, such as classroom sharing or a teacher-planned learning experience. While on school property, the pet/animal must be on a leash, in a crate, and/or under the owner's control at all times.

Exceptions to this include police dogs and guide, signal, or service pets used by disabled persons (as defined by California Civil Code § 54.1), and in accordance with the California Health and Safety Code.

Registration and Enrollment

Registration and enrollment for the next school year begins March 1 and ends May 15 (when new tuition contracts are due). Tuition deposits and registration fees are due by June 1, and these payments are non-refundable and non-transferrable.

Progress Reports & Report Cards

Progress reports are distributed three times per year (mid-trimester),. This report serves to advise the parents of a student's academic progress in his/her classes. This information is continuously available on-line (for grades 4-8) on FACTS. A parent will sign the progress report, and then it must be returned to school within one week after it is issued.

Formal report cards are distributed three times during the school year: November, March, and June (consult the annual calendar for actual dates). Students will be placed on academic probation if their GPA falls below a 1.0 or an ‘F’ is received in any core subject.

Eighth grade students need to achieve a GPA of 1.0 or higher without receiving any ‘F’ grade in core subjects (Religion, Literature, English, Math, History, and Science) in order to participate in graduation ceremonies. By the Monday of graduation week, any 8th grader not receiving a passing grade in all academic classes will not receive a diploma or participate in the graduation ceremonies. Students must complete all summer remedial work before a diploma is issued.

A student’s report card/diploma will be withheld for the following reasons:

- (1) The family tuition account (including any fees) is not current or is delinquent;
- (2) Service hours for the student or parent are not complete.

School Property

All SJS equipment, the personal property of each faculty and staff member, and the personal property of each student, is to be regarded with a responsible attitude of care and protection. Students and their parents are responsible for any school materials or equipment that becomes damaged or lost through their neglect. The parents will pay for vandalism or other damage to the school property inflicted by students, including cost of materials and labor.

Textbooks

Proper care of the textbooks must be taken. Students will be required to pay for lost books or for any they defaced with writing or careless use. All classroom textbooks must be covered per the direction of each teacher.

Technology

In a concerted effort to ensure our students will be ready for the technological demands of this century, computers with Internet access are available to them in every classroom. All students in grades 1-8 must sign an “Acceptable Use” agreement at the beginning of each school year. Students must agree they will follow the directives given by the teacher while using the Internet. Failure to adhere to the “Acceptable Use” policy will result in the student being unable to continue using computers at school.

Spiritual Formation

The best way to teach religion is to live it. Children can learn their faith in school, but “there is no place like home” for them to live their faith. If children are to have their faith vitally implanted in their hearts, it must have its external signs. The normal and necessary sign for children is the witness of their own families.

Baptism

If parents wish to have their child baptized, they must call the rectory office or the school’s religion coordinator for an appointment to see the pastor or the deacon.

First Holy Communion

The preparation for the reception of this Sacrament is part of the second grade curriculum. Regular church attendance is vital. The ceremony is in conjunction with the Religious Education program.

First Confession/Reconciliation

This Sacrament is also a part of the second grade program. Parents are required to share in this preparation.

Confirmation

The Sacrament of Confirmation is part of the 6th, 7th & 8th Grade Religion curriculum. A parent or representative is required to share in this preparation.

Altar Servers

Students are encouraged to serve the parish as altar servers. Parents will be notified when the training sessions begin.

Mass Attendance

Parents are encouraged to bring their child(ren) to Sunday Mass each week. Parents are also encouraged to join the school community for its weekly Mass on Wednesdays at 11:15 am, as well as the monthly School Family Mass (generally the fourth Sunday of the month at 10 am; see the monthly calendar for actual date).

Prayer Opportunities

Classroom prayers are said throughout each day. Schoolwide prayer services are held often throughout the school year. Please check the monthly calendar for specific dates. Parents are always invited to attend special prayer services or liturgies.

Student Community Service Hours

All students in grades 6-8 are required to complete Community Service Hours throughout the year. Students may begin their service hours in the summer prior to the beginning of the school year. Acceptable service opportunities will be identified and approved by the homeroom teacher. Students are not to be paid for their contributions if they are counting the hours toward their service responsibility. Teachers will be providing additional information regarding our community service program.

It is expected students will take pride in participating in community service. However, unfulfilled requirements of service hours in 6th and 7th grades will result in the addition of those unfulfilled hours to the 8th grader. Service hours must be fulfilled in order to participate in baccalaureate/graduation ceremonies and to receive a diploma at the end of the 8th grade. Failure to complete service hours may affect the student's religion grade.

The requirement by grade for community service hours follows:

- 6th Grade: 10 hours
- 7th Grade: 20 hours
- 8th Grade: 20 hours

Additionally, each class will pick a Faith In Action Today (FIAT) service project to work on throughout the school year. Each teacher will present the students and parents with the information regarding their classes service project at the beginning of the school year.

Student Communication Policy and Devices

Telephones

Permission to use the school office telephone must be obtained from the administrative assistant. To do so, students must first submit a note from their teacher. The office phone is a business phone, and students are permitted to use it only in case of an emergency or other urgent need. The telephone in a teacher's classroom is for the use of the teacher only. Forgotten homework, athletic equipment, etc., do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Cell Phones

All cell phones will be collected at the beginning of each school day by the classroom teacher and stored until the end of the school day, at which time they will be returned to students prior to dismissal. At no time during the day should a cell phone be in a student's desk or in his/her possession. Items taken away from students will be returned ONLY to the parent(s)/guardian(s) at the end of the day.

Electronic Devices

Electronic devices are not permitted during school hours on school grounds without explicit permission from the principal or teacher. Any confiscated item will be kept in the office until a parent comes to retrieve it.

Further, devices such as a FitBit or Apple watch (or other similar device) may need to be removed and put away at the discretion of the teacher.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children. Students whose avatars depict other students, teachers, school or parish staff in a defamatory light, face detention, suspension, or expulsion.

Toys, Electronic Devices, Etc.

Students are not permitted to bring to school any items unrelated to schoolwork or items for which prior permission was not granted from a teacher or the principal. These items will be confiscated if brought on school grounds without explicit permission. **THIS INCLUDES VIDEO GAMES, IPods, Ipads or any electronic device or toys at the teacher's discretion. Confiscated devices will not be returned until the end of the day to the parent/guardian only.**

Student Council

Student Council members are considered role models at SJS. A primary objective of Catholic education is the development of Christian leadership and service. The students are given the opportunity to develop leadership skills and learn to care about their school and the children attending it.

The Student Council is composed of elected representatives of the student body and is under the supervision of a faculty member(s). Meetings are held weekly (typically during the lunch period). Activities are subject to the approval of the principal and teachers. All activities are designed to foster pride and school spirit, develop spiritual growth, promote community service, and encourage high academic standards.

Requirements for grades 7th and 8th grade students: 3.0 GPA or higher and a 'G' or better in Conduct and Effort on the prior report card. It is at the discretion of the principal to consider exceptions for students with a diagnosed learning disability.

If, at report card time, a Student Council member's GPA falls below a 3.0 or a 'G' in Conduct or Effort, the student will have a 4-week probationary period to raise the GPA and/or conduct grade. Failure to do so will result in dismissal from the Student Council. Suspension will result in forfeiture of a position on the Student Council for the remainder of the school year.

Student and Family Directory

The family directory is located in our FACTS Database, and can be accessed through your personal FACTS account. The student directory should be used to acquaint parents with the names of classmates and other parents. Due to sensitivity and confidentiality, we remind you that any unauthorized use of the school directory without the written permission of SJS administration is prohibited, and such action may result in a parent's breach of contract.

Testing

Diocesan and schoolwide formative and summative testing are part of the process for measuring student academic growth and ensuring high academic achievement.

The school conducts formative testing for students using the STAR Math and STAR Reading program from Renaissance Learning. These tests are administered to the students in grades K-8 on-line four times during the school year. The tests provide an immediate and direct means to

measure and track each student's progress during the school year. Please consult the annual school calendar for the testing dates as it is very important that your student is present during this testing period and participates in the testing. Student absences and scheduled appointments should be avoided.

Testing results are shared with parents during the Parent/Teacher Conferences in November. Parents may request a meeting with their student's teacher at any other time to review testing results at other points during the school year.

Tuition

Tuition Scale

The tuition scale is reviewed and adjusted (as necessary) annually in the spring and available to parents by April 1 in the school office.

Tuition Policy

Statement of Purpose

To meet the financial requirements for operating the school in an efficient, timely, and business-like manner, the following tuition policies are in effect.

Tuition Criteria

Tuition at SJS is charged to help cover the school's general operating expenses. Parents are required to sign a contract as a means of solidifying a financial commitment to SJS.

SJS uses the FACTS Tuition Management system to track and record tuition accounts and payments. All families enrolled in the school are required to register with FACTS (whether or not the family intends to make payments through the on-line system). This is because billing is centralized for all families through FACTS. Tuition may be automatically deducted from a bank account or credit card on the day of the month that you select.

Extended Care and Hot Lunch fees are billed through FACTS. Payments are due monthly upon receiving the statement.

Report cards will not be given to those students whose school account is not current for payments due. For graduating eighth graders, all tuition and/or fees must be paid one week prior to the graduation date, otherwise report cards and diplomas will be withheld, and the student will not be eligible to participate in graduation ceremonies.

Tuition Collection – Options/Information

Tuition and fee payments are processed utilizing FACTS. Through the use of this online service, families are given a better, clearer way to manage educational costs. All school families are required to enroll with FACTS to create their tuition account (referred to as an agreement number), and existing/returning family accounts will be rolled over from school year to school year unless they opt for a different payment plan.

Note: tuition deposits and registration fees are non-refundable; refund of any balance paid on tuition is determined on a case-by-case basis.

Tuition Delinquency

1. A family will be considered in a DELINQUENT status if tuition is one month overdue and appropriate payment provisions have not been agreed upon between the school and the family.
2. It is the responsibility of the family to contact the school before a delinquent status occurs. Delinquent status will result in the family being contacted by the school administration to discuss the situation. An acceptable payment plan will be sought.
3. A persistent delinquent status will result in the following:
 - a. Report cards may be held until such time as the school has received payments in full for all delinquent payments and charges.
 - b. For the new school year, all tuition deposits and fees for all grades must be paid in full before the first day of school.
 - c. If there is a past due balance owed for deposits or tuition, and a payment plan has not been established, your child will need to remain at home until payment has been received or a payment plan is established. Any balance owed at the end of the school year needs to be paid in full before your child can be enrolled for the next school year.

Uniform and Grooming

Uniform Requirements

- All students are required to be in a clean uniform at all times except when permission is given by the principal for free dress on special occasions.
- All uniforms must be clean, free of holes, and appropriately sized.
- Socks and athletic shoes must be worn during school hours (no flip-flops, sandals or bare feet).
- Three violations of uniform and/or grooming expectations within a month will result in a 30-minute detention to be served after school on a scheduled day.
- Parents will be notified on the day of policy violation
- Parent cooperation and support is appreciated.

The principal reserves the right to determine what is appropriate.

SJS logo external wear is the only type authorized to be worn in the classrooms.

Uniforms are supplied exclusively by Lands End, with the exception of shoes, socks, and tights, which may be purchased at any store of your choosing.

The Lands End School Uniform consists of the following:

A. Regular School Uniform for Grades TK to 6:

Girls

Blue Plaid Skort
Navy Blue Pants
Navy Blue Shorts

Boys

Navy Blue Pants
Navy Blue Shorts

Girls & Boys

Waffle White or Navy Polo (only shield logo)
Blue Sweater (white lettering with blue outline on shield; labeled as “boys,” but is unisex)

B. Regular School Uniform for Grades 7 & 8:

Girls

Blue Plaid Box Pleat Skort
Navy Blue Pants
Navy Blue Shorts

Boys

Navy Blue Pants
Navy Blue Shorts

Girls & Boys

Waffle Maize or Light Gray Polo (only shield logo)
Gray Sweater (white lettering with blue outline on shield; labeled as “boys,” but is unisex)

For ALL Grades:

Socks: Must be white, blue or black and visible.

Shoes: Athletic shoes (any color) are recommended/preferred, but a non-athletic shoe with laces or Velcro straps are authorized. However, the following shoes are NOT authorized: Mary Jane’s; skating shoes; slip-on shoes; any shoe with pictures/graphics/accessories (clips, sequins, sparkles, lights, etc.).

Belt (for grades 5-8; boys and girls): Solid brown, black or navy with a small buckle and no other ornamentation. Must be worn on any garment with loops.

Tights (for girls): Solid white or navy footed tights.

****Optional:**

Navy Blue Sweater Vest (w/logo)
Navy Fleece Jacket (w/logo)
Navy Blue Rain Jacket (w/logo)
Navy Blue Puffer Vest (w/logo)
Navy Blue Puffer Jacket (w/logo)

C. PE Uniform for All Grades:

Girls & Boys

Navy Blue Shorts (with white stripe)

Navy Blue Collared Athletic Shirt

*Optional: Warm-up Navy Blue Jacket
Warm-up Navy Blue Pants

Socks: Must be white, blue or black and visible.

Shoes: Athletic shoes (any color), such as Nike, Reebok, Adidas, etc.

**Grades TK – 8 wear PE uniforms on their designated PE days. Students will wear their PE clothes for the entire day designated as PE day for their class.

D. Spirit Shirt for all Grades

Girls & Boys

Gray with Tiger Logo (short or long sleeve)

Regular School Uniform Guidelines

The following rules apply regarding the wear of the regular school uniform:

- Shirts must be tucked in.
- Baggy and/or pants worn below the waist are not acceptable.
- All shoes, old or new, must be laced and tied traditionally (on top of shoe), or may have Velcro closures.
- Ripped, torn, and/or frayed clothing will need to be mended using appropriate material or replaced. Wearing of this clothing will result in a uniform notice. Three uniform notices in one month will result in a detention.
- Official school sport sweatshirts (with student names on the back) may be worn **only** by the student to whom the sweatshirt was issued for reasons of safety and for accurate identification of each student. Hoods may not be worn and need to remain down at all times.
- Skorts/skirts must not be rolled or “hiked up” in any manner. The required skort/skirt length for every girl is finger-tip length.
- Colored T-shirts or lacy tops shall not be worn under the uniform shirt. Plain white T-shirts only are authorized.
- Hair wraps, feathers or other distracting headbands/gear are not permitted.

Uniform Policy Exceptions and Expectations

- *Exceptions:*
 - Designated “Theme Days” will be planned by the Student Council and held throughout the year. These will be announced two weeks prior to the event.
- *Expectations for Non-Uniform Days (“free dress”).* Students will present themselves in a dignified and modest manner in their dress. The following items are acceptable for non-uniform days:
 - Properly fitted jeans or pants only. Straight-legged, 5-pocket style jeans or other pants such as capris, etc., that comply with SJS policy (no leggings, sweats, flares, skater pants, joggers, or baggy or ripped jean styles).
 - Shirts worn outside the pants must hang below, not even with, the waistband of pants. Sleeveless blouses or tops that have a 3” strap, not low-cut, and hang below, not even with, the waistband of pants are not permitted. Blouses and tops must be either tucked in or hang far enough below the waistband so, under no circumstances, bare stomachs/midriiffs are exposed. Tank tops are not permitted.
 - Blouses/tops made from opaque material (no see-through).
 - Clothing that does not bear messages contrary to the goals and philosophy of SJS (such as alcohol, drug, tobacco, gang-related matters, etc.).
 - No flip-flops, sandals, boots, or open-toed or leather-soled shoes for safety reasons.

Please address specific questions regarding these expectations to the school office.

Parents should communicate, in writing, if there are extenuating circumstances to a child being out of uniform. Any student deemed to be “out-of-uniform” will receive a Uniform Notice, which will be sent home for the parents to sign and returned the next day. Detention will result if the notice is not returned within this time frame. This policy will be strictly enforced. A third infraction of uniform code will result in a conference with the parents.

Used Uniforms

Uniforms are available through the SJS “Uniform Exchange” (located at the end of the office driveway). You may pick up clothing for your children at no cost. You may also drop off clothing your children have outgrown. Uniform exchange and lost and found boxes are located in a designated area on campus.

Grooming Requirements

Good grooming is expected of all students at all times. Hair is to be neat, worn above the eyebrows (out of the face), and not worn in extreme styles. No “scalped” styles, bald areas, lines, tails, or spikes are allowed. Artificial hair coloring is not permissible, including tipping or highlighting. Boys’ hair must be worn above the collar or shorter, and out of the face. No hair extensions, feathers, or wraps. Facial hair is not allowed.

Makeup & Jewelry

Girls in the 8th grade only are granted certain privileges regarding the wearing of makeup:

- Appropriate daytime makeup, including nail polish (pastel colors only)

For all other girls (i.e., TK – 7th grade): NO jewelry allowed (including “sports bracelets”), with the exception of a medical alert bracelet, a religious medal on a thin chain, a watch, and stud/post earrings (girls only). All chains must be worn inside shirts. NO makeup, glitter, or fingernail polish is allowed.

Visitors and Volunteers

Volunteers: Loyalty and Confidentiality

Volunteers for SJS are representatives of our parish and school. Support of our school staff and policies are expected and appreciated. If a volunteer has concerns about, or does not understand, a school policy, he/she should contact the school principal, who will be happy to address those issues. At the beginning of the school year, there will be a mandatory volunteer meeting going over the rules and regulations of a volunteer. All volunteers should retain a copy of the Volunteer Handbook from the school office.

Discussion of children’s needs, access to personal information (test scores, grades, behavior, special needs, etc.) is to be kept at a professional level and include only the principal and teacher(s) in its scope. Information about a child at SJS must *never* be discussed with other parents, under any condition.

Confidentiality is of the utmost importance. A breach of confidentiality will result in loss of volunteer status.

Policy Regarding Volunteers

- All volunteers must display an appropriate badge (available at sign-in desk) while on campus.
- Due to Diocesan Policy regarding liability, siblings not currently enrolled in the school are unable to accompany parents who are volunteering on the play yard, classrooms, kitchen, and/or field trips.
- All volunteers must be fingerprinted and proof of a current TB test must be on file.
- All volunteers must complete the Diocesan mandated Safe Haven child safety online training.
- In addition, the Sonoma County Health Department states: “to avoid food contamination and the safety of children, children should not be allowed in the kitchen, and the kitchen door should remain closed to deny access to children.”
- Prior approval from the principal is required for all purchases intended to be made by volunteers.

The following are the requirements of each Head or Assistant Coach:

1. Letter of Interest submitted to Athletic Director before the season
2. Current TB screening (every 4 years)

3. Current CPR certification (good every 2 years)
4. Current fingerprints on file with SJS
5. Completion of the Safe Environment (online) training through the Diocese of Santa Rosa

Policy Regarding Visitors

- Parents are not permitted on school grounds unless working their scheduled volunteer hours.
- If a parent needs to personally speak with his/her child, the child will be called to the office only if it is convenient for the teacher. This disruption is strongly discouraged.
- It is not the responsibility of office personnel to notify students of items left in the office for them: lunches, homework, etc. Students may check in the office at recess or lunch only. This policy alleviates interrupting classes.
- All gates will be locked during school hours. The gates will be unlocked during drop off and pick up times. To pick up for Extended Care, please use the Fitch Street gate.
- Parents who volunteer to serve lunch, or who volunteer in another capacity in the school, may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL
PARENT AND STUDENT HANDBOOK
2022 – 2023

We ask that every student and parent at St. John the Baptist Catholic School read the entire contents of this Parent and Student Handbook. For those students not able to read or understand the contents, we ask that a parent discuss the contents of this handbook with their child. After doing so, we ask you to return this page with your and your student's signature. Your and your child's signature indicates that you have read and acknowledge receipt of the school handbook (one form required per family); it is not an indication of your agreement (or disagreement) with stated policies or procedures.

The signed portion of this page must be returned to the school by **Tuesday, May 3, 2022.**

By signing and returning this page, we acknowledge that we have received a copy of the SJS Parent and Student Handbook for the 2020-2021 school year, and that we have read or reviewed its contents. We acknowledge and understand the school policies and procedures it delineates.

FAMILY LAST NAME (PLEASE PRINT)

STUDENT SIGNATURE

GRADE

***PARENT SIGNATURE**

DATE

***PARENT SIGNATURE**

DATE

***SIGNATURE OF *BOTH* PARENTS OR LEGAL GUARDIAN(S) IS RECOMMENDED.**