

ST. JOHN THE BAPTIST SCHOOL HISTORY

St. John the Baptist parish was established in 1836, with the arrival of Father John Neumann as its first resident pastor.

Father Neumann arrived in this area on July 12, 1836, and took up his residence in Williamsville, while he served an area including North Bush and its environs. On his first visit to North Bush (July 20, 1836), he found a log chapel which had been built three years earlier. Seven months later, he moved here and took up residence at the home of Mr. John Schmidt. Eventually a rectory was built for him, and Father Neumann continued his priestly ministry in this area until 1840.

In 1849, the log chapel became too small to accommodate the people of the parish. Some of the people established a new congregation (St. Joseph's Parish), and others built a stone church (now the renovated St. John Neumann Chapel) on our triangle. The North Bush church was closed in 1892, and for a time it was abandoned and almost forgotten.

The rebirth of the parish began in 1927, when Father Charles Klauder was appointed as the second resident pastor. At that time there were very few children in this country area. These children were taken by bus to attend Mount St. Mary Elementary School. When the first section of St. John the Baptist School was completed in 1931, the enrollment was 200. Additions were made to the original building in 1940, 1949, and 1956.

During Father Klauder's pastorate, the parish steadily grew as the area was developed. The present church was dedicated on April 29, 1951. A new rectory and Klauder Hall were also added to the parish complex.

During the years when all school districts were experiencing peak enrollments, the registration in the school was approximately 1,500 students. At about the same time, other parishes and schools were established in the area. Over a period of time, the population trends changed and St. John's School experienced a decline in enrollment. However, it is again increasing on a yearly basis.

Bishop Bernard J. McLaughlin was appointed as the third pastor of the parish in January 1972. Bishop McLaughlin retired in 1988, at which time Monsignor Kenneth Menge was appointed as the fourth pastor until his death on January 26, 1998. Both pastors have generously supported the educational policies and the needs of the school. They have viewed the school as a vital part of the parish complex. In 1998 Bishop Henry Mansell appointed Father Richard Reina as fifth pastor to St. John the Baptist Parish. In 2009 Bishop Kmiec appointed Rev. Michael Parker as St. John's sixth pastor. Today, the parish serves approximately 3,300 families.

Through our programs at St. John the Baptist School, we are making every effort to teach and reflect the values, principles and doctrines of Catholicism. These teaching permeate all aspects of education as we attempt to meet the academic, emotional, psychological, athletic and social needs of each student from pre-kindergarten through the eighth grade.

The Sisters of St. Mary Namur have staffed the school since 1931 to 1997. Today the school is staffed by dedicated lay teachers.

MISSION STATEMENT

St. John the Baptist School follows the spirit of our founder, St. John Neumann. This heritage fosters curiosity, creativity and general love of education is an atmosphere that nurtures the students as individuals who are unique, respected and cherished. St. John the Baptist School is an enriching, challenging, caring community grounded in education based on faith in God, academic excellence, commitment to hard work, integrity of character and self-discipline.

SCHOOL PHILOSOPHY

The philosophy of St. John the Baptist School is developed in conjunction with the American Bishops' Pastoral, TO TEACH AS JESUS DID. As a Christian community, we emphasize the special mission of the Church, especially through education in the Catholic faith. Striving to fulfill the Gospel message, we work to build the dignity of each person by forming persons-in-community, the prime educational effort of the Church.

To this end, we emphasize the dimensions of message, community, and service.

"I am the Way, the Truth and the Life." (John 14:6)

"I am giving a new commandment to you now - love each other just as much as I love you. Your strong love for each other will prove to the world that you are my disciples." (John 14:34)

"You address me as 'Teacher' and 'Lord,' and fittingly enough, for that is what I am. But if I washed your feet - I who am Teacher and Lord - then you must wash each other's feet. What I just did was to give to you an example: as I have done, so you must do." (John 13:12-15)

Our philosophy is structured on the following fundamental principles:

- a solid course of religious and spiritual training
- an intensive approach to scholastic development and achievement
- a wholesome, firm discipline in class and in all activities of the school
- an extra-curricular program of cultural and athletic activities, closely coordinated with the contingent upon the spiritual, scholastic, and behavioral development of the student.

We, the parents, students, teachers, and staff will strive to create a Christian community, realizing that our example will influence others and assist them in becoming totally dedicated Christians committed to Christ and His Church.

GOALS

St. John the Baptist School strives to accomplish the mission of furthering Catholic Education within the framework of our stated philosophy.

To this end, we commit ourselves to the following goals:

To develop a sense of wonder at the beauty of God's creation.

To encourage each child to accept himself or herself and others as unique children of a loving Father.

To provide the opportunity for each child to acquire an excellent religious, academic, cultural, and physical education.

To stress academic excellence consonant with the individual abilities of

each child.

To help students learn to make their own decisions and accept responsibility for their choices.

To be mindful of those in need by encouraging self-sacrifice.

To strengthen school ties with parents, the first and most important educators of their children.

ASBESTOS

The Asbestos Management Plan is on file in the School Office. This information is available upon request for parents to review.

ADMISSION

St. John's School will admit students to the Pre-K through grade 8 level provided the student(s) meet the necessary requirements. The student must be age appropriate for grade level, have proper documentation of age for grade level, transfer records if applicable, proper and updated health records, and space availability in grade level.

We shall not discriminate on the basis of race, sex, color, national or ethnic origin, age (in accordance with the law) and physical or learning disability (if, with reasonable effort on the part of the school that the disabled person could be accommodated.)

ADMINISTRATION

The Administration will have the discretion of reviewing a policy on an individual basis and the administration decision will be final. An amended policy may occur during the course of the school year and will be noted in the upcoming monthly newsletter.

ATTENDANCE / PUNCTUALITY / TARDINESS

Comprehensive Attendance Policy (CAP)

St. John the Baptist School has developed our attendance policy in accordance with New York State Education Law Section 3205 on July 1, 2002. This comprehensive attendance policy will help to uphold the mission statement of our school as is stated in our handbook.

Regular attendance and punctuality are essential to a student's success in school. St. John's School is an active partner with students and parents in the task of ensuring that all students meet or exceed the new York State Learning standards. Because St. John's recognizes that consistent school attendance, academic success and school completion have a positive correlation; St. John's has developed and *if necessary, will revise* the Comprehensive Student Attendance Policy. Early dismissal days, such as Faculty Meeting days, are considered full days in school. Children are expected to be in school on these days. All absences, tardiness, and time lost by a pupil excused for part of a school day will be recorded in the data base.

Subjects are taught in sequence and require understanding of each concept in the order of its presentation.

Therefore, **students who miss 20 days of school, and have not met periodically with school administration, St. John's School reserves the right to deny promotion to the next grade level.** At a conference with the school administration and teacher(s), alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

Legal absences may include: sickness, sickness or death in family (should not exceed 5 days during any one year), impassable road conditions, inclement weather, religious observance, quarantine, required to be in court, attendance at health clinics, and approved high school "shadow day".

Illegal absences may include: truancy, suspension, unexcused absence, visiting, vacations, shopping, needed at home, caring for a sibling/adult, overslept, no clothes to wear, etc. A child, whose parents expect him/her to be in school, and who does not attend for other than lawful reasons is considered an illegal absence.

Attendance is recorded daily in the student's homeroom for non-departmentalized and departmentalized classrooms. For students in departmentalized instruction the teacher will also record attendance in each period *except* where students do not change classrooms for each period of scheduled instruction.

Any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in this policy.

Parents are requested to call the school office for all students who are absent. Kindly leave the message with the school secretaries before 8:30 a.m. The school will call the parents if parent has not called the school.

A written excuse must be completed by the parent giving specific reason for the absence/tardiness within three (3) days of student's return. If an excuse is not received within the three (3) days, the absence is recorded as illegal. It is mandated that a parent send a note each time the child is late or absent.

All absences/tardiness are recorded in the school's data base serviced by *eschool*. The school secretary checks the daily attendance and informs the principal of any attendance problems.

Parents: Please notify the school **immediately** if your child has a communicable disease.

Any illness that requires an absence of **more than three (3) days** should be reported to the school office and the school nurse.

Upon returning to school following a properly excused absence, tardiness, or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed assignments and/or tests in accordance with the time schedule specified by the teacher.

****All absences/tardiness for the Pre-Kindergarten Programs are recorded in the school registers of attendance in each homeroom and is kept on file.**

Punctuality

It is important for the children to develop the good habit of being on time for school. It is strongly suggested that students in grades K-8 arrive at school by 7:40 a.m. each day. **However, NO student should arrive at the school earlier than 7:15 a.m.**

Tardiness, as well as attendance, is recorded and becomes part of the child's attendance record on the permanent record card. Parents will be notified in the case of excessive tardiness.

Parents are requested to leave the children in the entrance ways and **NOT** to escort them to the classrooms.

Tardiness

Frequent tardiness is unacceptable, and not fair to both teachers and students. **All children must be present in their classrooms at 7:42 a.m.** They will be marked tardy at 7:42 a.m. For the safety and well-being of your child, if they are late, they will need to be accompanied to the school office by a

parent.

If a parent does not accompany them, a notice will be sent home requesting your future cooperation in this matter.

BACKPACK MAIL

1) A **tentative yearly calendar** is sent home in August. A **monthly calendar** is sent home near the end of the previous month. This will list all school activities for the month as well as **any changes** from the yearly calendar for that month.

2) **All important papers, notices, etc. are sent home via BACKPACK with your YOUNGEST or ONLY child.** (All Kindergarten students are considered the Youngest regardless if they have a sibling in the Pre-K.) **Please check your Youngest or Only child's take home folder regularly for important notices and return to school.** If your youngest child is not reliable you may request through the office that another sibling bring the papers home.

FOR JUNIOR HIGH STUDENTS/PARENTS: Please ask your child for any correspondence on **FRIDAYS or the last day of the month.**

3) If you have a **change** of address, home phone number or parent's work number it is your responsibility to contact the school office with this information immediately. It is not enough that your child knows or carries this information. It is imperative that the school office, nurse or teacher is able to reach a parent in the event of an emergency.

BICYCLE SAFETY

Students in grades 3-8 **ONLY** may ride bicycles to/from school. To insure the safety of **ALL**, riders **MUST WALK** their bikes while in the parking lot. Bicycles **MUST** be locked on the bike racks in the school yard. The school **IS NOT** responsible for the care or safety of any bicycles in the school yard. **New York State law requires ALL students under the age of 14 to wear safety helmets.**

BOOKS/SUPPLIES

Books are a vital tool to a child's learning and their cost is increasing steadily. Therefore, the care of books on loan for each student's use is an important responsibility. Parents are expected and encouraged to stress the importance of caring for text books. Every year new books are purchased in various subject areas. The books that are purchased under the New York State Textbook Loan Law must be used for approximately five-eight years.

Books are to be covered at all times. Books **MAY NOT** be covered in **contact paper**. **Any damage to, or loss of, textbooks will be charged to the student.**

Book bags/backpacks are to be used all times to protect the books from damage/loss. Backpacks should not be overloaded.

A **supply list** for the **next school year is given in June** with the final report card. All students should have their own supplies for daily use. Parents are encouraged to make periodic checks on the state of supplies for their children.

CHILD ABUSE

All situations of children in need of protection because of suspected child abuse and maltreatment will be reported to the New York State Child Abuse and Maltreatment Register. Both the Education Law and the Social Services Law of New York State clearly and forcefully mandates such reporting. The statute refers

to "reasonable suspicion" of child abuse; therefore the school principal, teacher or teacher aide **MUST** report **ANY** suspicion to the State Central Registry. Our teachers are certified **MANDATED REPORTERS**.

CODE OF CONDUCT
(Amended September 2017)

The intent of this Code of Conduct is to promote behavior that not only maintains the integrity of our Christian Values but also creates an orderly and safe school environment.

“The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.”

St. John’s students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their behavior. At the same time students are responsible to supply information of importance to the appropriate staff members in any case where any person and/or property is endangered.

Positive discipline aids in the development of our students, who will respect themselves, other persons, and authority figures. Discipline in a Catholic School is an essential aspect of Christian development, not a punishment.

Its purpose is:

- ◆ To guide students toward an appreciation of the importance of developing responsibility and self-control
- ◆ To foster respect for all persons
- ◆ To foster respect for personal and school property
- ◆ To provide a classroom atmosphere that lends itself to optimum learning and teaching
- ◆ To build a sense of a Christian Community.

St. John the Baptist School’s Code of Conduct is based on mutual respect, kindness, firmness, and consistency. Parental support is the single most important aspect of an effective and positive discipline program. A condition of enrollment at St. John the Baptist School is that the parents understand and reinforce our Code of Conduct.

Each teacher at St. John’s has a set of classroom rules to facilitate a productive and appropriate academic environment for all students. In Grades K-5, each teacher will implement a classroom management program including appropriate consequences. In Grades 6-8, each teacher will implement a classroom management plan; failure of a student to comply and cooperate will result in the issuance of a **Classroom Rule Citation**. Examples of non-compliance may include refusal to follow instruction, talking out of turn, gum chewing, and other. Upon receipt of the third Classroom Rule Citation from any/all teacher(s), a **Conduct Referral** will be issued (refer to below). Every third Classroom Rule Citation will result in the issuance of another Conduct Referral. Classroom Rule Citations will be “forgiven” with each new trimester; however, the resulting Conduct Referral(s) will not be “forgiven.”

Should a student consistently breach a teacher’s rules or if he/she has a particularly grievous offense, the school has established a higher form of discipline, which is encompassed in the **Conduct Referral Program** described on the subsequent pages.

Discipline Policy for students in Grades K-8th

Reasons for Disciplinary Referrals resulting in **Conduct Referral(s)** may include:

- Disrespect for teachers, staff, and other students (includes name-calling)
- Disobedience or disregard of school policies and rules
- Forging a parent’s signature

- Bullying and intimidation
- Harassment (refer to pp. 8 and 22)
- Disruptive behavior
- Excessive talk
- Every third Classroom Rule Citations accrued
- Skipping classes
- Misuse and/or unauthorized use of computers, electronic equipment, and the Internet

Disciplinary Action – K to 5th Grades

1st Offense – A conduct referral will be given to the student to be signed by the parent and returned the very next day. If the student comes to school without the signed referral, he/she will be sent to the office to phone their parents before being allowed in class. The referral must be signed and returned the very next day.

2nd Offense – The teacher immediately brings or sends the child from class to the office and has the child call the parent (either at home or at work) to explain the offense. The teacher also talks with the parent and recruits his/her help in solving the matter. For record keeping purpose and follow-up, a second disciplinary referral will be sent home.

3rd Offense – Set up a date for a conference, within a week of the offense with the teacher(s), parents, and administrators.

Disciplinary Action – Grades 6 to 8

All referrals must be signed by a parent and returned to school the next day. Blue copy of all referrals will be sent to the school office the day it was issued.

1st Offense – A conduct referral will be issued. Student will be warned of the consequences for additional conduct referrals.

2nd Offense – A second conduct referral will be issued and will result in a **one (1) hour detention** (2:15-3:15 p.m.) served the next day or the day designated by the teacher. Detention will consist of sitting in a classroom thinking **quietly** about his/her actions.

3rd Offense – A conduct referral will be issued and will result in **two (2) consecutive days of one (1) hour detention** to be designated by the issuing teacher. The student **will also lose a school privilege** that may occur ANY time during the school year. This may include field trips, school assemblies, M.U.D., Class Night, sports activities, dress-down days, and Catholic School Week activities, etc. at the discretion of the teacher and principal. **A parent conference will be held with the parent, student, teachers, and principal.** The Pastor may be informed of this individual and the results of this parent conference.

4th Offense – A conduct referral will be issued and may result in a **1-3 day in-school suspension with parental supervision** (number of days to be determined with consultation of teachers and principal). It will also result in a **second loss of a school privilege** as outlined in the third offense.

5th Offense – A conduct referral will be issued and may result in a **2-3 day out-of-school suspension.** The student **loses all school privileges** for the remaining school year. A **Student Contract** may be required stating what is required from the student to remain a student at St. John's.

6th Offense – A conduct referral will be issued and the student may receive an **out-of-school suspension for one (1) week (5 school days)** and a **conference** will be held during that time with parents, teachers, and principal. The student **may** be expelled from St. John's. After consultation with the Pastor, principal, and the teachers, the final decision about the student's placement will be rendered.

A single particularly egregious and unacceptable violation of the Code of Conduct may result in expulsion, following due consideration by the teachers, principal, and pastor.

Double Offenses: The following are some examples of offenses that result in a “double referral,” which counts as two conduct referrals:

- Cheating
- Use of Profanity and/or vulgar words
- Sexual Harassment (refer to pp. 8 and 22)

For **Grades K to 5th grade** who receives an **Automatic Detention** the Disciplinary action is:

1st Offense - The teacher immediately brings or sends the child from class to the office and has the child call the parent (either at home or at work) to explain the offense. The teacher also talks with the parent and recruits his/her help in solving the matter. For record keeping purpose and follow-up, a conduct referral will be issued, signed by the parent.

2nd Offense – Set up a date for a conference, within a week of the offense, with the teacher(s), parents, and administrators.

****Automatic Out-Of-School Suspension for Grades K to Gr. 8****

Suspension from school is a severe penalty which may be imposed only upon students whose conduct endangers the safety, morals, health, or welfare of others. (Education Law S3214(3)). **This out-of-school suspension could range from 3 to 5 days. Additionally, these offenses would also automatically equal a “double referral,” which counts as two conduct referrals.**

That would include:

- Drugs/Alcohol/Smoking
- Defacing school property
- Weapons – The Police Department will be notified immediately
- Theft
- Fighting – if a physical injury occurs to one or both parties, a police report will be filed

The student(s) will be removed immediately from the premises by a parent. A conference will be held with the student, teacher(s), parents, and administration of the school to determine the best course of action for the student(s) in a case-by-case basis.

All Conduct Referrals will be kept in the student’s file and may be sent to any transferring new schools.

BULLYING/HARASSMENT

The Catholic elementary Schools in the Diocese of Buffalo call on Jesus as the model for our thoughts, words, and actions. Our schools have a tradition of excellence in developing youth who are sensitive to others and live in the tenets of our Catholic faith. Children learn best in a climate of acceptance, tolerance, and respect where bullying and harassment are not tolerated. Therefore our school strives to create and maintain an atmosphere absent of threat in interactions with peers or adults.

Bullying behaviors may include words, actions, and/or body language that happens repeatedly or present a threat to physical or emotional safety due to an imbalance of strength, power, or numbers. It may take several forms: verbal, nonverbal, and/or physical. It refers to behavior that is usually or often repetitive, frequent, would ordinarily not be considered of a social nature, is unwelcomed, offensive, or fails to respect the rights and dignity of others.

Incidents of bullying/harassment will be addressed by the principal or designee and a response initiated in

a timely manner. The following steps will be taken:

- Individual discussions with the parents/guardians of the target(s) and the student(s) responsible for the behavior.
- Individual discussions with the target(s) and the student(s) responsible for the behavior.
- Discussion with direct witness or bystanders
- Discussion with the supervising adult
- Completion of an Incident Report (may be a local school report or a report with law enforcement)
- Follow-up with the target in a timely manner
- The Incident report, complete with plan of action and follow-up summary, will be filled in each student's records.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action will be taken immediately. In the event the investigation reveals that a student has not engaged in any wrongful behavior, the principal or designee will inform both parties of such. Reasonable measures will be taken to protect the confidentiality of the student who files a complaint and to protect the reputation of any student wrongfully charged in a complaint.

A plan of action will be age and incident appropriate. Any consequences of the behavior will be in accord with the school's Discipline Policy (Code of Conduct), The Parent-Student Handbook, and Acceptable Technology Use Policy.

“The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.”

CELL PHONE and ELECTRONIC EQUIPMENT POLICY

Cell phones (including any other electronic equipment) will not be used by students at any time; (students may request to use cell phone with explicit and direct supervision of faculty/coach for after-school situations). Cell phones must be turned off and remain in the student's backpack. Cell phone cannot be used for any purpose, including picture taking, messaging, Internet access, etc. The school is absolutely not responsible for any lost, stolen, or damaged cell phones.

All faculty and staff (including lunch monitor volunteers, who will report the violation to the teacher on lunch duty) will confiscate a student's cell phone if (s)he is found to possess a cell phone (other than turned off, in backpack).

The following consequences will apply:

1. Cell phone will be confiscated and brought to office. Cell phone will be locked in school safe.
2. Conduct Referral* will be issued to student for “failure to obey school rules” and a directive that parent will retrieve cell phone from school office upon receipt of signed Conduct Referral.
3. If a student is found to be in possession of another student's cell phone, **both** students will receive Conduct Referral* for “failure to obey school rules.” The parent of cell phone owner will retrieve cell phone from school office upon receipt of signed Conduct Referral.

*Please refer to Code of Conduct in the Parent and Student Handbook for Conduct Referral consequences.

Students and families are required to sign Cell Phone and Electronic Equipment Policy form annually.

CURRICULUM

All subjects required by the University of the State of New York for the elementary and middle grades are taught at St. John's School.

The following courses are taught: Reading, Language Arts, Mathematics, Social Studies, Science/ Health/Safety, Spelling, Handwriting, Computer, Library and Information Skills.

In addition to the above subjects, Advanced Math is offered to seventh and eighth grade students; Spanish is taught in the sixth, seventh and eighth grades as well as once a week to 4th and 5th grades (as of September 2009). Home and career skills and technology are taught/integrated into the various areas of the curriculum in the seventh and eighth grades. Students also participate weekly in art, music and physical education. Reinforcement In Reading (R.I.R.) and more individualized Math classes are available for all grade levels upon the recommendation of the classroom teacher. Computer classes are scheduled for the students in all grade levels. The library supports all areas of the curriculum.

A. Music Program

All of the students in the pre-kindergarten through the fifth grade have scheduled music classes once a week. Students in grades sixth through eighth take their entire course in one of the designated semesters in the school year. All students participate in a music program each year. Kindergarten students are involved in an end of the year program.

In addition, students in grades 1-6 have the opportunity to participate in the Triangle Music Program which offers in-school instrumental music lessons. The music teacher also provides for after-school individualized instruction.

B. Art Program

All of the students in pre-kindergarten through fifth grade have scheduled art classes once a week. Students in grades sixth through eighth take their entire course in one of the designated semesters in the school year. During the year the students' work is displayed throughout the school. Students take part in local drawing, poster and coloring contests.

C. Physical Education Program

According to New York State Education Law 803, all students must be given an opportunity to participate in physical education classes.

A written note from the parent must be presented to the classroom teacher/principal/physical education teacher if a student is unable to participate in the class on a given day. If a student is unable to attend classes over an extended period of time for reasons of health, a letter must be obtained from the doctor.

T-shirts, shorts/sweatpants and sneakers must be worn for gym classes. Parents/students are responsible to see that the proper clothing is available on gym days. Jeans are not acceptable.

All items of gym clothing as well as school uniforms should be clearly marked with the student's name so that each article may be easily identified.

Jewelry is never worn during physical education classes. The instructor is not responsible for the care of jewelry or other items brought by the student.

D. Computer Program

Students in all grades have the opportunity for computer classes. Regular classes are taught in grades PreK-8. The Computer Room houses 25 Dell computers and five (5) printers.

E. Foreign Language

Spanish is presently taught to the students in the sixth, seventh and eighth grades. In September 2009, 4th and 5th grade students were introduced to Spanish instruction once a week.

F. Library

Library classes are scheduled regularly for grades K-6.

In order to stimulate interest in reading and the proper care of books, the students are encouraged to observe the following guidelines:

1. Books may be taken out for a two week period. After two overdue notices, the student will be sent a lost book bill. The fee incurred for the book will be the cost of the book.
2. An individual student who wishes to use the library must have a permission slip signed by his/her teacher, which will be approved by the librarian.
3. Students are expected to behave appropriately while using the library. The library is to be a place of quiet not silence. Consideration must be given to those students who are studying or reading.
4. Children in grades PreK-2 will have story and related reading activities. Students in grades 3-6 will be taught Library Skills in accordance with the New York State curriculum.
5. The Librarian will be happy to assist children in locating and selecting books. Our school library is for the students. We hope to encourage worthwhile reading and the use of library skills and thus afford the children better learning opportunities.
6. We also encourage the use of the public library.

DAILY SCHEDULE

Pre-Kindergarten 3	Monday-Wednesday-Friday	8:00 a.m. - 10:30 a.m.
Pre-Kindergarten 4	Full Day Session:	8:00 a.m. - 2:00 p.m.
Students may enter school:	7:15 a.m.	
Announcements:	7:40 a.m.	
Kindergarten-Grade 8 classes:	7:50 a.m. - 2:00 p.m.	
Bus Students dismiss at:	2:00 p.m.	
Buses leave school grounds:	2:05 p.m.	
Walkers dismiss at:	2:10 p.m.	

The day begins with announcements and prayers together as a school community.

Punctuality is essential for a smooth beginning each day.

DIOCESAN COMPLIANCE IMPLEMENTED in 2003 – Protecting God’s Children

The Diocese of Buffalo implemented a program called Protecting God’s Children. This program reinforces the principles established by the Diocese in 1990, which establishes a zero-tolerance policy towards sexual abuse of children.

All employees and volunteers who work with our youth are to sign the ***Diocesan “Code of Conduct,” Diocesan “Volunteer Questionnaire”***: form , and attend the ***3 ½ hour Protecting God’s Children Workshop*** through **VIRTUS**. Monthly bulletins provided by the Virtus website must be read to maintain compliance of this program. (Information is available through school office.)

Volunteers include parent chaperones, coaches, drivers, monitors, assisting in classroom projects, enrichment parent volunteers, reading a story to a group of children, etc. Please note: Parents (mom and dad) who volunteer to chaperone, drive, assisting the class, etc. **both** parents, **individually**, need to fill out the necessary forms and **both** are required to attend the workshop. These forms and confirmation of attendance of the workshop will be kept on file in the school office.

If these items are not in our school file, we will not be able to use you as a volunteer!

DRESS CODE

(Refer to charts found at the end of this handbook)

The Dress Code is one important way that students participate in the community of St. John's. All dress code requirements are made to maintain a positive learning environment and strengthen the great sense of community within the school.

During school hours, all St. John's students will present themselves in a clean, neat, and student-like manner. The St. John's school uniform will be worn at all times. The only exception will be for school announced dress down days or other school announced special functions. Students **MUST** be in complete uniform compliance at all times they are in the school building. Students will only be allowed to alter their school appearance to change from school shoes to sneakers before leaving the building.

Since uniforms, blouses, slacks, sweaters, and shirts are washable, they should be washed in the evening or over the weekend. A dirty blouse, shirt, or pants is not acceptable. Please take the time to teach your child proper hygiene such as taking a daily shower or bath, washing his/her hair, washing school clothes, brushing teeth, using deodorant and changing underclothes daily.

St. John's school jumper and skirt must be purchased through Flynn and O'Hara. You may purchase any other part of the uniform from them, or you can find uniform wear at Penny's, Target, LL Bean or Land's End Catalogues.

GRADES Pre-K 3 – Pre-K 4 - KINDERGARTEN

While there is no formal dress code for these grades it is expected that the students will be neatly dressed in clothes appropriate for active learning and play. Sneakers are a requirement for **ALL** students in these grade levels.

Regarding jewelry for ALL student (at all times)

- A wrist watch may be worn
- ONE (1) discreet necklace may be worn (no chokers)
- 1 or 2 rings
- One rubber bracelet for a charitable/worthy cause may be worn. No cloth, rope, rubber, gelled, or other material considered "non-dress code" by the administration may be worn (bracelets or necklaces)

Girls – Earrings (at all times)

- **One earring** per ear on earlobes
- **NO** dangling or hoop earrings
- **NO** "stud" earrings on upper lobes

Boys – Earrings ARE NOT allowed.

DISCIPLINE POLICY FOR THE DRESS CODE

First Offense - A dress code referral slip will be sent home from your child's homeroom teacher with your child, to be returned the **VERY NEXT DAY**, with a parent's and student's signature. If not returned, the student will be sent to the office to call you, so that you can bring it to them in the office before they can return to class.

Second Offense - If a teacher finds anyone in violation of the Dress Code for a second time, the student will be sent to the office to call you, the parent, to bring in the appropriate uniform attire, or the child will have to go home. A second dress code referral slip will be issued.

Third Offense – For non compliance of the school uniform policy, a third dress code referral will be given as well as a detention will be issued.

Fourth Offense – A fourth dress code referral slip will be issued. It will state that the student will lose a school privilege that will occur any time during the school year at the discretion of the teacher and principal. This may include field trips, school assemblies, MUD, Class Night, sport activities, dress down days, Catholic Schools Week activities, etc.

Fifth Offense – A dress code referral slip will be given as well as a conference will be held with the parents, student, teacher (s), and administration to determine the possible expulsion of the student if another non compliance of uniform policy occurs.

ALL uniform policies will be strictly enforced.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file in the school office the following information:

- 1) Parent(s) or guardian(s) name(s)
- 2) Complete and up-to-date address
- 3) Home phone number, parent's work number, cell phone or pager numbers
- 4) Emergency numbers of local relative or friend (at least two (2) - full names and relationship to student)*

*The people listed on number 4 would be the person(s) you would designate to have us release your child(ren) to in any given situation.

It is very important that the school has accurate records of the student's present home address and telephone number. Any change of address, telephone number, or change of employment with phone number should be reported to the school office immediately.

EXTRACURRICULAR ACTIVITIES vs ACADEMIC/BEHAVIORAL PERFORMANCE

Students who are participating in sports and other extracurricular activities **must maintain** their academic performance and grades.

Any student who:

- 1) receives two (2) failing grades (Grades 4-8 under 70) **OR**
- 2) whose average for a marking period is below 70% **OR**
- 3) who receives a D or F in General Conduct

will be excluded from ALL extracurricular activities for a period of five (5) weeks. After the five week period, the teachers and principal will evaluate the student's progress and will determine whether the student will be permitted to participate in the activities.

FIELD TRIPS

All field trips are limited to a one (1) day time trip and are to places of cultural or educational significance which supplements different aspects of the classroom curriculum.

Transportation, when possible, is contracted with a school bus company for insurance purposes.

Attendance on a field trip is considered a privilege and not a right for students. Parents will receive notices of field trips well in advance of the scheduled date and will be asked to sign a field trip permission

form. **Students will not be able to participate if these forms are not signed and returned by their due date.**

Teachers plan the field trips in consultation with the Principal. Parents may be asked to volunteer as chaperones for these occasions provided that you completed the Diocesan Requirements for "Protecting God's Children" and are in Virtus compliance.

FIRE DRILLS

In order to insure the safety of our students, New York State Law requires that each school conduct twelve evacuation drills each year. These drills are held to provide an orderly as well as proper dismissal of students in the event of a fire or other emergency.

Students are trained to evacuate the building, quickly and silently, for their safety and that of every other member in the school. Fire drills are conducted from the cafeteria as well.

GRIEVANCE POLICY

Parents are asked to go through proper channels when clarification of a misunderstanding in a classroom occurs and needs to be corrected. The following procedure is to be followed:

- 1) Initial contact should be made between the parties directly involved for example, parent and teacher. Please phone the teacher for an appointment informing him/her briefly what the problem involves. Sometimes a simple phone call can clarify the misunderstanding.
- 2) Meet with the teacher, bring materials needed, have facts prepared, bring along the child if necessary.
- 3) Arrive at a solution, if possible.
- 4) If the problem is not resolved, than it should be directed to the Assistant Principal or Principal.
- 5) The Assistant Principal or Principal will meet with all parties involved and will try to find a reasonable consensus.
- 6) Time should not be wasted discussing a complaint with people other than those who can help.
- 7) "Keep you cool"...Remember, there are always two sides to each story.
- 8) If you have something complimentary to say, please express this too. You will be doing yourself and your school a favor by boosting what you like.
- 9) If at any time you need information regarding your child's progress at school or an explanation of some matter, please do not hesitate to contact your child's teacher.
- 10) Anonymous phone calls or letters are disregarded. All written communication should be placed in a sealed envelope to assure privacy.

GUM

The school has a three part policy, which governs the use of gum during school hours and school functions/activities:

- 1) No gum
- 2) **NO** gum
- 3) **NO GUM!**

HOME SCHOOL ASSOCIATION

The Home School Association (HSA) of St. John the Baptist School is an affiliate of the Federation of Catholic School Parents which is associated with the Diocese of Buffalo.

The objectives of St. John the Baptist Home School Association are as follows:

- To offer an opportunity for parents and teachers to cooperate in their mutual efforts to educate children in accordance with Catholic principles.
- To afford an opportunity for the discussion and solution of common problems and the promotion of common benefits.
- To support all the activities which will achieve the objectives.
- To provide financial support for school programs through a variety of fund raisers.

Membership - all parents whose children are registered at St. John the Baptist School are eligible to become a member of the HSA. The family membership fee can be found in your school tuition booklet.

HOMEWORK

Homework is a necessary part of the school program. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

Homework should be assigned reasonably and consistently. Carefully planned assignments on the part of the teacher will help the students understand the positive role of homework in their total education. Homework has an influence on the student's overall grade. If no written word is assigned, it is recommended that the student review work taught or studies for tests.

In grades 1 through 8 students receive a school planner, selected and purchased by the school in September. Parents are advised to check these planners for daily and long-term assignments.

Particularly in grades 6, 7, and 8 parents should know of long-term assignments or projects and help the students to work on them in advance of the final deadline. Occasionally, students in the lower grades may also have long-term assignments.

Suggested hours of homework per night:

Grades 7 & 8:	1 to 1- 1/2 hours
Grades 5 & 6:	45 minutes to 1 hour
Grades 3 & 4:	30 minutes to 45 minutes
Grades 1 & 2:	15 to 30 minutes

Completing homework by the due date is expected; failure to complete homework may result in a homework detention, loss of privilege and/or reduction in grade. Consult teacher for specific course requirements.

KEN-TON PERSONNEL/SERVICES

The following are Kenmore-Town of Tonawanda School District Personnel/Services which are available at St. John's for Ken-Ton students:

- 1) **School Nurse** - Details under Health Service; available 7:30 a.m. - 2:00 p.m. five (5) days per week.
- 2) **School Doctor/Nurse Practitioner** - Scheduled by request.

- 3) **Speech Teacher** - Students may be referred to services by parents/teacher; Availability is on a need basis. Parental authorization is required to admit a child for this service.
- 4) **Resource Room Teacher** - Students may be referred to services by parents/teacher; available on a need basis. Parental authorization is required to begin the process of evaluation of a child for this service.
- 5) **School Psychologist** - Students may be referred by parents/teacher for an educational evaluation. Parental authorization is required to admit a child for this service.
- 6) **Gifted & Talented Program (GT)** - based on request the teacher and/or parent and evaluations from their teacher Qualified students attend one (1) day per week at a Ken-Ton Elementary School. Bus transportation is provided by the Ken-Ton School District.

Note: Need for **Physical Therapist (PT), Occupational Therapist (OT) or Hearing Specialist (HT)** - available by request of parents through Ken-Ton's Pupil Services - pending evaluation of a qualifying condition.

A. Health Services

The following health services are provided by the school nurse:

- 1) Physicals are required for all new students and grades K, 2, 4, 7. If these have not been given by the family physician/pediatrician they will be given by Ken-Ton's nurse practitioner.
- 2) Vision tests in grades K, 1, 2, 3, 5 and 7.
- 3) Color Perception testing for students in Kindergarten.
- 4) Hearing test for grades K, 1, 3, 5 and 7.
- 5) Scoliosis screening for students in grades 5, 6, 7 and 8.
- 6) *Verification* of records to prove that all students have been *properly immunized* in compliance with New York State Public Health Law, Section 2164.

B. Administration of Medication

New York State Education Guidelines state that prescription and over the counter medications may be administered by school personnel if a parent submits a written request for medication administration. The following procedures must be followed:

- 1) The child's physician **MUST** request **IN WRITING** that a specific medication be given, prescribe the dose to be given and indicate the time and duration of the treatment and the reason for the medication being given.
- 2) The parent **MUST** sign the request asking that the nurse or office staff administer the medication.
- 3) The medication should be delivered to the school office or nurse by the parent. Students should **not** carry medication to school or on their person during the day. **Exceptions** are EPI-Pens, inhalers, diabetic medicine with written consent from parent and physician on file.
- 4) The medication bottle should be in the **original bottle** and **clearly labeled** with adequate instructions.

- 5) The nurse and staff should be informed of any possible side effects of the medication.

C. Accidents

Minor injuries will be handled by nurse/school personnel (ice, band aids.) If the nature of the accident warrants it, the parents will be called. In the event of a serious accident the Kenmore-Town of Tonawanda Paramedics will be called for emergency care and possible transportation to Women's & Children's Hospital. Parents will be notified immediately.

KINDERGARTEN ADMISSION

To be eligible for Kindergarten, the child must be five (5) years of age before December 1st. A birth certificate is required for proof of age for valid registration. Proof of immunization is also required by state law. A registration/school fee, is required, as well as tuition. The Kindergarten teachers coordinate the arrangement of the student groups. Parents will be notified about specific details for the registered school year over the summer.

St. John's kindergarten is **an all-day** program. Each kindergarten classroom has a full time teacher and if necessary teacher's aide. (This is determined by the enrollment.)

Kindergarten students are not required to wear the school uniform. However, they should be dressed in a manner appropriate for school. Sneakers should be worn to school daily.

Parents will be notified about specific details for the registered school year over the summer.

LUNCH/CAFETERIA

Lunch periods are 40 minutes for grades PreK-8:

Grades 1-2-3	10:30 a.m.
Grades PreK4-K-4-5	11:10 a.m.
Grades 6-7-8	11:50 a.m.

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain in line quietly and to keep their hands to themselves. Students are not allowed to save places in line or at the tables. Classes will sit at assigned places. Students may leave their tables **only** to return trays or to buy snacks. **No walking around from table to table.**

Good table manners are expected at all times. Monitors are to be obeyed and treated with respect. A reasonable tone of voice is expected from all students. They should remain seated until the teacher picks them up.

A basic meal is prepared each day along with several optional menu choices. Cooks working in cooperation with the New York State Federally Funded Program prepare school lunches. Students are encouraged to take advantage of this service.

Students are not allowed to take food or drink out of the cafeteria area or eat snacks of any kind during school hours. Students may not bring pop/soda of any kind into the school. Milk, juice, and snacks can be purchased through the cafeteria.

Refer to Cafeteria packet received in September of each school year.

MAKE-UP WORK

Legal absences often bring about the need for make-up work or staying after school for extra help. It is the responsibility of the student in grades 3-8 to request the missed work in order to complete

the assigned tasks. Teachers are usually available for one-half hour after school to see any student on an individual basis, if the request is made in advance.

Parents may request work because of extended illness through a note to the teacher by means of a sibling or classmate. **Parents are encouraged NOT to call the school office to request work as we do not have the personnel to run these messages to the various teachers.** Messages left in the teachers' mailboxes may not be picked up in time in order to get the work together.

Written notification should be given to the teacher prior to any anticipated absence, such as a trip or vacation. **Missed school work WILL NOT be given prior to the trip. It is the student's responsibility to collect the missed work upon returning to school.** The student will be given an appropriate amount of time to make-up the work.

PARENTS RIGHTS TO REVIEW RECORDS

Consistent with the provisions of the "Family Educational Rights and Privacy Act of 1974," official records, files, and data directly related to their children are available to parents.

Such records are confidential and may not be released or made available to persons other than parents or students (over 18) without the written consent of such parents or students.

Exceptions to this rule include:

- a) Other professional personnel of the same school who have a legitimate educational interest.
- b) Officials in a school to which a student is going to transfer.
- c) Authorized representatives of the Diocesan and State Education Department.
- d) Officials of the Court pursuant to Court Order to Subpoena, after notification to parents.
- e) In emergency situations, those who need information to protect the health/safety of the student or other individuals.

When parents are divorced and custody of the child is part of the decree, it is advisable that the **principal secure a copy of the court decree and keep it on file.** Under the Buckley Amendment, a school may presume that each parent has access rights to the child's educational records unless a court decree states the contrary.

A letter of request from the parent to examine the records must be signed and kept on file in the school office.

PARENT/TEACHER CONFERENCES

Parents are encouraged to consult with the teachers. Conferences may be held at the request of the parent or the teacher throughout the year. A telephone or written request to the teacher is necessary to set up an appointment time for the conference.

MANDATORY Parent-Teacher Conferences for students in grades 1-8 are held in October.

MANDATORY Parent-Teacher Conferences for Kindergarten students are held in December

MANDATORY Parent-Teacher Conferences for PreK-3 and PreK-4 are held in January.

Selective Conferences are held at the request of either teacher or parent.

PERSONAL POSSESSION

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables that students bring to school. Trading cards, jewelry, iPods, roller blades, electronic computer games, toys, designer items, etc. **should not** be brought to school.

PRE-KINDERGARTEN ADMISSION

The primary purpose of the St. John's Pre-Kindergarten Programs is to begin the foundation for each child's continued education at St. John's School.

The **Pre-K 3 year old program** is a 3-day program (Mondays, Wednesdays, and Fridays) for 2 ½ hours. The morning session is from 8 a.m. to 10:30 a.m. and if needed an afternoon session will from 11:30 a.m. to 2 p.m. To be eligible for the Pre-K 3 program, the child must be three (3) years of age before December 1st. A birth/baptismal certificate is required for proof of age for valid registration. Proof of immunizations is mandated by state law. A registration/school fee, is required, as well as tuition. This program designed for your child is a multi-sensory approach to teaching lessons, while being appropriate to the children's stages of development.

The **Pre-K-4 Session** is a **FULL day** session, five (5) days from 8:00 a.m. - 2:00 p.m. Each classroom is staffed by a certified teacher and, if necessary, a teacher's aide. (This is determined by the enrollment.)

To be eligible for the Pre-K 4 program, the child must be four (4) years of age before December 1st. A birth/baptismal certificate is required for proof of age for valid registration. Proof of immunizations is mandated by state law. A registration/school fee, is required, as well as tuition. The Pre-K 4 teachers coordinate the arrangement of the student groups. Parents will be notified about specific details for the registered school year over the summer.

PROGRESS REPORTS FOR GRADES 3-8

These reports are given to the students in grades 3-8 approximately 6-7weeks prior to the distribution of report cards. The basic purpose is to keep the parents informed of the students' progress and any areas of concern. All progress reports **must be signed** by parent/guardian and returned to the teacher.

REGISTRATION

Registration for the next school year for Pre-Kindergarten 3, Pre-Kindergarten 4 and Kindergarten takes place in late January and/or early February at the annual Open House. Registration for NEW students for grades 1-8 also takes place at the Open House. A registration/school fee and technology fee is required at this time. Parents may also register students for grades Pre-K 3 - 8 anytime during the school year by contacting the school office.

Requests for a school tour and/or "shadowing" of a student at a specific grade level are available by appointment only.

Re-registration forms are sent home in February with the present Kdg. - 7 students who will be next year's grades 1-8. The purpose is to try to ascertain the number of students who will be moving-up/remaining at St. John's. We need to plan for class sizes and the ordering of materials/books for September.

Parents will be notified about specific details for the next school year over the summer.

RELIGION & SACRAMENTAL PROGRAM

As a Catholic school, our primary emphasis is to teach the doctrine of the Catholic faith and to influence the students to perceive religion as highly important in their daily life. Therefore, we respond to the four-fold dimension of Catholic Education: message, community, service and worship.

Religion classes are taught in every grade each day for the required time allotment.

Students in grades 3-8 have the opportunity to receive the Sacrament of Reconciliation during the Advent and Lenten seasons.

Special liturgies for the entire student body (grades K-8) are celebrated and each grade level may have its own Class Mass.

Para-liturgies are celebrated for various feasts and holidays.

The sacramental program for First Reconciliation is taught in Grade 2, and the program for First Eucharist is taught in Grade 3.

Various service and outreach projects are implemented during the year to teach the children the importance of bringing joy and support to shut-ins, the ill, senior citizens and the needy.

Children (grades K-8) are encouraged to make sacrifices/donations, mission projects, the annual Catholic Charities Appeal, and other service projects.

Religion is also a way of life - not only a subject to be learned. Example is the best teacher, and we encourage all parents to reinforce the knowledge learned in school. It is vitally important that the home and school work together cooperatively to help the child grow toward Christian maturity and responsibility.

REPORT CARDS

Report Cards will be distributed **three (3)** times a year in Grades K-8 (every 13 weeks) and **two (2)** times a year in Pre-Kindergarten Programs (January and June.)

Report cards are issued following the completion of each thirteen-week grading period. Parents should review their child's progress and contact the school if they have any questions regarding grades.

The report cards are designed to present parents with a full and accurate assessment of their child's faith development and academic achievement. Using a consistent format from grade to grade that includes specific sub-skills aligned to the New York State learning standards, you will be able to identify your child's specific strengths and challenges. **A consistent passing grade for all levels (the passing grade is a 70)** as well as indicating the **actual grade** in all subject areas provides a common standard for measuring each student's progress.

Student achievement is assessed in the following areas: unit/chapter tests, weekly quizzes, performance on projects, class-work, homework completion and class participation.

Honor Roll

Grades 5-8:	1)	First Honors	100-94.0
	2)	Second Honors	93.9-88.0

Promotion policy

Students who have successfully met the state and diocesan grade level requirements will be promoted. Promotion is so indicated on the student report card in June.

Retention

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time. Therefore, it may become necessary to retain a student for an additional year in a particular grade. Should that be the case, the stated criteria for retention will be followed.

Criteria for Retention:

1) The student has failed to pass the major subjects at each grade level. The list below indicates the specific failure(s) on each grade level that could result in retention:

Kindergarten - Failure to achieve competence in:

- a) Recognition of the upper and lower case letters of the alphabet,
- b) Visual and auditory discrimination of objects and sounds
- c) Gross and fine motor coordination
- d) Rote counting required by Common Core State Standards for Math
- e) Maturation level

Grade 1 - Failure in reading required by Common Core State Standards for ELA

Grade 2 - Failure in reading required by common core State Standards for ELA

Grade 3 - Failure in both reading and math required by Common Core State Standards

Grade 4-8 - Failure to achieve an overall average of 70% in the major subject areas. In addition, failure to achieve a passing grade in reading will be taken into consideration.

2) The student has failed to achieve a satisfactory score on a Standardized Test in reading, mathematics, and language arts. The cut off points are given in the manual for marking pupil evaluation reports.

3) The student has not demonstrated acceptable effort in achieving academic success. The following types of behavior might indicate unacceptable effort:

- consistent failure to complete school and homework assignments and projects;
- consistent inattention to classroom instruction;
- lack of preparedness for school assignments.

When the probability of retaining a student arises, the parents will be informed and a decision is to be made no later than mid-May. All necessary documentation is to be on file in the school office including a Possible Retention Form along with any written response of the parents.

When a teacher has indicated a possible retention and the parents do not agree, said parents must sign a statement indicating that this was advised but not agreed to by the parents.

Although the principal consults with teachers and parents, the final responsibility for retaining a student rests with the principal.

Graduation Requirements

The requirement for a diocesan diploma is an average of 70% in the subjects tested. A diocesan diploma is a document stating that the student has satisfactorily completed all diocesan requirements for graduation and is eligible for admission to high school.

SCHOOL CLOSING

Radio and TV announcements will begin at 6:00 a.m. regarding school closing due to inclement weather. The decision to close the school is made by the Kenmore-Town of Tonawanda School District (a.k.a. Ken-Ton Union Free District.) **If Ken-Ton schools are closed, then St. John's is also closed.** It is necessary to listen to the local radio and/or TV stations. Every practical means is used to notify parents/guardians of a cancellation. **Please, do not call the school or rectory.** If a storm occurs during the day and it is absolutely necessary to close the school, the announcement will be made on the radio or TV at least an hour before dismissal.

If there would be an emergency closure affecting **ONLY** St. John's School, St. John's would be mentioned **specifically** on the radio or TV.

Once a year, St. John's School, in conjunction with Erie County and the Ken-Ton School System, participates in a county-wide Emergency Early Dismissal Drill. On that day ALL students are dismissed approximately 15 minutes earlier. Specific directives will be sent to parents at the appropriate time.

SCHOOL INSURANCE PROGRAM

Every family **MUST** be covered by accident insurance. St. John's school insurance is covered by Commercial Travelers Mutual of Utica, NY. This insurance program is mandated by the Diocese for **ALL** Catholic schools. **This is a secondary insurance with your personal insurance being the primary insurance.** Claim forms are available through the school office.

SEARCH AND SEIZURE

School Officials are free to enter a student's desk, school bag, or gym bag at any time to search for questionable items (Hageny 8:78.1). Searches can be unannounced and selective, and carried out even if there are no reports of wrongdoing. If illegal items are found (e.g. non-prescription drugs, weapons, alcohol, etc.) they will be turned over to Law Enforcement Authorities. Any items (personal possessions), which violate school rules, will be kept by school authorities and **returned at the end of the school year.**

SEXUAL HARASSMENT

It is the policy of St. John the Baptist School in the Diocese of Buffalo that all students have the right to be free from all forms of discrimination; regardless of race, religion, sex, color, national origin, age or handicap status; including sexual harassment, in the school environment.

Sexual harassment may take different forms. The following acts, although not automatically sexual harassment may constitute sexual harassment under certain circumstances:

1. **Verbal** - sexual innuendoes, jokes of a sexual nature, and sexually degrading language to describe an individual (includes all forms of electronic communications);
2. **Nonverbal** - displaying sexually suggestive objects or pictures, leering, and making obscene gesture, inappropriate comments, includes **all forms of electronic communication** (for example Facebook, MySpace, instant messaging, texting, blogs, twitter, etc.);
3. **Physical** - unwanted physical contact or touching, brushing up against the body and any other type of coerced sexual activity.

Sexual harassment does not refer to behavior or occasional compliments of a social nature. It refers to behavior which is not welcome, that is personally offensive, that fails to respect the rights and dignity of others.

Any student who believes he/she has been the subject of sexual harassment should report the alleged act immediately to the principal.

All claims of sexual harassment will be thoroughly and immediately investigated by the administrator.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action to stop the harassment and to prevent its recurrence will be taken. The disciplinary action taken with respect to each violation of this policy will be determined in accordance with the seriousness of the particular offense and may range from written warnings, parent conferences, mandatory counseling, suspensions, dismissal or a combination of actions. The school administrator will advise the complaining party that corrective action has been taken.

SPECIAL ACTIVITIES

St. John the Baptist School offers its students a variety of ways to develop their social, dramatic, athletic, artistic, intellectual and sharing/caring skills.

St. John's Walk-a-thon - This activity takes place in the beginning of the school year. It is an opportunity for each student to show pride in their school. Students obtain pledges and walk a designated route on a given day. This is the major fund raiser for St. John's school with the proceeds being used for various educational needs.

Food Collection - As part of St. John's parish Outreach Program, all students are asked to bring in non-perishable food items throughout the school year to help those less fortunate in our community.

Turkey Money Tradition - Several weeks before Thanksgiving students are encouraged to share and care by making small monetary donations. These donations, "turkey money," are collected and distributed to the Outreach Program for the purchase of food for holiday meals.

St. Nicholas Toy Collection - Students bring in toys, dolls, games, stuffed animals, etc. which are collected at the St. Nicholas Day Prayer Service in the church. These gifts are then sent to several community centers or inner city parishes where they are distributed to less fortunate children.

Catholic Charities Appeal - The primary purpose of this project is to develop in the students a spirit of self-sacrifice and an awareness of the acute needs of other people of all ages. A letter to the parents from the principal is sent home with details of the school project. This is done during the Lenten season.

Outreach Program - A variety of community service projects are organized occasionally to correlate with the various areas of the curriculum. To St. Luke's Mission to pack groceries for the needy at holiday time and to Loaves and Fishes to make and serve lunches.

SPORTS PROGRAM

Athletics demand a combination of physical skill, reasonable strength, an alert mind, genuine enthusiasm and teamwork.

Students at appropriate grade levels are notified in advance about the dates for tryouts for the various sports.

The following sports are available to the students under **school-sponsored supervision**:

Cheerleading	- Girls	Softball	- Girls
Baseball	- Boys	Volleyball	- Girls/Boys
Basketball	- Girls/Boys	Track	- Girls/Boys
Swimming	-Girls/Boys	Ski Club	- Girls/Boys

A **one-time sports fee of \$20 (may increase)** will be charged for participation in any of the above sports. This fee will be used to help defray the expenses incurred in each sport (equipment, uniforms, etc.)

Many of our students participate in the (kindergarten - Gr. 8) **Neumann Catholic Swim League**. This program, which is run in early fall, is coordinated and supervised by parents.

St. John's Sports Association sponsors our school **Soccer Program**. Boys and girls may participate in the fall and spring soccer seasons through the Ken-Ton League. In spring, the St. John's Parish Athletic Association (SJPA) sponsors **baseball** and **softball** for boys and girls.

The Msgr. Menge Little Hoop inter mural basketball program is also available for students ages 8-11 years sponsored by SJPA.

The HSA sponsors and runs the after school **Enrichment Program**. This program offers a variety of supervised activities for students in grades K-8.

Students who participate in sports and other extracurricular activities must work to their full potential. The school reserves the right to limit team membership and participation in accordance with school rules and policy. For students who do not meet the required standards, the duration of any restriction will be determined by the principal. Parents and coaches will be notified of the decision.

STANDARDIZED TESTING

The implementation of testing within the school year is an integral part of the teaching and learning process. The testing program encompasses teacher-made and textbook generated tests, as well as the Iowa Tests of Basic Skills (ITBS) and CoGat, given in the fall to students in Gr. 2-7

New York State has implemented mandatory tests in the following areas:

- Gr. 4 - Math, English Language Arts, and Science
- Gr. 8 - Math, English Language Arts, and Science

STUDENT RELEASE

Students in grades PreK-8 will not be released from school during school hours without the written authorization of the parents. Such requests are discouraged. The student **MUST** give the homeroom teacher a note from the parent which must be forwarded to the office by 8:00 a.m. to authorize release from school. The parent or parent substitute **MUST** come to the school office at the stated time to meet the student and to sign the "release book." Students may be released **ONLY** into the custody of parents or authorized substitutes. Students **WILL NOT** be allowed to leave the school on their own.

SUBSTANCE ABUSE

The misuse of drugs and alcohol is harmful to a student physically, mentally and socially.

The following procedure will be followed in handling specific drug/alcohol related incidents:

- a) Any student who is selling, giving or dealing in drugs or alcohol to another student or at a school-sponsored event is liable to expulsion. The student will be suspended immediately and a conference with the parents will be arranged.
- b) Any student who is under the influence of drugs or alcohol in school or at a school-sponsored event will be suspended. A conference with the parents will be arranged.
- c) Any student who is in possession of drugs/alcohol or drug/alcohol paraphernalia will be suspended immediately and a parent conference will be arranged.
- d) Law enforcement agencies will be contacted in cases of possession or sale of any illicit substance on school grounds or at any school-sponsored event.

Suitable punishment will be determined by the principal. In all cases, a full deposition will be drawn up and placed in the student's file.

TELEPHONE USAGE

There is **NO** public telephone for students to use at St. John's. In the case of **an emergency**, the child will

be allowed to use the school telephone or their cell phone with the permission of the school or office staff.

TESTING PROGRAM

Testing and evaluation are a vital part of the educational program. Chapter/unit tests are required as each chapter/unit of the curriculum is completed.

Final Assessments are administered at the end of the third semester. The items tested reflect the required curriculum taught primarily during the previous semesters. Grades 3-8 are included in this testing program. These assessments are given during their regular class time or arrangements are made to combine class time for completion of these assessments.

TRANSPORTATION

Bus transportation for eligible students is provided by the Kenmore-Town of Tonawanda (Ken-Ton) School District as well as other districts when appropriate. Eligibility is determined by the district according to grade level and distance from home to school according to NYS Guidelines for Busing.

**As of September 2012 walking requirements were restated for elementary students who live less than a half mile from their schools. Eligibility for busing for the middle schools students was increased from 1.2 to 1.5 miles; for high school students, it went from 1.5 to 1.8 miles for the Ken-Ton Schools.

The principal cannot authorize bus transportation or arrangements with other children for after school activities. If your child is a bus student in the Ken-Ton district and needs to go home with another Ken-Ton school district bus student, **you MUST provide the principal, teacher and bus driver with a note to this effect AFTER you have cleared this with the Ken-Ton Transportation Department. Please note that ONLY qualified bus students may ride the bus. Walkers may NEVER go home with other students on a bus, since they are not covered by insurance.**

Bus behavior/safety should be stressed at home as well as in school. A child is to inform the bus driver if he/she has to cross in front of the bus to reach his/her house.

In the event a child becomes a disciplinary problem on the bus, his/her riding privileges will be suspended. **Conduct referrals which we receive from the Transportation Department will be sent home to the parents for the first two infractions. Should a third infraction occur, the result will be a suspension of riding privileges.** The length of time of the suspension will be determined by the principal and the director of transportation. (NYSL 15:23)

Walkers must arrive at school on time. It should be stressed that the children cross the street at the proper corners. Respect and obedience should be given to the crossing guards at the various corners. **Cars are NOT to enter the parking lot or block the driveways BEFORE school or at DISMISSAL times.**

If you choose to pick up your child at dismissal time (regularly or periodically), please designate a specific area outside the school building or in the parking lot where you will meet your child.

These policies will help to ensure the safety of every child.

TUITION/SCHOOL FEE/TECHNOLOGY FEE

Tuition payments are made on a 10 month schedule from September 1st through June 1st. Each family receives a coupon book to be used when making tuition payments. Tuition payments are to be sent to the school office **by the first of each month**. Payments should be made by check or money order and payable to St. John the Baptist School. **Monthly payments must be current in order for students to receive their report cards each trimester.** All tuition payments, and fees **MUST be paid in full by June 15th** or report cards, graduation diplomas, and/or transcripts will be withheld until full

payment is made.

In addition to tuition, a **school fee** and a **technology fee** is payable for each Pre-K-Grade 8 student. One half of the school fee is due at the time of registration for **NEW students** with the balance payable by August 15th prior to the beginning of the new school year. For **RETURNING students**, one half of the school fee is due at the time of re-registration with the **balance payable by August 15th** prior to the new school year. The **technology fee** is payable by August 15th prior to the new school year.

Mandatory Late Fee - Tuition payments are due the **FIRST** of each month. A bill will be sent out on the 30th/31st of the month **WITH A MANDATORY LATE FEE of \$10 per month** that will be **STRICTLY ENFORCED**. If fees and tuition are current but you still have unpaid Late Fees, report cards **WILL BE WITHHELD**.

Returned Check Fee - There will be a charge of \$20 for any check made out to St. John's School that is returned from the bank for non-sufficient funds.

REMEMBER...if you are experiencing financial difficulties at any time during the school year, it is YOUR responsibility to contact the principal to see what arrangements can be made. This should be done PRIOR to the 30th/31st billing of any month and PRIOR to report card distributions.

VISITORS

To ensure the safety of students and faculty, **ALL** school doors remain locked from the outside during the school day. Access to the building is through the **SECURITY DOORS**: Door #1 which is located opposite the flag pole in the front of the school (corner of Highland/Belmont.) Door #5 is located in the east alcove between the gym and the bike racks (enter school parking lot through Englewood.) Parents/visitors may enter the outside door and press the buzzer located on the left wall. Office personnel will release the door for admittance.

ALL parents/visitors **MUST** report to the school office upon entry into the school. Any or all messages, lunches, assignments, etc. **MUST** be left in the school office. Teachers and students should not be disturbed during class time.

Parents may meet with teachers at a time which is convenient to both parties. These meetings should not occur when the teacher has other responsibilities with the students.

A PARENT'S PLEDGE

I know that children learn best when families and schools work together. As a parent, I pledge to:

- ...Spend some time talking and listening to my child every day.
- ...Praise my child for good work in school and good behavior at home.
- ...Help my child develop self-confidence and self-discipline.
- ...Talk with my child's teacher about how my child is doing in school.
- ...Give teachers the benefit of the doubt.
- ...Talk with my child about schoolwork.
- ...Set a regular time and place for schoolwork. During this time, there will be NO television, NO radio, No phone calls, No electronic games.

- ...Encourage reading. I will read to my child, and I will listen as my child reads to me.
- ...Make sure my child gets healthy meals, enough sleep and good exercise every day.
- ...Love my child enough to say NO when necessary.
- ...Help my child discover the joy that learning and thinking can bring at any age.



September 2012
(Amended)

KENMORE

Dear Parents:

We, the undersigned have received and read the Parent/Student Handbook of St. John the Baptist School. We agree to comply with the rules, policies, procedures and terms as a condition for our child(ren) being enrolled, as set forth in the St. John's Parent/Student Handbook.

I also understand that the Principal may amend the handbook and that I will be given notification if changes are made through the website and/or monthly newsletter.

Please sign this form and return it to the classroom teacher **within ONE (1) week** after you have received the handbook. Your acknowledgement is kept on file in the school office.

Sincerely,

Mrs. C. Jacobs

Mrs. C. Jacobs
Principal

Family Name (Print) _____

Parent's Signature _____

Parent's Signature _____

Student's Signature _____

Student's Signature _____

Student's Signature _____

Student's Signature _____

Date _____



St. John the Baptist School
KENMORE

COMPUTER AND INTERNET PERMISSION FORM

St. John the Baptist School is pleased to offer students access to a computer network and the Internet. To gain access to the Internet, all students must obtain paternal permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes.

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of informational resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and informational sources. Therefore, we support and respect each family's right to decide whether or not to apply for access. We will be using AOL school block filtering software.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. It is expected that users will comply with school standards and the specific rules set forth below. The use of computers and the Internet is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students are using the system responsibly.

Storage - Users are expected to only save material on hard-drives, flash drives or CD as instructed by the teacher..

Illegal Copying - Students should never download or install any commercial software, shareware, or freeware onto computer drives. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

These are guidelines to follow to prevent the loss of network privileges at school:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Does not view, send, or display offensive messages or pictures.
- Do not waste limited resources such as disk space or printing capacity.

Do not change any setting in the hard drive of the computer.

Notify an adult immediately, if by accident you encounter materials which violate the rules of appropriate use.

BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Consequences for Violation of Rules of Appropriate Use:

FIRST OFFENSE - Parents will be called to have a conference with student, teacher and administration.

SECOND OFFENSE - Internet privileges will be taken away for a month.

THIRD OFFENSE - Internet privileges will be taken away for the remainder of the school year.

(Detach & Return to School Office w/in ONE week of receiving handbook)

PARENTS PERMISSION FORM and INTERNET USER AGREEMENT

As a parent or guardian of a student at St. John the Baptist School, I have read the above information about the appropriate use of computers at the school and I understand that this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

Please Check One:

My child may use the Internet while at school according to the rules outlined _____

I would prefer that my child not use the Internet while a school _____

Family Name (print) _____

Parent Signature _____

Parent Signature _____

Date _____

As a user of the School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name _____ Teacher _____ Gr. ____ Rm. ____

Student Signature _____

Student Name _____ Teacher _____ Gr. ____ Rm. ____

Student Signature _____

Student Name _____ Teacher _____ Gr. ____ Rm. ____

Student Signature _____



(ONLY Grade 4-8 students need to sign) This will be kept on file for one year.

CELL PHONE and ELECTRONIC EQUIPMENT POLICY

Cell phones (including any other electronic equipment) will not be used by students at any time; (students may request to use cell phone with explicit and direct supervision of faculty/coach for after-school situations). Cell phones must be turned off and remain in the student's backpack. Cell phone cannot be used for any purpose, including picture taking, messaging, Internet access, etc. The school is absolutely not responsible for any lost, stolen, or damaged cell phones.

All faculty and staff (including lunch monitor volunteers, who will report the violation to the teacher on lunch duty) will confiscate a student's cell phone if (s)he is found to possess a cell phone (other than turned off, in backpack).

The following consequences will apply:

1. Cell phone will be confiscated and brought to office. Cell phone will be locked in school safe.
2. Conduct Referral* will be issued to student for "failure to obey school rules" and a directive that parent will retrieve cell phone from school office upon receipt of signed Conduct Referral.
3. If a student is found to be in possession of another student's cell phone, **both** students will receive Conduct Referral* for "failure to obey school rules." The parent of cell phone owner will retrieve cell phone from school office upon receipt of signed Conduct Referral.

*Please refer to Code of Conduct in the Parent and Student Handbook for Conduct Referral consequences.



~Please complete, detach and return~
To be kept on file for one year

CELL PHONE and ELECTRONIC EQUIPMENT POLICY

Student's Name: _____ Grade: _____

I am aware of the Cell Phone and Electronic Equipment Policy.

Parent's Signature

Student's Signature

Date

Date