

ST. JOHN THE BAPTIST CATHOLIC SCHOOL

STUDENT/ PARENT HANDBOOK



Three parishes... One commitment to Catholic Education

St. John the Baptist

Corpus Christi

St. John Neumann

<http://www.stjohnbluejays.org>

Rev. 8/09

SAINT JOHN THE BAPTIST CATHOLIC SCHOOL
5375 DRY RIDGE ROAD
CINCINNATI, OHIO 45252
OFFICE: 513-385-7970 ATTENDANCE: 513-385-2095
FAX: 513-699-6964

From the Pastor(s)

Dear Parents,

On behalf of Fr. Tim Kallaher, Fr. Jim Meade and myself, I would like to welcome all of you to this new 2009-2010 school year at St. John the Baptist Catholic School: *three parishes... one commitment to Catholic Education*. I'm excited with all that has happened with the school and look forward to our future. It is through the commitment of all of us, Pastors and Pastoral Staffs, Principal, Administration, Faculty, School Staff, School Board and equally important, parents, that our children will be spiritually and academically well formed to grow in wisdom and grace before the Lord. We look forward to cooperating with you in this venture.

Yours in Christ,

Fr. Steve Kolde

From the Principal

Dear Parents,

The 2009-2010 school year marks the second official year of our school working in collaboration with three parishes as a Pastoral Area School. *Three parishes... one commitment to Catholic education*. We have moved from 160 years as the Parish School of St. John the Baptist Church into our second official year as a Pastoral Area School serving the parishes of St. John Neumann, Corpus Christi and St. John the Baptist. Our school governance model has worked well for the past two years. Our School Board will continue to work in an advisory capacity, setting the direction of the school from the strategic plan created through a process last year for its stakeholders. Each parish has three representatives that make up the School Board. One of the primary missions of the Catholic Church is that of religious formation and education. To assist in carrying out its missions, our Pastoral Area School exists in a contractual relationship with the parishes that establish it. The mission of the School Board is to serve in an advisory capacity for the best interests of all the parents, students, faculty/staff and administration.

These are exciting times as we strive to become the very best Pastoral Area School in the Archdiocese. Due to low enrollment in the half-day kindergarten session, our half-day morning session has been incorporated into the two all day sections. This change was made in order to continue to offer the half-day program to those parents that want it. There will be three sections in seventh grade to keep class size more manageable. All other grades have two sessions. With facility fee dollars and a generous contribution from our PTO we have been able to replace all of the desks/chairs for grades one through four. The Joseph group has created access to the attic space of our school, which will free up some much needed storage. Our maintenance staff has worked very hard over the summer. Everything is shined, waxed and ready to go for a clean start to the 2009-2010 school year.

I look forward to working with everyone again this year in a collaborative effort to make St. John's School the very best school with Christ at its center. Thank you for your continued support.

God Bless Everyone,

Richard J. Harrmann
Principal

Upon completion of studying this handbook, students and parents must sign the blue form included with this booklet. The signed form must be returned to school by August 28, 2009.

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SCHOOL BOARD/PTO ROSTER

SCHOOL BOARD

Corpus Christi Members

Jeff Delape
Roger Hollstegge
Michelle Kyle

St. John Neumann Members

Susan Flamm
Jim Hepp
Brian Rawlings, Board President

St. John the Baptist Members

Diane Bissmeyer
Diann Fischesser
Paul Moeller

2009-2010 PTO OFFICERS

Co-Presidents	Sangita Bone Michelle Zerhusen
Co-Vice Presidents	Rose Curnutte Charlotte Henry
Co-Secretaries	Sue Karwisch Jen Watkins
Treasurer	Carrie Bear
Education Rep.	Donna Hayes
Membership/Money Club	Linda Threm
Advisors	Denise Greene Kathy McNally



Parents' Responsibilities

In enrolling your child at St. John the Baptist Catholic School, **you agree** to certain important responsibilities. **These include, but are not limited to:**

- 1. To be a partner with the school in the education of your child**
- 2. To understand and support the religious nature of the school**
- 3. To read all communications from the school and to request clarification when necessary**
- 4. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings**
- 5. To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities**
- 6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible**
- 7. To promote your school and to speak well of it to others**
- 8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible**
- 9. To appreciate that Catholic education is a privilege that many people do not have**

So, welcome to St. John the Baptist Catholic School. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts taken in His name.

Reprinted with permission from *Home and School Working Together:*
Catholic School Parents' Rights and Responsibilities, NCEA,
1077 30th Street, NW, Suite 100, Washington, D.C. 20007-3852

PHILOSOPHY OF EDUCATION

St. John the Baptist Catholic School is an elementary parochial school serving its Christian community. It provides each child with an integrated elementary education in which faith, culture, academics, and life are brought into harmony. Following the Catholic educational tradition, St. John the Baptist Catholic School relates all human culture to Jesus' Good News of salvation. The light of faith illumines everything the students learn about the world, life, and themselves.

St. John the Baptist Catholic School recognizes, supports, and partners with parents in their roles as the primary educators. Offering an environment conducive to the development of moral and ethical values, the school contributes to the formation of the complete Christian person. This enables each student to approach life with dignity and exemplify his/her faith as a responsible, self-disciplined, and loving Christian.

Vision Statement

St. John the Baptist Catholic School will empower students to live faith-filled lives and prepare them to be life-long learners in an ever-changing world.

Mission Statement

St. John the Baptist Catholic School was founded in 1846 as an Archdiocese of Cincinnati parochial school. Our educational ministry exists to instill the values and teachings of the Roman Catholic Church. We partner with parents and the parish community to provide a quality Catholic education. St. John the Baptist Catholic School fosters the development of every aspect of the whole child – spiritual, academic, physical, emotional and social.

Belief Statement

We believe that students:

- are called to be disciples of Christ
- are valued individuals with unique needs
- can gain positive feelings about themselves and others through character education
- acquire knowledge in a variety of ways
- learn best when actively engaged

We believe that parents:

- are models of the Gospel values
- are the primary teachers of their children
- take an active role in their children's education

We believe that teachers:

- value Christian service and an active prayer life as an integral part of faith formation
- support parents as models of the Gospel values
- provide quality instruction in all academic areas
- recognize individual differences and learning styles
- encourage students to pursue learning as a life long process

SCHOOL HISTORY

In 1846 the pioneers of our faith built a one-room schoolhouse on Dry Ridge Road, one mile northeast of the present site and engaged a lay teacher to staff it.

In 1860 a story-and-a-half frame building was constructed to serve as a school and teachers' residence. Two Sisters of Divine Providence came in 1905 but lived here only two months.

In 1906 another school was built which contained two classrooms and a teachers' residence. This school was also staffed by lay teachers. The Sisters of Divine Providence returned in 1912, and that order taught at St. John's until 2000.

In 1915 the plan was to build a school and a convent in the matching English mission style of the old church and present Parish Offices. A fire that destroyed the school in 1922 hastened this plan. The new school was dedicated September 16, 1923. A new wing was added to the school in 1952. In 1962 an additional ten classrooms and a library were added.

The 1980's saw large growth in St. John's School. The first grade was re-instituted in 1982 and kindergarten classes were added in 1987. The chapel in the basement was converted to classrooms in the late 1980's.

The groundbreaking for the Parish Center was on September 21, 1982. The Parish Center serves as an all-purpose building for physical education classes, sports, and after-school activities.

The existing church and convent were razed in the fall of 1995 to construct a larger church to accommodate the growing community. The dedication of the new church occurred in March 1997. A new cafeteria underneath the church opened for student and parish use in April. During the summer of 1997, the renovation of the "old" cafeteria began with one additional classroom completed. A full-day kindergarten program was added to the school's academic offerings, and a computer lab was established. A second classroom was completed during the summer of 1998 in the "old" cafeteria space.

The Computer Lab and Library were moved to the new space created under the church in the summer of 2001. Prep work was also begun for the Junior High classrooms and a Science Lab.

The summer of 2003 brought about the completion of a state-of-the-art Science Lab servicing grades six, seven and eight, and one additional eighth grade classroom. These rooms were constructed under the church across from the cafeteria.

A preschool room was constructed out of existing space during the summer of 2005. In addition, ActivBoards were installed in all classrooms.

Three new classrooms were completed during the summer of 2006 to serve grades six, seven and eight. The math lab was moved to a newly vacated room.

During the 2006-2007 school year, St. John's began the process of becoming the school of choice, not only for the St. John the Baptist parish but also for the parishes of St. John Neumann and Corpus Christi. This process was completed during the 2007-2008 school year.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL: STRUCTURE

TYPE OF SCHOOL



St. John the Baptist Catholic School is chartered and approved by the State of Ohio as an elementary school, offering instruction for grades preschool through eight. St. John the Baptist Catholic School is an area parish elementary school operated, supported and directed as part of a parish sponsored educational program pursuant to the policies of the Archdiocese of Cincinnati and the laws of the State of Ohio.

LOCAL POLICY MAKING

St. John the Baptist Catholic School has a School Board comprised of nine members, three each, from the St. John Neumann, Corpus Christi and St. John the Baptist parishes. This board serves in an advisory capacity.

REGISTRATION PROCEDURE

Registration and re-registration takes place in February and March. New families must provide a copy of the birth certificate, social security card and baptismal certificate for each child and a copy of the child(ren)'s most current report card and standardized test scores for students entering grades 1 - 8. A registration deposit is also required at the time of registration. In the case of legal custody concerns, legal documentation must be provided for the student's file.

At the time of registration, health forms are distributed. These forms must be completed and sent back prior to the first day of school.

These forms are:

Health History - returned with registration

Physical Examination

Oral Assessment

Immunization Report

PARENT-TEACHER ORGANIZATION

St. John the Baptist Catholic School has an established and very active Parent-Teacher Organization (PTO) which holds regularly scheduled meetings during the year. The PTO involvement includes opportunities such as organizing and supporting school functions and school volunteer work.

All parents are invited and encouraged to join this supportive parent organization and to attend its meetings.

ADMISSION AND TUITION POLICIES

ADMISSION

St. John's does not discriminate on the basis of sex, race, color, religion, national origin, or ancestry in administration of educational policies, admission policies, loan programs, athletic, and other school administered programs.

The policies and priorities stated above shall not apply to applicants who have been asked to withdraw from other schools, or who have become wards of the court, or who have been judged as having special recognizable learning difficulties or handicaps, including physical handicaps, or who have not been eligible for remediation by the basic school program of St. John the Baptist Catholic School.

New kindergarten students must be 5 years old on or before September 30 of the year of admittance. New first grade students must be 6 years old on or before September 30 of the year of admittance. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate, and immunization records must be up to date.

WITHDRAWALS

A written notification of withdrawal should be provided and signed by the parent/guardian of any student who is withdrawing during the school year. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

PRIVACY OF RECORDS/TRANSFER OF RECORDS

Parent/guardian and students over 18 years of age have the right of access to their records. Prior to release of student records, a form must be signed by the parent/guardian or students over 18 years of age indicating their consent for the release of this information. Records will be transferred within 45 days of receipt of the signed release.

ST. JOHN THE BAPTIST CHURCH FINANCIAL POLICY

Registered St. John the Baptist parishioners using St. John the Baptist Catholic School are expected each year to fulfill a financial commitment made to the general operating fund through the Sunday collection, consistent with the Parish Stewardship Program. The policy states that to qualify for in-parish tuition assistance your family must comply with all of the following:

1. Be registered at St. John's Church through the Parish Office
2. Attend weekly Mass at St. John's Church at least 26 times a year, as measured by the number of envelopes placed in the collection basket. (No dollar amount required.)
3. Volunteer time for parish activities.
4. Support the parish financially to the best of your ability.

Note: All decisions are subject to internal review by the Pastor and/or the Business Manager.

CORPUS CHRISTI CHURCH FINANCIAL POLICY

The policy states that to qualify for in parish tuition your family must comply with ALL of the following:

1. Be registered and active at Corpus Christi Church.
2. Attend Mass weekly with your child(ren) at Corpus Christi Church.
3. Volunteer time for parish activities.
4. Support the parish financially to the best of your ability.

Note: All decisions are subject to internal review by the Pastor/Administrator and/or Business Manager.

ST. JOHN NEUMANN CHURCH FINANCIAL POLICY

For information about parish policies, parish sponsorship and tuition, please contact the Business Manager at the parish office, 742-0953.

ADMISSION AND TUITION POLICIES

KINDERGARTEN TUITION POLICY

The Kindergarten program of St. John's is a self-supporting program. Payment of tuition must be current or the student will be asked to leave the program.

Kindergarten tuition rates for the 2009-2010 school year are \$1495.00 for half-day and \$2955.00 for full day. Tuition is payable in 10 monthly installments July - April or may be paid in full by June 15. A \$200.00 non-refundable registration fee is required at the time of registration.

GRADES 1 - 8 TUITION

Tuition rate for the 2009-2010 school year is as follows:

One student	\$2580.00
Two students	\$5125.00
Three students	\$7695.00
Four students	\$7795.00
Non-parishioners	\$3750.00 per child

A \$200 non-refundable registration fee is required per family.

Tuition must be current or registration for the following year will not be accepted.

FINANCIAL AID

Financial aid is available to families of St. John the Baptist, Corpus Christi and St. John Neumann. Please contact the parish office of your home parish for information.

Corpus Christi	(513) 825-0618
St. John the Baptist Church	(513) 385-8010
St. John Neumann	(513) 742-0953

FEES

Cafeteria fee:	\$70.00 per family
Ten dollars will be refunded for each turn you work in the cafeteria.	
Assignment books	\$4.00 per child (grades 2-8)
Computer fee	\$6.00 per child
Science Lab fee	\$5.00 per child (grades 6-8)
Student Insurance	\$4.00 per child
Bible	\$11.00 per child (5th grade)
Retreat fees	\$3.00 - \$10.00 depending on grade
Party fees	\$8.00 per child (grades K-3)



THE SCHOOL DAY

DAILY SCHEDULE

School begins at 7:35 A.M. and dismissal is at 2:20 P.M.

Half-day kindergarten classes are scheduled from 7:35 A.M. - 10:35 A.M.

Four-year old preschool classes are scheduled Monday, Tuesday and Wednesday from **8:30 A.M. - 11:00 A.M.** and **11:45 A.M. - 2:15 P.M.**

Three-year old preschool classes are scheduled on Thursday and Friday from **11:45 A.M. - 2:15 P.M.**

SCHOOL OFFICE HOURS

The school office is open from 7:15 A.M. to 3:15 P.M. Monday through Friday when school is in session. The office can be contacted during this time by calling 385-7970. With the exception of school days, the office will be open from 8:00 A.M. until 12:00 noon during the months of June and August. The office is closed in July.

ARRIVAL PROCEDURES - GRADES 1-8:

Students may not arrive at school until 7:15 A.M.

Safety and liability issues necessitate that students not be allowed to enter the building until 7:15 A.M. The faculty is not on duty until 7:15 A.M. Please do not leave your child unattended outside the building to wait until 7:15 A.M.

Bus Riders

Upon arrival, bus riders in grades K-4 will enter through the door by the office (blue awning). Bus riders in grades 5-8 will enter through the middle floor doors. All students must then proceed to their classrooms.

Walkers - Upon arrival, walkers are to enter through the side doors and proceed to their classrooms.

Car Riders

Cars will enter the school lot from the driveway near the church cemetery and circle around toward the northwest corner of the school building. Your child must be dropped off only at the drop-off area near the northwest corner. Students must not disembark anywhere else and must **only exit from the right side of the car**. Once the student has disembarked, proceed toward the lower exit on Dry Ridge Road.

Bicycles, scooters, and mopeds are not to be ridden to school.

DISMISSAL PROCEDURES - GRADES K-8:

Bus Riders

Bus riders are dismissed out the side or front doors.

Car Riders/Walkers

All walkers will be dismissed out the Parent Resource Center after the busses have left the parking lot.

All car riders will be dismissed out the parish center doors. Cars should park behind the parish center. All students will be dismissed to their cars.

MORNING KINDERGARTEN DISMISSAL PROCEDURES

Morning kindergarten dismissal will be through the side door. If you are picking up your child, please park across the street and escort your child to the car.

THE SCHOOL DAY

LUNCH TIME

Lunch is served in the cafeteria every day. A hot entree is offered daily, which includes a main menu selection, soup and sandwiches or a salad bar. On days with a 2 hr. delay, the cafeteria may only serve soup, salad bar and peanut butter and jelly sandwiches.



Lunches will be available daily at the cost of \$2.25. Individual cartons of milk are \$.50 and treats are also available at an additional cost. There is a cafeteria mandatory family fee of \$70 per family per year. This fee is included on the family fee sheet and will be due by August 28, 2009. If you work your scheduled turns on the parent monthly list, you will receive \$10 for each turn worked. If you cannot work for whatever reason, a sub will be paid the \$10.

THERE WILL BE NO LUNCH CHARGES. ALL LUNCHES must be paid in advance using a lunch card. Lunches need to be pre-purchased in amounts of 5, 10 or 20 per child. The lunch card will be kept in the cafeteria. You can send in one check for all your children, but you must include a note telling us how to allot the lunches (**in amounts of 5, 10, or 20**) per child. We have many families with the same last name or parents/guardians names that are different from the child, **please put at least one of your children's names on the check**. It is suggested that **each child should have at least a 5 lunch emergency card in case of forgotten lunches**.

Anyone forgetting a lunch will be given a peanut butter and jelly sandwich and milk. A charge notice of \$1.00 will be sent home on the same day. Payment will be due immediately.

Please check school bags for bank envelopes, as this is our means of communication with the parents. If necessary the school administration will hold a student's records until outstanding fees are paid.

Juice or water may only be substituted for milk when a request from the doctor is on file in the cafeteria. This cannot carry over from year to year but must be updated the beginning of every school year. This rule is mandated by the Ohio Department of Food Services and cannot be altered in any way. A temporary substitution must also have a doctor's request.

In the interest of promoting better health through good nutrition, St. John's School **requires** that each child either packs or purchases lunch daily. Mental, as well as physical development is impossible without adequate protein, carbohydrates, vitamins, and minerals. Students are not permitted to pack pop/cola, glass bottles or cans in their lunches.

PLAYGROUND/RECESS

Snacks (no drinks) can be brought for morning recess or snack time in grades K-3 (whichever is allotted for the grade level). Play items from home are discouraged and decisions are made at each grade level. The school assumes no responsibility for personal items that are brought to school. It is not permitted to bring any electronic items to school.

Playground Supervision:

The playground is supervised by a certified staff member. Students must abide by the rules for playground, as determined by the grade level teachers and administration.



THE SCHOOL DAY

ATTENDANCE

State law requires enrollment in an elementary school and regular attendance is imperative to each child's successful completion of the requirements for each elementary grade level. Consequently, to promote regular attendance, St. John the Baptist Catholic School has the following policy:



1. Absences are excused only in the case of personal illness or death in the family. In accordance with the Ohio Missing Child Act (State Bill 321) parents are required to notify the school each day the child is absent or tardy.
 - A. Parents or guardians must notify the school office by phoning the **Attendance Line (385-2095)** by 8:15 A.M. each day that their child is absent. Otherwise the parents will be telephoned.
 - B. In addition to calling the attendance line, the parent/guardian must write a note explaining the student's absence. This note is to be sent the day the student returns to school and is to be given to the student's homeroom teacher. Any absences without a note from a parent/guardian are recorded by the teacher as unexcused absences.
 - C. If a teacher or the office staff notes a pattern of absenteeism (e.g., every Monday morning), the school may require a conference with the parents to develop a written plan to remedy the problem.
2. Excessive Absences

The school defines "excessive absences" as more than five (5) absences in a quarter or a pattern of absences (e.g., every Friday, every test day). A truant officer may be called.

 - A. Absences: Any student who accumulates more than five days per quarter, whether consecutive or not, may receive a failing grade unless a doctor's statement has been given attesting to his/her illness.
 - B. After five days absence in one quarter: A doctor's statement to excuse each absence thereafter must be submitted the day the student returns to school. It must state the specific dates of the absences that are excused and the specific reason for the absences. If requested by the school, a conference with parents, student, principal, and teacher will be required. This meeting may result in a written plan of action to remedy the problem.
3. Absences for Vacations During the School Year - Family vacations are discouraged during school time. While we acknowledge that unusual circumstances may necessitate a vacation during the school year, a note regarding the vacation must be sent to the office **at least one week prior** to the vacation for approval by the principal. Upon approval, the office staff will make a copy of the note with the principal's signature. The copy will be given to the homeroom teacher; the original will be kept on file. Teachers **are not** required to prepare assignments for students to complete during the vacation period nor instruct the students on missed material. **Vacation days are counted as unexcused absences.**

Note: If proper notice is given, absentee make up work and make up tests will be given at the discretion of the teacher and will be given upon the student's return to class.

THE SCHOOL DAY

4. Tardiness - Students who come to school after 7:35 A.M. but before the end of the second-class period (9:05 A.M.) are considered tardy. Students who arrive after the second-class period (9:05 A.M.) are considered 1/2 day absent. The student must obtain a late admittance slip from the office before being admitted to class. The student must report to the office with a note from the parent/guardian concerning the reason for tardiness.

After three unexcused tardies per quarter, a detention will be given for the next tardy and every fourth tardy thereafter. Excused tardies are for medical reasons only (medical or dental appointments). Excessive unexcused tardies may result in the truant officer being notified.

5. Extenuating Circumstances - Extenuating circumstances may merit an exception being made to the policy. The parent/guardian of the child must submit a written request for an exception to the principal, who with the teaching team will determine whether the request will be granted.
6. Early Dismissal from School - Students leaving school during school time are to present a note from their parent/guardian to the teacher before the 7:35 A.M. bell. **The note should state the reason for leaving, the time of departure and the name of the person who will be coming for them.**

Students leaving during school hours must wait in the office for the person who is picking them up. Anyone picking up a student during school time must sign the early dismissal form before the student is released.

Absentee Homework - Students are advised to have two homework partners. One will be an active homework partner; the other will be an alternate. Please be sure homework partners are willing and capable of delivering the assignments. The names of the selected homework partners must be given to the child's teacher each year. Teachers will send absent student's homework to the homework partner by the end of the school day.

Make-up Work - The student is allowed the same number of days to make up the work, as the student was absent. The teacher will give extra help, if needed, for excused absences. However, this may necessitate making arrangements for the student to remain after school hours since there is not always time during the class day. **After an absence, it is the student's responsibility to obtain, complete, and return any work assigned.**

STUDENT DRESS CODE

DRESS CODE FOR BOYS IN GRADES K-8

Shirts	Solid light blue or solid white with a collar. (2-3 button knit polo shirt or full button tailored long or short sleeved dress shirt) Shirts must be tucked in at all times. Any t-shirt worn under the uniform shirt must be white with no writing. <u>Solid white turtlenecks or mock turtlenecks may be worn under long sleeved uniform shirts, uniform sweaters, uniform vests or school sweatshirts.</u>
Slacks/Shorts	No jeans, cargo pants, pants with rivets or multi-pocketed pants may be worn. No baggy, oversized, or torn pants are permitted. Pants/shorts must be worn at the natural waist. <u>Before</u> October 15 and <u>after</u> March 31, <u>uniform</u> shorts (no knit, <u>cargo</u> , jean or athletic shorts, no baggy oversized shorts) of <u>no more</u> than knee length may be worn. Grades K-5: Navy blue uniform pants/shorts Grade 6: Navy blue or Khaki uniform pants/shorts Grades 7-8: Khaki uniform pants/shorts
Belts	Belts are required with the uniform pants and shorts.
Sweaters	Solid navy blue cardigan or crew neck sweaters (no oversized sweaters or “sweatshirt” material) may be worn. Solid navy blue pullover sweater vests are acceptable. These must be worn over uniform shirts, polo shirts or white turtlenecks.
Official School Sweatshirts/ Spiritwear	Official school sweatshirts, purchased through the school, may be worn in lieu of uniform sweaters throughout the year. These must be worn over uniform shirts, polo shirts, or white turtlenecks. Athletic Association Sweatshirts are NOT permitted except on Spirit Days.
Shoes	Practical shoes or gym shoes with non-marking soles (e.g. loafers, indoor soccer shoes and gym shoes) must be worn. Shoes must be fastened to stay on the feet. NO Skate shoes, shoes with wheels , elevated platform shoes, sandals, hiking boots, clogs, Crocs or work boots may be worn. Snow boots must be removed during the day.
Socks	White or solid navy blue socks.
Hair	All students' hair must be neat, clean, well groomed and shall not create a safety or health hazard. Hair may not hang over eye brows or exceed collar length including tails. Extreme/unusual hair color or haircuts including lines and/or shaving head are not acceptable.
Jewelry/Tattoos/ Other	Earrings, distracting jewelry, such as large or multiple necklaces or rings etc., belt to pocket chains and any kind of tattoo are not permitted. Perfume, cologne, scented lotions are not to be brought to school.
Spirit Wear Day	The last school day of the week is designated as “Spirit Wear Day.” Students may wear school spirit wear and uniform tops from any school/church activity. Regulation bottoms are required. Shirts must be tucked in at all times. All other uniform rules apply.
Nametags	Nametags are required at all times. Lost, mutilated or destroyed nametags will be replaced at a cost of \$2.00.

- **A warning notification will be sent if your child is in violation of the dress code.**
- **The third dress code violation in one quarter will result in an after school detention.**
- **Repeated, serious, and/or intentional violations can result in suspension and/or expulsions.**
- **Please send an explanatory note if you cannot send your child in the correct uniform for some unexpected and unforeseen reason (i.e. a broken limb).**

The principal reserves the right to decide whether or not something conforms to the dress code.

STUDENT DRESS CODE

DRESS CODE FOR GIRLS IN GRADES K-8

Grades K-3	Red plaid jumper must be no shorter than 2" above the knee.
Grades 4-8	Red plaid skirt/skort/split skirt must be no shorter than 2" above the knee.
Blouses/shirts	Solid white with a collar knit polo shirt or full button tailored long or short sleeved dress shirt) must be worn. Solid light blue shirts may be worn with the slacks or shorts only. Shirts and blouses must be tucked in at all times. <u>Solid</u> white turtlenecks or mock turtlenecks may be worn <u>under long sleeved uniform shirts, uniform sweaters, or school sweatshirts.</u>
Socks/Tights	Socks/tights must be solid navy blue or white. <u>Between</u> October 15 and March 31, girls in grades K-8 may wear solid navy blue or white tights (not hose, leggings, cable tights or tights with designs).
Slacks/Shorts	No jeans, Capri's, <u>cargo pants</u> , knit pants, stretch pants, pants with rivets or multi-pocketed pants may be worn. Pants must be of the appropriate size. If the temperature warrants, dark colored cotton, knit or flannel pants may be worn under the uniform at recess and before/after school. <u>Before</u> October 15 and <u>after</u> March 31, <u>uniform</u> shorts (no knit, cargo, jean, oversized or athletic shorts) of fingertip length may be worn. Grades K-5: Navy blue uniform pants/shorts Grade 6: Navy blue or Khaki uniform pants/shorts Grades 7-8: Khaki uniform pants/shorts
Belts	Belts are required with the uniform pants or shorts.
Sweaters	Solid navy blue cardigan or crew neck sweaters may be worn. (No oversized sweaters or "sweatshirt" material.) Solid navy blue pull-over sweater vests are acceptable. These must be worn over uniform shirts, polo shirts or white turtlenecks.
Official School Sweatshirts/ Spiritwear	Official school sweatshirts, purchased through the school may be worn in lieu of uniform sweaters throughout the year. These must be worn over uniform blouses, turtlenecks, or knit shirts. Athletic Association Sweatshirts are NOT permitted except on Spirit Days.
Shoes	Practical shoes or gym shoes with non-marking soles (e.g. loafers, indoor soccer shoes and gym shoes) must be worn. Shoes must be fastened to stay on the feet. NO Skate shoes, shoes with wheels, elevated platform shoes, sandals, hiking boots, clogs, Crocs or work boots may be worn. Snow boots must be removed during the day.
Hair	All students' hair must be neat, clean, well groomed and bangs may not hang over the eyebrows. Extreme/unusual hair color or haircuts are not acceptable.
Jewelry/Tattoos/ Nail Polish/ Cosmetics/Other	Hoop or dangling earrings below the earlobe are not permitted. Only one earring per ear is permitted, to be worn in the lower lobe. No distracting jewelry, only one necklace, ring, or bracelet is permitted. Acrylic nails and nail polish are not permitted. Tattoos are not permitted. No make-up is permitted. Perfume, cologne, scented lotions are not to be brought to school.
Spirit Wear Day	The last school day of the week is designated as "Blue Jay Spirit Wear Day." Students may wear school spirit wear and uniform tops from any St. John the Baptist activity. Regulation bottoms are required. Shirts must be tucked in at all times. All other uniform rules apply.
Nametags	Nametags are required at all times. Lost, mutilated or destroyed nametags will be replaced at a cost of \$2.00.

- A warning notification will be sent if your child is in violation of the dress code.
- The third dress code violation, in one quarter, will also result in an after school detention.
- Repeated, serious and/or intentional violations can result in suspension and/or expulsions.
- Please send an explanatory note if you cannot send your child in the correct uniform for some unexpected and unforeseen reason (i.e. a broken limb).

The principal reserves the right to decide whether or not something conforms to the dress code.

STUDENT EXPECTATIONS AND DISCIPLINE CODE

OUT OF UNIFORM POLICY

School out of uniform days are announced in advance and guidelines given by the staff. On these days, students may wear street clothes, including jeans. Shorts may only be worn according to established guidelines August through October 15 and April through the end of the year. Extreme styles of clothing are not to be worn. This includes extremely short clothes, spaghetti-strap garments, baggy or oversized clothes, midriff-baring or see-through clothes, tank tops with nothing underneath them, or clothing that reveals undergarments. Shoes with socks or hosiery must be worn. Conservative dress is encouraged and extremes in dress will not be permitted. Clothing must not reflect un-Christian attitudes, alcohol, tobacco, drugs, sex, violence, inappropriate or derogatory messages. The administration reserves the right to make the final decision on appropriate attire. Students who choose inappropriate clothing on out of uniform days will call home for a change of clothes. If no change is available, a clean uniform will be supplied.

PHYSICAL EDUCATION DRESS CODE

Proper dress for gym class should include socks, secure fitting gym shoes and comfortable clothes (shorts, jeans, sweats and t-shirts are fine). Students are not required to change for gym, but it is suggested. They do need gym shoes and the girls should wear shorts under their skirts/jumpers.

In the fall and spring, the gym classes will go outside on dry days that are 50 degrees or more. The students should dress accordingly. The early morning classes many times will have wet grass from the dew, and it is suggested that they bring a change of shoes and socks for the remainder of the school day.

STUDENT EXPECTATIONS

- A. Students are responsible for helping to maintain an orderly school and classroom environment. Further, they are expected to respect all their own property, that of others, and the property belonging to the school and parish.
- B. Textbooks are distributed to the pupils on a loan basis. It is the students' responsibility to keep said books in good condition. Writing in hardback textbooks is not permitted. All textbooks are to be covered and covers are to be marked with the student's name, school and homeroom. There should be no drawing or scribbling on these covers. In order that textbooks be properly protected during transport between school and home, every pupil is expected to have a bookbag. Students continually violating these instructions regarding the care of textbooks will be sent to the office. Fees will be charged if books are abused or lost.
- C. Each student is responsible for maintaining an orderly desk and locker. Since lockers and desks are school property, the principal (or other delegated persons) has the right to check them at any time. Each student also shares the responsibility for maintaining an orderly classroom and should take his/her turn in helping clean boards, dust erasers, and arrange books neatly on shelves, etc. Before leaving school, each student should check to see that there is no paper on the floor.

Each student also has a responsibility to do his/her part in keeping the restrooms neat and clean.

STUDENT EXPECTATIONS AND DISCIPLINE CODE

- D. Cell phones are the only electronic devices permitted in school. Students will be allowed to keep a cell phone in their book bag upon written notification from the parent to school officials explaining the need. Cell phones will be confiscated if used on school premises. Parents may claim confiscated cell phones at the office. Employees assume no responsibility for cell phones. **No** other electronic devices are to be brought to school. This includes but is not limited to: gameboys, mp3 players, or personal computers.
- E. It is expected that students not participate in any activity or behavior that might endanger themselves, others, their property, or the property of others.

These behaviors include, but are not limited to:

1. Possessing or using dangerous weapons
2. Fighting/play fighting
3. No illegal substances or activities.
4. Possessing, using, or being under the influence of alcoholic beverages on school premises or school controlled premises
5. Possessing, using, selling, transmitting, or being under the influence of any drug while on school premises or school controlled premises
6. Turning in false fire, tornado, bomb, or disaster alarms
7. Leaving school during school hours without permission.
8. Truancy
9. Stealing
10. No gum is allowed during school hours.

DISCIPLINE CODE PROCEDURES

- A. Conduct Referrals and detentions will be sent home as needed. They need to be signed and returned the next day.
- B. Detention may be assigned to students as determined by the teacher. Detention will be held on Mondays and Thursdays from 2:20-3:20 P.M.

Students are to be picked up promptly at 3:20. After 3:25 PM your child will be taken to the after school care program and the daily fee of \$10.00/\$12.00 will be charged to the parent. Parents are responsible for making appropriate arrangements for the student to be picked up at the **main office door**. Failure to report for detention on the assigned day will result in an additional detention.

- C. Saturday School/In-School/Out-of-School Suspension

In any given quarter, students that have already received three detentions (**whether homework, behavior or tardy**) will receive an in-school suspension in lieu of serving a fourth detention. A second cycle of detentions within the same quarter will result in either Saturday school or an out-of-school suspension.

Based on the severity of the behavior, the Principal will determine whether the suspension is an in-school, out-of-school or Saturday school suspension. **A \$50 fee will be required for any Saturday school or in-school suspension assigned.** Saturday school will take place from 8:00 AM - 12:00 PM.

STUDENT EXPECTATIONS AND DISCIPLINE CODE

Procedure for Suspension

- a. Immediate Removal: When a student's behavior or actions constitute a threat or serious disruption, a student may be removed immediately. Parents will be responsible for picking up the child promptly.
- b. Parents will be notified by telephone.
- c. Written notification of the offense and details of the suspension will be sent.
- d. The student's pastor will be informed by the school.

D. Expulsion

1. Expulsion may result from:

- a situation wherein the student intentionally endangers the life or lives of other students or faculty
- intentionally causing serious harm to another
- violations of the criminal code or aberrations of Christian morality
- repeated incidents of suspension (incurability) which do not result in improved behavior
- any other action which the school administrator considers to be of an extremely serious or dangerous nature such as verbal, written, physical, or sexual harassment of other students or faculty.

2. Procedures for Expulsion: (The following procedures must be observed)

- a. The principal will inform the juridic pastor of an impending case of expulsion.
- b. Written communication will be exchanged between the administrator and the parent/guardian. This notice will state reasons for the student's withdrawal.
- c. The archdiocesan office will be informed of any proposed dismissal

STUDENT EXPECTATIONS AND DISCIPLINE CODE

TOBACCO POLICY

Smoking, using, or possessing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, and chewing tobacco, or tobacco paraphernalia such as matches or lighters or use of tobacco in any other form is prohibited. As provided in 3313.751, Ohio Revised Code (see below), it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.

Distributing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, and chewing tobacco, tobacco paraphernalia such as matches or lighters or use of tobacco in any other form is prohibited. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.

Ohio Revised Code: 3313.751 Prohibition against tobacco possession or use

(A) As used in this section:

(1) "School district" means a city, local, exempted village, or joint vocational school district.

(2) "Smoke" means to burn any substance containing tobacco, including a lighted cigarette, cigar, or pipe, or to burn a clove cigarette.

(3) "Use tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco.

(B) No pupil shall smoke or use tobacco or possess any substance containing tobacco in any area under the control of a school district

(C) The board of education of each school district and the governing board of each educational service center shall adopt a policy providing for the enforcement of division (B) of this section and establishing disciplinary measures for a violation of division (B) of this section.

SUBSTANCE ABUSE POLICY

Suspension or expulsion will result if any student is involved in the possession, sale, and/or suspected use of controlled/illegal/mind altering substances during school hours, on school property or at any school or parish sponsored function, regardless of location. A drug is any controlled substance or any substance made to look like a controlled substance. The eligibility of that student to return to school will be determined by the Principal after considering the following:

1. Disposition of proper authorities (police, court, etc.)
2. Results of complete physical and psychological examinations. These must be put in writing and forwarded to the Principal.
3. Written statement from the student and parent(s) outlining a plan for rehabilitation.
4. Past record of the student.
5. Conference with parent(s), Juridic Pastor and Principal to outline the conditions that must be adhered to with the student.

ACADEMIC STANDARDS

CURRICULUM REQUIREMENTS

Curriculum is the total school experience of the students. It is the experience of learning and living fully integrated in the light of faith. Religious truth and values are perceived and function as the underlying reality in which the students' experience of learning and living achieve their coherence and their deepest meaning. This experience will provide students with the knowledge, practice, values, and attitudes of citizens living in the American democratic society.

The curriculum of St. John the Baptist Catholic School, as a Catholic School, is consistent with the stated philosophy and purposes of the school and with the special interests and needs of the students.

Student, teacher, and/or class schedules show that every student receives instruction in each of the subject areas specified by the State and Archdiocesan regulations. St. John's meets or exceeds the content standards for the Archdiocese of Cincinnati and the State of Ohio.

PROMOTION AND GRADUATION

If a student, in accord with his/her abilities, has not completed the major instructional objectives of his/her grade level, consultation with parents and agreement among the educational staff and principal are necessary for promotion, promotion with condition, placement, or retention. If a student fails a course, he/she may be required to make up the work over the summer. If a student has inadequate mastery of a subject or needs practice/review to move on to the next skill level successfully, the intervention team may require tutoring or summer school as a condition of continuing his/her education at St. John's.

INTERIMS AND PROGRESS REPORTING

1. Written report cards will be issued to parents four times a year. In grades 4-8, parents are encouraged to access the on-line grading program often.
2. To promote and increase effective communications with parents, the school calendar shall reflect two parent-teacher conferences during the course of each school year. The dates and times of conferences will be noted in the approved school calendar.
3. Interim reports will be sent home with K-3 students quarterly to keep parents/guardians informed of student's progress. Parents of students in grades 4-8 are expected to check student progress regularly using our online grading program. Written interims will only be sent home by written request.
4. In addition to report cards, interim reports, and scheduled parent-teacher conference, parents/guardians and teachers are encouraged to communicate via note, telephone calls, e-mail, or additional conferences if problems arise.

ACADEMIC INTERVENTION

If a student's academic achievement falls below expectation an intervention team will be established. An intervention assistance team consisting of parents, the teaching team, the school psychologist, administration and/or support staff will meet. This team will determine academic goals and develop an appropriate plan for improvement. A suitable time for reevaluation of goals and progress will be set. Follow up meeting will occur if necessary. If the intervention plan fails because of a lack of cooperation, the student may no longer be permitted to continue his/her education at St. John the Baptist Catholic School.

ACADEMIC STANDARDS

HOMEWORK AND ASSIGNMENTS

Homework notebooks are required for all students in grades 2 – 8. A parent signature may be required nightly. This is an organizational tool and a means to promote good study habits. A reasonable amount of homework may be given to all students, considering the child's age, level of achievement, and type of assignment. The assignment will be an outgrowth of class work:

1. to supplement or further learning
2. to review independently what was taught in class
3. to provide opportunity to use research skills

Parents should provide a suitable environment for study and homework. No definite time limit can be determined for all, since children work at different rates of speed.

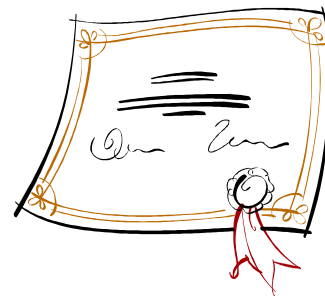
Missing assignments in grades 1 - 2 will be dealt with on an individual basis. Starting in third grade, second semester, and continuing through eighth grade, students will be given a homework detention for missing or incomplete assignments. Refer to page 18 for detention procedures.

If work is missing at the end of a quarter, the student will receive a zero for the assignment for the report card. Emergency situations will be handled by the teacher on an individual basis. Incompletes are expected to be taken care of within two weeks after receiving the report card.

AWARDS AND/OR HONOR ROLL

Blue Jay Pride Award

A Blue Jay Pride Award will be given each quarter to any student receiving no behavior check marks, “Ns” or “Fs” in effort on their report card or receiving no detentions or suspensions during the quarter.



Academic Honors

First and Second Academic Honors will be given to students in grades 4-8 who meet the criteria in core subjects. Those subjects meeting five days a week are considered core subjects. A grade of C or higher is required in subjects meeting fewer than five days a week to be eligible for honors.

B.U.G. (Bringing Up Grades) Award

The B.U.G. award is presented second, third and fourth quarter to any student who improves grades through increased effort and perseverance.

TESTING PROGRAM

Students in the second, fourth, sixth, and eighth grades will be given both the Terra Nova and the In-View Test during October. Competency Based Education (CBE) tests (individual writing samples), as required by the Archdiocese, are administered to students in grades 3, 5 and 7. Kindergarten students are administered the Metropolitan Readiness test in the spring to assess their level of achievement. Grades 5 and 8 are administered the ACRE religious education test.

Please do not ask to take your child out of school during the standardized testing period. Students who miss standardized testing because of vacations or doctor/dentist appointments may be charged to make up the tests after school. Students who are absent due to illness may be asked to stay after school to make up any parts of the test that were missed.

ACADEMIC STANDARDS

SUPPORTIVE REMEDIAL PROGRAMS

Speech therapy, remedial reading, Title I reading, remedial math and a learning disability tutor are available to qualifying students. If your child is referred to any of these programs, you will be notified and your permission must be given before your child can be accepted into the programs.

PSYCHOLOGICAL SERVICES

A psychologist is available three days a week to serve as a resource to both teachers and parents in respect to helping each child maximize his/her learning potential. The psychologist studies how a child's individual capabilities, as well as emotional and social variables, influence the learning process.

Students referred to the psychologist may be serviced on a limited basis without parent consent. Students needing prolonged or regular visits will need parental/guardian permission.

SPECIAL ACTIVITIES

St. John's provides many educational opportunities for our students in ways other than classroom instruction. Throughout the year, our enrichment program provides many exciting integrated, curriculum-based programs for our students. Some of these programs include speakers from the Natural History Museum, Taft Museum, Duke Energy, Playhouse in the Park, Zoo, and the Cincinnati Symphony.

Field trips and class trips are a PRIVILEGE. The teacher and principal have the right to deny a student's participation in a field/class trip experience for reasons including, but not limited to, behavioral concerns and academic concerns. To be eligible to go on a field trip, a permission slip must be signed by the parent/guardian and returned to the teacher. **Field trip fees are not refundable.**

Skating parties are limited to students currently enrolled at St. John's and their immediate family, unless the Principal has granted specific approval.

SCHOOL PARTIES

Room parents are to complete a Party Plan form for EACH party/event that is to take place. Forms are to be submitted to the teacher/principal for review/approval, **PRIOR** to the planned party/event. Please be aware of any food allergies (ie Peanuts) in the classroom. Consult the teacher/parent if you have questions or concerns.

Parties celebrating birthdays are not permitted during class time, however students may bring treats to share with all classmates. **Invitations to student parties are not to be distributed during school time.**



BOOKSTORE

The school book stores have limited school supplies available. Book stores are open from 7:20-7:35 A.M. daily. Junior High students volunteer to help with the bookstore.

LOST AND FOUND

All clothing or articles found on school property are placed in the lost and found, which is located in the Parent Resource Center or the cafeteria. All articles will be donated to charity at the end of each quarter.

SCHOOL COLORS AND SCHOOL MASCOT

St. John the Baptist Catholic School's mascot is the Blue Jay. Our school colors are royal blue and white.

TRANSPORTATION OF STUDENTS

EMERGENCY CLOSINGS

Weather conditions often make transportation difficult. When there is a question as to whether classes will be in session, official announcements of school closings will be made on local radio/television and the Internet. **Since the majority of our transportation is provided by Northwest, announcements made for Northwest include St. John's.** Even if your child(ren) are bussed by another district, you are expected to follow the announcements of Northwest. If Northwest announces a 2 hour delay and your district does not, do not send your children to school until 9:15. Plan ahead. It is always wise to have your child know an alternative plan or a safe-place (a neighbor's house) to go should an emergency closing or early dismissal occur, and you cannot be contacted.

Special Note Concerning Half-Day Kindergarten: On days when there is a delay, morning kindergarten will be canceled.

NORTHWEST SCHOOL DISTRICT TRANSPORTATION POLICY

Students who ride Northwest school buses are required to abide by the regulations set forth by the Northwest Transportation Office and the bus driver.

1. The student shall be at the bus loading area five minutes before scheduled pick-up or departure both morning and afternoon. (A bus driver will not blow the bus horn to notify students of pick-up.)
2. The student shall remain seated while the bus is in motion.
3. The student may be assigned a seat by the driver.
4. The student shall not throw items in the bus or out of open bus windows.
5. The student may talk quietly on the bus, but loud and vulgar language is prohibited.
6. The student shall not have any object or part of his/her body out of a bus window.
7. The student is to ride the regularly assigned bus and load and unload at the designated spot, unless a note signed by a building administrator stating otherwise is given to the driver.
8. When crossing the street, the students shall walk at least ten feet in front of the bus and cross the street at the direction of the bus driver.
9. There is to be no fighting on the bus.
10. There is to be no eating, drinking, or littering on the bus.
11. There is to be no smoking on the bus.
12. Students must sit three in a seat whenever necessary.
13. Dogs and other animals are not permitted on a school bus.
14. Seat saving is positively prohibited.
15. The student who insists on misbehaving shall be denied the privilege of riding the bus by his/her building principal.

* The above rules are taken from the Northwest Local School District Handbook.

Consequences include but are not limited to:

1. Written bus reports (which are to be signed by the parent(s), discussed with the student at home, and returned the next day);
2. Student/principal conference;
3. Parent/principal conference;
4. Detention;
5. Suspension of bus riding privileges.

TRANSPORTATION INFORMATION

EXPLANATION OF INCLEMENT WEATHER PLANS

Inclement weather plans will be announced on the radio/television/internet as follows:

1. Northwest Schools will be closed.
2. **Two-hour delay with limited transportation****
This means there will be a two-hour delay with limited transportation. Limited transportation means that our school buses will not go down roads in the district that are steep, snow covered and/or icy.
3. **Two hour delay** - This means there will be a two-hour delay with full transportation. Full transportation means that the buses will travel all roads.
4. **Limited Transportation** - Regular starting time with limited transportation.
5. Early Dismissal - This announcement would mean the district would be transporting private and public students home early. Parents need to have a contingency plan in order to deal with this circumstance. In addition, parents will need to remain in contact with local media if adverse weather conditions occur during the school day to determine if Northwest Schools is going to transport students home early. The announcement that that will go to the media will be "Northwest Schools will Dismiss Early".

WHEN A TWO-HOUR DELAY IS ANNOUNCED, BE SURE TO CONTINUE TO MONITOR SCHOOL CLOSING ANNOUNCEMENTS SINCE THE DELAY COULD BE CHANGED TO CLOSED.

****STREETS WHICH WILL NOT BE TRAVELED BY NORTHWEST WHEN BUS SERVICE IS LIMITED**

Bank (Between Old Colerain and Hughes)	Melissa
Blue Rock (Between Cheviot and Galbraith)	Miami Trail
Buell	Overdale (Hill)
Colerain (Turn at Dunlap)	Pebbleknoll
Crest (West of Autumnridge)	Pebblevalley
Day (Hill) (Turn at 5871 Day)	Regatta (South of Voyager)
Dry Ridge (Hill Turn at Weik)	Scull
Dunlap (Turn at Squirrelsnest)	Sheits
Eagle Creek	Skyridge
Gosling (Turn at Kristiridge)	Stone Mill (turn at Stonetrace and Stonequarry)
Hughes (Turn at Breezy Acres)	Squirrelsnest
Lick	Thompson (Hill turn at 7628)
Lincoln to Evelyn	Yeatman
Lockwood Hill	

MT. HEALTHY, FAIRFIELD and SOUTHWEST SCHOOL DISTRICTS TRANSPORTATION POLICIES: Please contact the transportation offices for specifics of these policies.

COMMUNICATION AND SERVICES

Blue Jay Wednesday Folders

At the beginning of the school year, each child will receive a folder that will be sent home on Wednesdays and **is to be returned, emptied, on Thursdays**. It will contain all memos from the school, PTO, Resource Development, etc. This folder is school property and is to be treated as such. There will be a \$2.00 replacement fee charged for all lost or destroyed folders. Parents, it is your responsibility to make sure you receive the information contained within these folders. They are the main line of communication between you and St. John's.

When parent/guardian and school personnel work as a team, the child(ren) benefit tremendously.

Parents/guardians are informed of happenings/activities through the Blue Jay Flyer (the school newsletter), the PTO Newsletter, teacher newsletters, the school website, phone messaging system, email, and the parish bulletin.

We strongly encourage your attendance at scheduled conferences. We welcome you to share comments and concerns throughout the year through phone calls or by scheduling individual conferences.

HANDLING OF CONCERNS

CONCERNS ABOUT POLICIES: The School Board invites concerns about an existing policy or the need for a particular policy (e.g., admission policy, class size policy, and tuition policy). The Board has a procedure for parents to be heard in matters pertaining to policy decisions.

CONCERNS ABOUT A STAFF MEMBER OR ADMINISTRATIVE ACTIONS: Concerns with an individual staff member (e.g., volunteer catechists, Catholic schoolteacher, Director/Coordinator of Religious Education, Principal) and/or administrative action (e.g., student suspension, school programs, dismissal procedures) are not handled by the School Board. The staff member in question or the appropriate administrator is the person to whom concerns should be addressed.

MESSAGES AND ANNOUNCEMENTS

Individual teachers can be reached by calling the school office or calling the teacher line at 699-6960 and leaving a message for the teacher to return the call. **Do not call a teacher at home.** Teacher's voice mail extensions are as follows:

Mr. Anderson - 2nd grade	201	Mrs. Hayes - Kindergarten	211	Mrs. Schrader - 1st grade	204
Mrs. Ante - 6th grade	200	Mrs. Hummel - Nurse	111	Mrs. Schwalbach - 5th grade	224
Mrs. Borgman - Kindergarten	203	Mrs. Jacob - Reading	213	Mrs. Sellers - 1st grade	221
Mrs. Chaifetz - Speech	205	Mrs. Kahny - Preschool	215	Mrs. Shotwell - 4th grade	225
Mrs. Donohue - Math Lab	228	Mrs. La Warre - Library	116	Mrs. Chris Smith - 8th grade	226
Mrs. Dreyer - After School Care	218	Miss Matson - 3rd grade	217	Mrs. Art Smith - Art	214
Mrs. Fischer - Preschool	207	Ms. Nunley - Psychologist	233	Miss Stark - 6th grade	208
Mr. Forte - 7th grade	220	Mrs. Peters - 4th grade	206	Mrs. Vest - 5th Gr./Ed. Instr.	227
Mrs. Green - 8th grade	209	Mrs. Rapien - 2nd grade	219	Miss Wendeln - Music	212
Mrs. Hasselbeck - Cafeteria	107	Mrs. Robbins - Computer	120	Mrs. Winters - Phys. Education	229
Mr. Hasselbeck - Maintenance	311	Ms. Schaefer - Religion/7th Gr.	222	Mrs. Wolf - Preschool Aide	216
Mrs. Haun - 7th grade	210	Mrs. Schneider - 5th grade	223	Mrs. Zipperer - 3rd grade	230

Children may not be called out of the classroom nor may teachers be interrupted during the school day. Any messages or articles are to be left at the office. Children may not be called to the telephone except in case of an emergency.

ASSISTANCE IN SCHOOL

There are many ways in which adults can assist in school. Some of the areas of volunteer help are:

teacher aide	cafeteria worker	room parent
tutor	guest speaker	photographer
computer aide	resource person	field trip chaperone

If you have an interest in volunteering, please call the school office or speak to your child's teacher. All volunteers dealing with children in the Archdiocese of Cincinnati **MUST** view a Protection Decree Video and may need to be fingerprinted, as mandated by the Archdiocese.

SURVEYS

Occasionally, our PTO sponsors a survey involving some students and adults. A letter is sent home by the PTO representative informing parents. These surveys provide financial support for school activities.

FUND RAISERS

All major fund-raisers are under the direction of the Resource Development team, a subcommittee of the Education Commission.

VISITING SCHOOL

All doors are kept locked during school hours. ALL VISITORS AND PARENT/GUARDIAN ARE REQUIRED TO STOP AT THE OFFICE UPON ENTERING THE SCHOOL BUILDING. For safety reasons, all parent/guardian volunteers must sign in at the office. After signing in, please take and wear a visitor's tag so that students and staff can see that you have been welcomed at the office. If you would like to visit or observe a specific classroom, please obtain prior permission from the teacher and/or the principal. Parents are asked to make every effort to see to it that their children bring all necessary items with them for the school day in order to minimize the number of interruptions caused by the delivery to the classroom of forgotten items.

HEALTH AND SAFETY POLICIES

EMERGENCY FORMS

In the event of an emergency during the school day or on a school field trip the Emergency Medical Authorization (EMA) forms are designed to give emergency medical personnel contact information for parents/guardians as well as major medical information about a child. These forms accompany every child when he/she leaves school for field trips. The EMA form is a confidential document that is shared with teachers as needed. Please carefully complete the form and return it to school. **It is extremely important to list any chronic illnesses, medical conditions/diagnoses, and medications that your child is currently taking.** If during the school year there is a change in your child's medical information, or emergency contact phone numbers, please contact the school nurse as soon as possible to update your child's medical information. It is important that these forms be kept current.

SCHOOL HEALTH SCREENINGS

As required by Ohio law, the school nurse will conduct vision and hearing screening on all students in grades preschool, K, 1, 3, 5, and 7. All students, regardless of grade, may be screened for vision and hearing with a request by a parent or teacher. Students in grades 5, 6, 7, and 8 may undergo postural screening annually. Students in all grades may be screened for height, weight and body mass index. Parents may exempt their child from school screening by submitting a written request to the school nurse.

IMMUNIZATION POLICY

Ohio Revised Code sections 3313.67, 3313.671 and 3313.37 outlines mandated immunizations required for school attendance for preschool through grade twelve. **All students must have documentation of the required immunizations on file by the 14th day of school attendance.** Parents of students who do not have the required documentation will be notified by the school nurse and/or principal requesting completed immunization information. **Any student not having complete information by the 14th day of school attendance may be excluded from school until all paperwork is received.** It is the parent's responsibility to provide the school with the necessary health information by the requested date. Please do not rely on a previous school to forward the information. If you would like a copy of the immunizations required for school attendance, please contact the school nurse.

According to ODH (Ohio Department of Health) guidelines:

Students are attending school in violation of Ohio law if after 15 days of school:

1. An immunization record is not on file.
2. They still need MMR and Varicella vaccine
3. They still need a dose of DTaP, Polio, MMR, and Hepatitis B vaccines to be considered "in process" of obtaining the minimum doses.

Parents who do not wish to immunize their child for philosophical, religious or medical reasons must submit a letter to the school nurse on an annual basis indicating which immunizations they are waiving and their reasons why. Please note, that in the event of an outbreak of communicable diseases any student not having completed immunizations may be excluded from school until the threat from the communicable disease has passed.

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FOOD ALLERGY POLICY

St. John's has several students in the building with life threatening allergies to foods, such as dyes, milk, eggs, and nuts, including peanuts, peanut butter, pecans, walnuts, nut oils (i.e. peanut oil), nut flavorings (i.e. almond extract), etc. Touching these items, as well as ingestion, may provoke a severe anaphylactic reaction.

For the safety of these students, we are instituting some restrictions in the classroom and building. We are asking parents to be conscientious of the selection of birthday treats, or any snack treat, that their children bring to school, in an attempt to limit the chances of the food allergy children being exposed to allergic items.

The only way to be sure that a snack is allergy free, ie. "peanut free" is to read the label carefully. Please send the snack to school in its ORIGINAL package. We thank you in advance for your time and effort to make the school environment a safe place for everyone. Together, we make a difference for the students.

Please contact your child's teacher, or the nurse, if you have questions or concerns.

Thank you for helping prevent a potential life-threatening situation!

ACCIDENT/ILLNESS POLICY

The school nurse is responsible to provide nursing care of students who become ill or injured while at school. If an illness or injury is serious or needs medical attention the school nurse will attempt to notify a parent or guardian as soon as possible. If a life threatening situation is suspected, the school nurse will call 911 without delay. The school nurse will then notify the parent/guardian and will follow instructions given on the Emergency Medical Authorization form.

It is not always clear when a child should be kept home from school due to illness. It is not possible to cover all the scenarios but here are few guidelines that will help keep everyone healthy.

Guidelines for Childhood Illness and School Attendance

- **Fever:** If your child has a fever (a temperature of 100.0° F or greater) they should remain at home until they have been fever free for a full 24 hours without Tylenol or Ibuprofen and they have returned to their typical behavior. It is important for you to take your child's temperature before giving the fever-reducing medicine.
- **Vomiting and/or diarrhea:** Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a full 24 hours and have resumed a typical diet. If your child has had any of these symptoms during the night she/he should not be sent to school the following day.
- **Cold symptoms:** Runny noses are a fact of life with children. However if the drainage is thick and green or if your child has a persistent or productive cough please have your child stay home and consider consulting with your child's doctor. A constant dry cough can be a sign of more serious respiratory problems and the doctor should be notified.
- **Redness or discharge in the eyes:** Redness of the white part of the eye, burning or itching, yellow or white matter or crusted eyelashes are signs of pink eye or conjunctivitis. This is very contagious. Your child should remain at home until she/he has seen the doctor and has been on medication for 24 hours.
- **Chicken pox:** Chicken pox is a skin rash consisting of small blisters, which leave scabs. There may or may not be a fever present. Children need to remain at home until all blisters have scabbed over, usually 5-7 days after the first appearance of blisters.
- **Rashes:** Rashes can be difficult to evaluate. Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

HEALTH AND SAFETY POLICIES

Guidelines for Childhood Illness and School Attendance (Continued)

- **Sore throat:** If your child has a persistent or severe sore throat they should remain at home. You should consider contacting your child's doctor if there is fever, white patches on the tonsils, swollen tender glands, headache, or stomachache. These could indicate possible strep infection. If that is the case, your child should remain at home until he/she has had 24 hours of antibiotics and has resumed typical activity.
- **Earache:** If your child complains of ear pain they should remain at home until they can be evaluated by his/her doctor.

GUIDELINES FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

When it is necessary for school personnel to administer prescribed medication, the following guidelines are to be followed:

1. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. The principal shall appoint a responsible person or persons to supervise the storing and administering of the medication in the absence of the school nurse.
3. Written request must be obtained from the physician and the parent/guardian before **any** medication may be administered by school personnel. The request, completed on an Administration of Medication at School form, must be completed in its entirety and include instruction as to name of the medication, dosage, time, reason for use, and duration of medication, and possible side effects.
4. Medication must be in original containers (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
5. New Administration of Medication at School request forms must be submitted each school year and as necessary for changes in the medication order.
6. It is advised that the medication (especially controlled substances) and the signed permission forms be brought to school by the parent/guardian. School personnel cannot accept responsibility for medications brought to school by students.
7. The school nurse is responsible for the monitoring of medications administered by school personnel. The school nurse is responsible for providing education including specific instructions pertinent to the medication.
8. Accurate records of the medication given must be kept in the student's record.
9. All remaining medication must be picked up by a parent/guardian at the end of each school year. The school nurse in the presence of the principal or designee will destroy all remaining medication that has not been picked up by the end of the school year.

If a child carries an inhaler (for asthma), the school must be notified in writing by the parent/guardian accompanied by a doctor's note as to the medical condition and administration of the inhaler. The doctor's note must state "the child may carry inhaler on his/her person."

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HEAD LICE POLICY

You must remember that head lice is a *communicable disease*, therefore it can be transmitted just as any other communicable disease (i.e. the common cold or chicken pox). Your child can contract head lice as easily as he/she can contract any other communicable disease. The presence of head lice does NOT denote uncleanness or unhealthy living. One of the best ways to treat head lice is to PREVENT it from occurring. Just as one practices preventative hand washing to decrease the spread of germs for the common cold, parents can prevent the spread of head lice by performing random head checks of their child at home. Catching lice in the early stages greatly reduces the spread to other students, as well as the amount of time irradiating it from the home. Please take the time to consider this preventative action.

Any child found with head lice will be excluded from school and not be readmitted until the student is “nit free.” Educational literature will be given to the parent/guardian when the child is excluded from school. The school nurse will check the child upon re-entry into school to insure that the child is nit free. Parents should accompany their child on the day they return to school in case the child would need to be excluded again.

In any given school year, all children in the school shall be subject to a spontaneous head check under the supervision of the school nurse.

In any given school year, when a case of lice has been reported, the following shall be the procedure for checking the heads of the children in the school:

- The child who has been reported with head lice will be re-checked by the school nurse upon their return to school.
- The child’s classmates MAY be checked for head lice.
- If the affected child has siblings, the school nurse will check them for lice.

Head checks will occur without prior notification, and parents will not be notified each time head checks are performed UNLESS your child tests positive for head lice. This is to insure the confidentiality of the child/children infested. As a parent you are encouraged to practice prevention techniques (i.e. frequent head checks of your own child and encouraging your child not to share hats, coats, hair accessories or other personal items) throughout the school year.

STUDENT AMBULATION WITH CRUTCHES/WALKER

Students returning to school with crutches need to present a note *from the doctor prescribing the crutches/walker* that states:

1. Exact nature of injury that requires the use of the crutches/walker.
2. That the student *has been instructed in and is able to* ambulate stairs with the crutches/walker, and must note if such ambulation is independent or requires assistance.
3. The length of time the student will need to use crutches/walker.

IF no note is presented at the time of the student’s return:

1. Parent(s) will be contacted immediately to remind them that a note is necessary.
2. Arrangements will need to be made to keep the student on the *same floor as their classroom* until such a note is presented. This may require that the student stay in the classroom for lunch, specials and any other special event (i.e. mass, assembly). The student may not travel from one building to another.

HEALTH AND SAFETY POLICIES

STUDENT AMBULATION WITH CRUTCHES/WALKER (Continued)

When a student on crutches returns to class:

1. Parents/Teachers NOTIFY SCHOOL NURSE as soon as you are aware that the student will be returning with crutches/walker.
2. Discuss class schedule with School Nurse to plan for any assistance with ambulation.
 - a. Lunch
 - b. Specials
 - c. Special events of activities (i.e. mass, assembly).
3. School Nurse will formulate an Individualized Healthcare Plan (IHP) for the student. Teachers will receive a copy to keep accessible for themselves and any other teachers/substitutes who may be caring for the student.

Under NO CIRCUMSTANCES should ANY staff member carry a student up/down the stairs. This presents a serious liability for *both* the staff member and the student, and could cause additional injuries to occur.

SAFETY DRILLS/PLANS

Fire evacuation drills will be unannounced and conducted on a monthly basis. Detailed escape plans are posted inside the door to each classroom.

Tornado drills will be unannounced and conducted during the tornado season (March through May). Instructions for tornado evacuation locations are posted inside the door to each classroom. If a tornado warning is in effect at dismissal time, students will not be released to buses or cars and buses will not leave the school until the warning has expired.

Lockdown procedures are designed to protect students from internal or external dangers. Lockdown procedures may be practiced by classroom teachers and school-wide drills may be unannounced. Lockdown drills will be conducted during the school year.

Please sign and return this sheet by Friday, August 28, 2009 to your child's homeroom teacher.

We have read the handbook and will abide by its regulations.

Student Signature

Room

Student Signature

Room

Student Signature

Room

Student Signature

Room

Parent(s)/ Legal Guardian Signature

Date

Parent(s)/ Legal Guardian Signature

Date

Please note: Each student attending St. John's School must sign this agreement. If only one parent/legal guardian is able to sign (away on business, varied family units, etc.) it is understood that this represents a parental/ legal guardian agreement that both parents/legal guardians will abide by the rules and regulations set forth.

CONTACT INFORMATION

Attendance	385-2095
Office	385-7970
Teacher Line	699-6960
Nurse	699-6978
Cafeteria	923-2900
After School Care	385-8083/699-6965
Fax	699-6964
Toll Free	1-866-385-7970

Individual teachers can be reached by calling the school office or calling the teacher line at 699-6960 and leaving a message for the teacher to return the call. **Do not call a teacher at home.** Teacher's voice mail extensions are as follows:

Mr. Anderson - 2nd grade	201	Mrs. Hayes - Kindergarten	211	Mrs. Schrader - 1st grade	204
Mrs. Ante - 6th grade	200	Mrs. Hummel - Nurse	111	Mrs. Schwalbach - 5th grade	224
Mrs. Borgman - Kindergarten	203	Mrs. Jacob - Reading	213	Mrs. Sellers - 1st grade	221
Mrs. Chaifetz - Speech	205	Mrs. Kahny - Preschool	215	Mrs. Shotwell - 4th grade	225
Mrs. Donohue - Math Lab	228	Mrs. La Warre - Library	116	Mrs. Chris Smith - 8th grade	226
Mrs. Dreyer - After School Care	218	Miss Matson - 3rd grade	217	Mrs. Art Smith - Art	214
Mrs. Fischer - Preschool	207	Ms. Nunley - Psychologist	233	Miss Stark - 6th grade	208
Mr. Forte - 7th grade	220	Mrs. Peters - 4th grade	206	Mrs. Vest - 5th Gr./Ed. Instr.	227
Mrs. Green - 8th grade	209	Mrs. Rapien - 2nd grade	219	Miss Wendeln - Music	212
Mrs. Hasselbeck - Cafeteria	107	Mrs. Robbins - Computer	120	Mrs. Winters - Phys. Education	229
Mr. Hasselbeck - Maintenance	311	Ms. Schaefer - Religion/7th Gr.	222	Mrs. Wolf - Preschool Aide	216
Mrs. Haun - 7th grade	210	Mrs. Schneider - 5th grade	223	Mrs. Zipperer - 3rd grade	230