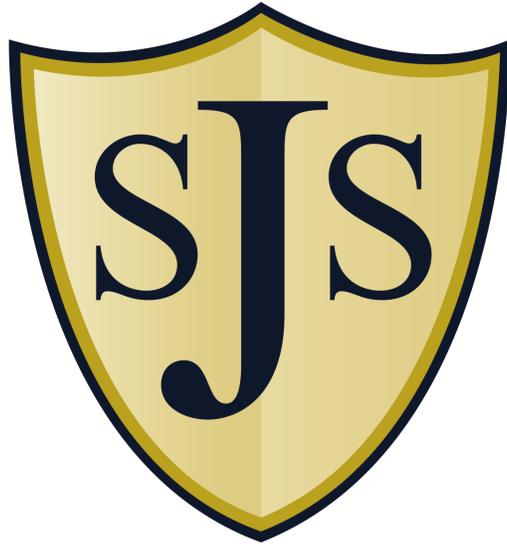


SAINT JOHN

CATHOLIC SCHOOL



**Parent and Student
Handbook**

2020-2021

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**St. John the Baptist Catholic School
Faculty and Staff
2020 – 2021**

Administration

Pastor
Principal
Director of Marketing and Enrollment
Finance / CPA Consultant
Office Manager / Spanish Instructor

Rev. Sean Rogers
Mr. Joe Filice
Mrs. Cinnamon Valenzuela
Mr. Berj Rasam
Mrs. Carmen Sandoval

Faculty

Transitional Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6
Grade 7
Grade 8
Jr. High Math Assistant (Grades 6-8)

Mrs. Megan Ferguson
Mrs. Audra La Sala
Mrs. Maeve O’Sullivan
Mr. Joseph Rodgers
Mrs. Heather Swicegood
Mrs. Melodie Oseguera
Mrs. Ginny George
Mrs. Kim Arata
Mr. Jim McLees
Mr. Chris Picott
Mrs. Teresa Capron

Co-Curricular Staff (Part-time)

Art
Music
Physical Education / Athletic Director / Counselor
Spanish / Jr. High Math
Computer

Mrs. Deborah Padrick
Mrs. Denise Youssef
Mr. Stephen Hammerle
Mr. Adam Savin
Mr. Jeff Egan

Administrative Staff (Part-time)

Facilities

Hot Lunch Coordinator
Librarian
Religion Coordinator
Resource Specialist

Mr. Brian Huetter
Mr. Tony Campos

Mrs. Katy Gladden
Mrs. Suzanne Crotty
Ms. Cara Robertson

Teacher Aides

Transitional Kindergarten

Mrs. Haley Kandarian

Kindergarten

Mrs. Jenny Lopez
Mrs. Judy Sarao

Grades 1

Mrs. Liz Matos
Ms. Thalia Matos

Grade 2

Mrs. Jessica Wilhelm

Grade 3

Mr. Bob Blasser

Grade 4

Mrs. Anna Filice

Grade 5

Ms. Ruth McQuown

Grade 6 / Jr. High Writing Assistant

Mrs. Christina Giordani

Library

Mrs. Nichole Au

Code of Conduct Covering Parents or Guardians and Students Attending Catholic Schools

Attendance at a Catholic school in the Diocese of Santa Rosa is a privilege, not a right. Parents who desire a private, academic and morally based education for their children shall best achieve this goal when students, parents, and school officials work together in a spirit of collaboration and trust. Normally, differences can be resolved. In rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their child from the school.

Condition of Enrollment for Students

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

Condition of Enrollment for Parents or Guardians

It is a condition of enrollment that the parents or guardians of students shall also conform themselves to standards of conduct consistent with the philosophy and Christian principles of the school. These principles include, but are not limited to, any policies or procedures set forth in this handbook and the tuition contract of the school. Moreover:

1. Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations.
2. Students and parents or guardians respectfully may express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents or guardians and students may not establish personal websites or participate in blogs containing material or connections to material contrary to the mission and philosophy of the Diocese of Santa Rosa or St. John the Baptist Catholic School.
4. These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletic events, field trips, classroom periods, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the philosophy and Christian principles of the school. Depending upon the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student or parent/guardian.

For serious violations of the school's philosophy or its principles, the school's response may result in disciplinary actions up to, and including, the requirement to withdraw from the school (e.g., suspension of a student or suspension of a parent's/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning.

Social Media and Networking

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

1. Always use appropriate language, noting that how you say something is as important as what you say.
2. If a parent or student identifies him/herself as a student or parent at a particular Catholic school, they may not represent themselves or the school community in a manner that negatively reflects the school's mission or philosophy.
3. Parents or students who establish personal websites, blogs or other social networking sites (e.g., Facebook, MySpace, etc.) shall conform themselves to standards of conduct consistent with the philosophy and Christian principles of the school. Use of the school's name in the title or other capacity that leads to the perception of official connection to the school shall be avoided. Posting pictures from school events without prior permission is not authorized.
4. Parents or students may not publish or post school information including, but not limited to, use of school logos, school photos or images, or references to employees without prior permission. Parents or students shall avoid posting comments about, or pictures of, another student without his/her permission.
5. Parents and students are legally responsible for the content they post. This means the student or parent may be held personally liable for defamation of character or other legal infraction.
6. Cyber-bullying, issuing threats, or passing inappropriate content reflecting negatively on the school community via any means is prohibited and will not be tolerated.
7. Parents reserve the right to remove a photograph of their child from an Internet site. Parents must give written permission for the use of their child's image on the Internet.

The three primary responsibilities of students and parents using any networking site include:

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

E-mail

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

Statements of Purpose and Expectations

With the Baptism of their child, Christian parents or guardians made a solemn commitment to God to raise their child in the knowledge and practice of the Christian faith. Historically, to assist parents in fulfilling this commitment, parishes have established schools to supplement the work of parents or guardians and pastors.

A Catholic diocesan school finds its justification in the greater mission of the Catholic Church to spread the Gospel message of Jesus Christ. Such a school is based on an educational philosophy in which faith, culture, and life are brought into harmony. Through the school community, faculty, staff and parents (or guardians) evangelize, educate, and contribute to the formation of a healthy and morally sound lifestyle among community members.

St. John the Baptist Catholic School (SJS) was founded by the Sisters of the Infant Jesus and is supported by the Bishop of Santa Rosa. The school provides students an education rooted in Catholic faith and practice. Practicing, supportive, and active members are those who give support to their children by regularly attending Mass at their local parish church, by living their lives according to Catholic teaching, by contributing to the general work of their parish through regular weekly contributions, and by taking an active part in the various ministries of their parish.

The principles of the FAITH system lie at the heart of our school system. Committed to the values of the Catholic faith, the FAITH system encourages and promotes the following principles: Faith, Action, Integrity, Thought, and Heart. At St. John the Baptist Catholic School, teachers partner with parents to instill in each child a strong sense of faith-based values.

The needs of the whole child are addressed through a Catholic education using a variety of strategies that develop the spiritual, academic, cultural, social, emotional, physical, and artistic facets of each individual. The school, partnered with the parents as primary educators, supports each child in the process of growing while developing an appreciation for life-long learning and service to others.

Philosophy Statement

The ministry of Catholic education recognizes each student as a child of God, unique in his or her talents. Each member of St. John the Baptist Catholic School is a respected and valued individual of the community and is encouraged to share his or her gifts. The Catholic Church, through the ministry of the Catholic school, teaches Gospel Values. Children of all faiths learn to respect the morals, principles, and ideals of a Catholic education and have opportunities to experience care and concern for themselves, families, classmates, staff, and all of God's creation.

Vision Statement

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

Mission Statement

St. John the Baptist Catholic School is dedicated to the work of Christ while providing each individual with the opportunity to achieve academic excellence and make a positive contribution in the world. Together teachers and parents collaborate to form boys and girls through faith and reason into adults with a capacity to learn truthfully, live faithfully, and love charitably.

Faculty and Staff Expectations

The faculty and staff of SJS believe:

- In promoting spirituality as a way of life founded on a personal relationship with Jesus Christ.
- In respecting the uniqueness of each individual.
- In the need for all to have reverence for God's creations.
- In the church's teachings on social justice.
- In challenging each student to reach his/her full potential.
- In a behavioral approach affirming the positive and promoting self-discipline.
- That mutual support and respect will result in cooperation and goodwill within the school community.

The faculty and staff will promote the Catholic faith by:

- Cultivating Gospel values and providing opportunities for their application at school and in the community.
- Instructing the children in the spirit of Christ's message.
- Incorporating the teachings of the Catholic faith in all subject areas.
- Guiding students in making the right choices.
- Developing cooperative skills.
- Providing an opportunity for active involvement in a variety of liturgies and prayer forms.

The faculty and staff will help each individual develop his/her potential by:

- Helping him/her build a positive self-image.
- Helping him/her be responsible for his/her actions and dealing with consequences constructively.
- Encouraging respect and concern toward others.
- Promoting lifelong good health practices through the teaching of nutrition, hygiene, and exercise.
- Using community resources to augment school programs.

The faculty and staff will promote a positive educational climate by:

- Providing a strong curricular program in all subject areas.
- Enriching the child's sense of curiosity through the recognition of individual learning styles and through varied learning experiences.
- Developing pride in St. John the Baptist Catholic School.
- Acquiring knowledge and encouraging respect for other cultures.
- Providing a community-based support system for students to further address their psychological, emotional, and academic needs.

Schoolwide Learning Expectations (Grades TK – 4)

St. John the Baptist Catholic School students are girls and boys of:

FAITH:

- 1) We know and recite the prayers of the Catholic faith.
- 2) We attend Mass and use sacramentals.
- 3) We live in service of others.

ACTION:

- 1) We read, write, and speak well.
- 2) We listen and follow directions.
- 3) We participate in the fine arts.
- 4) We use technology in the classroom to explore and discover.

INTEGRITY:

- 1) We treat others as they would like to be treated.
- 2) We follow the rules and make good choices.
- 3) We show respect in word and deed.

THOUGHT:

- 1) We display excitement and achievement in learning.
- 2) We work cooperatively with other people.
- 3) We observe and experiment using critical-thinking and problem-solving skills.

HEART:

- 1) We show kindness toward others and ourselves.
- 2) We care for the environment and those in need.
- 3) We respond in helpful ways.

Schoolwide Learning Expectations (Grades 5 – 8)

St. John the Baptist Catholic School students are girls and boys of:

FAITH:

- 1) We incorporate the teachings of the Catholic Church and pray daily.
- 2) We participate in the Holy Mass and the sacramental life of the Church.
- 3) We respect life and develop the practice of Christian service.

ACTION:

- 1) We listen respectfully and express ideas effectively through speaking and writing.
- 2) We display personal accountability, responsibility and effective time-management.
- 3) We show appreciation for, and participate in, the fine arts.
- 4) We use technology to research, communicate, and create.

INTEGRITY:

- 1) We demonstrate tolerance, respect, and compassion toward others.
- 2) We make moral choices based on Christian values.
- 3) We practice self-discipline through actions and words.

THOUGHT:

- 1) We develop essential skills in order to gain deeper knowledge.
- 2) We collaborate with others and respect different points of view.
- 3) We make informed decisions based on critical-thinking and problem-solving.

HEART:

- 1) We strive for justice and fairness in all relationships and situations.
- 2) We respect God's creation and the environment.
- 3) We resolve conflicts peacefully and promote good will.

Absentee Guidelines

Regular school attendance is an important part of our program. Vacations, pleasure trips, and special events should be scheduled during vacation days and not during school days. Class attendance, participation, and in-class assignments are of the utmost value in the child's total education. It is extremely difficult for teachers to comply with homework requests. Time spent writing out homework assignments means time spent away from teaching their class. In this regard, please be aware that all assignments may not be available prior to anticipated absences.

Parents should call the school office by 8:00 am if a student will be absent. When a child has been absent from school, state law requires that on the day the student returns he/she must bring a note from the parents stating the reason for the absence. If a pupil is absent 10 days or more during the reporting period (trimester), he/she may not receive a report card, and a conference with the parents will be necessary. Moreover, after arriving on school grounds, no student may leave the premises during school hours without the permission of the principal or other faculty/staff member.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date or a zero will be recorded for the test grade.

Excessive absences or tardies, even though excused, may be grounds for non-promotion if there is clear evidence the absences or tardies were frivolous or unnecessary. The time frame to complete make-up work from absences, due to illness, will equal the number of days of absence. Accommodations for work missed due to prolonged illnesses or injuries will be made on an individual basis.

Excessive absences (30 days or more), or the equivalent of 30 days including tardies, may be cause for a student to not be considered for promotion to the next grade.

Absentee Regulations

- At the parent's discretion, a student feeling ill before leaving home in the morning should not be sent to school that day.
- If a student is sent home with a fever of 99 degrees or above, the child must be fever-free for 24 hours before returning to school.
- Whether an absence is "excused" (e.g., ill, medical appointments, or bereavement) or "unexcused" (e.g., family trips), the absence is noted as time away from school. The student will be marked absent regardless of the reason. Excessive "unexcused" absences will be referred to the principal for administrative action.
- To meet requirements for promotion to the next grade, class work missed (or its equivalent substituted by the teacher because of absenteeism) must be completed satisfactorily.

State law requires a written excuse whenever a student is absent or tardy.

- Make sure your child brings a dated written excuse to the teacher when s/he returns to school.

- Phone calls are not a substitute for the written excuse. A student is marked tardy when s/he arrives after the second bell (8:05am.).
- In the case of an early dismissal, the student leaving school must wait in the classroom until the parent/guardian arrives. The student will then be notified to come to the office, and the parent/guardian will sign their child out.
- Students are forbidden to leave the school grounds once they have arrived without being accompanied by their parent/guardian(s).
- Education Code Section 48260: Any pupil subject to full-time education who is absent from school without a valid excuse three days or tardy in excess of 30 minutes for three days in one school year is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.
- 30 days of absences during a school year constitutes reasonable cause for non-promotion. This may be interpreted also as 10 days per trimester. To meet requirements for promotion, class work missed (or its equivalent provided by the teacher because of absenteeism) must be completed satisfactorily.

Tardiness

Punctuality is expected of every student. Any student who is tardy must have a written excuse from his/her parent explaining why the student could not be at school on time.

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

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

If a student has three unexcused tardies within the period of one month, he/she will be required to serve a 30-minute detention after school (to be scheduled by the teacher). The teacher and principal will confer on such a matter.

Early Dismissal Due to Medical or Dental Appointments

We strongly recommend that every effort be made to schedule medical or dental appointments after school hours or during vacation time. If such an appointment must occur during school, a parent must send a note prior to the time to be excused by his/her teacher. The child is to be picked up by the parent or guardian in the school office and signed out. The child will be called from class when the parent/guardian has arrived at the office. Please do not telephone the office to dismiss your child from class. Upon return from an early dismissal, an adult must sign the student in. Any early dismissal requires a parent’s written request. The teacher will not release students from the classroom until he/she receives notice from the office.

If a student becomes ill and/or injured during the school day, he/she is to go to the front office. Prompt and immediate action will be taken to care for the student. No student will be allowed to leave the school premises during school hours without being in the company of a parent or guardian. A person designated by the parent may pick up students if written permission is obtained

by the administration. Parents notified to pick up an injured or ill child are asked to do so in a timely manner as waiting in the school office is difficult for the child and staff.

Vacations During Regular School Days (Non-holiday Periods)

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

1. The administration does not recommend such absences since they disrupt the student's academic and social progress and continuity in subject areas.
2. Provisions for extended leave by students must be requested at least 2 weeks prior to departure. The student should be prepared to pick up any assignments from the teacher the day prior to departure; these assignments will be due the day the student returns.
3. When the student returns, any additional work missed will be assigned and due one week from that date. No credit will be given for assignments turned in after that date.
4. Missed instruction is the parent's responsibility. The teacher will not be available, or responsible, to reteach missed instruction. It is suggested that parents make necessary arrangements for extra instruction prior to vacation.

Bottom line: Due to the disruption in a student's education, parents are requested to refrain from scheduling vacations during normal school hours. Teachers are not required to give makeup tests or assignments for absences due to vacations.

Academic Grades and Policy

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

All missing assignments will be entered as zeros in the grade book, and will affect the student's grade for effort and responsibility. At the discretion of the teacher, late assignments may be accepted for partial credit only. Extra credit assignments will not be given to raise grade averages or to re-qualify students for sports or leadership council.

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

Grading Scale

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

Grade Point Average (GPA)

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

Students in grades 4-8 will receive letter grades based on the grading scale in the handbook. The core subjects are weighted at 5 points each; the co-curricular subjects are weighted at 2 points each, except for art, which is weighted at 1 point.

GPA's are based on the following scale (there is no distinction for plus or minus grades):

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

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

Academic Probation

Students will be placed on academic probation if their GPA falls below 1.0, or if a grade of F is received in any core subject.

Expectation of Academic Integrity

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

A special note for parents on the completion of assignments: As we work in partnership with you, when a project or homework is assigned, we encourage you to assist your child as needed, yet ensure that your child is the one completing the work.

Valedictorian Criteria for Eighth Graders

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

- The student with the highest cumulative GPA in grades 7 and 8.
- In the case of multiple 4.0 GPA's, final decision is based upon the highest grade percentage.

Access to Student Records

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

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

Students requesting records/transcripts/recommendations must submit a request one week in advance to the school office. All forms should be submitted to the office for distribution. Completed forms will be sent via US mail. Special handling will require that parents pay all postage fees in advance.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Non-Custodial Parents

As circumstances permit, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

Accreditation

SJS is accredited jointly as a TK-8 elementary school through the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). The school received its full six-year accreditation from both agencies in June 2017. Copies of the certificates are displayed in the school office hallway.

Admission Policy

Non-Discrimination Statement

SJS admits students of any gender, race, color, religion, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to all schools. The school does not discriminate on the basis of gender, race, color, national and ethnic origin, in its employment or hiring practices.

Acceptance Policy

With regard to wait-lists, the priority for accepting applicants is as follows:

- Children of staff and siblings of families currently enrolled

- Catholic families (in-parish has precedence over other parishes)
- Non-Catholic families

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

All new students will be given a trial period during the first trimester to ensure SJS is the right fit for the students, both socially and academically. If, during this trial period, there are any serious problems, a student may be asked to withdraw his/her attendance at SJS.

Allergic Reactions

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

Food Allergies

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

Serious Allergic Reaction Plan

1. Review health records of an at-risk student submitted by parents/guardians, and/or health care professionals.
2. Implementation of a plan that reasonably accommodates an at-risk student's need throughout the school campus and facilities, including the classroom, areas where lunch is served, and extended care facilities.
3. Identify school personnel who are authorized and educated to make decisions when health emergencies occur.
4. The school shall ensure there is an on-site staff member properly trained to administer medications during the school day regardless of time or location.
5. The school shall ensure that medications provided by the parents are appropriately stored, accessible, and clearly marked. Moreover, parents shall ensure that such medications have not expired.

Responsibility of At-Risk Students

1. An at-risk student shall not exchange, share, or trade food with other students.
2. An at-risk student shall not consume any food, drink, or other substance containing

ingredients unknown to the student, or known by the student to contain any allergen that is a threat to the student.

3. An at-risk student shall be proactive in the care and management of his/her food allergies and reactions based on his/her maturity, experience, and training.
4. An at-risk student shall notify an adult school representative immediately if he/she consumes any item he/she believes may contain a substance to which he/she may have a serious allergic reaction.

Amendments and Disclaimer

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

Athletics

SJS encourages participation of all students who are interested in competing on a school organized athletic team. Together, with the Catholic Schools League (CSL), we work towards our goal of “WIN KIDS, THEN GAMES.” It is our belief that the participation will provide these students with the opportunity to learn new athletic skills, and develop an appreciation of the importance of teamwork, sportsmanship, and self-discipline in an environment promoting religious, educational, and athletic values. It is our intent that these skills will provide each participating student with an understanding of the value of teamwork, sportsmanship, and self-discipline and how it applies to everyday life both now and in the child’s future. Our Athletic Program offers a variety of sports activities, organized through the CSL. The students compete in basketball, volleyball, and track (specific teams subject to availability across the CSL).

Sports

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

Student Athlete Eligibility

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

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

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

Coaching Requirement

Before the season begins, we kindly ask all volunteer coaches (Head or Assistant) who are interested in coaching at SJS to submit a letter of interest for the sport and team they are requesting. Decision on coach selection will be made by the Athletic Director (with consultation as necessary with the Principal). We encourage coaches who follow the same philosophy of fair play as our school and the CSL. Coaching positions are a privilege—not a right—and can change from year to year depending on the performance evaluation of the coach.

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

1. Letter of Interest submitted to Athletic Director before the season
2. Current TB screening (every 4 years)
3. Current CPR certification (good every 2 years)
4. Current fingerprints on file with SJS
5. Completion of the Safe Environment (online) training through the Diocese of Santa Rosa

Parent Support

While we welcome and encourage parent support and enthusiasm, we ask you to remain as spectators and enthusiasts during games. Any opinions and suggestions from you are welcome and considered by the coach and Athletic Director. Concerns are not to be expressed to the coach on the playing field. No students, players, or siblings are allowed inside or outside the gym without adult supervision. This rule applies at all times: during games, practices, and tournament play.

For more information about the SJS Athletic Program, please consult the SJS Athletic Handbook and CSL Handbook, both of which are available upon request.

Attendance & School Day Hours

Please make certain your student(s) arrive at school on time. A dynamic program has been organized and developed around current curriculum. To maximize this potential for your students and help facilitate your interest in getting the most for your investment it is imperative we become very time-efficient with our day.

8:00 a.m.: First bell rings and signals all students to head to classrooms

8:05 a.m.: Second (or tardy) bell rings and signals beginning of classroom instruction

School Hours for Grades 1-8

Monday, Tuesday, Thursday & Friday	8:00 am – 3:00 pm
Wednesday	8:00 am - 2:15
Half-Day	8:00 am – 12:30 pm

School Hours for Transitional Kindergarten and Kindergarten

Monday, Tuesday, Thursday & Friday	8:00 am – 2:30 pm
Wednesday and Early Dismissal/Half-Day	8:00 am – 12:00 pm

Access to Grades 1-4 Building Hallway

If parents choose to wait with their child until the 8:00 am bell rings, they may wait on the playground with their child. When the 8:00 am bell rings, only the students will be allowed into the classroom. The second (tardy) bell rings at 8:05 am, at which time all students should be in their classroom and seated at their desk, ready for instruction. It is recognized that the younger children may need a little more time to get organized into their seats, and this time will be supervised by the teacher or teacher aide.

Parent Communication for All Grades

If parents need to convey instructions/concerns to their child’s teacher for that day, please send a written note to class with your child or to the office. The school secretary will make sure the teacher receives this message in a timely fashion. This allows the teacher to begin class promptly at 8:05 a.m. Teachers may also be reached via their school e- mail. Teachers often do not have time during the school day while they are teaching to check and respond to email. Information requiring the teacher’s attention for that school day should be communicated to the teacher via a written note sent with students.

Early Arrival and After School Policy

Students are not allowed on school grounds before 7:30 am due to Diocesan liability insurance policy. Supervision will be provided by SJS faculty or staff on the play yard from 7:30 to 8:00 am, after which time all students should proceed to their classrooms.

Upon the dismissal bell, students must either leave school grounds by 3:05 p.m., or be waiting in the pick-up line, or they must sign into the Extended Care program (i.e., students are not to linger on campus, nor are they permitted to return to campus after departing). This policy will be strictly enforced on behalf of the safety and accountability of your child. Any student waiting to be picked up by a parent after 3:10 pm will be escorted directly to the lunch court and signed into Extended Care (see section on “Extended Care” for further details on this program).

If a student is taking part in an after-school activity (e.g., sports, drama, etc.), then he/she may remain on school grounds as long as there is proper supervision. Students must sign into Extended Care by 3:05 p.m. if coaches or other designated supervisors are not on campus.

Awards Criteria

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

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

- Highest Honors: 4.00 GPA (in conjunction with satisfactory conduct)
- High Honors: 3.50-3.99 GPA (in conjunction with satisfactory conduct)
- Honors: 3.00-3.49 GPA (in conjunction with satisfactory conduct)
- Principal's Award: 'E' required in both Effort and Conduct for all subjects

Breach of Parent/Guardian Partnership with School

The school seeks an active partnership with parents (or guardians) to educate their children. Accordingly, the school renders this partnership in certain terms and offers these terms to parents in such forms as the tuition contract, the school handbook, and formal understandings about ad hoc school matters (e.g., field trips, field trip transportation providers, and students' use of computers).

The school expects parental acknowledgement with the formal terms the school sets to educate students.

Certain behaviors or omissions of a parent/guardian are serious enough matters in themselves to cause a school to consider the educational partnership to be breached. Such behaviors or omissions, if not remedied by parents, may lead to the suspension and even the subsequent dismissal from school of the parent/guardian's child. These behaviors or omissions include, but are not limited to, the following:

- Non-cooperative behavior, the effect of which is to inhibit the school from rendering educational services to the child/student
- Behavior that disrupts school activities or procedures
- Behavior that disrespects school personnel
- Repeated failure to meet tuition obligations

Communication

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

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

Frequent and effective communication is the goal of our faculty and staff. Conferences will be scheduled at the discretion of the teacher or the parent(s). Parent-Teacher Conferences are held at the end of the first trimester. Please check the current annual school calendar for these dates (typically the week prior to the Thanksgiving holiday). Parents are expected to attend these meetings.

Child Abuse

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

Regulations

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

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

Contract Commitments

Scrip Program

All families are encouraged (but not required) to participate in the school's Scrip program, which includes paper Scrip, e-Scrip, Scrip cards, and the e-Scrip mall. Scrip orders are taken weekly in the school office, and there is a limited supply of commonly used Scrip cards on-hand. This program is a means for raising money for the school's general operating fund through small percentage kickbacks from the various vendors. Though participation is voluntary, families are encouraged to use Scrip as much as possible. Please contact the

school office for further information.
Fundraising Commitment

Please refer to the "Fundraising Policy Statement" (see the Table of Contents).

Counseling

SJS does not employ a full-time school counselor to work with the social or emotional needs of our students. Please contact the school office if you desire assistance with therapist referrals.

Curriculum

The school's curriculum centers on the Gospel message of Jesus Christ. This message is shared within the school's faith community. It is also reflected in the content of the school's curriculum as well as the teaching and learning strategies used to help students integrate that message into their beings. Catholic values and the Gospel message are integrated into all subject areas. Our school curriculum embraces life's experiences, and it follows developmental patterns throughout the school and within each grade level to include an understanding of Catholic Christian culture, faith, and values as well as the traditional academic disciplines.

The school curriculum consists of all student experiences under the direction of school personnel. It is structured to provide the opportunity to develop proper attitudes, habits, and values as well as the high achievement of basic academic skills. All grades participate in curriculum-based off-campus field trips. Religious assemblies, special school programs, guest speakers, a resource specialist, and multimedia materials enhance the basic curriculum.

List of core curriculum subjects:

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

List of co-curricular subjects:

- Art
- Computers/Technology
- Music
- Physical Education
- Spanish

Religion Curriculum

It is the policy of the Diocesan Department of Catholic Schools that religious instruction shall be an integral and continuing element of the educational experience of students in all grades.

Frequency and duration of all other subject areas comply with regulations found in the Diocesan Administration Handbook and the Department of Catholic Schools.

List of Extra-Curricular Activities

- Student Council
- Speech and Debate (Grade 7)
- Community Service (Grades 6-8)
- School Mass Choir
- School Musical/Drama Production

The following activities are offered periodically and involve an extra fee incurred by the parents for participation (contact the school office for information):

- Instrument/Vocal instruction
- Chess Club

Custody of Minors

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

Non-Custodial Parents

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

Regulations

1. The principal should ask one other adult (e.g., teacher or staff member) to witness the presentation of the authorization.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. To cooperate with the students and family needs, the school should be informed of custody

arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.

4. In the absence of any court order, the school will assume that both parents have custody of a student and the student may be released to either parent.
5. The school shall rely on only the most recent certified legal document on file.
6. Letters of reference, progress reports, grades, or any other privileged or confidential information shall only be given to the parent(s) identified in the court order or official certification of custody, unless the custodial parent or guardian has signed an authorization to release such information.
7. Release of a student to anyone other than parent(s) with legal custody should occur only when accompanied with the proper authorization by that parent(s).
8. The school must have on file an original or certified copy of any restraining order(s).
9. Name changes, either by court order or parent's request, should be on file with the school.
10. If there is a certified custody order in place, school personnel will accept directions from the custodial parent. Unless there is a custody order in place stating otherwise, both parents will have legal custody of the children. In such a case, taking instructions from the parent with whom the children are living is the best approach.
11. Non-custodial parents should not be allowed to take part in school trips without authorization from the custodial parent.

Discipline Policy

The behavioral policy of the school is based on the principles of **FAITH: Faith, Action, Integrity, Thought and Heart**. Demonstration and practice of these principles will result in positive recognition and good discipline.

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

Disciplinary measures may include, but are not limited to:

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

Educational Atmosphere

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

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

Code of Conduct

Students are always to conduct themselves as SJS students and to exhibit the behaviors expected of such students. Since self-discipline is essential in every walk of life and is necessary for moral development, we expect SJS students to be responsible for their own conduct. It is expected the students of SJS will endeavor to be honest, courteous, cooperative, and responsible in all areas of school life.

Immorality in talk or action detrimental to the reputation of SJS, whether inside or outside school, could result in serious disciplinary action, up to and including expulsion.

Students will not engage in any physical or verbal contact with another student, which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.

Discipline in our Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To sustain a classroom environment conducive to learning.
- To promote character-building and formation.

With this in mind, we ask for the students' cooperation in observing the following guidelines:

- Comply with the rules of the school.
- Pursue the prescribed course of study.
- Arrive at school on time.
- Respect and respond to the authority of the teacher and other school personnel.
- Be courteous to fellow students, faculty members, and other school personnel.
- Cruel or hurtful remarks will not be tolerated.
- Disrespect, rudeness or fighting will not be tolerated.
- Attention to the FAITH principles is expected.
- Quiet and orderly conduct is expected in the classrooms, bathrooms, and in the walkways/hallways at all times.

- Respect school property.
- Respect the rights and property of others.
- Wear and maintain the SJS uniform according to policy.
- Walk at all times in the classrooms and hallways.
- Play in their designated areas of the play yard, and never in the bathrooms.
- Walk bicycles while on the school grounds (carry skateboards or scooters).
- Stay out of the school office area during recess times unless it is necessary.
- No playing, jumping, running, climbing or loitering before, during, or after school will be permitted in the hallways, classrooms or bathrooms.
- Climbing fences, trees, poles, or onto the roof is not allowed.
- Gum chewing or eating sunflower seeds are not allowed in the school.
- Peanut or peanut products are not permitted on campus due to the increasing number of students with life-threatening allergies to peanuts.
- Glass containers are not allowed on school grounds.
- Use the trashcans for litter.
- Cover **ALL** textbooks and return them in good condition.
- Play approved games only. If in doubt, check with a faculty or staff member.
- Have a school bag in which to carry books to and from school.
- Leave any items not required for learning at home. Such items will be confiscated if brought to school. iPods, FitBits, iWatches, electronic games, and toys are to be left at home unless specific permission has been obtained.
- Students are not to leave the school grounds without permission during school hours.
- Students are not to be in any classroom, library, or the gym if the teacher/supervisor is not present.
- Never play or throw balls in any school building other than the gym.
- Children should not crowd into the bathrooms during recesses or after school.
- No hitting, pushing, kicking, pinching, or other disruptive behavior.
- Children will line up quietly outside the classroom after the bell rings.
- Touching or confiscating property belonging to others without permission is not permissible.
- Students are to use acceptable and appropriate language.

Other Actions Detrimental to School Philosophy

- Open, persistent defiance of the authority of the teacher, or any adult who may be in charge.
- An insolent attitude portrayed not only in speech, but also in deportment and bearing.
- A sneering or cynical expression that demonstrates a lack of respect.
- Eliciting the attention of another student in the class by constantly turning around or making signs across the classroom, or calling another student by name.
- Writing or reading notes during class time.
- Instigating a rebellious attitude in the classroom or playground among other students.
- Disrupting a class spirit by isolating oneself during recess as part of an “elite” group into which others feel unwelcome and around which an atmosphere of idle gossip pervades. This spirit is carried from the playground area to the classroom. Such an

atmosphere is detrimental to our Christian philosophy.

- Any form of bullying or disrespectful behavior.
- Other behavior unbecoming of a Christian student.

Lunch Period Conduct

- Stand quietly in the lunch line without pushing or climbing.
- Say “please” and “thank you” at appropriate times.
- Walk in the lunch court area at all times.
- Disrespect, rudeness, throwing food or other such inappropriate behavior will not be tolerated.
- Shouting or rough behavior is not allowed.
- During the eating of their lunch, students are to remain seated in their assigned area.
- Students shall remain at the table unless given permission to do otherwise by the teacher or staff member on duty.
- Each child is responsible for cleaning his/her area at the table.
- Students are expected to clean lunch area when finished eating and wait to be excused by the teacher or staff member on duty before play.
- Sit properly on chairs and place playground equipment beneath chairs.
- Calmly follow directions during an emergency evacuation of the hall.

Students should speak with a teacher or staff member on duty if he/she has a problem with another student. Students should get a drink of water and use the restroom before lunch or recess ends, as necessary.

Bathroom Conduct

- Playing in the bathrooms is never appropriate.
- Students are not to stand on the toilets or hang on the stalls.
- Students are not to sit on the basins.
- Toilet paper is to be used appropriately.

Types of Discipline

Due Process

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

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

Notice of Concern

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

Detention

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

A student may receive a detention for any of the following reasons (though not an exhaustive list):

- Unacceptable behavior in the classroom or schoolyard.
- Disrespect and/or disobedience.
- Use of unacceptable language.
- Failure to observe school rules, class rules, or uniform regulations.
- Gum chewing on campus.
- Regular tardiness.
- Failure to return academic reports within a week, or conduct notices within a day.
- Any form of harassment (see entire policy on Harassment).

Students who have accumulated *three (3) detentions in one trimester* will receive a one-day suspension. Students will be subject to a meeting with the principal, teacher, and parents if further detentions result.

Suspension

Suspension is a disciplinary punishment to be invoked at the discretion of the principal for violations of less serious infractions of rules as listed in the school handbook. A student shall be suspended for no more than five consecutive school days. Basis for suspension can become grounds for expulsion. Parents are informed of suspension by the principal or her designee and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. At the discretion of the principal, any student suspended during a trimester may forfeit his/her placement on the honor roll for that trimester, and may be removed from the Student Council or athletics for the remainder of the trimester.

A student may be suspended for serious misconduct on or off campus (during school-related activities or other situation that brings discredit upon the school community) or for continued misconduct after being placed on probation or after serving multiple detentions. Any inappropriate physical contact between students will warrant immediate suspension.

Students suspended from SJS will be placed on probation for the school trimester. Both off-campus and in-house suspensions result in a trimester conduct grade of no better than a “C”. Athletes and Student Council members may be removed from the team or council at the discretion of the principal. If further disciplinary action is necessary during this time, the student is subject to further disciplinary action in the form of expulsion. Suspension from school involves removal from participation in all school activities, including the Extended Care program. It is at the discretion of the principal, teacher, and/or pastor that partial or no credit may be given for any makeup work or tests.

A suspension may take one of two forms:

1. The student may be suspended from a particular class and remain on campus under direct supervision (i.e., in-house suspension).
2. The student may be sent home for the entire period of suspension and will be assigned academic work. The student must complete these assignments, but at the discretion of the principal, teacher, and/or pastor partial or no credit may be given for any makeup work or tests during the suspension period.

Expulsion

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

Ordinarily, an expulsion is the result of continued disciplinary offenses that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from a violation of a criminal law, actions so outrageous as to shock the conscience or behavior of the community, or a threat to the health, welfare, or safety of the school community.

We consider the following actions to be gravely detrimental to our Christian philosophy. A student may be expelled from school for misconduct of a very serious nature. Such an incident will result in a meeting with the pastor, principal, parents, or others with relevant information. Students who engage in these acts may be asked to leave the school.

- Repeated harassment or extreme cases of harassment (refer to the “Harassment Policy” in the Table of Contents).
- Continued willful disobedience.
- Defiance of authority.
- Stealing.
- Habitual Truancy.

- Assault or battery or any threat (physical and/or verbal) or force of violence directed toward any school personnel, families, or students in school or elsewhere.
- Continued disruption of the class thereby depriving the interested students of an atmosphere wherein learning can take place.
- Behavior that may cause injury to self or other students, e.g., shooting objects (rubber bands, pins), constant tripping or pushing of other students, jumping off playground equipment.
- Behaviors that jeopardize the safety or well being of self or others such as igniting matches or starting items on fire.
- Use, sale, distribution, or possession of tobacco, alcohol, drugs or any legally controlled substance (this includes any vaping device).
- Stealing, serious theft or dishonesty.
- Willful cutting, defacing, or injuring in any way the property belonging to the school, parish, or others.
- Habitual profanity or vulgarity in language or behavior that is seriously immoral, profane, vulgar, or obscene. This may be shown by gestures, suggestive language, unbecoming jokes, double meaning words, writing suggestive notes, possessing or distributing obscene or pornographic magazines, books, or cards. We expect students to conduct themselves in a becoming fashion in their looks, appearance, and attitude.
- Sale of any material on school grounds without proper authorization.
- Assault with, or possession of, a lethal instrument or weapon including guns, knives, pocketknives or any other object that the pastor and/or principal deems to be lethal in nature. Students will immediately be expelled. SJS has a zero-tolerance for the possession of weapons of any type.
- Excessive unauthorized absences or tardies.
- Conduct at school or off-campus that would reflect adversely on the philosophy or mission of SJS or the Catholic Church.

When expulsion is necessary, the following procedures will be followed:

- Ordinarily, the parent or guardian is warned in writing about the offending behavior and school sanctions, except in serious immediate situations.
- If appropriate, a conference is held with the parents, student, teacher, and principal to inform the parents that expulsion is being considered unless there is immediate change of behavior. The pastor will be notified of the facts and the impending conference and given the opportunity to attend and receive a report.
- If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor, and teacher(s). If the parents fail to attend this conference without reason, the pastor, principal, and teacher(s) will make whatever decision they deem necessary. A disagreement will be referred to the Department of Catholic Schools with record. In no case will a teacher, on his or her own authority, expel or suspend a student.

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

Please note that the aforementioned lists are not exhaustive. There may be other matters or

extenuating circumstances that could result in detention, suspension, or expulsion.

Disciplinary Probation

A student may be placed on probation for a relatively serious offense or for continued misconduct. Parents will be notified by the teacher and/or principal in order to constructively correct the specific situation. Terms of probation may include exclusion from extracurricular activities for a specified time.

Students who have been suspended and/or placed on disciplinary probation during the year will be reviewed at the end of the year to determine their status for continued enrollment.

Final Recourse and Authority

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

Dismissal

Children must be picked up promptly after school unless they are to remain for athletics or other supervised activities. Regular dismissal time is 3:00 pm for grades 1-8; 2:30 pm for Transitional Kindergarten and Kindergarten (please refer to the “Attendance and School Day Hours” section for a complete list of times). Children who are not picked up by 3:15 pm will be checked into Extended Care, for which there is an hourly fee. We ask that you and your child comply with this policy and procedure as it is for the safety and protection of our students while they remain on campus outside of normal school hours.

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

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

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

Children are to remain in uniform when leaving school. Students may not walk off campus at the end of the day unsupervised without written permission from parent (and on file in the school office).

If you would like someone other than your spouse or yourself to pick up your child, then please designate the individual(s) on the family Emergency Contact form.

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

Effort Rubrics

Rubrics for the Effort grade are provided by each teacher. These rubrics are designed to assist the students in being accountable for their effort in completion of their daily work. Grades K through 3 use the following number scale; grades 4-8 use letter grades.

Scale: 1 = Excellent; 2 = Good; 3 = Satisfactory; 4 = Having Difficulty

E = Excellent	Student has met or exceeded all criteria.
G = Good	Student has met all but one criteria satisfactorily.
S = Satisfactory	Student has met all but two criteria satisfactorily.
HD = Having difficulty	Student has failed to satisfactorily meet three or more criteria.

Grades K-3

1. I feel very proud of my work.
 - I worked on the task until it was completed.
 - I did not give up even if I found it difficult.
 - I willingly redid work that needed editing.
 - I used my best handwriting.
 - I erased completely.
 - I added neatly completed pictures or color where appropriate.
 - I made my work look tidy.
2. I feel positive about my work.
 - I worked on the task until it was completed.
 - I did not give up even if I found it difficult.
 - I used neat handwriting.
 - I erased completely.
 - I made my work look tidy.
3. I feel my work is satisfactory.
 - I worked on the task until it was completed.
 - I used neat handwriting.
4. I could improve my work.
 - I stopped working on the task when I found it difficult.

- I did not use neat handwriting.
- My work does not look tidy.

Grades 4-6

1. I feel very proud of my work.
 - I worked on the task until it was completed.
 - I did not give up even if I found it difficult.
 - I willingly redid work that needed editing.
 - I made certain my spelling was accurate. I took time to use resources to check it.
 - I used my best handwriting.
 - I erased completely.
 - I neatly added pictures, illustrations, charts, etc. or color where appropriate
 - I made my work look tidy.
 - I turned in all assignments on time, including homework.
 - I participated in class discussions.
 - I always came to class prepared with all necessary supplies.
2. I feel positive about my work.
 - I worked on the task until it was completed.
 - I did not give up even if I found it difficult.
 - I used neat handwriting.
 - I checked my spelling for accuracy.
 - I made my work look tidy.
 - I erased completely.
 - I turned in all my assignments on time, including homework.
 - I participated in class discussions.
 - I came to class prepared with most of my needed supplies.
3. I feel my work is satisfactory.
 - I worked on the task until it was completed.
 - I used neat handwriting.
 - I made my work look tidy.
 - My spelling was accurate most of the time.
 - I turned in most of my assignments on time, including homework.
 - I sometimes participated in class discussions.
 - I came to class somewhat prepared with most of my needed supplies.
4. I could improve my work.
 - I stopped working on the task when I found it difficult.
 - I did not use neat handwriting.
 - My work does not look tidy.
 - I did not check my spelling for accuracy.
 - I did not turn in all of my work on time.
 - I rarely participated in class discussions.

- I came to class unprepared and without needed supplies.
- Junior High (Grades 7-8) Effort Grades

All 7th and 8th grade students are expected to:

- Work to full ability.
- Demonstrate a commitment to excellence.
- Use time efficiently.
- Demonstrate accuracy in spelling and calculation.
- Come to class fully prepared to learn.
- Complete non-academic tasks (consistently in uniform, maintains a clean work space, efficiently transitions from one class to another, etc.)
- Come to class with an enthusiastic attitude.

Emergency Action Plan

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

Emergency drills are held periodically for all faculty, staff and students. Earthquake and school lockdown drills are held once a trimester; fire drills are conducted monthly. Emergency procedures must be swift and orderly and always focused on safety. All who are present on campus (including parents or other volunteers) at the time of a drill are required to participate in the drill and follow the direction of the faculty and staff.

Bottom line: the students will remain with their classroom teacher in the event of any emergency.

The school shall:

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

The school asks all parents/guardians to please:

- Avoid panic.
- Listen to the radio for emergency reports (KSRO 1350 AM is currently designated as the local emergency broadcast station).

a prescribed activity, such as team practice, tutoring, music lessons, chess club, etc. Students must be dismissed by the EC Director and be at a location that is supervised directly by an adult (school faculty/staff member or other designated representative).

- 3:30 pm: This is the playtime, which may include a snack provided by the EC Director. At the direction of the EC Director, students will be permitted to participate in unstructured, supervised play on the schoolyard.

Additional stipulations:

- Billing for EC will not begin until 3:15 pm at the hourly rate listed above. Any student remaining on campus after 3:15 pm will be charged for EC unless there is a specific after-school activity that begins at 3:15 pm (e.g., team practice, spring play rehearsal, chess club, tutoring with a paid tutor, etc.). Moreover, students who remain on campus because a sibling is at one of these specific after-school activities will be charged for EC.
- Once a student leaves the school campus, then that student is NOT allowed back on the school campus. If the student needs to return to school for some reason, then the student should go to the school office for permission to re-enter (prior to 4 pm).
- Students in EC are NOT allowed to use their cell phones unless they need to call their parent or legal guardian. Phones will be confiscated from students who are caught using them, and the phone will be returned to the parent upon pick-up of the student.

After-school Study Hall (“Homework Club”)

Homework assistance for grades 1-8 in a student’s classroom is by special arrangement with the classroom teacher prior to school dismissal. Such a student must first check into EC, and will be dismissed to the classroom at 3:15 pm. When the teacher departs or the student has finished, the student must return to the lunch court and check-in with the EC Director.

The librarian is available for supervised after-school study from Monday-Friday, 3:15 pm – 4:00 pm. Students attending study hall in the library must first check-in with the EC Director, and will be dismissed to the library at 3:15 pm. When the library closes, the student must return to the lunch court and check-in with the EC Director.

Again, please note that for the safety and accountability of our children, any student remaining on school grounds after 3:10 p.m. will be placed in the Extended Care program.

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

Extracurricular Activities

Students participating in Student Council must maintain a GPA of 2.5 or higher and a “G” in Conduct and Effort.

If a student should fall below this mark, he/she will have one four-week period to improve to reach grades/conduct/effort requirement or will be removed permanently from Student Council. It is at the principal's discretion whether to consider exceptions for students with a diagnosed learning disability.

To participate in Sports, students must maintain a GPA of 2.0 or higher and a 'G' in conduct.

Field Trips

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

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

Please note: Effective this school year, the Diocese has stipulated a deadline by which fingerprinting and on-line Safe Environment training must be completed for any parent who desires to volunteer on campus or as a chaperone/driver for off-campus events. The administration will notify all families of the date of this deadline.

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

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

Special note for 8th grade students: Family tuition payments must be current for any 8th grade student to attend the class field trip to Washington, DC.

Additional notes on field trips:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.
3. A field trip is a privilege and not a right. Appropriate conduct during school hours must occur for students to be eligible to attend field trips.

4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. It is at the discretion of the teacher and principal to prohibit 8^t grade students with failing grades to participate in the Washington D.C. trip.
8. Parents must accompany a student on any field trip if he/she is on a behavioral contract.
9. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. All monies collected for the field trip are **non-refundable**.
12. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones, and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. Parents who chaperone a field trip may not bring siblings on the field trip.
15. All chaperones must be 25 years of age or older.
16. Field trip chaperones are required to drive students directly to and from a field trip destination; side trips for snacks or special treats is not authorized. Diverting from the transportation plan will result in revocation of chaperone privileges.

Use of Alcohol or Other Controlled Substances

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

Forgotten Items

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

Fundraising Policy Statement

All school families are obligated to participate in annual fundraising unless they choose the

Full Cost option on the tuition contract (Option C). Parents are responsible for raising a specified amount of fundraising dollars per their tuition contract (\$400 for the current school year). This contribution is determined each year by the school's general operating budget. The amounts will be tracked monthly, and any outstanding balance will be billed directly to the family for collection before the next school fiscal year.

Fundraising Commitment

All money generated by fundraising goes directly to meet current financial obligation toward the school's operational budget. These funds help compensate for the difference between current tuition collections and the actual/realized cost per pupil.

The school's success in raising money directly impacts our ability to support and fund new programs each year. Any money raised beyond the budgeted fundraising commitment will be available for school improvements as approved by the principal for the advancement of the students and the school. This may include, but is not limited to, student scholarship, building maintenance, enrichment programs, curriculum development, performing arts programs, or technology.

Class Fundraising

Fundraising efforts by particular classes include:

- 4th grade to assist in financing the outdoor overnight experience (Petaluma Adobe)
- 5th grade to assist in financing the science outdoor education program (Westminster Woods)
- 7th grade to offset field trips and other junior high activities
- 8th grade to offset Washington, D.C. and graduation expenses
- Class Hot Lunches or other fundraising efforts that benefit the hosting class

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

Furniture and Equipment

If furniture or equipment (this includes school desks) is destroyed through carelessness, the student is fined according to the damage done. Damaged books or loss of loaned textbooks or library books will be made good by the student. This includes any graffiti on furniture, walls, bathroom partitions, playground equipment, etc.

Graduation

Eighth grade students must achieve a GPA of 1.0 or higher without receiving any 'F' grade in the core subjects (Religion, Literature, English, Math, History, and Science) to participate in graduation ceremonies.

Harassment Policy

Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be determining if the incident was a mistake or something more serious.

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

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

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

Bullying and Cyber-bullying

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

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

Incremental Policy Procedures

- 1st Offense: A notice of concern and meeting with the teacher and/or principal
- 2nd Offense: Detention notice and a meeting with parents and the principal
- 3rd Offense: Suspension

It is the responsibility of school administration to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor or superintendent.

The following procedures should be followed for filing and investigating a harassment claim:

- a) Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
- b) If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
- c) The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than write it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- d) The investigation will include a meeting with the alleged harassing person, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
- e) Once the facts of the case have been gathered, the principal, in consultation with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
- f) Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found in the Administrative Handbook.

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

Offensive Conduct by Parents, Grandparents or Guardians

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

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

Student Threats

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

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

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

DIOCESE OF SANTA ROSA
DEPARTMENT OF CATHOLIC SCHOOLS

Policy Statement Regarding Harassment of Students

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

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

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

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

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

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

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

Health and Safety

Student Emergency Information

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

Immunizations and Health Requirements

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

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

TB Test (Employee & Volunteer)

California State Law requires that all persons who work with children or who handle food must show proof of a chest x-ray or TB skin test every four years. Proof of compliance is filed in the school office.

Fingerprinting

Diocesan policy dictates that all SJS employees and volunteers be fingerprinted.

Medications

Allergies must be reported in writing. A list of all students with allergy problems is posted or on file in each classroom, kitchen, and school office.

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

NOTE: ALL MEDICATION is to be taken to the school office and shall be dispensed from there. Students may not carry any medication on their person (this includes Tylenol and cough

drops). Medication must be doctor-prescribed with a note on file in the office.

Administering First Aid

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

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

Communicable Diseases

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

Chickenpox: This virus is contagious one day before the rash appears and until all lesions have crusted over (usually 5-7 days after the onset of rash). A student may not return if vesicles are present. Lesions must be crusted.

Conjunctivitis: Pink eye may be caused by viruses, bacteria, and allergies. Allergic conjunctivitis is not contagious but treatment is advisable for the student's comfort. Students may return 24 hours after appropriate treatment is started for infectious conjunctivitis.

Fifth Disease: This is a common childhood illness also known as Slapped Cheek Disease, Erythema Infectiosum, or Parvovirus B19. By the time the rash of this illness appears, the disease is no longer contagious and the child may be in school despite the rash.

Head Lice: This condition is easily spread from child to child by direct contact or sharing hats, combs, helmets, etc. The student may not return to school until treated with an appropriate therapy (usually Nix) and is lice and nit-free. If your child has been sent home twice with nits or lice, we must have a health care provider's note stating that your child is lice and nit-free before he/she may return to school.

Impetigo: This is a common contagious skin infection caused by Staphylococcus or Streptococcus bacteria. It is treatable with prescription oral or topical antibiotics. A student may return 24 hours after starting antibiotics. Oozing areas should be covered.

Mononucleosis: This is a common infection in school -aged children, especially junior high age and older. Since it is not highly contagious, students may return to school when feeling better but should not share food or drinks. Children with mononucleosis are generally advised to stay out of contact sports for 4 weeks.

Pinworms: Students should not return until appropriate treatment has been prescribed by a physician. The usual treatment consists of one tablet of Vermox.

Ringworm: This is a fungal infection that can affect the scalp or body. It is contagious by direct contact. Students should be taught not to share hats, helmets, hairbrushes, combs, or hair accessories. Ringworm of the scalp requires oral therapy while ringworm of the body can be treated with topical creams. Students may return after appropriate treatment has been initiated.

Scabies: This is a highly contagious skin condition caused by a mite. A student may not return until overnight treatment with a prescribed lotion (usually Elimite) has been used.

Strep Throat: Students may return 24 hours after starting oral antibiotics.

Illness or Accidents

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

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

Nutrition

Parents are encouraged to provide for their children a breakfast, snack, and lunch that are healthy and nutritious. Please do not send food or drinks that are high in sugar content since it sometimes interferes with the student's learning.

Homework Policy

Home study is given to supplement and consolidate classwork. We encourage parents to foster systematic study habits in an environment free from distractions. Homework assignments are not always written ones, and we ask that research, reading, and memorization be done with as much attention as written assignments. Parents are asked to check the finished work, and when asked to sign, do so only when you have thoroughly reviewed it. Homework assignments should be neatly done by the student and turned in on time.

If there is a valid reason for not doing homework, such as illness or a family emergency, it must be explained in a note to the teacher and, when possible, the work should be completed per the teacher's discretion. Forgetting books or assignments is inexcusable.

To minimize classroom interruptions, any forgotten article brought to school during class time must be deposited at the office. Forgotten homework will not be sent to the classroom

before the end of the day. Students will not be allowed to call/text/e-mail home when they have forgotten an assignment or lunch. No parent may visit a classroom during school hours or expect teachers to take telephone calls unless provision has been made in advance for this through the principal.

Homework is not intended to be a burden for students or for parents. Neither is it all fun, but it can be challenging and creative.

Homework is assigned for the following reasons:

- Reinforcing skills and information learned in class.
- Preparing students for upcoming class topics.
- Teaching students to work independently.
- Helping students develop self-discipline and responsibility.
- Assisting in evaluating student progress.
- Developing long lasting, valuable study habits.

Expectations

- All assignments will be completed on time. (Full credit will not be given for late work.)
- Students will do homework at their highest effort.
- Students will turn in work neatly completed and on time.
- Students will make up homework assignments due to absence.
- Students are to maintain a homework assignment notebook (grades 4-8).

Consequences for Missing or Incomplete Homework

- Parents may be asked to sign completed homework every night.
- Students may miss recess to complete homework.
- Students may be unable to participate in scheduled class field trips and will remain at school to complete missing work in another classroom.
- The general policy regarding late work is a deduction of 20% for assignments submitted 1 day late, a deduction of 50% for assignments submitted 2 days late, and 0% for assignments submitted 3 days late. Please refer to the classroom teacher for specific delineation of late homework policy for that particular grade/class.

Each child will be assigned homework at the discretion of the teacher. This may be an oral or written assignment. Homework may also be assigned for the weekend in grades 4-8. Regular homework assignments are not ordinarily given over holidays; however, students who were absent, careless, or who have long-term assignments may need the holidays to complete their work.

In case of an emergency, a parent may write a note indicating it was impossible to complete the assignment(s) due. However, repeated excuses will require a consultation with the homeroom teacher to determine the reason for continued incomplete home study and a solution worked out.

We take pride in our schoolwork. Homework should be carefully and neatly written on good paper. Wrinkled, ripped papers or papers with illegible writing are unacceptable.

Inspections

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

Lost and Found

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

Lunch Program

For a nominal cost (currently \$5 per meal), the school provides an optional nutritious hot lunch program Monday through Friday for all grades. There is no lunch provided on early dismissal/half-days. Menus for each calendar month will be provided in advance. Students may indicate their choice for hot lunch in their classroom when the school day begins.

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

Office Hours

The school (administration) office is open Monday through Friday, 7:30 a.m. to 4:00 p.m. On Wednesdays, the office will close at 3:30 pm in order to support administrative or faculty meetings. On early dismissal/half-days, the office will close at 1:00 pm to support faculty meetings.

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

Office Records

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

Parent Groups

Parent-Teacher Guild

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

Dads Club

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

School Advisory and Finance Councils

The School Advisory and Finance Councils assist the pastor, principal, faculty and staff in supporting the philosophy and mission of the school. The Councils, advisory in nature and composed of designated school and parish community members, participate in marketing the school's message and advising on matters of school finance and operations. Meetings for both bodies are held monthly, and meeting minutes are posted on the school's public website (or distributed via Beehively).

School Maintenance

Our school is our children's "home away from home." In this regard, it is important for necessary improvements, repairs, and regular maintenance to be completed. While no specific schedule is formalized, there may be one or two school maintenance days to which parents may be invited to participate during the school year. All work done by parents on those days may be used for the Parent Service Hour Program.

Parents as Partners

As partners in the educational process at SJS, we ask parents:

- To set rules, times, and limits so your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Has lunch money or a nutritional sack lunch every day
- To actively participate in school activities such as Parent -Teacher Conferences
- To see the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well- being, safety, and health
- To promptly complete and return to school any requested information
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To attend Mass and teach the Catholic faith by word and example
- To support and cooperate with the discipline policy of the school
- To treat teachers, staff, and administration with respect and courtesy in discussing student concerns

Parent Service Hour Program

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

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

- Various fundraising events
- Hot lunch preparation or serving
- Decorating/Set-up/Take-down: Back-to-School Night, Christmas Program, etc.
- School office assistance or support
- Coaches for athletic teams

- Public relations and marketing
- Hospitality: Baking for receptions, meetings, special events, etc.
- Spring musical: Production publicity, costumes, set design, rehearsal assistants, etc.
- Jog-a-thon
- Annual One Big Night gala
- Classroom volunteers (including assistance to co-curricular teachers like art and music)
- Field trip drivers and chaperones

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

Parent/Teacher Conferences/Communication

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

At the end of the first trimester (typically the week prior to Thanksgiving break), there is a Parent/Teacher Conference for each student. We expect that all parents will attend this conference because it is a unique opportunity for teachers to inform the parents early in the year of their student's strengths and to discuss any areas of growth or concern. Regarding scheduling of conferences, the teachers collaborate with each other to accommodate families with multiple children.

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

Parties

Inside School Hours

Holidays or other specific events (e.g., birthdays) may be celebrated with a supervised classroom treat at the teacher's discretion. Room moms may coordinate with other parents during the school year to assist with treats. Christmas may be celebrated with a party. However, there will be no exchanging of gifts among students.

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

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

Outside of School Time

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

Birthday Parties

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

Pets/Animals on Campus

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

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

Physical Education (PE)

Two periods per week are provided for PE for students in grades 1-8. Students who need to be exempt from physical activity for a particular class period shall provide a written statement to the PE teacher from a physician or parent, stating the reason for the student's exemption. In such cases, the student will be required to attend the PE class, but sit out of all activity.

Progress Reports

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

Registration and Enrollment

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

Report Cards

Formal report cards are distributed three times during the school year: November, March, and June (consult the annual calendar for actual dates). Students will be placed on academic probation if their GPA falls below a 1.0 or an 'F' is received in any core subject. Eighth grade students need to achieve a GPA of 1.0 or higher without receiving any 'F' grade in core subjects in order to participate in graduation ceremonies.

By the Monday of graduation week, any 8th grader not receiving a passing grade in all academic classes will not receive a diploma or participate in the graduation ceremonies. Students must complete all summer remedial work before a diploma is issued.

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

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

Required Annual Reporting

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all our buildings was completed in June 1999. This inspection was conducted by EPA-accredited inspectors in accordance with guidelines established by the EPA.

Samples of suspected asbestos-containing building materials (ACBM) were taken during the inspection and were submitted to an EPA-accredited laboratory for analysis. A copy of the school's asbestos management plan, including the inspection report, is in the school office.

If you have any questions or concerns, please do not hesitate to contact the school office.

School Property

All SJS equipment, the personal property of each faculty and staff member, and the personal property of each student, is to be regarded with a responsible attitude of care and protection. Students and their parents are responsible for any school materials or equipment that becomes damaged or lost through their neglect. Proper care of the textbooks must be taken. Students will be required to pay for lost books or for any they defaced with writing or careless use. All

classroom textbooks must be covered per the direction of each teacher.

Spiritual Formation

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

Baptism

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

First Holy Communion

The preparation for the reception of this Sacrament is part of the second grade curriculum. A parent is required to attend designated meetings to help prepare their child for the Sacrament. Regular church attendance is vital. The ceremony is in conjunction with the Religious Education program.

First Confession/Reconciliation

This Sacrament is also a part of the second grade program. Parents are required to share in this preparation and attend several meeting(s) as announced.

Confirmation

The Sacrament of Confirmation is part of the 7th Grade Religion curriculum. A parent or representative is required to share in this preparation and attend meeting(s) as announced.

Altar Servers

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

Mass Attendance

Parents are encouraged to bring their child(ren) to Sunday Mass each week. Parents are also encouraged to join the school community for its weekly Mass on Wednesdays at 8:15 am, as well as the monthly School Family Mass (generally the fourth Sunday of the month at 10 am; see the monthly calendar for actual date). Regarding the monthly School Family Mass, each grade is assigned one specific Sunday to attend and participate. Families will be notified in advance of this date (consult the monthly school calendar).

Prayer Opportunities

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

Student Community Service Hours

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

It is expected students will take pride in participating in community service. However, unfulfilled requirements of service hours in 6th and 7th grades will result in the addition of those unfulfilled hours plus 5 extra hours to the following year. Service hours must be fulfilled in order to participate in baccalaureate/graduation ceremonies and to receive a diploma at the end of the 8th grade. Service hours may not be used in tandem with any other organization's service hours. Failure to complete service hours may affect the student's religion grade.

There will be many opportunities for fulfilling most of these requirements through class and individual efforts. Information and criteria for student service hours will be distributed by classroom teachers at Back-to-School Night.

The requirement by grade for community service hours follows:

- 6th Grade: 10 hours
- 7th Grade: 20 hours
- 8th Grade: 30 hours

Student Communication Policy and Devices

Telephones

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

Cell Phones

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

Further, students remaining on campus after dismissal are NOT to use their cell phones while in extended care or other supervised activity/event. Cell phones may only be used to contact a parent or guardian.

Electronic Devices

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

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

Blogs: Engagement in online blogs or social media sites may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty or staff, other students, or the parish community.

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

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

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

Student Council

Student Council members are considered role models at SJS. A primary objective of Catholic education is the development of Christian leadership and service. The student government program gives students the opportunity to use and develop skills they are learning regarding self-government. At the same time, they learn responsibility and begin to care about their school and the children attending it.

The Student Council is composed of elected representatives of the student body and is under the supervision of a faculty member(s). Meetings are held weekly (typically during the lunch

period). Activities are subject to the approval of the principal and teachers. All activities are designed to foster pride and school spirit, develop spiritual growth, promote community service, and encourage high academic standards.

Requirements for grades 7th and 8th grade students: 2.5 GPA or higher and a ‘G’ or better in Conduct and Effort on the prior report card. It is at the discretion of the principal to consider exceptions for students with a diagnosed learning disability.

If, at report card time, a Student Council member’s GPA falls below a 2.5 or a ‘G’ in Conduct or Effort, the student will have a 4-week probationary period to raise the GPA and/or conduct grade. Failure to do so will result in dismissal from Student Council. Suspension will result in forfeiture of a position on the Student Council for the remainder of the school year.

The purpose and motivation to serve on the Student Council is:

- to share responsibility
- to give the students an opportunity to voice their ideas through their representatives
- to develop skills in self-government
- to encourage a high standard of academic achievement
- to foster school spirit through loyalty, friendliness, helpfulness, and good sportsmanship

Student and Family Directory

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

Technology

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

Testing

Diocesan and schoolwide formative and summative testing are part of the process for measuring student academic growth and ensuring high academic achievement. Effective this current school year, the Diocesan Department of Catholic Schools has discontinued the contract with the Iowa Assessment summative testing. A replacement assessment is being researched, and

details will be provided when available.

The school conducts formative testing for students using the STAR Math and STAR Reading program from Renaissance Learning. These tests are administered to the students in grades K-8 on-line four times during the school year. The tests provide an immediate and direct means to measure and track each student's progress during the school year. Please consult the annual school calendar for the testing dates as it is very important that your student is present during this testing period and participates in the testing. Student absences and scheduled appointments should be avoided.

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

Textbooks

Textbooks are loaned to the children. The children are held responsible for all of these books, which must be covered at all times. The children are responsible for the covering of books at the beginning of the school year. If covers become damaged, it is the student's responsibility to recover the book. All books must be returned at the end of the year in good condition, and if lost or badly damaged must be replaced.

Transfer Students

Transfer students will be admitted for a probationary period of one school year. During this period, the students should demonstrate successful experience both in schoolwork and behavior. The principal will contact parents of students experiencing difficulty. If the student's performance is questionable, this probationary period may be extended as found necessary. Parents or guardians should notify the classroom teacher and the principal, in writing, if a student is transferring to another school during the school year.

Students who leave SJS for reasons not discussed or agreed upon with the principal and classroom teacher will not be re-admitted at a later date. If a student is transferring to another school during the course of the year, please make this known to the principal and teacher so the necessary documents may be ready for transfer upon request from the new school and make sure all school textbooks are returned.

Procedure for Recommended Transfer

- It can be determined that other schools or agencies have facilities to assist such a student.
- There has been sufficient discussion with the parents concerning the child's condition.
- Parents are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships (including gossiping) in the school, such as parental interference in matters of school administration and abusive language toward the

principal, pastor, teachers, or school personnel. These parents will be asked to leave the school.

Transportation

Car Transportation

For the safety of all students and adults, drivers are asked to follow school regulations. Parents are not to get out of their vehicles during daily drop-off and pick-up. You are welcome to park across the street and walk over to pick up your child. If you are not able to find a spot to pull over at the curb, please loop around the block until you are able to pull over without getting out of your vehicle. Parents are expected to adhere to the transportation procedures established by the school.

Skateboards/Scooters/Bicycles

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

Toys, Electronic Devices, Etc.

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

Tuition Scale

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

Tuition Policy

Statement of Purpose

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

Tuition Criteria

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

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

Extended Care and Hot Lunch fees are billed through FACTS. Payments are due monthly upon receiving the statement. Continued late payments may lead to families being asked to keep children home from school until payments have been received.

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

Tuition Collection – Options/Information

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

A range of convenient payment plans is offered to families to meet their needs. All families are expected to register with FACTS prior to the beginning of the school year.

Families may also choose to use the following tuition payment options:

1. Payment Plan A includes paying the full-year tuition by August 1—prior to the beginning of the school year. Families using this method will be given a \$100 discount on tuition.
2. Payment Plan B consists of paying tuition in two semi-annual installments, one payment due by August 1, and the second payment due in January.
3. Payment Plan C consists of ten monthly payments made on the date each family selects.

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

Delinquency

1. A family will be considered in a DELINQUENT status if tuition is one month overdue and appropriate payment provisions have not been agreed upon between the school and the family.

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

Uniform and Grooming

Uniform Requirements

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

The principal reserves the right to determine what is appropriate.

SJS logo external wear is the only type authorized to be worn in the classrooms. Non-uniform jackets may be worn outside school buildings before or after school, or during morning or lunch recesses.

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

The Lands End school uniform consists of the following:

A. Grades TK to 6

Girls

Blue Plaid Skort
Navy Blue Pants
Navy Blue Shorts

Boys

Navy Blue Pants
Navy Blue Shorts

Girls & Boys

Waffle White Polo (only shield logo)

Blue Sweater (white lettering with blue outline on shield; labeled as “boys,” but is unisex)

*Optional: Navy Blue Sweater Vest
Navy Fleece Jacket

**See NOTE at end of section

Socks: Must be white and visible.

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

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

Tights (for girls): Solid white or navy footed tights (no leggings or jeggings).

B. Grades 7 & 8

Girls

Blue Plaid Box Pleat Skort
Navy Blue Pants
Navy Blue Shorts

Boys

Navy Blue Pants
Navy Blue Shorts

Girls & Boys

Waffle Maize or Light Gray Polo (only shield logo)

Grey Sweater (white lettering with blue outline on shield; labeled as “boys,” but is unisex)

*Optional: Navy Fleece Jacket

**See NOTE at end of section

Socks: Must be white and visible.

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

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

Tights (for girls): Solid white or navy footed tights (no leggings or jeggings).

C. For All Grades: PE Uniform

Girls & Boys

Navy Blue Shorts (with white stripe)

Navy Blue Collared Athletic Shirt

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

**See NOTE at end of section

Socks: Must be white and visible.

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

D. For All Grades: Spirit Shirt

Girls & Boys

Gray with Tiger Logo (short or long sleeve)

****NOTE**: For personalization on the sweater or jacket, you MUST SPEAK WITH a Lands End agent at the number indicated after you place your order.

PE Uniform Guidelines

Grades 1 – 8 wear PE uniforms on their designated PE days. Students will wear their PE clothes for the entire day designated as PE day for their class.

The following rules apply regarding the PE uniform:

- Clothing is clean and free of holes or tears
- Sizing is appropriate
- Only athletic shoes are authorized on PE days

Regular School Uniform Guidelines

Students in all grades wear the prescribed regular uniform to school unless otherwise authorized by the principal.

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

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

Uniform Policy Exceptions and Expectations

- *Exceptions:*
 - Sports’ team sweatshirts will be offered and ordered at the beginning of the respective seasons and may be worn on Fridays only. Athletic sweatshirts may be worn only by the students to whom they were issued.
 - Designated “Theme Days” will be planned by Student Council and held throughout the year. These will be announced two weeks prior to the event.
 - Grace period: Transferring students may wear their uniform from the previous school or clothing in compliance with the exceptions to dress as stated in this handbook until a proper school uniform is procured in a timely manner.
- *Expectations for Non-Uniform Days (“free dress”).* Students will present themselves in a dignified and modest manner in their dress. The following items are acceptable for non-uniform days:
 - Properly fitted jeans only. Straight-legged, 5-pocket style jeans or other pants such as capris, etc., that comply with SJS policy (no leggings, jeggings, flares, skater pants, joggers, or baggy or ripped jean styles).

- Shirts worn outside the pants must hang below, not even with, the waistband of pants. Sleeveless blouses or tops that have a 3” strap, not low-cut, and hang below, not even with, the waistband of pants are not permitted. Blouses and tops must be either tucked in or hang far enough below the waistband so, under no circumstances, bare stomachs/midriffs are exposed. Tank tops are not permitted.
- Blouses/tops made from opaque material (no see-through).
- Clothing that does not bear messages contrary to the goals and philosophy of SJS (such as alcohol, drug, tobacco, gang-related matters, etc.).
- No flip-flops, sandals, boots, or open-toed or leather-soled shoes for safety reasons.

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

Parents should communicate, in writing, if there are extenuating circumstances to a child being out of uniform. Any student deemed to be “out-of-uniform” will receive a Uniform Notice, which will be sent home for the parents to sign and returned the next day. Detention will result if the notice is not returned within this time frame. If a student receives 3 such notices within a month, he/she will be required to serve a 30-minute detention after school on the following day. This policy will be strictly enforced. A third infraction of uniform code will result in a conference with the parents.

Used Uniforms

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

Grooming Requirements

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

Makeup & Jewelry

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

- Stud/post earrings only (maximum 2 each ear), no hoops
- Appropriate daytime makeup, including nail polish (pastel colors only)

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

Vandalism

The parents will pay for vandalism or other damage to the school property inflicted by students, including cost of materials and labor.

Visitors and Volunteers

Volunteers: Loyalty and Confidentiality

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

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

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

Policy Regarding Volunteers

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

Policy Regarding Visitors

- Parents are not permitted on school grounds unless working their scheduled volunteer hours.
- If a parent needs to personally speak with his/her child, the child will be called to the office only if it is convenient for the teacher. This disruption is strongly discouraged.

- It is not the responsibility of office personnel to notify students of items left in the office for them: lunches, homework, etc. Students may check in the office at recess or lunch only. This policy alleviates interrupting classes.
- All visitors must display an appropriate badge (available at sign-in desk) while on campus.
- All gates will be locked during school hours. The gates will be unlocked during drop off and pick up times. To pick up for Extended Care, please use the Fitch Street gate.
- Parents who volunteer to serve lunch, or who volunteer in another capacity in the school, may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

ST. JOHN THE BAPTIST CATHOLIC SCHOOL
PARENT AND STUDENT HANDBOOK
2020 – 2021

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

The signed portion of this page must be returned to the school office and filed in the student's cumulative record file. Please return this acknowledgement page to the school office by Monday, August 17, 2020.

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

FAMILY LAST NAME (PLEASE PRINT)

STUDENT SIGNATURE

GRADE

*PARENT SIGNATURE

DATE

*PARENT SIGNATURE

DATE

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