



**SAINT JOHN THE BAPTIST  
CATHOLIC SCHOOL**

4500 Fairfield Avenue  
Fort Wayne, Indiana 46807

**PARENT-STUDENT HANDBOOK**  
2024-2025 SCHOOL YEAR

Dear Parents and Students,

Welcome to Saint John the Baptist Catholic School! In making the choice of Saint John the Baptist Catholic School you are choosing to be a part of the special community that makes up our wonderful school and parish. We are committed to the values and philosophy of robust Catholic education and are happy that you are a part of this community.

The Parent-Student Handbook lays out all of the policies of Saint John the Baptist Catholic School for the 2024-2025 school year. Please, read this document carefully and return the attached agreement to the school office. This agreement states that you, as parents and students, will abide by the policies set out in this handbook for the 2024-2025 school year.

These policies reflect, as best as possible, the guiding philosophy of our school and therefore it is important that all of us, parents, students, teachers, and administration abide by these policies for the protection of the integrity of our school and its commitment to Catholic education. As a faculty and staff, we look forward to working and learning with you this year as we pursue and promote academic excellence and spiritual development within the context of Divine Revelation as safeguarded and taught by the Catholic Church.

Let's together pray for a fruitful and good year for our students!

Yours in Christ,

Maggie Javins  
Principal

# SAINT JOHN THE BAPTIST CATHOLIC SCHOOL

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## **HISTORY AND MISSION STATEMENT**

“Only live your life in a manner worthy of the gospel of Christ, so that whether I come and see you or am absent and hear about you, I will know that you are standing firm in one spirit, striving side by side with one mind for the faith of the gospel...”

*(Philippians 1: 27)*

### ***MISSION STATEMENT***

Saint John the Baptist Catholic School will provide a solid Catholic education that prepares students to lead holy and honorable lives for Christ, to become faithful leaders in the community, and thus attain eternal happiness with God.

### ***VISION STATEMENT***

Our Faith, Your Family, Their Future.



## **ABSENCE AND ATTENDANCE POLICIES**

Saint John the Baptist Catholic School complies with all Indiana State rules and regulations and policies of the Diocese of Fort Wayne – South Bend regarding the number of and reason for student absences and reserves the right to require a written certification from the student’s primary health care provider regarding such absences.

### **ABSENCES**

1. Indiana State Law requires a student to attend 162 days to count as a complete school year.
2. School vacation periods are announced at the beginning of each academic year. Family vacations should not be scheduled during times that school is in session.
3. Appointments with primary health care providers, dentists, orthodontists, and/or others are discouraged from being scheduled during school hours. Parents are expected to do everything possible to attempt to schedule such appointments after school hours.
4. If a student is absent for half (morning or afternoon) of a day or more, the student may not participate in any extracurricular activity (sports, Student Council, etc.) on the day(s) that they are absent from school.
5. If an irregular attendance pattern begins to develop, the school may use the following procedures to encourage the student’s return to a pattern of regular school attendance:
  - a) Daily call from school (secretary or principal) to the parent(s)/guardian(s) to verify the absence and to determine the reason for the absence.
  - b) If a student has been absent more than fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the Truancy Department of the FWCS (Fort Wayne Community Schools) and/or Juvenile Probation Department. (I.C. 20-8.1-3-31-1)

### **ABSENCE REPORTING**

All students are expected to attend school all day every day the school is in session. When a student is absent from school for any reason, parent(s)/guardian(s) must **call the school office by 8:00 AM**, giving your name, the name of the student, the teacher’s name, and the reason for the student’s absence. If a student is absent and no phone call is received, the school will contact the parent(s)/guardian(s).

**A written note or email, explaining** the reason for the student’s absence or tardiness is required from the parent(s)/guardian(s) upon the student’s **return to school** and must be given to the student’s teacher. These notes will be retained in the school office for one year.

### **ABSENCE MAKEUP HOMEWORK**

See *Homework Policy* below.

### **PLANNED ABSENCES**

If an absence for any reason other than illness is imperative, parents are asked to consult with the principal and present a written note (not an email) outlining the reason for the

absence. This note must be sent to the principal no less than **5 calendar days** prior to the absence.

Early/late or extra vacations deprive students of valuable class instruction and are a major disruption of the educational process. A written (non-email) notification to the principal of such a vacation or absence must be sent 5 days prior to the absence to the principal from the parent(s)/guardian(s). Any days missed will become a part of the student's absence record.

According to diocesan policy (P4040 *see below*), **family vacations are unexcused absences**. Saint John the Baptist Catholic School complies with all Indiana State rules and regulations and diocesan policies regarding the number of and reason for student absences and reserves the right to require a written certification from the student's primary health care provider regarding such absences.

### ***ABSENCES DURING THE SCHOOL DAY***

A student is not permitted to leave school during the day unless a parent/guardian comes to the office to sign the child out of school. A note from the parent(s)/guardian(s) regarding such leave must be given to the homeroom teacher the morning of the day that the student will be leaving. If a student leaves school early or arrives late to school because of an appointment, he/she is to report to the office before leaving the school and/or upon arriving at or returning to school.

Students leaving school grounds during the day, including lunch period, must have written permission by the custodial parent(s)/guardian(s) communicated to the homeroom teacher and office. Students then must be picked up and signed out in the office by the responsible adult.

Due to safety concerns, no student may leave the building without being accompanied by an adult.

### ***TARDIES***

Regular, prompt attendance at school is an important life skill which students need to practice. If a student is tardy, that is, if the student arrives to school after 8:00 AM, **the parent must accompany the student through the front doors of school**. Students must be signed in and a tardy slip will be given to the student.

Expectations according grade to not be counted as tardy:

1. Pre-K – 5<sup>th</sup> grade must be in their **classroom** by 8:00am.
2. 6<sup>th</sup> – 8<sup>th</sup> grade must be in their **seats** by 8:00am.

After 5 tardies, a letter will be sent home. Upon the 6<sup>th</sup> tardy, a personal note or phone contact with the parent will be made by the principal.

Subsequent tardies may result in detentions or other disciplinary measures.

### ***PERFECT ATTENDANCE***

Perfect attendance requires a student to be in school all day each day that school is in session, with no tardies or early departures. Exceptions will not be made for appointments, etc. during the school day.

### ***DIOCESAN ATTENDANCE POLICY (P4040)***

*The following is the text of the Diocesan Policy for Attendance, which applies in its entirety to Saint John the Baptist Catholic School, particular rules or clarifications beyond this general policy have been noted above.*

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parents/Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
  - 1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
  - 2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; or
- C. Reaches the age of eighteen (18) years. Whichever occurs first.

II. Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.
  - 1. Serving as a page for or honoree of the Indiana General Assembly;
  - 2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
  - 3. Court appearances pursuant to a subpoena;
  - 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year.
  - 5. Placement in a short-term inpatient treatment program which provides an instructional program;
  - 6. Homebound instruction;
  - 7. Religious observances.
- B. Excused Absences
  - 1. Illness of the student (with written statement by parent/guardian or doctor).
  - 2. Funerals
    - a. for death in the immediate family.
    - b. for persons outside of the immediate family with parental permission.
  - 3. Out-of-school suspensions

4. Medical and legal appointments – Such appointments should be scheduled after school hours when possible.
  5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.
- C. Unexcused Absences
1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
  2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
  3. **Family vacations**
  4. Absences other than those defined as excused or absences counted as present.

## II. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

## III. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. **The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.**

## IV. Frequent or Prolonged Illness

If a student is absent for five consecutive days to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

## V. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.

- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

## **ACADEMIC POLICIES AND INFORMATION**

### ***ACCREDITATION***

Saint John the Baptist Catholic School is accredited through diocesan accreditation of COGNIA and the State of Indiana. The Accreditation with transfer from COGNIA to Lumen during the 24-25 academic year.

### ***ACADEMIC ACHIEVEMENT***

Report cards are issued quarterly. At the midpoint of each nine-week grading period, teachers will issue a Progress Report. The final report card will be mailed to the student's home approximately one week after school is dismissed for the summer providing that the following have been met:

1. All financial responsibilities are current.
2. If the student is returning for the following year, the handbook acknowledgment form is submitted.
3. All school owned technology is returned and any applicable fees for damages are paid.

The following is the official grading scale used on report cards for grades 4-8:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 and below
A 93-96	B 83-86	C 73-76	D 63-66	I Incomplete
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

In Grades 5 through 8, academic excellence is marked by student inclusion on an Honor Roll. Students and parents are notified of requirements by the faculty. If a student has extenuating circumstances, the student may receive an "I" for an incomplete grade. If this happens, they will be ineligible to participate in any extra-curricular activities until they receive their actual grade. At that time, the extra-curricular eligibility policy will be in effect.

The following is the official grading scale used on report cards for grades K-3:

O	Outstanding
S	Satisfactory
U	Unsatisfactory
I	Improving
N	Needs Improvement
Inc	Incomplete

### ***HONOR ROLL***

The following criteria will be used to determine Honor Roll placement for the school year. Only students in grades 5-8 may qualify.

### **High Honors**

Students have achieved a minimum of an **A-** in all graded subjects including conduct.

### **Honors**

Students have achieved a minimum of a **B-** in all graded subjects including conduct.

### ***ACADEMIC INTEGRITY***

Saint John the Baptist Catholic School requires academic integrity from its students and teachers. Cheating and plagiarism of any kind is a serious violation of the learning process and integrity of academic achievement and will not be tolerated.

The following policies apply according to the grade levels listed below:

P-K – 1<sup>st</sup> Grade:

2 – 4 Grade:

5 – 8 Grade:

### ***ACADEMIC PROBATION***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who ***can*** learn, but who choose ***not*** to learn. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an *F* will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher). Academic probation may be extended for an additional two weeks. At the end of the academic probation period, a student who has made no effort toward improvement, may be involuntarily separated from the school. No tuition will be refunded if a student is involuntarily separated, and the parents will be responsible for the remainder of the tuition based on the Financial Obligations policy.

### ***ARTIFICIAL INTELLIGENCE***

Artificial Intelligence is not acceptable for use by students in completing quizzes/tests/assignments. Use of artificial intelligence or other sources not disclosed to or approved by teachers will result in a zero on the assignment and can also result in additional disciplinary action at the discretion of the teacher and principal.

### ***CURRICULUM***

#### **Religion**

The primary reason for the existence of this school is to teach and practice the Catholic faith as handed down through Sacred Scripture and the Magisterium of the Catholic Church. All students, including non-Catholic and non-Christian students, are required to attend school liturgical functions and to participate – to the extent possible – in the complete Religion program and curriculum of the school.

All students and their families are reminded of the obligation for all Catholics of participation at Mass every Sunday, and are encouraged to attend Mass at Saint John the Baptist Catholic Parish and to become active members of the parish community.

### ***GRADE PLACEMENT***

Upon achievement of satisfactory progress and teacher recommendation, students are “promoted” to the next grade level.

Upon consultation with the classroom teacher(s), resource teacher, principal, and parent(s)/guardian(s), students who have experienced learning difficulties and have not mastered the necessary grade level material may, upon consultation with Administration, teacher, and parent(s), be placed on a probationary basis in the next grade level, or “retained” in the current grade. After review of no more than 4 weeks at the new grade level, a decision will be made by the administration, teacher, and parents as to whether the student will remain at this grade level or return to their former grade level.

### **ADMISSION AND ENROLLMENT**

#### ***SCHOOL ADMISSIONS NONDISCRIMINATION POLICY***

Saint John the Baptist Catholic School encourages the enrollment of all students and their families who **desire the mission of Catholic Schools** without regard to race, color, gender, or national origin, and will reasonably accommodate the disabled in the educational program with collaboration with its LEA (Local Educational Agency). It does not discriminate based on race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Saint John the Baptist Catholic School shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and the policies of the Diocese of Fort Wayne-South Bend.

#### ***LOTTERY PROCESS***

If Saint John the Baptist Catholic School receives a number of School Choice Scholarship applicants that exceeds the number of available spots which Saint John the Baptist Catholic School can accommodate, then Saint John the Baptist Catholic School would conduct a random lottery drawing of eligible students who meet the admission standards for Saint John the Baptist Catholic School at a public meeting. Priority, however, is first given to active and registered parishioners of Saint John the Baptist Catholic Parish who decide to send their students to Saint John the Baptist Catholic School. All potential students must meet the admission standards and follow the procedure for enrollment as laid out in this Handbook.

#### ***SCHOOL ENTRANCE REQUIREMENTS***

All new families are required to meet with the Administration, prior to the enrollment of a child. Exceptions are granted for Kindergarten students who meet the age requirements and have attended a certified pre-school program.

Only a person having legal custody of a child can enroll the child in school. A certified copy of the student’s birth certificate and/or a baptismal certificate shall be required for original

entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

Written proof that the child meets State and county health requirements (**immunization records**) shall also be required for enrollment. The complete record of a student's immunizations, required by the state, must be given to the office within the first month of school. A student may be denied admission to school if this immunization record is not on file in the school office.

Requirements include:

- Health Records
- Immunization Records
  - All students entering Saint John the Baptist Catholic School must have current Immunizations including voluntary Covid immunizations. The only exemption to the policy is if a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results including IREAD.
- Record of IEP or 504 Plan (These must be presented at the time the Application is submitted.) The school will determine its capacity for fully educating students with a Learning Plan or 504 Plan.
- Behavior records

### ***ADMISSION OF STUDENTS***

All new families are required to meet with the administration, prior to the enrollment of a child. Exceptions are granted for Kindergarten students who meet the age requirements and have attended a certified pre-school program.

Families seeking enrollment into Saint John the Baptist Catholic School will first attend an interview with the principal. The family will be given appropriate forms including a request for student academic (report card and test scores) and behavior records. School records are transferred from school to school upon request of the parent. If a student has an Individual Education Plan or Service Plan from a previous school, a copy of the plan must be presented to the administration.

Students in grades K-8 wishing to transfer from an Indiana public school may be eligible for a School Choice Scholarship (voucher) if the family income falls within the specific guidelines determined by the State of Indiana. Students in 4-year-old preschool **may** be eligible for an SGO that guarantees the school voucher for following years if family income falls within the guidelines. Contact the school office for more information.

All students interested in enrollment are required to complete academic placement tests in Language Arts, Mathematics, and English proficiency. The school administration will select dates for assessment, assign proctors, and evaluate the data. Testing results along with student records from previous schools will be used for admissions decisions.



After all information is obtained and reviewed, the school will determine if enrollment into Saint John the Baptist Catholic School is in the best interest of the child. Upon acceptance, there is a 6-week probationary period beginning the first day of school.

Saint John the Baptist Catholic School will consider any child for admission regardless of behavioral record (excluding violation of the “Gun Free” diocesan policy) at the discretion of the principal in consultation with the pastor. Falsification and/or intentional withholding of any record will be grounds for immediate dismissal of the child after the student is enrolled. (see Diocesan Policy P4020)

*Preschool:*

Any child who attains the age of three (3) on or before August 1 of a school year will be eligible to enter the 3-Year-Old Preschool program at Saint John the Baptist Catholic School. Our 3-Year-Old Preschool program is a half day program on Monday, Wednesday, and Friday Mornings.

*PreK*

Any child who attains the age of four (4) on or before August 1 of a school year will be eligible to enter the 4 Year PreK program at Saint John the Baptist Catholic School. We offer both a half day 4-Year-Old PreK on Monday, Wednesday, and Friday afternoons and a full day program Monday through Friday.

*Kindergarten:*

Any child who attains the age of five (5) on or before August 1 of a school year will be eligible to enter the kindergarten program at Saint John the Baptist Catholic School.

**ENROLLMENT**

**Each year, a deadline will be set for pre-registration of current students. Students enrolled after the deadline for pre-registration may be subject to a lottery. After the lottery date, students who are eligible for enrollment will be enrolled as seats are available. An additional deadline will be set for completion of enrollment with tuition arrangements finalized.**

**Every parent/guardian is asked to declare the following statement upon registration: *Enrolling our child(ren) in Saint John the Baptist Catholic School, we agree to the following:***

1. I (we) will support school policies as defined in the school handbook.
2. I (we) will support our child(ren)’s participation in all school-sponsored Catholic ceremonies and events.

**Every Catholic parent/guardian is asked to additionally declare the following statement upon registration:**

3. I (we) will faithfully attend Sunday Mass and strive to live according to the teachings and practices of the Catholic Church.

4. I (we) will financially support the parish by using the Sunday collection envelopes every Sunday as stated in the student handbook. Failure to do so could result in being charged the non-active parishioner tuition rate.

**The final decision of accepting any student rests in the sole discretion of the principal in consultation with the pastor.**

### ***DIOCESAN ENROLLMENT POLICY (P4010)***

*The following policy is the text of the Diocesan Policy and applies in its entirety to Saint John the Baptist Catholic School.*

- I. School Admission Policy  
Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.
- II. Nondiscrimination Policy  
Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.
  - A. *High School Admissions (section omitted)*
- III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.  
Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.
- IV. School Entrance Requirements  
A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.  
If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.  
The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.  
Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

- V. Kindergarten Age Requirement  
Schools shall follow state law guidelines in enrolling Kindergarten students.  
A child entering kindergarten must be five years old prior to August 1, or date set by the State.  
A school should administer a developmental assessment for determining proper placement in kindergarten.
- VI. First Grade Entrance Requirements  
Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7<sup>th</sup> birthday, whichever is earlier.  
Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.
- VII. Children with Exceptional Educational Needs  
Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.  
Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.
- VIII. Students or Prospective Students with Diseases  
Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.  
Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.  
However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

### ***TRANSGENER STUDENTS***

Saint John the Baptist Catholic School follows all directives laid out in the 2024 Diocesan policy *Formation of Young People in Catholic Christian Anthropology and Pastoral Accompaniment of Those Who Experience Gender Incongruence or Same-Sex Attraction*. The link to the document and all associated policies can be found [here](#).

### **AUDIO AND VIDEO RECORDINGS**

Students and/or Parents/Guardians may not record another student, parent, or teacher without the express written permission of the individual being recorded. Signed consent forms will be retained in the office for a period of three years. Failure to comply with this policy may result in the student/family being involuntarily separated from the school.

This applies also to any activity on the campus of Saint John the Baptist Catholic Church and School and activities of the school which are off campus.

### **AWARDS**

#### **BEFORE AND AFTER SCHOOL CARE**

Before School Care is a courtesy offered by St. John the Baptist to working parents. There is currently no charge for this service. Please do not send your child to before care as an extra play time if it is not necessary. Charges may incur if families begin to abuse the system. There is **no Before School Care on a delay day schedule. For the safety of all our students,**

**students who arrive at school between 7:15 – 7:45 each day must report to the PAC (gym) through door #4. Under no circumstances will students be allowed to gather unsupervised outside the school before 7:45 AM.**

## **AFTER SCHOOL CARE**

After School Care is offered by Saint John the Baptist Catholic School for an additional fee of \$11 per student, per day. After School Care is available each school day until 5:30PM in room 207. After School Care fees are to be paid on Eventlink®. A statement will be emailed to each family at the end of the week. Parents are to pick up their children by entering through door #9 in the cul-de-sac. The parent/guardian will ring the doorbell and the After Care attendant will open the door.

## **DISCIPLINE POLICY**

### ***BEHAVIOR EXPECTATIONS***

1. God is first.
2. Be respectful.
3. Be kind.
4. Respect facilities.
5. Show up to class ready to learn.

### ***DISCIPLINE PHILOSOPHY***

The essential behaviors for Saint John the Baptist Catholic School students, teachers and staff are: cooperation, responsibility, compassion, concern, and respect for all as made in the image and likeness of God. These behaviors are demonstrated in our speech and interactions with each other as defined by our Catholic faith and illustrated through the Gospels. When disciplinary actions become necessary, those actions will be based on correcting the inappropriate behaviors that are in conflict with this philosophy. They are intended to provide an age-appropriate response based on the seriousness of the offense, with the intent to have the student realize his/her mistake, understand the school's concern, and take actions to change and/or reconcile his/her inappropriate behavior. In addition to disciplinary action, when the inappropriate behavior involves two people, students will be strongly encouraged to perform an act of reconciliation with those affected.

Junior High maintains an additional behavioral expectation program designed to prepare students for success in high school.

To be successful, discipline must be a joint responsibility of the home and the school. Teachers will handle all routine discipline problems that occur in their classrooms. They will communicate with parent(s)/guardian(s) concerning behavioral problems, so they can work together to correct the problems. The involvement of parents with teachers will enable students to direct their energies to learning. Students are expected to conduct themselves at all times as representatives of Saint John the Baptist Catholic School.

Behavior should always reflect our Catholic teachings. Some of the standards that are expected of the students are:

- Speak courteously and observe good manners at all times.

- Remain quiet and orderly within the school and church buildings.
- Be reverent at Mass and other liturgical gatherings.
- Use of proper language and gestures in school or at school activities.
- Exhibit good sportsmanship at all times.
- Respect others' rights and property at all times.
- Observe the school dress code at all times.
- Come to class prepared to work with all necessary materials.
- Be responsible for completing school assignments.
- Be responsible for taking home any notices and returning them on time.
- Abide by all diocesan and/or school policies.

### ***PROCEDURES***

Effective discipline requires teamwork between the school and home. If a cooperative attitude is nurtured, then a collaborative relationship will be established. This will help the student understand his/her responsibility in all decisions and actions. A positive approach in developing a greater sense of self-responsibility will result in a positive understanding of expectations.

When a discipline issue arises, the teacher will work within the classroom to address the infractions with procedures set forth at back to school night. If because of the severity of the infraction or a repetition of the same infraction, an Office Referral will be issued. The following steps will be followed on the issuance of an Office Referral. Any of these steps can be skipped for more serious situations and/or offenses. As always, the diocesan policies will take precedent over school policy in this area.

1. Conference with student.
2. Detention may be issued.
3. Conference with parent. (Parent notification form may be sent via paper, email, ClassDOJO or a combination of the above)

(Any of these steps may be skipped at the discretion of the school.)

The detention will be served after school on Tuesdays and Thursdays. Detentions for grades K-2 will be until 3:30 PM. Detentions for grades 3-8 will be until 4PM. Parent or legal guardian must pick up the student from the detention time unless other arrangements are communicated by the teacher. If a parent fails to pick up a student from detention, the students will be sent to After Care and the parent charged the \$11 fee. A notification will be sent home noting the date and time of the detention. If a student needs to reschedule a detention, the office needs to be contacted BEFORE the date of the assigned detention. Failure to attend a detention will result in an additional detention. An additional Failure to Attend will result in an ISS.

Parental/student cooperation in meeting these times is expected.

Referrals can/will be issued by any member of the school or parish staff for unacceptable behaviors occurring on parish grounds and/or while participating in a school activity. When a student is sent to the office, an office referral may accompany the student.

## ***DETENTION***

Detentions will be run after school on Tuesdays and Thursdays. Detentions for grades K-2 will be until 3:30 PM. Detentions for grades 3-8 will be until 4PM. If a parent makes arrangements with the administration, an AM detention can be arranged. Parent or legal guardian must pick up the student from the detention unless other arrangements are communicated to the school. If a parent fails to pick up a student from detention, the students will be sent to After Care and the parent charged the \$11 fee.

## ***IN SCHOOL SUSPENSIONS***

The Principal, for serious and/or habitual violations of the school behavior policy that override the detention process, may assign an in-School Suspension (ISS). ISS will be assigned according to Diocesan Policy. Parents will be notified when an ISS has been assigned. Suspensions may be issued for the following (but not limited to) unacceptable behaviors:

- Deliberate disobedience/disrespect toward teachers, staff, or any person in authority.
- Misusing or destroying parish property.
- Truancy or unauthorized leaving of school property.
- Bringing unauthorized items to school.
- Fighting.
- Stealing.
- Bullying or harassment.
- Actions that fall under Diocesan Policy (P4520).
- Racial or sexual statements directed toward another person.
- The second instance of academic dishonesty (cheating, plagiarism, etc) could result in an ISS.
- Students may not participate in any extra-curricular activities until the ISS is served.
- Use of cell phones on school or parish grounds during school hours or during school activities. Cell phones must be turned off and stored in a bookbag from arrival to dismissal.

## ***GROUNDS FOR SUSPENSION OR EXPULSION OF STUDENTS***

*The following is the text of the Diocesan Policy P4520 which applies in its entirety to Saint John the Baptist Catholic School.*

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
  - A. On school grounds;
  - B. Off school grounds at a school activity, function, or event;
  - C. Traveling to or from school or a school activity, function, or event; or
  - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
  - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
  - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
  - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
  - E. Threatening or intimidating any individual for whatever purpose.
  - F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
  - G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
  - H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
  - I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
  - J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
  - K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
  - L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
  - M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

***OUT OF SCHOOL SUSPENSION/EXPULSION***



The principal may give a student a Suspension/Expulsion for unacceptable behavior. An Out of School Suspension may consist of a period of from one (1) to five (5) school days. The student's parent(s)/guardian(s) will be notified by the principal of such suspension. Grounds for suspension/expulsion apply when a student is:

- On school grounds
- Off school grounds at a school activity, field trip, function or event.
- Traveling to or from school or a school activity, function or event.
- At any other time when a student's conduct either causes harm or could potentially cause harm to other students, school employees, school property, or the reputation of the school parish, or Diocese.

An automatic suspension and/or possible automatic expulsion will be given for the following types of student conduct. This list may include, but is not limited to, the following:

- Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- Possessing, selling, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. This includes, but is not limited to, cigarettes, marijuana, or alcohol.
- Causing or attempting to cause damage to property belonging to the parish or any student or parish employee.
- Stealing or attempting to steal property belonging to any other person or institution.
- Any action that might endanger oneself or others.
- Threatening or intimidating any individual for whatever purpose.
- Possessing, handling or transmitting on school property or at a school function any item which could be considered a danger to another adult or student. This includes guns, weapons, or drugs of any kind.
- Possession of or transmitting to school property any material that would be considered pornographic. This would include, but not limited to, photographs, magazines, and/or videos.
- Any incident of sexual harassment.
- Repeated violation of any rules that in the opinion of school administration, are necessary to carry out school purposes and/or educational functions.
- Engaging in any activity forbidden by the laws of the state of Indiana either on or off school grounds. If such activity is considered by school official to interfere with school purposes and/or educational functions.

### ***DISCIPLINARY REVIEW FOR STUDENTS (SUSPENSION OR EXPULSION)***

*The following is the text of Diocesan Policy P4530 which applies in its entirety to Saint John the Baptist Catholic School. Additional clarification and specification is added to the end of the policy below.*

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing; and
2. An opportunity for the student, in the presence of the student's parent(s)/guardian(s), to respond to the accusations before either the Principal or

impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the Principal.

The Principal (in consultation with the Pastor in the case of an elementary school) shall be responsible for making a final decision on all such matters. The Principal's decision shall be final and binding on all parties.

At Saint John the Baptist Catholic School the impartial tribunal is composed of: the principal, a teacher, and the pastor or associate pastor. The teacher for the tribunal will be chosen by the principal.

### ***FAILURE OR REFUSAL OF PARENT(S)/GUARDIAN(S) TO PARTICIPATE IN A DISCIPLINARY PROCEEDING***

*The following is the text of the Diocesan Policy P4420 which applies in its entirety to Saint John the Baptist Catholic School.*

The failure of parents/guardians/custodians to meaningfully participate in disciplinary proceedings may be considered grounds for disciplinary actions up to and including expulsion. The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior or delinquency, or if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred by the building level administrator to Department of Child Services or local office of juvenile probation.

### ***STUDENTS ACCUSED OF A NON-SCHOOL RELATED CRIMINAL ACT***

When a student is accused of a non-school related criminal act, Saint John the Baptist Catholic School shall follow Diocesan Policy P4550, which is below.

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 (Grounds for Suspension or Expulsion of Students) is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or the privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation and approval of the pastor and Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

### **DRESS CODE**

Links also on website: French Toast- <https://www.frenchtoastschoolbox.com/schools/st.-john-the-baptist-school-QS5VIRT>

[www.schoolbelles.com](http://www.schoolbelles.com) (School Number 2278)

[www.landsend.com/schooluniforms](http://www.landsend.com/schooluniforms) (Click on find school)

On occasion, HASA has a small supply of used uniforms.

St. John the Baptist enforces a dress code for students to ensure that all students are appropriately attired for school. Students are expected to be dressed in a manner that indicates serious engagement in the educational process. The St. John the Baptist dress code is written to defer focus from social situations that do not support the mission of the school. Meeting the responsibilities of the uniform policy/dress code is the responsibility of both parents and students.

Any type of dress which violates the spirit of St. John the Baptist School is unacceptable, and the administration reserves the right to decide if the student's style of dress and/or appearance is in violation of the dress code policy or disrupts the education process. Furthermore, should changes and/or clarifications to the dress code be needed, parents/guardians and students will be informed and addendums will be added to the school website. All students are obligated to follow this uniform policy from the first day of school through the last day of school, unless otherwise stipulated by the administration.

Violations of dress code will result in an Office Referral.

1<sup>st</sup> offence – warning

2<sup>nd</sup> offence – warning

3<sup>rd</sup> offence – detention

4<sup>th</sup> offence – detention

5<sup>th</sup> offence – ISS

6<sup>th</sup> offence – Conference with parents

## ***SHOES***

### **Safety is the main concern.**

All students Pre-K through 8th grade must wear shoes that have a closed heel and toe. All shoes must have a solid, sturdy sole and must not be flimsy. Shoes should have laces or straps to keep them secure across the top. Students must keep laces **tied** for safety reasons.

The following are examples of shoes not permitted:

- Crocs
- Sandals
- Clogs
- Fashion boots
- Slipper style (slip on)
- Wedges/Heels
- Light-up
- Roller

\*Snow boots may be worn to school when exchanged for regular shoes in the classroom.

## ***PANTS***

Only navy blue or black (**Docker's style**) pants are acceptable in twill or cotton. Pants must be ankle length and worn at the waist. Pants should have **no more than two top front and two top back pockets**. Pants should be hemmed and not frayed or cut off.

The following are examples of pants not permitted:

- Skinny style
- Flair-legged/bell bottom
- Stirrups
- Leggings
- Deck
- Cargo or carpenter
- Monograms or decorative emblems
- Hip-huggers or low-ride
- Bib overalls

**\*No jeans, cotton, knit, or nylon material pants are allowed.**

### **SHORTS**

**Opening day through Oct. 31st and from April 1st until the end of the year.**

**Shorts should follow all the guidelines for pants except for length.** Shorts must be worn at the waist and be no shorter than 3 inches above the knee from a kneeling position. Short are optional and monitoring weather conditions are the responsibility of the parents/guardian. *Please do not expect shorts purchased and worn at the beginning of the school year to fit at the end of the school year.*

### **BELTS**

Grades 5-8 are encouraged to wear a belt. Any students who wears a belt should wear a solid (no holes) brown or black simple dress belt. Dress belts have a leather (not cloth) appearance.

### **SHIRTS**

Shirts must be plain solid white or solid light blue polo style in cotton, knit, or dryfit. Shirts should be in the polo style with buttons. Shirts can be long or short sleeved. *Shirts must be tucked in at all times.* Solid white tank tops, t-shirts, or undershirts may be worn under the uniform shirt. **These shirts may not have sleeves that extend beyond the uniform shirt.**

The following are not permitted:

- Three-quarter length sleeves
- Capped sleeves
- Denim
- Sheer or silk material
- Oversized or tight-fitting shirts.

### **SWEATERS**

Solid **navy-blue** cardigan, V-neck, vests, or crewneck styles are acceptable. No zippered or hooded sweaters or jackets are allowed. Uniform polo shirt must be worn underneath all sweaters. Collar from the uniform shirt must be visible.

### **SWEATSHIRT**

Only HASA sponsored (crewneck or quarter zip style, see pictured) spirit wear is acceptable. Uniform polo shirt must be worn under all sweatshirts. Collar from the uniform shirt must be visible.

### **SOCKS/TIGHTS**

Socks must be worn.

Girls may wear tights or leggings under their uniform skirt/jumper in the winter months, but they may only be solid white, navy, or black (no patterns within the material).

### **PLAID JUMPERS AND SKIRTS: GIRLS ONLY (ST. JOHN THE BAPTIST PATTERN)**

Jumpers and skirts may be worn by girls in grades K-8.

Jumpers – only Schoolbelles, Land’s End, or French Toast brands are acceptable. Other stores may be used if the pattern matches the St. John pattern.

Skirts – only Schoolbelles, Land’s End, French Toast and other stores such as JC Penney (with the St. John pattern) are acceptable.

Length must be no shorter than 3 inches above the knee when kneeling.

*Please do not expect a skirt or jumper hemmed at 3 inches in August to satisfy dress code in May.*

### **HAIR**

Only natural hair color is allowed.

**No extreme or fad hairstyles are allowed.** Unacceptable styles include (but are not limited to) mohawks, extreme spikes, shaved heads, or lines shaved into the hair **or the eyebrow**.

Boys’ hair length in the back must be above the collar. Sideburns must be above the earlobes. Bangs for boys and girls should not extend below the eyebrows. If they do, they must be pulled back out of the eyes with a fastener or tie.

### **JEWELRY**

Only girls may wear stud type or small hoop earrings.

No Smart Watches

No writing on skin or clothing.

No tattoos, real or fake.

### **MAKE-UP**

No visible make-up is allowed to be worn by students.

### **NAIL POLISH**

Nail polish is allowed on girls’ **natural nails**, but they may be asked to remove the polish if it is distracting.

### **PE DRESS CODE**

**The Physical Education (PE) Uniform** is required for all students (Pre-K and kindergarten are optional) – Solid yellow, Bishop Luers, or St. John’s T-shirt and black athletic gym shorts (shorts must be an appropriate length) or sweatpants. Tennis shoes and socks are required. **Students not in uniform for PE will have their grade lowered.** For health reasons, borrowing or lending of PE uniforms is not allowed, and regular washing should be maintained.

### ***SPIRIT DAYS***

Every Friday is a Spirit Day.

- Students may wear any St. John’s or Bishop Luers shirt with their uniform pants (including hoodies).
- Clothing must be neat and clean and free from rips, holes, and tears.
- No leggings or yoga pants.
- Shoes must follow school guidelines.

### **HASA Dress Down Days**

The first Friday (unless there is Mass) is a HASA sponsored dress down day. (\$1.00)

- Students may wear jeans, sweats, appropriate non-athletic shorts (in season), and any St. John’s or Bishop Luers shirt (including hoodies).
- Clothing must be neat and clean and free from rips, holes, and tears.
- No leggings or yoga pants.
- Shoes must follow school guidelines.

### **EXTRACURRICULAR ACTIVITIES**

The school’s primary purpose is the education of students, including the contribution of extracurricular activities. Students in Grades 5-8 are offered the privilege of participating in organized sports and other activities. The policy below is the **minimum** acceptable standard of academic achievement and behavior required of a student in order to participate in these activities. In addition, parents and students will be asked to sign a “YAC Discipline Action” form before participating in any YAC (Youth Activities Committee) sponsored sport, including cheerleading.

Grades are computed on a nine-week system.

The principal reserves the right to place a student on a probationary period for repeated violations of the discipline policy of Saint John the Baptist Catholic School.

**Students who become ineligible at the end of the grading period or at mid-terms will be placed on a ten school-day probationary period:**

- A student becomes ineligible to participate in any extracurricular activities if, at the end of the grade reporting period, (mid-terms, or the quarter grades) he/she has two grades of D+, or lower including all academic classes, specials, and conduct.
- At the end of the probationary period, which is 10 school days, teachers will review progress. If the student's grades meet the eligibility requirements, they will be reinstated. If the grades do not meet the minimum requirement, then probation will continue to the end of the grading period.
- Students, parents, coaches (YAC, CYO), or activity moderators will be notified in writing of the probation. This notification will come from the school administration.

- While on probation, the student may not practice or compete in any games, matches, contests, or events for any extracurricular activity.

**FIELD TRIPS**

**Field trips are a privilege.**

The administration reserves the right to approve or deny any field trip.

Field trips are occasionally taken for educational reasons. Parents/guardians must sign a permission slip **before** a child may participate in a field trip or excursion. Permission slips must be on file in the school office. Telephone calls are not acceptable for field trip permission. Some trips carry minimal costs to be paid by the student. As a general rule, the school does not provide transportation for field trips.

- Beginning July 1, 2005, children are required to ride properly restrained in a child restraint, which can include a belt-positioning booster seat, until they reach their 8<sup>th</sup> birthday. Children at least 8 years old until their 16<sup>th</sup> birthday are required to ride properly restrained in a child restraint system or seat belt in all seating positions in all vehicles.
- Any person that is interested in participating in a field trip, must have completed and passed safe environment training and the diocesan required background check complete.
- Safe Environment Training must also be completed if a guardian was to meet the group for the field trip.
- Each driver must provide proof of \$300,000 liability insurance. A copy of a driver’s license must be on file in the school office.
- Only legal guardians are allowed to accompany students on field trips.

If any field trip requires an overnight stay there will be a separate policy for that trip included in the permission slip for students.

**SPORTS**

All sporting activities of Saint John the Baptist Catholic School are governed by the Athletic Activities Handbook.

**FINANCIAL OBLIGATIONS**

**TUITION SCHEDULE**

**K-8 Tuition Rate**

1 child .....	\$7,150.00
2 children .....	\$14,300.00
3 children .....	\$21,450.00
4 children .....	\$28,600.00

**3 yr. old Preschool – M, W, R Mornings**

1 child .....	\$2,106.00
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**4 yr. old Preschool**

½ day 1 child .....	\$3,151.00
Full day 1 child.....	\$6,250.00

**FEES**

Registration fee per child .....	\$100.00
One time 6 <sup>th</sup> grade/new Junior High Fee .....	\$50.00

**Registration Fees**

Registration for kindergarten students and all current students who wish to return for the following school year will begin around January 1 of each year. All parents will be notified of necessary deadline dates. Open registration will then begin around March 1.

Registration consists of completing the necessary forms and paying the non-refundable registration fee for each student. Reserved placement of your child in the next year’s class roster will not be done until your registration and payment is accepted. All current year school fees and/or tuition payments must be up-to-date in order to register.

School fees shall be assessed to all students attending Saint John the Baptist Catholic School. Each year when enrollment opens a schedule of fees will be published.

**TUITION PAYMENT POLICY AND OPTIONS**

Tuition rates are available upon request from either the school office or parish Business Office. Tuition payment policies are as follows and are strictly enforced:

- The non-refundable registration fee is due at the time of registration. This solidifies your child’s spot for the upcoming school year. Without this, your child’s spot remains open to other registrations that may come in. If by June 1<sup>st</sup> the current year’s tuition is not paid in full, the reservation of this spot is forfeit and another student could be accepted.
  - Ex. For the school year of ‘23-’24 all payments must be up to date by June 1<sup>st</sup> of 2024 to maintain a reserved spot for the school year of ‘24-’25.
- The balance of all tuition and school fees is due by July 1<sup>st</sup>, for the upcoming school year.
- A tuition statement will be mailed to each registered school family in June.
  - The School Choice Scholarship will not be reflected in this statement unless all tax documents have been received prior to June.
- Tuition payments are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month, beginning in through our FACTS® payment system (explained below).
- All tuition payments are to be made using the FACTS® tuition system if you choose not to pay your full tuition up front by July 15.
- Any tuition payments that bounce back due to Non-Sufficient Funds will be charged a \$20.00 return fee and considered a late non-payment.



- Any tuition account that is three or more months in arrears may result in the automatic suspension and/or withdrawal of students until the account is brought up-to-date. Late accounts may also be charged a fee for late payments.
- Report cards and records will be withheld and registration for the following year will not be granted to any student whose tuition is delinquent at the end of the prior school year.
- Payments are credited to prior balances before being credited to current year balances. Unpaid tuition, fees and/or fines may be subject to collection procedures.

## ***FACTS® TUITION MANAGEMENT SERVICE OVERVIEW***

### ***WITHDRAW POLICY***

All tuition payments are non-refundable unless a family moves out of the city. In such cases, a pro-rated refund may be made. If a student or family withdraws (voluntarily or otherwise) from Saint John the Baptist Catholic School, all fees must be paid in full and correct quarters of tuition paid at time of withdrawal in order to release records. If tuition and fees were paid in full, a refund of tuition for any quarter that has not started will be made. Once a student has attended school the first day of a quarter, the tuition for the quarter will not be refunded. There will be no refund for any fees for the entire year once the first day of school has started. If a student is on a School Choice Scholarship, the balance due or refund may increase or decrease due to the pro-rating of voucher money from the state.

### ***STATE OR CITY ORDERED SCHOOL CLOSURES***

If Saint John the Baptist Catholic School is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

## **HEALTH MATTERS**

### ***IMMUNIZATIONS***

Students are required to have records of the following immunizations on file in the school office: Hepatitis B, DTaP, Polio, MMR, Varicella, Hepatitis A, MCV4 (Meningococcal), Tdap for 6th grade. These records must be on file by the first day of school in the fall. Students may be denied admittance to school if all records are not on file in the school office.

### ***SICKNESS***

Students should not be sent to school with a fever. Students should be fever free for 24 hours without the use of Tylenol, Advil, etc. to control the fever. **For everyone's sake, please keep all sick children at home.** As stated earlier, if a child becomes ill at school, the school office will notify the parent(s)/guardian(s) at the numbers provided on the registration form or call the emergency number provided. If the illness seems serious and parent(s)/guardian(s) cannot be contacted, the child may be taken to an Emergency Room at the expense of the

parent(s)/guardian(s). Students absent from school for 5 consecutive days must bring a note from his/her doctor with a diagnosis of the illness.

### ***NURSE***

There is currently no nursing service provided to parochial schools by the Allen County Board of Health. Volunteer nursing personnel will be conducting required hearing, vision, and scoliosis testing.

### ***HEARING TESTING***

Students in kindergarten and Grades 1, 4, and 7 are provided with hearing tests. Teachers or parents may also refer students. If a problem exists, parents will be notified. In certain circumstances, specialized hearing testing may be available through the Fort Wayne Community Schools. It is recommended that parent(s)/guardian(s) seek appropriate medical treatment when notified of a problem.

### ***VISION TESTING***

Students in kindergarten and Grades 1, 2, 3, 5, and 8 are provided with vision tests. Teachers or parents may also refer students. If a problem exists, parents will be notified. In certain circumstances, specialized vision testing may be available through the Fort Wayne Community Schools. It is recommended that parent(s)/guardian(s) seek appropriate medical treatment when notified of a problem.

### ***ADMINISTRATION OF MEDICATION***

*The following is the Diocesan Policy P4210 which applies in its entirety to Saint John the Baptist Catholic School.*

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her education plans. Only those medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

A policy shall be developed in each school as to who shall administer the medications. In each building in which less than a full-time registered nurse is hired, access to medication shall be under the authority of the principal.

Each school shall designate in writing the specific locked or limited access space within each building to store pupil medication.

**Parents are responsible for bringing all medication to the school office, in their original packaging** except for prescribed medications authorized by the school principal to be carried and administered by the student.

Schools may not routinely administer over-the-counter medication. Over-the-counter medications should be administered at home. Over-the-counter medication shall be administered at school only in accordance with diocesan-approved procedures.

### **Medications:**

State of Indiana law requires schools to observe certain regulations in any administration of medications to students. Written permission is required for **all** medication, including over-the-counter medication. The following procedures must be followed:

- 1) Prescription medication **must** be in the original container. Labels must meet requirements for physician's signature; however, parent(s)/guardian(s) must complete and sign a student medication permit.
- 2) Over-the-counter medication, including cough syrup, aspirin, Tylenol, etc. requires a written permit form from the parent(s)/guardian(s) and written information on the continued administration of the medication. The medication must be sent to school in the original container.
- 3) Send only a one-day supply of medication at a time. An exception is the medicine for a student on daily medication. In this case, please send only a one-week supply at a time, in the original container.

### **I. Prescription Medications**

A program for administration of prescription medications is developed and managed by the Principal and/or school nurse:

- A) A school SHALL NOT administer prescription medication to a student unless the school has the following on file:
  - i) the written order of the student's physician or health practitioner;AND
  - ii) written permission from the student's parent or guardian.

Any student taking prescribed medication at a school **MUST** have the appropriate information on file or the student will be in violation of the policy.

- B) Medications prescribed for a student (legend drugs) must be kept in the original container/package with pharmacy label affixed. The label must include the student's name, name of medication, dosage of medication, route of the medication, and prescribing physician/practitioner's name. The pharmacy label can serve as the written order of a practitioner.
- C) All medications administered by the school are to be kept in locked areas other than classrooms or kept under proper supervision by the school nurse or trained employee as provided in Section V.B. inside tamper-proof containers.
- D) When a medication is to be administered at school, the student's parents shall be requested to advise the school nurse (or principal) of the purpose of the medication, side effects, dosage, administration route, and time. This information is discussed with the student and other staff assigned to administer medication.
- E) All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
- F) In specific cases, the school (at the discretion of the principal and/or school nurse) may require that the parent/guardian come to the school to administer medication for his/her child. The school may also work with the licensed prescriber and parent/guardian to adjust administration to avoid the need for medications during school hours.
- G) For all medications administered, the school shall keep on file the written order of a practitioner for legend drugs.

- H) The student should be given pill(s) with a glass of water. The staff assigned to administration must visually watch the student take the medication.
- I) The supervision of students using a nebulizer will be reserved for school nurse, administrator, or trained employee only. If the trained employee is not available then the parent will need to come in to school to administer the nebulizer.
- J) In the event of emergency medication administration, such as Epi-pen for signs or symptoms of life threatening anaphylaxis 911 shall be called immediately and the parent/legal guardian shall be notified.

## **II. Over-the-counter Medications (OTC)**

- A) School personnel may not provide OTC medications for a student except as authorized in this Section II.
- B) OTC (non-prescription) medication may be administered at school with parent's written permission. The principal and/or school nurse must be aware of the purpose for which a student is to receive the medication.
- C) OTC medication shall be provided by the parent for the student with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in a central dispensing area and secured.
- D) The parent/guardian must provide consent forms giving authority to the school to administer the OTC medication.
- E) The dispensing of cough drops, hard candy, or lozenges for the treatment of irritated throat or upset stomach shall be observed as an OTC medication and require the same standards of administration as other OTC medication.
- F) For all OTC medications administered, the school shall keep on file the written permission of the pupil's parent(s)/guardian for OTC medication, along with any Written Order of a physician if applicable. (See Parent Authorization Form).

## **III. Self-administered Medications**

- A) The principal must have on file an authorization from the student's parent for the student to possess and self-administer medications. The authorization must include the three items listed in paragraph B.
- B) In addition to the parent's authorization, the principal must have on file a written statement from the physician indicating that:
  - 1) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - 2) The student has been instructed in how to self-administer the medication; and
  - 3) the nature of the disease or medical condition requires emergency administration of the medication.
- C) The authorization and statement described in paragraphs A and B must be filed with the principal annually.
- D) Students having a chronic disease or medical condition may possess and self-administer medication for that disease or condition while on school grounds, traveling to, or attending school events. A student's self-administration of an emergency medication,

such as an Epi-pen, may necessitate a 911 call and notification of the parent / legal guardian.

#### **IV. Storage and Access to School Administered Medications in School**

- A) All non-emergency medications should be locked and stored in drawers or cabinets for that purpose. These designated locked areas should be accessible to only those persons authorized to administer medications.
- B) Emergency medications should be stored in a secure area inaccessible to children. Emergency medication must be unlocked and immediately available to school personnel at all times students are present.
- C) The person(s) responsible for administering medication and the school administrator should have access to the keys to access locked and stored medication and be the only people with knowledge of the keys' location. At the end of each school day, the keys will be secured to prove assurances that they will not fall into unauthorized hands.
- D) In case of controlled substances, the medication is to be stored separately from other medications in a secure, substantially constructed, locked metal/wood cabinet or drawer.
- E) Controlled substances are to be kept under single lock (locked cabinet or box) when students are present and under double lock (locked office and locked cabinet) at all other times.
- F) Students may not transport school administered medications to school at all. Such medications must be brought to school and picked up by a parent or guardian.
- G) When the available medication has been completed, the school nurse, administrator, or trained employee will send the empty bottle home with the student. The parent/adult guardian is responsible for filling the bottle and returning it to the school.

#### **V. School Staff Training and Protection of School Personnel**

- A) Except as provided in B., below, a school may not require a school employee who is not employed as a school nurse or physician to administer medications, drugs, or tests such as injectable insulin or a fingerstick for glucose. A school also may not discipline a person for refusing to administer medication, drugs or tests without the written consent by the student's parent/guardian or the written order of a physician/practitioner.
- B) For a school employee who is not a practitioner or a person licensed under IC § 25-23 to be responsible for administering injectable insulin or a glucose test by finger prick, the employee must obtain from a practitioner or a registered nurse licensed under IC 25-23 the training that the practitioner or registered nurse determines is appropriate for providing the service. Before the school employee provides the service, the school must have on file a written statement from the practitioner or registered nurse that indicates the school employee has received the training described above.

#### **VI. Record Keeping Related to School Administered Medications**

- A) Each student receiving any school administered, OTC or prescribed medication in school shall have their own log sheet with the student's name to record the medication, dosage, route, and time/date of administration. It should also include the signature and initials of the person administering the medication. Any student's allergies should also be documented on the log sheet.

- B) Effectiveness and side effects shall be assessed with each administration of the medication. A side effect should be documented on the medication log and the parent and /or physician should be contacted of any side effect.
- C) The medication log and the bottle should be compared at each administration of medication.
- D) The student should be asked prior to administration to state their name, the name of the medication, and the dosage.
- E) All controlled-substance medications will be counted and recorded upon receipt from the parent/adult guardian. This medication shall be recounted on a regular basis and this count reconciled with the medication administration / log / record.
- F) If medications are found to be missing or if there is suspicion of tampering, the school administrator shall contact the Superintendent of Schools to begin the investigative process. If necessary, local law enforcement shall be contacted to conduct a formal investigation.
- G) The medication log will be reviewed periodically by the school nurse, administrator, or trained employee.

### **VII. Discarding Medications**

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or school nurse will dispose of the medication in an appropriate manner and document that the medication was discarded. Medications should be discarded in the presence of a witness.

### **VI. Addressing Medication Errors**

If at any time an incorrect medication or incorrect dosage of a medication is administered to a student, the principal shall be notified immediately. The account shall be documented thoroughly and the student shall be observed and monitored for any adverse side effects and 911 shall be called as necessary. The parent/legal guardian shall be notified of the medication error immediately. The principal shall notify the Superintendent of Schools.

### **Saint John the Baptist Catholic School addition: Protections from Liability**

- A) If compliance with II(E) and IV(B) above has occurred, a school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers either:
  - 1) non-prescription medication in compliance with the written permission of the pupil's parent or guardian, except in the case of a life threatening emergency;
  - 2) a legend drug (as defined in I.C. 16-18-2-199 and including injectable insulin) in compliance with the written order of a practitioner and written permission of the pupil's parent or guardian, except in the case of a life-threatening emergency;
  - 3) a blood glucose test by finger stick in compliance with the written order of a practitioner; or
  - 4) any combination of numbers 1 through 3; to a pupil is not liable for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct. IC 34-30-14-2
- B) The school is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition as described in

paragraph III, except for an act or omission amounting to gross negligence or willful and wanted misconduct

## **HOMEWORK**

Individual classroom policies will be sent home at the beginning of the year to be signed by parents.

### ***HOMEWORK IN GENERAL***

Assignments must be handed in on time and demonstrate acceptable student effort to be considered for full credit.

Unacceptable Work to be determined by the teacher includes, but is not limited to:

- Illegible writing
- Incomplete work
- Missing name or heading
- Scribbling, doodling, or drawing (unless required)

In the event that a student has not turned in an assignment, it will be counted missing and a grade of zero may be given.

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Teachers should consider the ability of the group and the assignments of other teachers when requiring home study.

Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	60 minutes
Grades 7-8	90 minutes

If a student has extenuating circumstances, the student may receive an "I" for an incomplete grade. If this happens, they will be ineligible to participate in any extra-curricular activities until they receive their actual grade. At that time, the extra-curricular eligibility policy will be in effect.

### ***HOMEWORK DUE TO ILLNESS***

### ***HOMEWORK DUE TO FAMILY VACATIONS***

Early/late or extra vacations deprive students of valuable class instruction and are a major disruption of the educational process. A written (paper) notification of such a vacation or absence must be sent 5 school days in advance to the principal and teacher from the parent(s)/guardian(s). Any days missed will become a part of the student's absence record. Teachers may (but are not required to) give work prior to a vacation or may give it upon the student's return. ALL make-up work is due within one calendar week of the student's return to school.

## **INTERNET USE**

Saint John the Baptist Catholic School follows the Diocesan Internet Policy (P4620). A copy of this policy is available in the school office during business hours.

Each student and parent are required to read, agree to, and sign an Internet User and Permission Agreement which outlines terms and conditions of Internet use. These agreements are kept on file, and users are expected to comply with the school's standards and honor the agreements they have signed. Users should also expect that all files stored on school servers would not be private. A copy of the policy is sent home with each family.

Saint John the Baptist Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment as defined by Diocesan policy, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

Saint John the Baptist Catholic School does not, however, actively monitor student use of technology. (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and **parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.**

A listing of unacceptable uses of Internet include, but are not limited to the following as listed in Diocesan Policy P4620:

#### IV. Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes
- K. Downloading or transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.



Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

## **LUNCH/LUNCHROOM**

Parents who wish their child(ren) to leave school premises during lunch should provide a written note to the teacher informing them to release the student to the office at lunch dismissal. Parent(s)/guardian(s) must come into the school to sign the student out from the office. All students must also be signed into the office upon arrival back at school at the end of the lunch period. Students who do not have appropriate written permission to leave for lunch and whose parents have not arrived at school to sign them out from the office, may not go to lunch with another student's parent(s)/guardian(s). Any student leaving the building or school grounds without permission is considered truant.

The lunchroom serves the Fort Wayne Community Schools Satellite Hot Lunch Program. The Federal government and FWCS set the rules and regulations for the Satellite Hot Lunch Program, not Saint John the Baptist Catholic School. Students must take an entire FWCS lunch (hot pack, cold pack and milk).

### ***PROCEDURE FOR ORDERING HOT LUNCHES***

- A menu is sent home two weeks in advance covering a two-week period.
- The completed order blank and full payment are due the next school day. The lunch price can be found on the form.
- Credit can be given for school closing not under parental control (i.e. weather). However, the credit must be used during the next lunch ordering cycle at the parent's request. The menu will change with a school closing. Please see the FWCS web site for updated menus.
- Questions regarding the free or reduced hot lunch program are to be directed confidentially to the Principal. Applications for free or reduced hot lunch are available online ([www.incomeform.com](http://www.incomeform.com)) to all children at the beginning of the school year. It is solely the responsibility of the parent(s)/guardian(s) to complete the form and return it to FWCS.
- Extra lunches are not ordered. Students normally may not buy lunches without prior ordering through regular procedures.
- Milk must be taken with the regular lunch.

### ***PROCEDURE FOR LUNCHES BROUGHT FROM HOME***

- Please refrain from bringing fast food to school for your child's lunch.
- Student lunches brought from home are to be clearly labeled with student's name and room number.
- Forgotten lunches should be brought to the office - do not interrupt classes.
- White and chocolate milk are available for purchase daily.
- Soda pop or other carbonated beverages are not allowed.

### ***LUNCHROOM RULES***

Students are expected to obey the rules of the supervisor at all times. Failure to follow the rules of the lunchroom and staff will result in disciplinary action, including the barring of the student from the lunchroom. Parents/guardians may be responsible for their child during this time. The lunchroom rules include, but are not limited to, the following:

- Dispose of all trash properly and leave the eating area tidy.
- No running.
- No loud talking.
- Remain in seat unless permission to get up is given by lunchroom supervisor or teacher.
- **Absolutely no sharing of food** as severe allergies/death is occurring more often even among students with no known allergies.

## **PARENTS**

### **PARENT'S ROLE AS PARTNERS IN EDUCATION**

#### ***EMERGENCY FORMS***

Each year parents/guardians must complete a current Emergency Form. This form will include the names of four individuals who are authorized to pick up students from the school or due to an emergency – at least one of these contacts must be a custodial parent. In addition to the custodial parent(s), students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

Dismissal pick up authorizations are handled separately.

#### ***CONCERNS PROCEDURES***

*This is a modification of the language of Diocesan Policy P2310 as relevant to Saint John the Baptist Catholic School.*

To facilitate and promote the orderly and efficient resolution of concerns, parents/guardians who wish to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Discuss the matter with the teacher or staff member directly involved. Understanding and resolution are most effectively achieved at the level where an issue arose.
- If the above procedure fails to resolve the issue, the Principal may be asked to review the matter. The Principal will first determine whether the requirements of #1 have been fully met. If they have, the Principal will then review the facts and arrive at a judgment.
- If dissatisfaction persists, a final appeal may be made to the Pastor.
- If the issue is not satisfactorily resolved, then the parent/guardian should put these concerns in writing to the person involved and his/her supervisors (e.g., Pastor and Principal) and request a meeting.
- Appeal can be made to the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

### ***CUSTODIAL RIGHTS***

It is the responsibility of the parents to share any official custodial information decided through the courts with Saint John the Baptist Catholic School. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### ***HOME-SCHOOL COMMUNICATION***

The primary way in which the school communicates with parents on a regular basis is through the weekly newsletter sent from the principal and ClassDoJo®. Teachers will regularly communicate with parents about their student via the ClassDoJo® or via email. All school related communication should be kept to official channels – not using a teacher's personal email or texting via cell phone.

On occasion, paperwork or other printed communication can be sent home with students.

### ***PARENT – TEACHER CONFERENCES***

Regularly scheduled Parent/Teacher Conferences are held during the year and are listed on the master school calendar distributed at the beginning of the year. Students may attend these conferences with their parent/guardian. At least one parent is expected to attend these conferences. Special conferences may be held at the request of a parent, teacher, and/or administration.

### ***PARENT ORGANIZATIONS***

Parents are invited and urged to become active members in at least one of the following organizations:

#### **Arts and Enrichment Committee:**

Consists of parents, teachers, and school administration and is responsible for enrichment programs, i.e., arts, sciences, etc. The group raises funds to pay for these programs. Membership is open to all parents and faculty. The Arts and Enrichment Committee fund the A.R. reading program, the piano program, the plant show, Science Central Lab, and book purchases for the school library. In addition, the Arts and Enrichment Committee sponsors numerous field trips and experiences throughout the year including, but not limited too Fort Wayne Children's Zoo, Fort Wayne Dance Collective, Hilger's Farm, Fort Wayne Ballet Performances, Connor Prairie, Bluespring Caverns Park, Henry Ford Museum and Village, Chicago, and Washington DC.

#### **Home and School Association (HASA):**

The Home and School Association is the parent organization formed to lend support to the faculty and to provide educational and social programs for school families. All school families automatically become members at the time of paying registration fees. All HASA fees are returned to the school in the form of gifts, programs, and educational materials specific to school needs in consultation with the Principal and the Pastor. HASA-sponsored events include: Trunk or Treat, Grandparents Day, First Reconciliation, Father Daughter Dance, Mother/Son Event, Trivia Night, Catholic Schools week, Teacher Appreciation & Birthdays, 8th grade banquet, School Fundraisers and informative in-services designed to assist Saint John parents/guardians. School volunteers are coordinated through HASA. HASA meetings are open to all Saint John parents/guardians, and all parents/guardians are encouraged to become active members. It is not a big-time commitment. We meet once a month for 1 hour and form committees to help with each event. There is a yearly family fee of \$10 per child with a maximum of \$30 per family.

### **School Board:**

The School Board meets regularly, usually on the first Tuesday of each month, as indicated in the weekly parish bulletin. Visitors are welcome; however, to be included on the agenda, please contact the Principal or the School Board Chairperson (listed on the cover of the weekly parish bulletin) at least ten days in advance of the meeting. Speakers must be on the regular agenda to be heard. Meetings are usually held in the School. The School Board is advisory to the Principal and Pastor and selected/appointed in the spring. Terms rotate to ensure continuity and last for a period of three years. The School Board is responsible for recommending and reviewing school policies and procedures.

### **Youth Activities Committee (YAC):**

As an organization, the Youth Activities Committee is focused on providing and supporting special activities for the children of Saint John the Baptist School. The YAC supports the physical education and recess programs in the school; The Boy and Cub Scout Programs through the Parish; as well as all CYO and school athletic programs. Our major fundraiser is the turkey bingo/raffle. Fundraiser monies support the activities the YAC and school as mentioned above, and expenditures must be approved by the Principal and Pastor according to diocesan policy. Membership in the YAC is open to all parents. Volunteers are needed and encouraged to participate.

### **CYO participation fees:**

Football – Fee assessed through St. Elizabeth Ann Seton Catholic School.

Soccer, basketball, volleyball, cheerleading and track - \$40.00

Participation fees are nonrefundable.

**Uniform Agreement:** YAC allows student to use school athletic uniforms under the care of the parents. If the uniform is not returned at the end of the season, a \$60 fee will be billed to the student's tuition account. The student will be ineligible for participation in any other school sports until the uniform is returned or the fee is paid.

**Athletic Participation:** A current physical is required to participate in CYO sports. You are not allowed to practice or play in a game unless you have a current physical on file. In addition, the CYO consent form and Uniform Agreement must be completed. These forms are to be completed on Eventlink®.

### ***PARENTS AS VISITORS***

School visitation by parent(s)/guardian(s) is encouraged. Please be courteous and understanding of others. If planning to make a visit, please observe the following:

- Call the school or send a note requesting the visit 24-hours in advance, specifying time, classroom to be visited, and reason for visit.
- Visitation time is **not** conference time. Teachers are teaching. If desired, schedule a special conference time with the teacher.
- All visitors to the school should report to the Fairfield Avenue entrance (Door #1), which is accessible by security buzzer operated by the office. **All visitors to the school, regardless of the nature of the visit, must sign in at the office and obtain a “VISITOR” badge before visiting any area of the school. The “VISITOR” badge must be worn while in the building and should be returned to the office when signing out after the visit.**
- **Please do not interrupt classroom procedures.**

### **PUBLICATIONS**

A weekly newsletter from the principal is sent to all families and other interested parties on Thursday of each school week. The newsletter is also uploaded to ClassDojo to allow for translation to other languages. Things to be included in the newsletter should be sent to the principal by Wednesday at noon.

### **RECORDS**

A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.

### ***SCHOOL RECORDS***

Any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has a right “to inspect and review” his/her minor student’s education records unless the school has been provided a court order, State statute, or legally-binding document that specifically precludes such inspection and review. Without such court order or legally binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

### ***HEALTH RECORDS AND INFORMATION***

All students enrolled in Saint John the Baptist Catholic School must meet State of Indiana and Allen County Health Department regulations. Emergency contact forms are required each fall. Parents are also required to update records and emergency forms whenever a change occurs. Parents will need to sign a consent form for the state Children and Hoosiers Immunization Registry Program (CHIRP) database. The Indiana Department of Education

mandated that all schools within the state of Indiana utilize CHIRP to document annual immunization reports.

## **SAFETY POLICIES**

### ***ACCIDENTS/SICKNESS***

If a student becomes ill or is injured during the school day, he/she is to report to the office. The school secretary will contact the individuals listed on the Emergency Contact list that is maintained for every school family. While the student is waiting to be picked up, he/she will wait at the office. At no time will a sick child be left unattended. When the emergency contact person arrives at school to pick up the child, the student must be signed out from the school office. If no one is reached to take the student home, the student will be sent back to the classroom, when possible. If the illness seems serious to the school staff, and the parent(s)/guardian(s) or other designated emergency contact(s) are not reached, the child may be taken to an Emergency Room at the expense of the parent(s)/guardian(s).

All contagious and communicable diseases must be reported to the school office immediately. These include, but are not limited to: measles, head lice, ringworm, impetigo, pink eye, and hand, foot and mouth disease. This is a State of Indiana and Allen County Health Department law.

**Participation in Physical Education class is required of all students.** A child who is unable to participate must bring a note of full explanation **before** class in order to be excused. Explanations of extended excused participation must be from the student's health care provider.

### ***ALLERGY POLICY***

### ***AMBULANCE AND EMERGENCIES***

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

### ***CHILD ABUSE REPORTING***

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy. This applies to all activities of Saint John the Baptist Catholic School.

### ***CLOSING/DELAYS***

All unscheduled delays or early dismissals because of weather or other reasons will be announced to the following outlets: WANE, WPTA, ClassDojo, and Eventlink. Saint John the

Baptist Catholic School will be represented as *St. John the Baptist FW* for delays or closings. Please do not call the school or the Rectory to inquire about school delays and/or closings. The school is not and cannot be responsible for the failure on the part of parent(s)/guardian(s) to monitor announcements and to be informed of school delays and/or closings. If school is canceled due to weather, all after school activities are also canceled. There is no Before School Care on delays. There is no After School Care on early closings due to weather or other emergencies. Parents/guardians should use their own judgement to travel from their home in inclement weather.

### **SCHOOL HOURS**

Students should be dropped off and picked up promptly before and after school at the appointed time. **The school day begins at 8:00 AM and ends at 3:00 PM on regular days. We recommend that students not be dropped off before 7:45 AM and promptly be picked up at 3:00 PM.** School personnel will make every effort to assist children before and after school in emergencies, but parents are reminded to drop off and pick up students in a timely manner.

If other arrangements must be made, see the *Before and After School Care Procedures*.

### **BULLYING**

Saint John the Baptist Catholic School does not tolerate bullying of students. Students are taught to model virtues of the saints in their lives and to treat others with respect.

Bullying in any form IS NOT tolerated at St. John the Baptist School. According to Indiana law, bullying is “overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” It can be targeting one victim over and over or it can be targeting a series of victims. Bullying is done to someone who is less powerful. Power can be either **physical**, as in bigger and stronger, or power can be **social**, such as being perceived to have higher social standing or to be more popular. Bullying behavior takes many forms. It can be **physical**, such as fighting, shoving, or other violent behaviors. It can be **verbal** such as name calling, insults, and threats. It can be **psychological** such as spreading rumors or shunning, or excluding the target/victim. It can be nonverbal such as using gestures or social exclusion body language such as turning away, not responding, acting as if the target is invisible, etc.

Bullying is violent behavior that has lasting effects on the victims. Bullying behavior interferes with school; it is against school rules and goes against criminal and civil laws. Bullying does not toughen a child nor does it prepare students for the real world. Being bullied causes academic problems, social isolation, and mental health problems such as anxiety, depression and suicidal thoughts. Being bullied at school causes young people to dislike and even fear going to school. A victim of bullying is often forced to “go it alone” as his/her friends desert them or join in the bullying because they are afraid of being targeted themselves. Bullying is not a joke! Bullies will claim it was “just for fun”, but the victims do not see it as funny.

The motivation of the bully is all about **power**. Bullies lack empathy for others; and believe their victims deserve it. Because of this imbalance in power, a victim of bullying may not be

able to stop the bullying on their own. Ignoring the bullying denies the seriousness and seems rather passive. Fighting back usually provokes the bully to escalate the violence. Bystanders can make a difference by being willing to take a stand by following these simple steps:

1. Calmly and firmly, tell the bully to stop.
2. Report the bully to an adult.

Doing nothing or laughing only empowers the bully. Targets of bullying can take a stand. Be confident. Stay calm. Get away from the situation as soon as possible. Adults need to be ready to intervene and stop bullying behavior whenever they see it or it is reported to them. All students and staff should know and follow these four rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know somebody is being bullied, we will tell an adult at school and an adult at home.

In an effort to stop all types of bullying at Saint John the Baptist School, all staff members will take a strong stance and disciplinary referrals will be issued for bullying.

### **Cyberbullying**

Cyberbullying is bullying done using electronic means. It includes rumors, slander, and threats of violence that are posted on social networks, sent in text messages, through instant messaging, emails, and comments on blogs. Such comments, whether posted inside or outside of school that result in the disruption to normal school operations and detrimentally impacts a fellow student, faculty or staff member, the school and/or the school's reputation, will be subject to disciplinary action by the school administration.

Cyberbullying is especially harmful because of the speed with which it spreads and the illusion of anonymity. Once posted on the internet, the harmful humiliating comment or picture can be instantly viewed by anyone who has access to that internet site; and they can also download it or copy and forward it to others. Additionally, due to the illusion of anonymity, the messages that are posted are often more harmful than what the bully would ever say to someone's face. Therefore, the impact on the one being bullied is often devastating.

### **Some Tips:**

Set social network sites to private, delete from profiles and messages any information that is too specific, and block or unfriend anyone who is not known face to face. Print and report any bullying messages or pictures.

Bullying messages that involve sexual connotations may invoke further disciplinary actions. Sexting is the sending or receiving of electronic messages or pictures that are of a sexual nature. Sexual harassment is any unwelcome word or action which in any way makes a distinction because of one's sex, or implicitly or explicitly invites or suggest sexual activity. Both are unacceptable behavior that may result in expulsion and law enforcement agencies to be notified.

### **DROP OFF/PICK UP**



St. John the Baptist Catholic school is part of a neighborhood. Therefore, as we pick up and drop off students, we need to be mindful of our neighbors as well as the safety of all of our students.

#### Drop Off:

- School doors open at 7:45 AM.
- Students may enter the school through Door #4 (gym), Door #8, and Door #9 (cul-de-sac).
- If a students need to come to school before 7:45, St. Johns offer Before School Care beginning at 7:15 AM in the gym. Enter through Door #4.

#### Pick Up:

- Dismissal starts at 2:55.
- Students come out of door #4 to get picked up in the parking lot or doors #8 or #9 to get picked up in the cul-de-sac.
- Walkers will be dismissed through doors #8 and #9 as soon as all cars have gone through the cul-de-sac and it is safe for them to walk from the cul-de-sac.

#### Bike Riders:

- Bike riders must walk their bikes while they are on school property.
- Bike riders must dismiss from doors #8 and #9 to the cul-de-sac.

### ***EMERGENCY DRILLS***

- Students are required to walk silently and orderly to their appointed areas.
- Teachers are to take class record books and safety items with them and appoint a student to close the classroom door.
- Students must listen to the teacher's instructions and remain in order.
- Exit routes are posted in each room.
- In tornado drills, students are to proceed rapidly and quietly to the safe area and remain quiet.

Each teacher will proceed with his/her class to the designated safe area. All students and teachers will remain in the designated area until further instructions are given.

During Lockdown procedures, students will gather in a designated area of their classroom until further instruction. Students are expected to remain silent. Failure to do so could result in disciplinary action.

### ***GUN FREE SCHOOL***

*See Diocesan Policy P4560*

“Students are prohibited from bringing a “firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic

expulsion from school.” This penalty supersedes any penalty which may be attributed by a local school discipline policy.

**Violation of this policy is an automatic expulsion of not less than one calendar year.**

### ***HARASSMENT***

*See Diocesan Policy P4580*

**The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.**

It is the goal of Saint John the Baptist Catholic School to maintain a learning and working environment that is free from sexual or racial harassment through conduct or communications. It shall be a violation of this policy for students or employees to harass another student or employee through conduct or communications of a sexual or racial nature.

Determinations of harassment are outlined in detail in the Diocesan Policy and are available for review during business hours in the school office.

To provide a Christian environment of respect, tolerance, and sensitivity, it is important that every member of the Saint John the Baptist Catholic School community recognize that behavior that disregards the self-esteem of others is unacceptable. This includes physical advances, unwarranted verbal remarks, derogatory statements, or discriminatory comments between two individuals or groups of individuals. The following is a list of examples of harassment behaviors:

- Obscene or suggestive remarks, or jokes, verbal abuse, and insults.
- Displays of explicit, offensive or demeaning materials.
- Threats, intimidation.
- Comments that are demeaning with respect to race, religion, ethnic origin, gender.
- Students should follow this procedure if they feel they have been or are being harassed, and be assured that the concern and response will be treated with appropriate confidentiality.
  - Let the offending person or persons know you want the behavior to stop. **Say “NO” firmly!**
  - Look directly at them with a straight face to give a clear message about how you feel.
  - **DO NOT APOLOGIZE.**
  - Promptly contact someone at the school (teacher, faculty member, or administrator) about the situation. The response will include an investigation into the concern and the facts of the situation. Appropriate remedial action will be taken if the harassment is found to have occurred.

### ***PARKING***

**Parking is never permitted in the Rectory driveway.** Do not pick up or unload students in the driveway. **The cul-de-sac (Pasadena Street entrance) is a NO PARKING ZONE during the school day (fire lane).** When unloading and/or loading students in the cul-de-sac, please form one line and keep moving through the cul-de-sac out the alley to the north (as directed by the Fort Wayne Police Department). Always be aware of the movement of small

children. **If your child is not in the designated area and ready to be picked up you may be asked to circle around the block and get back into line.**

**There is no parking while carpool lines are moving.** Short-term parking is permitted on Fairfield Avenue for dropping off students and picking up students during the day as well as for short visits by guests. When visiting the school, please remember that all visitors must check in at the office upon entering the building. ***Please see the map at the back of this handbook.*** Students may also be picked up from the school playground off of Fairfield.

### ***PLAYGROUND***

Students are expected to obey the rules of the playground supervisor(s) at all times. Failure to follow playground rules will result in disciplinary action, including the barring of the student from the playground. Parent(s)/guardian(s) will then be responsible for their child(ren) during this time. The playground rules include, but are not limited to:

- No hitting, fighting, spitting, or other signs of disrespect.
- No playing outside the fenced area.
- No hard ball games.
- Students who go home or otherwise leave school premises with parents for lunch are not permitted on the playground at any time during the lunch period.
- Students are expected to line up with their classmates when the whistle is blown.

### ***SAFETY PATROL INFORMATION***

Adult Crossing Guards are provided by the Fort Wayne Police Department and **only at** the intersections of Fairfield and Sherwood Terrace and South Wayne and Pasadena Avenues **both before and after school.** Students are to cross only where crossing guards are present. Students are expected to show proper respect to all patrol guards at all times. Students disobeying a patrol guard will be issued a detention. In addition, students should stay off all lawns and cross streets only at corners.

Bicycle safety is important. A rack is provided next to the school building by door #8. Saint John the Baptist Catholic School takes no responsibility for security of bicycles. Students are to provide their own locks and are responsible for their own property. Bicycles should be walked from the street to the bicycle rack and not ridden on school/church grounds. Students are not permitted to ride double on their bicycles. Parents are encouraged to require their children to wear helmets when riding bicycles to school.

Skateboards and scooters may not be used anywhere on parish or school property. The school takes no responsibility for the security of skateboards or scooters, or for the personal safety of those who use them.

### ***SCHOOL VISITORS***

For the safety of all school personnel, all school doors will be locked during regular school hours. All visitors to the school should report to the Fairfield Avenue entrance (Door #1), which is accessible by security buzzer operated by the office. All visitors to the school, regardless of the nature of the visit, must sign in at the office and obtain a "VISITOR" badge before visiting any area of the school. The "VISITOR" badge must be worn while in the school building. If parents are dropping off a lunch, homework, etc. you must come to the main office.

No one is allowed to walk the halls without permission from the office. When leaving the school building, parents must come to the school office and sign out. Safety procedures are to be followed by everyone at all times and in all situations.

### ***SECLUSION AND RESTRAINT POLICY***

Saint John the Baptist Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The Seclusion and Restraint Plan is located in the school office. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out or seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

### **SACRAMENTAL PROGRAM**

The sacramental life of Catholic children is an essential component of the religion program at Saint John the Baptist Catholic School. Preparations for the sacraments of Confession and Eucharist form the core of instruction in Grade 2 and Confirmation in Grade 8. In accordance with the diocesan Sacramental Norms, candidates for First Eucharist will receive the sacrament of Confession prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Confession, Eucharist, and Confirmation are only conferred to students baptized in the Roman Catholic Church.

### **SOCIAL MEDIA POLICIES**

#### ***SCHOOL SOCIAL MEDIA***

All social media communication for Saint John the Baptist Catholic School is operated through the social media accounts of Saint John the Baptist Catholic Church.

#### ***STUDENT SOCIAL MEDIA USE***

Saint John the Baptist Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer,) may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name,

offensive or immoral communications and safety threats. The school does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

What is posted on a student blog/webpage or on-line video, inside or outside of school, may result in disruption to normal school operations and/or detrimentally impact a fellow student or staff member, the school and the school's reputation. The school administration reserves the right to discipline students and/or staff and pursue legal or civil avenues for on-campus or off-campus internet use that disrupts the learning environment or is contrary to the principles and teachings of the Catholic Church.

If sites are brought to the attention of the administration of the school by students, parents, or other individuals we reserve the right to address the behavior with diocesan and school policies as well as civil and/or criminal law.

A list of prohibited internet behaviors includes, but is not limited to threats, conspiring to commit violence, intimidation, humiliation, bullying, harassment, impersonation, "sexting," mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information.

Students may not post videos or pictures taken at Saint John the Baptist Catholic School or any school function to any website, social media site, or blog without prior permission from administration. Postings to such sites need not be recent to be considered inappropriate or warrant action on the part of the school.

Consequences:

1. The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.
2. Students who are in violation of computer and/or internet policies will lose the privilege of using the computers for a determined amount of time unless otherwise stated above. Loss of internet and/or computer privileges may extend through the remainder of the school year. Additional disciplinary consequences may apply.
3. Any student who causes damage to the external or internal workings of the computer will be liable for expenses in order to repair or replace the computer. In addition, the student may be suspended or expelled depending on the severity of the damage.
4. Inappropriate use of the Internet as described in the Diocesan and school policies will result in options listed within the Disciplinary Policy. This would include, but not be limited, to loss of computer use for the remainder of the student's time at Saint John the Baptist Catholic School, and could lead to detention, suspension, expulsion, or legal referral depending on the offense.

### ***PARENT SOCIAL MEDIA USE***

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or

parent's blog includes defamatory comments regarding the school, the administration, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official social media accounts are the ones created and monitored by the administration of Saint John the Baptist Catholic School and Parish. The classroom teacher and the principal will be included in the "friend" list of each such group. A parent who chooses to create such an account may subject his/her child(ren) to involuntary separation from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Saint John the Baptist Catholic School intends to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Saint John the Baptist Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled Saint John the Baptist Catholic School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, Snap-Chat®, Twitter®, TikTok® or any social media page. Such postings are a violation of the Saint John the Baptist Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Saint John the Baptist Catholic School.

Photos and captions on a student or parent's Instagram® account that depict the school, the administration, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

## **STUDENT POLICIES**

### ***ACTIVITIES***

Students may participate in a variety of activities. The Youth Activities Committee sponsors many such activities. The list of student activities includes, but is not limited to: cheerleading, basketball, football, volleyball, soccer, track, softball, chess club, scouting for boys of all ages, and Altar Servers. Annual school programs include: Grandparent's Day, May Crowning, Catholic Schools' Week, and Christmas Concert.

### ***ASSIGNMENT BOOK***

The Student Assignment Book is a required textbook for all students in Grades 3-8 and is provided by the school. Students are responsible for noting each day's assignments and the completion of those assignments. The Student Assignment Book is to be used to promote good study habits.

### ***CLASS PARTIES***

Parties may be held in the classrooms for special holidays, birthdays, or celebrations of another nature, when approved by the teacher and the administration. Parties must be planned in cooperation with the teacher and **must include all students enrolled in the**

**class.** Student allergies must be considered when providing food and beverages for all parties.

### ***CONTROLLED SUBSTANCES***

**All facilities** (buildings which are enclosed) where kindergarten, elementary, and/or secondary education, or library services are being provided to children **shall be tobacco free. NO ONE is allowed to smoke or use tobacco products in these buildings**, whether an administrator, employee, student, or visitor.

Controlled substances are not permitted on the campus of Saint John the Baptist Catholic School without the permission of the administration. No student, visitor, or staff/faculty member may be in possession of a controlled substance during school hours. No minor may ever be in possession of a controlled substance. Violations will result in disciplinary action, including involuntary separation from the school. A non-exhaustive list of controlled substances includes: alcohol, tobacco, vapes, and drugs of any sort (with the exception of officially prescribed medication).

### ***GIFTS***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail.

### ***HOMEWORK***

Classroom policies will be sent home at the beginning of the year to be signed by parents. Assignments must be handed in on time and demonstrate acceptable student effort to be considered for full credit.

Unacceptable Work to be determined by the teacher includes, but is not limited to:

- Illegible writing
- Incomplete work
- Missing name or heading
- Scribbling, doodling, or drawing (unless required)

If a student has not turned in an assignment, it will be counted missing and a grade of zero may be given.

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Teachers should consider the ability of the group and the assignments of other teachers when requiring home study.

Grades 1-2 20 minutes

Grades 3-4 40 minutes

Grades 5-6 60 minutes

Grades 7-8 90 minutes

If a student has extenuating circumstances, the student may receive an “I” for an incomplete grade. If this happens, they will be ineligible to participate in any extracurricular activities until they receive their actual grade. At that time, the extracurricular eligibility policy will be in effect.

### ***INSURANCE***

The Diocese of Fort Wayne-South Bend requires all enrolled students to purchase an inexpensive insurance policy that goes above and beyond a family’s insurance in the case of “catastrophic” circumstances. This is not only for athletes; it is for all students. The cost is included in the registration fees.

### ***LIBRARY***

The Library is open during regular school hours. All grades have scheduled times in the library for work. Library policies include, but are not limited to, the following:

- Reference works may be checked out overnight only (except new sets).
- Fines cover books held past the two-week check out period. Fines accumulate at the rate of \$.10 per day to a maximum of \$1.00.
- Fines for lost or damaged books are the complete cost of replacement of the book or item.
- Report cards will be held until these materials are returned and/or fines paid.

### ***LOCKERS***

All students who enroll in Saint John the Baptist Catholic School must consent to the search of their person and personal belongings, lockers, school desks, etc., at any time and for any reason consistent with diocesan policy (*see* Diocesan Policy P4590).

### ***LOST AND LEFT***

Personal articles are to be marked with the student’s name, including clothing and lunchboxes. It is the student’s responsibility to check for lost items and to care for their personal belongings. Articles found around the school are placed in a box in the main hallway and periodically displayed on a table in the second floor hallway. From time to time, announcements are made over the PA system reminding students to check this area. All unclaimed items are periodically given to the Saint Vincent DePaul Society.

**Saint John the Baptist Catholic School is not responsible for student items that are lost, damaged, or stolen in the school, on school or parish property, or during school activities.**

### ***OFF-CAMPUS CONDUCT***

The administration of Saint John the Baptist Catholic School reserves the right to discipline its students for off-campus or on-campus after hours behavior that is not in line with behavior expectations of its students during the school day. This behavior includes, but is not



limited to: cyber-bullying, harassment of fellow students, Handbook rules and expectations, over-all Christian behavior.

### ***PERSONAL PROPERTY***

Each student is assigned a desk and/or storage area for books, papers, folders, pencils, coats, etc. No student is to borrow another student's materials without permission. Personal items are to be marked with the student's name, including clothing and lunchboxes. **Saint John the Baptist Catholic School is not responsible for student items that are lost, damaged, or stolen in the school, on school or parish property, or during school activities.** (See **Lost and Left** above)

### ***TECHNOLOGY USE***

Saint John the Baptist School believes that technology offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this technology is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

The use of computer equipment, the Internet, and related technologies must be in support of education and research and consistent with the educational objectives, purpose and Christian mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with rules appropriate for these networks.

### **Web Access**

Saint John the Baptist Catholic School provides the privilege of access to the internet, including web sites, resources, content, and online tools. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and intended use of the material, not on whether a website is blocked or not.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information including but not limited to last names, phone numbers, addresses, birthdates, and pictures.

If users believe a computer or device is infected with a virus, they should alert their teacher. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words, music, or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained from the internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff in the school; parent if using the device at home).

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or send messages or post comments with the intent of scaring, hurting, embarrassing or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

### **Violations of this Responsible Use Policy**

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

As a condition of being allowed the privilege to use the Saint John the Baptist Catholic School computer equipment, Internet, and other technology, I hereby agree to comply with

all Diocesan (P4620) and school policies regarding Internet use, and the rules, terms, and conditions of the User Agreement and to honor all relevant laws and restrictions.

***TECHNOLOGY REPLACEMENT:***

Saint John the Baptist Catholic School may provide users with mobile computers (chromebook) or other devices (iPad) to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network. Use of school issued mobile devices off the school network may be monitored.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to their homeroom teacher. Users may be financially accountable for any damage resulting from negligence or misuse.

**I agree to pay for any damage outside of regular wear.**

- **\$329 iPad replacement (K-2)**
- **\$199 Chromebook replacement (3-8)**
- **\$40 iPad charger replacement**
- **\$50 Chromebook charger replacement**
- **\$25 Chromebook bag (6-8)**

**A student's device will be withheld until the device is repaired or payment for replacement is received.**

**The school office is open from 7:30 am to 3:30 pm on regular school days only.**

Teachers and students will not be called from any classroom, except for emergencies. The school cannot and will not release faculty/staff home phone numbers or addresses (Federal Privacy Act).

School telephones are for school business use only. Students should not call home for forgotten lunches, homework, or gym clothes. Students may use the office telephone only with the written permission of their classroom teacher and the school secretary.

Only the office telephone may be used for this purpose. Students are not allowed to use any other telephones located in the building.

**Students may not be in possession of or use cellular phones any time during the school day. Any violation of this will result in the phone being taken, ISS, and requires parents to come pick up the cellphone per Diocesan Policy 4590. All pick up's must be arranged with the administration, at the convenience of the administration.**

***SCHOOL PROPERTY***

The parent of a child who carelessly destroys or damages any furniture, computer, Chromebook®, equipment, buildings, or anyone’s personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or records are presented. Students and parents are responsible for any damages to school-issued technology. This includes the chargers and cases.

The replacement fee for a Chromebook® is \$000.00. The replacement fee for \_\_\_\_\_

### ***SEARCHES OF STUDENTS***

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, etc. at any time and for any reason consistent with diocesan policy. The right of inspection is effective at all times while the student is on school grounds or at a school-sponsored event. (*see* Diocesan Policy P4590)

### ***SUBSTANCE ABUSE***

Saint John the Baptist Catholic School shall assist students experiencing substance abuse problems in accordance with diocesan policy (*see* Diocesan Policy P4570).

### ***RESOURCE ROOM***

The Resource Room is provided for those students with ISP’s (Individual Service Plan) or other special learning needs. The teacher for the Resource Center supervises it. Contact the Principal or the Resource Center teacher for more information.

### ***RELIGIOUS ISSUES***

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in Saint John the Baptist Catholic School.

### ***VOLUNTEERS***

There are many areas where adult volunteers may be helpful to our students and the school. The Home and School Association coordinates the volunteers for most school programs. Classroom volunteers are also needed for tutoring and other purposes. All parents are requested and encouraged to volunteer throughout the year to keep costs down.

In response to the 2002 *“Charter For The Protection Of Children And Young People”* by the United States Conference of Catholic Bishops, the policies of the Diocese of Fort Wayne-South Bend require that all those who engage in regular and ongoing contact with students and young people, whether paid or volunteer, must participate in regularly scheduled training sessions in order to be able to have such contact with young people. Criminal history and background checks are also conducted as part of this process. Sessions at Saint John the Baptist Parish and School are generally held in late summer, prior to the beginning of the school year, and in January, at the beginning of the second semester. Please consult the weekly parish bulletin or school newsletters for information about these sessions. All questions about participation in these training sessions should be directed to the pastor.

## **ADDENDUM**

### ***GENERAL STATEMENT – PUBLIC HEALTH AND SAFETY***

During public health and safety emergencies, our school will follow Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines, Federal Emergency Management Agencies, and more. We count on the Indiana State Police, local and national news, and weather agencies to help us respond to severe weather events appropriately. For example, the COVID 19 pandemic led to the closure of Catholic schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the State. In rare cases like the pandemic, schools can experience closures for an extended time. When this occurs, St. John the Baptist will transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or our entire student body. Because of public and health emergencies, St. John the Baptist has created a safety and health plan. We plan for a constant state of readiness by addressing four phases of emergency management: mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

### ***ACADEMIC INTEGRITY AND GRADING DURING EXTENDED LEARNING***

Students will continue their respective academic exercise remotely, should that become necessary. St. John's expectations of all students' academic integrity and performance will be upheld and enforced during extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must promptly initiate communications about those challenges to the classroom teacher and the principal.

Saint John the Baptist School grading policies and practices remain intact and continue during any extended learning period.

### ***TUITION***

In case of an extended learning period related to any public health and safety issue, or severe weather event, St. John will provide continuous education services remotely for students. Tuition agreements, policies, and practices will remain in effect and binding.

### ***ATTENDANCE***

In the event of an extended learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable. A student's doctor may recommend that the student not return to school because his or her health has been compromised due to a contagious disease event. In that case, St. John may provide reasonable alternative accommodations for the student. The school will determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

## **GUIDELINES FOR STUDENTS AND STAFF RETURNING TO SCHOOL**

### ***CONFIRMED SYMPTOMATIC CASE***

- No fever without any fever-reducing medication, and
- Improved symptoms (ie. Respiratory symptoms like fever (less than 100.4), chills, cough, shortness of breath, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and
- More than or equal to 10 calendar days from 1st day of symptoms, OR
- Two negative COVID-19 tests/24 hours apart

### ***CONFIRMED ASYMPTOMATIC CASE***

- More than or equal to 10 calendar days passed without symptoms, and
- Released by a healthcare provider

### ***PRESUMED CASE OF COVID-19***

- 72 hours fever free without any fever-reducing medication, and
- Improved symptoms (ie, respiratory symptoms like fever (100.4 or higher), chills, cough, shortness of breath, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea), and
- Longer than or equal to 10 days from 1st day of symptoms

### ***ADMISSION POLICY: CHOICE SCHOOL ADDITION***

If due to health concerns, a family may opt to utilize virtual learning; however, it is a quarterly commitment. Virtual learning allows for instructional learning to be delivered by the student's classroom teacher.

### **RIGHT TO AMEND**

The Administration reserves the right to make any necessary changes or amendments to this Handbook as they find necessary. Families will be notified of these changes through the school newsletter.

## FORMS