

Saint John the Baptist Catholic School

# Family Handbook

2017 - 2018



**Saint John the Baptist Catholic School**  
Waunakee, Wisconsin

## A Blessed Foundation

**Saint John the Baptist Catholic School**  
**114 East Third Street**  
**Waunakee, WI 53597-1494**  
**608-849-5325**

<http://saintjohnschoolwaunakee.org/>

## Welcome to Saint John the Baptist Catholic School

This handbook has been compiled for your convenience and frequent use during the school year. It should provide a ready source of information in reference to school policies, regulations and procedures.

The policies and procedures contained within this handbook were designed for the safe, high quality education and convenience of all our students, parents/guardians, faculty and staff. Exceptions may be made to policy/procedures in special circumstances by the administration.

Saint John the Baptist Catholic School on the campus of Saint John the Baptist Catholic Church in Waunakee, Wisconsin is a PK-8 grade Catholic elementary school under the Diocese of Madison Office of Catholic Schools.

The Wisconsin Council of Religious and Independent Schools accredit Saint John the Baptist Catholic School. Annual reports including a "School Improvement Plan" are submitted to this agency each fall to maintain accreditation status. Our school hosted a "Visiting Team" in December 2011 to validate our self-study that was completed during the 2010-2011 school year. This is part of the seven-year accreditation cycle process. This year we will participate in a Self Study to prepare for a Visiting Team during the 2018-2019 school year.

Saint John the Baptist Catholic School's curriculum is a standards based curriculum utilizing the Diocese of Madison Standards that are based on the Wisconsin State Standards. Curriculum evaluation is an ongoing process over a seven-year cycle. There is a study of content, scope and sequence, new materials, resources, techniques and assessment. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program, which makes use of many sources of materials, including a wide variety of technology tools. The result is a continually updated School Improvement Plan that includes setting goals and developing programs that address student needs.

Saint John the Baptist Catholic School respects the dignity of each person. All programs are available to any child in the parish without regard to race, national origin or disability (if, with reasonable accommodations on the part of the school, the person with the disability can be accommodated).

This handbook was revised in July 2017. The policies/procedures contained in this handbook may be amended at the discretion of the administration, faculty and staff of Saint John the Baptist Catholic School.

**Saint John the Baptist Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.**

## **HISTORY**

Since 1874, Saint John the Baptist Catholic School has served the people of the Waunakee community and surrounding areas, providing academic instruction and helping to develop the religious faith of generations of Catholics. Beginning with the nineteen founding families, who sacrificed to build the first school, parents have continuously recognized the value of providing a Catholic education for their children. Many parish pastors, religious and lay teachers have toiled to assist them in this work.

Today, the school proudly upholds the traditions of the past while preparing students to meet the challenges of the 21st century. The school's excellence is recognized, in part, through its accreditation through the Wisconsin Council of Religious and Independent Schools.

Striving always to emphasize faith development and the formation of sound values under the challenging conditions of our times, SJBCS will continue its tradition of service long into the future.

## **OUR MISSION**

***"The Mission of Saint John the Baptist Catholic School is to empower our students to be faithful Catholics by nurturing and educating each individual to become compassionate leaders in an ever-changing global community."***

## **OUR GOALS**

### Catholic Faith Community

- To provide a positive Catholic environment by communicating Christ's teachings and displaying Christian symbols.
- To foster active faith development in students, faculty, and parents by encouraging service to each other, their parish, and their community.
- To allow each student the opportunity to develop his/her prayer life and relationship with Jesus.
- To support one another by fostering communication and cooperation among teachers, students, parents, staff, and administration.

### Educational Excellence

- To meet and exceed State of Wisconsin and the Diocese of Madison Educational Standards.
- To provide students with all the core skills needed for advanced education.
- To continually update our written, sequentially progressive curriculum.
- To provide students with opportunities to develop their creative capabilities.
- To provide for our students' individual needs.

## Self Concept and Social Justice

- To foster acceptance and respect for oneself and others, as children of God created in His image.
- To be respectful of the school, community, resources and tools provided by God.

## **SCHOOL PROCEDURES**

### PARENTAL ROLES AND RESPONSIBILITIES

Parents and guardians are informed of the programs, regulations and policies of the school. The Saint John the Baptist Catholic School Family Handbook includes this information.

As partners in the educational process at Saint John the Baptist Catholic School, we ask parents:

- To set rules, times and limits so that your child
  - Receives plenty of sleep on school nights
  - Arrives to school on time and is picked up on time at the end of the day
  - Is dressed according to the school dress code
  - Completes and turns in assignments on time

To make this a very successful school year for all:

- Become familiar with the information contained in this handbook, weekly newsletters, Teacher Ease and the school web page
- Please notify the office by 8:00 by phone (849-5325) if a child is absent for any reason
- Inform the school in writing of the following:
  - Student illness or absence (required by Section 118.16 of Wisconsin State Statutes)
  - Parental status or custodial constraints
  - Change in transportation
  - Change in address, phone, email, emergency contact, etc.
  - Any arrangements that may affect communication with school.
- Meet financial obligations of tuition, lunch accounts, sports fee and any other accounts that may apply
- Comply with policies and procedures
- Sign in and out of the office when volunteering/visiting in the school during school hours. Wear a Visitor Tag when in the building during school hours.
- Be on time for lunch duty and stay for the entire period (11:10 – 12:10)
- Support the goals and objectives of our school
- Treat teachers and staff members with dignity and respect in discussing students
- Parent must 'sign-out' and 'sign in' to the office if a child is leaving school during school hours.

## **Accreditation**

Saint John the Baptist Catholic School is accredited through the Wisconsin Council of Religious and Independent Schools.

## **Acceptable Use Policy by Saint John the Baptist Catholic School**

### Technology Usage:

Each student/parent is expected to sign the Acceptable Use Policy Agreement. Students and parents must agree to abide by this policy before the student is allowed to use the school network and e-mail or use any school owned electronic devices, including computers, laptops and tablets.

It is expected that students at Saint John the Baptist Catholic School will conduct themselves, both on and off campus, when school is in session and out of session, in a manner that brings respect to themselves and the school.

Use of computers/laptops, iPads/tablets, the school network and the Internet, are provided for academic use only. The use of the Internet to send jokes, forwarded e-mail messages, or other communication not related to academic purposes is prohibited. Transmission of such material may result in loss of computer privileges or other disciplinary measures. This includes, but is not limited to defamatory statements made on a student's webpage, blog, or social media regarding the administration, employees, teachers, students, or the parish.

### **Admission**

Saint John School respects the dignity of the child and his/her right to an education. **Saint John the Baptist Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and financial aid programs, and athletics and other school-administered programs.**

Saint John School reserves the right to assess and place new students, as staff and administration deem appropriate. See also *Kindergarten Admission*.

As openings become available, the following priorities will be used to accept students:

- Members of Saint John the Baptist Parish in Waunakee and Saint Mary of the Lake in Westport
- Members of other parishes
- Non-catholic students

Students entering Preschool must be three (3) years of age by September 1<sup>st</sup> and be potty trained.

The 4K program is part of the Waunakee Community School District 4K program. Information about choosing our school site for 4K programming needs to be done through the school district.

Students entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>.

## **Arrival and Dismissal Procedures**

School supervision on the back playground will begin at 7:20 AM. Students are admitted to the classrooms beginning at 7:30 AM.

Students should be dropped off and picked up from the drop off circle in front of the main church entrance. Students then can follow the paved path for entry into the school building through the central courtyard doors. For the safety of all students, all families dropping their students in the morning are asked to use the following procedures:

- Cars must enter the parking lot from Second Street. Follow the one-way driveway to the circle Drop-Off Area. Proceed through the driveway to re-exit onto Second Street.
- There is ample parking available in the parking lot. If you choose to park, please escort your child safely through the parking lot.
- At the end of the day cars may park anywhere on the surface parking lot. After the buses have left, the teachers will walk the students to the parking lot. Please take care when leaving the lot, and exit onto Second Street only.
- Please do not use the alley by the Parish Offices for entry or exit from the parking lot during pick-up or drop-off times.
- Students are not to be dropped off in front of the school by the cafeteria entrance. That is a designated no stopping or parking zone during school hours.
- Please also refer to "Daily Hours" for further arrival and dismissal procedures.

## **Asbestos Annual Notification**

Saint John School is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) and has retained Environmental Management Consulting, Inc to perform the required three-year asbestos re-inspection. The inspector conducted a room-by-room survey inspecting each building's material and assessing known and assumed asbestos containing building materials.

The management plan and all asbestos records are available for inspection during regular school hours. There is no restriction as to who will be allowed to review the plan, and there are no costs involved. The extreme size and complexity of these documents may require assistance of a staff member familiar with the plan during your examination of the copy.

Operations and maintenance activities are and will be performed as needs arise over the years. Scheduled six month surveillance inspections will take place in and by Environmental Management Consulting.

## **Athletics**

Saint John School students have the opportunity to participate in interscholastic sports at the fifth and sixth grade levels - volleyball, basketball, and softball through the school's membership in the Madison Area Interscholastic Sports League (MAISL). Students must have current health forms and parent permission slips on file at the school in order to participate.

Families who have students participating in MAISL League Activities are automatically members of the Saint John Athletic Association. Meetings are held on a regular basis.

### **Participation of Non-Public Students in Waunakee Community School District Programs**

A non-public school resident may participate in 7<sup>th</sup> and 8<sup>th</sup> grade athletics as determined by the Waunakee Community School District Board of Education. Please contact Waunakee Athletic Director Aaron May (608.849.2104) for more information.

### **Attendance**

It is the school's responsibility to provide students an opportunity to learn. School can only provide that opportunity if students are actually in attendance. Families who remove their children from school for extended vacations put their children at risk. A student's chances for success in mastering outcomes and benefitting from various learning activities that school's provide are reduced when they are not present.

Please keep in mind that time missed from school can never be made up. The classroom discussions, group projects, or enrichment activities will not happen again. When a student misses school for any reason, that time is gone. Any make up work is a distant second best. Students who are already having difficulty especially suffer when they miss school. It is hard for these students to be successful when key concepts are learned in their absence. Upon return to school, students often feel left out and overwhelmed.

### **Absence**

When a child is absent from school, a phone call is to be made to the school office by the parent by 8:00 A.M. In the event that the office is not notified, the school will contact the parent to verify absence.

Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day's of absence to make up the missed assignments, quizzes and tests. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during those times as to eliminate the need to interrupt a child's learning process. When family circumstances other than illness necessitate children being absent from school, principal and teacher must be notified in advance.

### **Homework Policy Regarding Vacations**

We understand families may need to take a vacation during scheduled school days, but for the best interest of our students we would like to keep vacation days to a minimum. Homework is available upon request at the teacher's discretion based on the individual needs of the student. We ask that you notify the school and homeroom teacher of the dates in advance. (Please give two weeks notice if possible). Homework that is requested should be completed upon return. Any work that is sent home and not completed will be considered late. Please be aware that homework assigned may not be all-inclusive, and some missed work may need to be made up upon return to school.

### **Appointments**

The administration strongly suggests appointments be made either in the summer months or outside of school hours. However, when it is necessary to remove children during school hours, please make an effort to schedule appointments either first thing in the morning or towards the end of the school day so that disruptions to the classroom are minimal. Children who have appointments during school hours that cannot be otherwise scheduled outside of class time

must be signed out/in, in the office before leaving/entering the building. A parent note or phone call must precede the appointment time before the child leaves school.

### Attendance and Truancy

Compulsory Attendance Age: In accordance with state law, all students between the 5 and 18 years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years of age.

Definition: Habitual Truant means:

A pupil who is absent from school without an acceptable excuse for either of the following:

1. Part or all of five or more days of ten consecutive days on which school is being held during a semester or
2. Part or all of ten days in which school is held during a school semester

WI Statutes 118.16 (1) (1) Act 239 allows a parent or guardian to excuse a child for up to ten days in a school year for any reason. The act requires the parent must excuse the child in writing before the absence.

### Tardiness

Please make every effort to get your child to school on time: tardy students disrupt their teacher and classmates. A student is considered tardy if they are not in their classroom by 7:40 AM for the start of the school day. A tardy student must get an admit-slip from the office to be admitted to the classroom.

If the student arrives after 9:00 AM, they will be considered absent for a half-day. If you know your child will be tardy, please call the school office. Exceptions to this procedure may be made in the case of inclement weather, car trouble, etc.

### Band Program

Overture Band Programs, Inc. is the provider of the band program for the 2017 - 2018 school year. Overture Band Programs, Inc. is a Wisconsin 501(c)(3) non-profit organization that provides band programs to private and parochial schools and home schooled students in Dane County. They currently have programs in 18 schools serving approximately 475 students. They hire state licensed, instrumental music educators to work in our programs.

All students in grades 4 through are invited to join band. Students who join band receive a weekly 25-minute, semi-private lesson and a weekly 30-40 minute large group band rehearsal, and will perform in two concerts each school year. Band lessons take place on Mondays and/or Thursdays using a rotating lesson schedule so that students are not missing the same class each week for their semi-private lessons.

Beginning Group Band will take place on Monday. Time TBD

Advanced Group band will take place on Thursday. Time TBD

Band students who are in sixth grade and higher and have reached a certain level of skill in their playing are also able to participate in Overture's Honor Band and in the Wisconsin School Music Association's Solo & Ensemble Festival and other WSMA activities. Overture Band Programs



also offers a one-week summer band camp and a summer lessons program for students enrolled in their program during the school year.

The cost for the band program for the 2017 - 2018 school year is set by the Overture Band Program and will be available to you at Gear Up for School Day. The band tuition covers the cost of the weekly instruction for lessons and group band. This averages out to be less than the cost of private lessons and provides more opportunities for the students! This band tuition does not include the cost of an instrument. Overture Band Programs works closely with White House of Music, who can provide instruments and all necessary supplies (lesson book, reeds, etc.) needed.

For more information about the band program, please visit their website at <http://overturebandprograms.weebly.com> or contact Nadine Kerl, Phone/Fax: (608) 877-1313, Email: [overture@jvlnet](mailto:overture@jvlnet).

### **Bicycles**

Children who ride bicycles (or scooters or skateboards) to school **are to wear a bike helmet**, obey traffic rules and specific rules designated by the school. Children may be denied the privilege of riding their bicycles if repeatedly disobeying rules. Bike riders are asked to walk their bikes when entering the Saint John the Baptist Parish grounds. Bikes are to be locked to bicycle racks while at school.

### **Birthdays**

Passing out invitations to only a few in the classroom has always been a sensitive issue for many students. Therefore, if you intend to invite your child's entire class to his/her party you may pass out invitations in school. However, if only a few are invited, kindly send the invitations through the mail. It is also appreciated if these few invitation recipients are picked up off school grounds.

### **Bullying Policy**

Policy Approved by the Saint John the Baptist School Education Commission  
November 3, 2011

### **Introduction**

Saint John the Baptist Catholic School strives to provide a safe, secure and respectful **Christian** learning environment for all students in school buildings, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Saint John the Baptist Catholic School consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)

3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

### **Prohibition**

Bullying behavior is prohibited in the school and parish buildings, property and educational environments owned, leased or used by Saint John the Baptist Catholic School. Educational environments include, but are not limited to, **every** activity under school supervision. (**i.e.: field trips, school sponsored sporting events**)

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to Mrs. Conni Stark, principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to Mrs. Conni Stark, principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made and included in the report. Mrs. Stark and/or her designee receiving a report of bullying shall investigate the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

The school principal and/or designee will conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration **will** take **appropriate** disciplinary action, **including, but not limited to:** suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Support will be provided for the identified victim(s).

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians. It will also be distributed to all organizations associated with the school. The school will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the Saint John the Baptist Catholic School Education Commission, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

### **Bus Transportation**

Eligible Saint John School students are bussed by the Lamer's Bus Company (850-5253). Shuttle buses are provided for our students. Transportation information is available online: <http://www.waunakee.k12.wi.us/district/Transportation.cfm>

Cars may not park in the bus lanes during school hours. Please use the parking lot across from the school.

Afternoon bus students are to board the buses in front of Saint John. Bus rules are to be obeyed as explained by the drivers. Necessary transferring of students to other buses will take place at the discretion of the local school district.

Students who ordinarily ride the bus must have written permission from their parents when they are riding a different bus or are being dropped off at places other than what is usual. This is very important. The school issues bus passes to the students in these situations. The bus driver MUST receive a bus pass. Likewise written parent notification to the school office is required for riders who will not be riding the bus on a particular day for a particular reason. **Students without parental permission will be sent home on the bus as usual.**

### **Class Size**

The number and size of classes will be reviewed annually due to fluctuating enrollment numbers from year to year. The administration reserves the right to make decisions regarding class arrangements.

For the 2017-2018 school year, the following guidelines will be utilized:

1 – 15 students	One full time teacher
16 – 23 students	One full time teacher and one full time teaching assistant
24+ students	Two classrooms with two full time teachers

### **Choir Concert Participation**

Students from Kindergarten through 8<sup>th</sup> grade participate in regularly scheduled music classes as part of their curriculum. This includes the annual Christmas and Spring Choir Concerts that are held each year.

*The Christmas Choir Program is scheduled for Tuesday, December 19<sup>th</sup> at 6:30 PM. This is a tentative performance and maybe cancelled this year as our Music teacher is on maternity leave until December 4, 2017.*

*The Spring Choir Concert will be held on Thursday, May 24th at 1:00 PM.*

Participation in these concerts is part of the performance standard for the music curriculum, and it is expected that all students will participate to their fullest extent.

In the unlikely event that a child cannot participate in these concerts, the music teacher or principal must have written notification of the conflict in advance. Concert participation is part of the child's grade, and may be impacted by non-participation.

### **Communication**

Weekly 'Friday Folders' are sent to parents with students in grades K-6 by way of the youngest child enrolled in school on Fridays or the last day before a scheduled vacation. Notices of school activities, calendar items or changes, times of dismissal, and other items of interest are included. Teachers also send home frequent parent communications. Regular communication (newsletters, calendars, menus) are available on-line. You may request hard copies, if needed.

All staff members have an active e-mail address that is checked daily by all staff members. In addition, each classroom has a phone. During the school day, your phone call will be forwarded to the classroom teacher's voice mail as to not interrupt the school climate and teaching atmosphere.

We have implemented a Student Information System called Teacher Ease allowing families 24 hour access to monitor daily student progress, track assignments and grades, view hot lunch accounts, access attendance records and view school communications.

### **Conferences**

Conferences between parents and teachers are encouraged WHENEVER necessary. In consideration of each other's time and convenience, the administration requests that advance planning be made for such a meeting. Scheduled parent-teacher conferences are held at the end of the first and third quarters.

Please do not confer with teachers or the principal when students are arriving or leaving for the day or while the principal or teacher is engaged in supervisory duties, including the lunchroom and playground. Meetings or conferences may be scheduled at a more appropriate time.

### **Communication – Parental Concern Procedures**

Procedure Approved by the Saint John the Baptist School Education Commission

July 27, 2010

To provide effective and timely communication between school and home, the following procedure has been developed:

#### **Classroom:**

1. If the parent/guardian has a question/comment/suggestion about their child's classroom, please make an appointment with the teacher.
2. If you have met with the teacher and want to further discuss the question/comment/suggestion, please make an appointment with the Principal. At that time, a meeting with the teacher, student, Principal and parent/guardian may be called.

3. If after this conversation you desire to continue the dialogue, please make an appointment with the Pastor.

### **Administration:**

- If the parent/guardian has a question/comment/suggestion about what is happening in school that please consider the following options:
- Attend an Education Commission meeting. These are regularly scheduled through the school year. Meetings begin at 6:30 PM in the school library. Each meeting may begin with a 10 minute listening session.
- Contact the Education Commission Parent Liaison, to bring to the meeting your question/comment/suggestion. The Liaison will speak on your behalf.
- If you have had your question/comment/suggestion voiced and want to further discuss it, please make an appointment with the principal.
- If you have met with the principal and need to continue the dialog, please contact Msgr James Gunn, Pastor, At that time, a meeting with the principal, pastor, parent/guardian and other involved parties may be called
- If after this conversation you desire to continue the dialogue, please make an appointment with the Superintendent of Schools for the Diocese of Madison. (Michael Lancaster – 608-821-3180)

The Education Commission has implemented a 10-minute listening session before each scheduled meeting. Families who have a question, comment or suggestion about the school may voice it during this listening session. Personnel issues will not be discussed or aired during this time. If you have personnel issues, please follow the above procedures.

### **Daily Hours**

Kindergarten – Eighth Grade

All students are to go to the back playground when they arrive where they will be supervised. Students should not arrive before 7:15 A.M. Students arriving between 7:15 and 7:30 should enter the school through the Central Lobby doors and go onto the back playground. A teacher will be on duty to supervise these students. In the event of inclement weather, the students will be supervised in the hallway by the kitchen.

7:30 A.M First Bell: Students may go to classroom

7:40 A.M. Second Bell: Classes begin.

Students arriving AFTER this bell must obtain a late pass from the office before going to the classroom and will be marked tardy.

9:30 AM Recess for Grades K-3

10:00 AM Recess for Grades Preschool and 4K.

Grades 4-7 will not have a set morning recess time. This will be at the discretion of the classroom teachers.

11:00 – 11:40 Lunch and recess for students grades K-1.

11:10 – 11:50 Lunch and recess for students in grades 2-3

11:30 – 12:10 Lunch and recess for students in grades 4-8.

2:30 P.M First Bell – Bus students are dismissed.

2:35 P.M. Second Bell – Walkers and car riders are dismissed.

Students who walk from school are dismissed when the buses are gone. Walkers will be escorted to the parking lot side of the street. Parents are to wait for and meet their children on the parking lot.

Drivers are asked to exit via the Second Street exit when picking up students at dismissal time. Parents or drivers picking up students, including preschoolers, are to use the designated walkways and are not to cross in front of, between, or behind the school buses.

### **Preschool Sessions**

Monday/Wednesday or Tuesday/Thursday: 8:00 - 11:00 AM

Optional Friday: 8:00 – 11:00 AM

### **Waunakee Community 4K Program**

Morning Session: 7:40 – 10:20 AM

Afternoon Session: 11:40 AM – 2:20 PM

Information about this program is available through the Waunakee Community School District.

### **Dress Code – Updated July 2013**

Christian dignity in a Catholic School is often shown in the way students dress. When students are dressed well, they tend to have more respect for themselves and others. We need your cooperation in having your child wear neat and appropriate clothing to school. If your child comes in inappropriate clothing, you may be called to bring your child a change of clothing.

Parents are responsible for what their children wear and we ask cooperation in the following simple guidelines:

- Students are to wear appropriate school clothing that is neat, clean, and modest. The dress code is also in effect on school days when children participate in field trips away from school. If a child arrives in questionable attire, the parents will be notified and may be required to pick up their child or bring appropriate clothing. Students may not be admitted to the classroom until appropriately dressed.
- Fridays and all other school liturgy days are 'dress up days'. Entering God's house to celebrate and share in the Eucharist is a special occasion and students are expected to dress appropriately for this celebration. A change of clothing may be brought to school and children may change after Mass if they wish.
- Shorts may be worn from April 15<sup>th</sup> to October 15<sup>th</sup>. Shorts that extend to or below the student's fingertips when their arms are held to their sides are acceptable.
- Shorts are not to be worn to Mass; students will be allowed to change afterwards.

The following statements serve as guidelines so that there is no question of what is acceptable.

- The school prohibits pictures, emblems or writings on materials or clothing that are lewd, offensive, vulgar, immodest or promote or refer to alcoholic beverages, drugs or any other substance deemed inappropriate by administration or staff.
- Clothing or other personal items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, gang activity or affiliation or other offensive items or wording are specifically prohibited.
- "Sagging pants" are not allowed. Jeans, slacks, shorts and all other pants must be worn at or about the waist at all times. Even if a shirt is extremely long, the pants must be worn at the waist. Undergarments should not be visible at any time.

- Pants and other articles of clothing that are torn, ragged, frayed or pants with holes are not permitted.
- Sunglasses, caps, hats, bandanas, and other headwear are permitted but are not to be worn inside the building.
- Clothing should be worn for the purpose for which it was designed. No undergarments or pajamas are to be worn as outerwear.
- Shoes must be worn at all times. Tennis shoes must be worn in physical education classes. Shoes with wheels are not allowed. Students may not wear flip-flops or open backed shoes without straps as these types of shoes can pose a hazard.

### **Boys**

- Shorts that extend to or below the student's fingertips when their arms are held to their sides are acceptable.

### **Girls**

- Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The shirt straps must be wide enough to cover undergarments.
- See-through, bare midriff, halter type, shoulder baring, spaghetti strap blouses or any revealing or low-cut clothing is not permitted. Shirt hems should extend well below the waist of pants/shorts/skirts in a sitting or standing position.
- Dresses, skirts and shorts must extend to or below the student's fingertips when their arms are held to their sides.
- Tights, leggings, jeggings, and other form-fitting pants must be worn with shirts, skirts, or shorts that extend to fingertip length.

Students in violation of the student dress and grooming code will be expected to change to appropriate attire (provided by the school) when violations are brought to their attention. Students will not be allowed to leave campus for the purpose of changing clothes.

### **Field Trips (Diocesan Guideline #6450)**

Field trips are planned to supplement the curriculum and to meet educational objectives. All grades do not have the same number of field trips. The principal approves all field trips. Parent permission forms are required for all field trips. The majority of field trip expenses are covered by school tuition. There maybe an additional fee for some scheduled trips.

Students participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

Field trips within walking distance of the school require one parental permission slip at the beginning of the year.

Teachers reserve the right to refuse any student a field trip privilege whenever necessary. Student dress and conduct are expected to reflect the values as set forth in this handbook.

Chaperones for field trips are responsible for the safety and discipline of the children entrusted to them. Chaperones must be on our approved volunteer list and have met all the Diocesan requirements of the Protecting God's Children Program.

Chaperones responsibilities begin the minute that you leave the building and do not end until all students arrive safely back at school. For this reason, **all chaperones must take the provided mode of transportation.**

Chaperones are coached by the teachers before field trips regarding their expectations. Younger siblings are not allowed on field trips.

While we would like to take as many chaperones as we can on trips, sometimes the destination or bus capacities limit the number that can go on the trip. Please be aware that although you volunteer for the trip, you may not always be chosen to chaperone.

Field trips are a wonderful way for teachers to enhance what their students are learning in the classroom. They also provide parents an opportunity to be directly involved in their child's education. Here are some tips to help you, and your child, get the most out of field trips:

**Volunteer if you can:** Taking a day off from work to chaperone a field trip is a great way to see what your child is learning and what your child and his/her friends are really like at school. Research shows that children whose parents are involved in school do better than those whose parents are not. So, if you can, take the time to chaperone a field trip.

**Save conferences for later:** Avoid the temptation to discuss your child's progress with the teacher during a field trip. As a chaperone, you have responsibilities and the teacher needs to stay focused on the details of the field trip. Schedule another time where both you and the teacher can focus on your child.

**Leave the siblings at home:** Field trips are designed to reinforce what the students have been studying in class. Therefore, the field trip won't be as meaningful to younger siblings. Besides, other children could distract you from your role as chaperone. If the destination is truly wonderful, plan a second trip, with the whole family.

**Is a model:** How students behave is a reflection on the school. Therefore, principals and teachers expect students' behavior to be exemplary. Chaperones should model good behavior by listening to and following the rules laid out by the teacher. Let the students see you paying attention when the teacher, principal, or featured speaker is talking.

**Be in Charge:** As a chaperone, you're not along to be the student's buddy. You're the boss. Enforce the rules consistently, right from the beginning. Be stern, if necessary and make sure the students understand the consequences for any misbehavior.

**Be Discreet:** The teacher may need to divulge private information to you about one of the students (e.g. medical condition), or you may overhear private conversations about the students. In either case, keep the information to yourself unless there's an emergency.



**Keep to the schedule:** Field trips are carefully orchestrated, with set times for arrival, departure, lunch, and events. It's important that all the chaperones follow the schedule precisely and keep the kids on time all day long.

**Focus on the children:** Although chaperoning may be a good opportunity to meet other parents, you need to stay focused on keeping your group of students together and on task. If you want to meet other parents, organize a get together or attend a Home and School meeting.

**Be honest with the teacher:** Don't wait until the end of the field trip to "vent" serious frustrations. Immediately report to the teacher if the children in your group behave in an unsafe or disrespectful manner.

**Pass along compliments:** Let the teacher know if you get compliments about your group's behavior while on the trip. Congratulate the children, as well, for being excellent ambassadors for our school.

If you're not one of the "official" chaperones, please don't be an "unofficial" one. When other parents show up at field trip destinations, it causes problems for the teacher and school. Remind yourself that the field trip is a learning opportunity for the class, not a family outing. The best thing non-chaperone parents can do is to be eager listeners when their children return from the field trip.

### **Homework**

It is the responsibility of each parent and child to understand the homework policy as designated by the teacher and complete assignments as directed.

In addition to the required class work assignments, homework is an important segment of all students' work in grades 1-6. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be immediately contacted.

### **Homework Policy Regarding Vacations**

We understand families may need to take a vacation during scheduled school days, but for the best interest of our students we would like to keep vacation days to a minimum. Homework is available upon request at the teacher's discretion based on the individual needs of the student. We ask that you notify the school and homeroom teacher of the dates in advance. (Please give two weeks notice if possible) Homework that is requested should be completed upon return. Any work that is sent home and not completed will be considered late. Please be aware that homework assigned may not be all-inclusive, and some missed work may need to be made up upon return to school.

### **Homework Policy Regarding Illnesses**

In the case of shorter absences parents who would like work sent home should notify the homeroom teacher by phone by 10:00 A.M. to be picked up after school.

### **Instruction**

Students at Saint John are instructed in the Catholic faith and in the following core academic subjects: reading, language arts, math, science, and social studies. In addition, students will

participate in technology, music, physical education, library and foreign language classes. Saint John has a Band program for the 4<sup>th</sup> and 5<sup>th</sup> grade students.

All subject areas exceed the curricular standards developed by the Wisconsin Department of Public Instruction and the Diocese of Madison. Specific curricular outlines for each grade and subject matter are available on line. (<http://saintjohnschoolwaunakee.org/>)

### **Kindergarten Admission**

Saint John School follows Wisconsin guidelines for admitting kindergartners. Students must be five on or before September 1st of the present school year. Saint John School provides a developmentally appropriate curriculum and strongly discourages early entry to kindergarten.

Saint John School may admit students to kindergarten early based on the following criteria using these procedures:

- Parents request from their home school district an evaluation for early admittance to Kindergarten. These results are forwarded to the school for consideration.
- Early entry may be granted to a student demonstrating exceptional development socially, emotionally, and academically according to the comprehensive test results.

### **Kindergarten Programming**

Saint John the Baptist Catholic School provides a comprehensive full day academic program to those students who are 5 years old by September 1<sup>st</sup> of the year that they enroll.

- The Kindergarten children spend the majority of the day in the core curricular areas of Religion, Language Arts and Math. We have determined that these are the essential classes for the child's academic success.
- The curriculum also includes the subjects of Science, Social Studies, Physical Education, Technology, Library, Music and World Language. Please see the Kindergarten Curriculum Guide for the specifics of the standards taught at this level.

### **Library**

Books are checked out for one week and may be renewed. Students sick on library day may return their books their first day back to school. Students are responsible for the replacement cost of a lost/damaged book.

### **Locker Policy** Approved by Education Commission 4/9/15

All lockers made available for student use on the school premises, including, but not limited to, lockers located in the hallways, are the property of Saint John the Baptist Catholic School. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of Saint John the Baptist Catholic School is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish Saint John the Baptist Catholic School ownership or control of the locker. Saint John the Baptist Catholic School retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to

locate lost or stolen materials, weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

#### Locker Rules:

In order to implement the school corporation's policy concerning student lockers, the Saint John the Baptist Catholic School Education Commission, adopted the following rules and regulations:

1. Locks: Saint John the Baptist Catholic School will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks by school officials and any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers: Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has current prescription), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.
3. Authority to Inspect: Saint John the Baptist Catholic School retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, pastor or designee.

#### Inspection of Individual Student Locker

The inspection of a particular student's locker will not be conducted unless the principal, pastor or designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy.

Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

### Inspection of all lockers

1. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, pastor or their designee reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:
  - a. an interference with school purposes or an educational function,
  - b. a physical injury or illness to any person,
  - c. damage to personal or school property, or
  - d. a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

When the school receives a bomb threat;

- a. When evidence of student drug or alcohol use creates a reasonable belief of student use;
- b. At the end of grading period, before school holidays to check for missing library books, or school equipment;
- c. When there is a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not be given the opportunity to be present while a general inspection is being conducted.

Student Material: When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

Disposal of confiscated contraband: All contraband confiscated from lockers may be disposed of by the principal, pastor or designee as deemed appropriate, including:

1. return to the proper owner or place, unless it poses a threat to health or safety;
2. use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion
3. delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
4. destruction.

Involvement of law enforcement officials:

1. The principal, pastor or designee may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
  - a. to identify substances which may be found in the lockers; or
  - b. to protect the health and safety of persons or property, such as to aid in the discovery of bombs which may be located in the lockers.
2. The principal, pastor or designee may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

### Locker Cleaning:

Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out:

1. lockers from time to time in accordance with a general housekeeping schedule, or
2. the locker of the student no longer enrolled in the school.

### Lost and Found

Lost and found items are located in a bin in the gym. Periodically, lost and found items will be donated to St. Vincent de Paul.

Please label all outerwear, boots and other school items with child's name. This helps us match up a lost item with its rightful owner before it goes into the Lost and Found bin.

### Lunch Program

Children may participate in the hot lunch program sponsored by the school or bring their lunch from home. Lunches may be purchased on a weekly, monthly, or occasional basis. Money for lunches should be made in advance and banked into your Teacher Ease lunch account. Checks should be made out to "Saint John Hot Lunch Program". Any charges against this account will be debited on a regular basis. It is the responsibility of the parent or guardian to maintain a positive balance in the family account.

Lunch each day will include a hot entrée, fruit/salad bar, and milk.

Lunch Fees:

Grades K-3	\$2.75
Grades 4-8	\$3.90
Adult:	\$4.00
Milk:	\$.40

Provision is made for free or reduced price milk and lunches. All information concerning families taking free or reduced price lunches will be kept strictly confidential. Families may request a form at the beginning of the school year, and are expected to return the form with an indicated response.

Parents are invited to have lunch with their children. Please call the office before 10:00 A.M. to make arrangements.

### Liturgy Attendance

Students in grades 1-8 attend Mass at 8:00 A.M. one day per week, usually Fridays, on a regularly scheduled basis. Kindergarten students join us on the first Friday of the month, Holy Days of Obligation and weekly beginning after Easter.

Teachers and students prepare the liturgies on a rotational basis. Taking pictures during the liturgies is discouraged, since it distracts the students from the sacredness of the event. Pictures after the liturgy are permissible.

### Medications

When it is absolutely necessary for a child to take medicine during school hours, Saint John School follows the policy guidelines outlined by the Diocese of Madison in compliance with

Wisconsin statutes. The full policy is on file in the school office and applies to both prescription and nonprescription drugs. A summary of the directives follows.

1. Parent/Guardian Medication Form Request. This form must be completed for the administration of non-prescription drugs or medications that do not require a Physician order. **The medication must come to school in its original packaging.**

2. Medical Provider Authorization Form. This form along with the Parent/Guardian Medication Request Form must be completed before any prescriptive medication can be administered. **The medication must come to school in its original packaging.**

3. The medication will be stored in the school office and administered only by authorized staff who have successfully completed the Online Medication Administration Course One: Basic Medication Administration as required by Wisconsin State Statutes.

4. Students with specific medical conditions (i.e. Diabetes) will have an Emergency Action Plan. This EAP will be updated annually and reviewed by the student's parent/guardian, and the primary care. The EAP will include the student's name, the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents and primary physician. The EAP will be available in the school office and will accompany a student on any field trip.

### **Asthma Policy**

Saint John the Baptist Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all students with asthma.

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler.

An **Asthma Inhaler Administration Authorization Form** must be completed each year and kept on file in the school office.

### **Food Allergy Policy**

This school recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies.

At all levels in conjunction with the student's parent/guardian and the primary care provider/allergist, the school will prepare an Emergency Action Plan for any student with a life threatening allergy. This EAP will be updated annually and reviewed by the student's parent/guardian, and the primary care provider and/or the student's allergist. The EAP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents, doctors, and allergists. The EAP will be available in the school office and will accompany a student on any field trip.

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers, aides and substitutes will be educated about the risk of food allergies.

- Tables will be washed with soap and water following any food related events held in the classroom. Sharing or trading food will be prohibited.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.
- In the classroom, and cafeteria a "nut-free" table will be established and maintained as an option for students with peanut allergies.

**The school may not be able to accommodate all specific dietary requests.**

### **Parties**

Teacher and/or parent planned parties at school require permission of the principal.

### **Photographs**

At times, candid photographs of your child will be taken, as they are involved in various activities. If these photos **are not** to be used for public relations (i.e. Waunakee Tribune, school brochure, etc.) notice must be sent in writing to the school no later than two weeks into the first quarter.

School photographs for the yearbook are taken during Gear Up For School Day and at designated times during the school year for absentees and extra curricular activities.

### **Physical Exams and Immunizations**

Saint John the Baptist School follows the requirements of the Wisconsin School Immunization Laws. All immunization dates are to be submitted to the school prior to the fall start date. Parent/Guardians are responsible for providing this information in writing and in include additional immunizations each year as they are administered to the student by the family physician. Up-to-date immunization records, however, must be provided. Students must also submit current physical health exam proof for participation in interscholastic sports.

### **Playground Supervision**

Parents of children in our school are asked to volunteer to supervise the playground during the noon hour for 5 days during the school year or pay a fee of \$100.00 per year. Parents may contact the school secretary to schedule their choice of days, beginning May 1st for the following school year.

The school also has paid playground staff supervisors. Playground volunteers and supervisors are to be respected at all times.

The Playground Supervision Schedule is from 11:10 – 12:10

11:00 – 11:40 K and 1 Lunch/Recess

11:10 – 11:50 2 and 3 Lunch/Recess

11:40 – 12:10 4, 5 and Middle School Lunch/Recess

One paid staff supervisor and the parent volunteers will be on the playground during each shift. If you are unable to take your turn supervising, it is your responsibility to switch with another parent. You may check the schedule in the Buzz Book and on the monthly lunch menu.

1. Please check in with the paid staff supervisor.
2. Please supervise your designated area. It is important that you actively monitor the students and be aware of any possible problems. Please do not use this time to socialize with the other volunteers.
3. When the bell rings, remain with students, quiet them, line them up wait for the classroom teacher to come and take them into the building.
4. When students remain inside for inclement weather, they will play quietly in their classrooms and/or gym. Parent supervisors patrol the hallways. The staff supervisor will supervise the gym.
5. If a child is seriously hurt, the principal, teacher or office personnel must be notified as soon as possible. The school secretary will notify the parents as soon as possible of injury or suspected injury. The playground supervisors should deal with minor scrapes.

### **Playground - Recess Guidelines**

Procedure Approved by the Saint John the Baptist School Education Commission

November 3, 2010

As recess is a necessary break in the day for the students (and staff), it is only in extreme or unusual circumstances that a student should be kept in to finish work or as consequence for inappropriate behavior (unless that behavior is a direct result of a recess issue).

The following are general Playground Guidelines.

1. Listen to and respect the adults on duty.
2. Follow their directions the first time they are given.
3. Use playground equipment properly and safely.
4. Share so everybody has a turn
5. Organized games and physical activity is encouraged. Reading or homework is discouraged.
6. Display good sportsmanship
7. Play in designated areas
8. Physical contact or verbal abuse is not permitted. Bullying, teasing, isolating others etc. is not tolerated.
9. Tag games are not allowed on the playground structures.
10. Any activities that endanger student safety or destroy clothing are not permissible, such as tackle football, king of the hill, dodge ball, monkey in the middle, etc. or as requested by supervisor.

### **Winter Rules:**

1. Throwing snow or ice is NEVER permitted on school grounds.
2. Children who wish to play in the snow MUST be fully clothed with snow pants, caps, mittens and boots. Boots worn for outdoor use when the ground is snowy and wet must be removed before entering the classroom and be replaced with a dry pair of shoes. Students may bring a change of shoes to school.



3. Winter and early spring may require additional rules because of the condition of the grounds.

#### **Indoor Recess:**

1. When remaining in the classroom for recess, running, loud voices, and ball playing are not permitted (inside games allowed only)
2. Computers are not to be used unless they are under the direct supervision of the classroom teacher.
3. Electronics and Mobile Devices brought from home are not allowed.
4. Generally speaking, the gym is NOT used for recesses. When permission to use the gym for a particular class is given, students are to play on the main floor; they may not use the stage, climb on the bleachers, or use the rock wall.

#### **Personal Portable Electronics**

Personal portable electronic devices (cell phone, MP3 players, tablets, hand-held games, etc.) cannot be used during school hours without the expressed permission of the teacher/principal.

#### **Prayer**

Prayer is a very important aspect in the life of every Christian. Prayer enables us to develop and nurture a personal relationship with Jesus Christ, to come to know Christ personally. It enables us to make Jesus an integral part of our daily lives, a true Friend. Each school day begins and ends with prayer and the students will often pray throughout the day.

The students will also participate in a variety of prayer experiences. Examples of these experiences include Advent and Lenten prayer services, praying the rosary, Stations of the Cross, May Crowning, etc.

#### **Safe Environment**

Saint John Parish and School are committed to keeping our children safe by ensuring that the people who may have access to them through paid or voluntary service are safe. The Diocese of Madison requires that we meet the compliance standards in accordance with the [USCCB Office of Child and Youth Protection Charter for the Protection of Children and Young People](#). To be in Compliance volunteers must complete the following:

- Sign up and attend an online [VIRTUS](#) Protecting God's Children Training Session for Adults.
- Sign and return to the parish office a [Statement of Receipt and Agreement](#) acknowledging that you read the [Diocese of Madison Policy regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment](#) and the [Diocese of Madison Code of Pastoral Conduct](#).
- Fill out and return the [Background Investigation Authorization](#) form.

Once you have completed this process, volunteers will be placed on our approved volunteer list for our school and parish. All information gathering is held in strictest confidence.

If you wish to report a suspected case of Sexual Misconduct or Sexual Harassment by clergy or church employees, you may complete the report form located on the Saint John the Baptist Catholic School website. (<http://saintjohnschoolwaunakee.org/>)

#### **Safety Procedures/Emergency Drills**

Saint John the Baptist Catholic School is dedicated to keeping our school population safe and we are involved in a variety of efforts that provide a safe environment.

From the first day of school, students begin practicing personal protective practices including activities as simple as hand washing. This continues with bike safety, fire safety, crossing streets safely, and age-appropriate stranger-danger and other activities.

Students and staff practice all emergency drills several times throughout the school year. These drills included:

- Fire Drill – practiced monthly
- Severe Weather/Tornado Drill – practiced in the spring
- School Lockdown Drills – practiced in the winter and spring. This includes lockdown, barricade and evacuation drills.
- Bus Evacuation Drill – practiced at least once a school year

### **School Cumulative Records**

Parents/Guardian may ask to review the contents of records or data on their child. Any or all of the following defines “Records” or “Data”:

1. Identify information
2. Academic work completed (including grades and standardized test scores)
3. Attendance Data
4. Health Data
5. Family background information
6. Report Cards
7. Verified reports of serious or recurrent behavior patterns

In accordance with state and federal law, parents/guardians are entitled to see their child’s official records and receive a copy of the records. Please make an appointment with the principal.

### **School Records Transfer**

Saint John the Baptist Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Parents/guardians requesting records/transcripts/recommendations must make a five (5) school day request to their new school office. All forms should be submitted to the Saint John the Baptist School office.

Student cumulative records will be sent via US Mail upon receipt of records request from the new school. School records will not be given to parents. Parents may request a copy of their child’s records.

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

### **School Supplies**

Students are expected to have the necessary school supplies as designated by the teachers. In addition to the classroom supplies, each child, K-8, should use a book bag/backpack for carrying school materials.

Teachers and principal may also designate which hardcover texts are to be covered with book covers.

### **Service Learning**

A Service Learning Committee has been established to plan individual classroom, grade or school wide activities. Parents are invited to make suggestions to this committee for service

projects that will benefit the growth of our students while performing a service to our local and/or global community.

### **Snow Emergency Information**

In the event of a snow emergency, school closing or late start will be announced on the following radio and television stations:

WTSO (1070 AM)	WMGN (98 FM)
WZEE (104 FM)	WMMM (105.5 FM)
WNOO (106 FM)	WOLX (94.9 FM)
WIBA (1310 AM)	WTDY (1480 FM)
WMHX (105.1 FM)	WMLI (96.3 FM)
WJJO (94.1 FM)	WMAD (92.1 FM)
WMTV (Channel 15)	WYZM (105.1 FM)
WKOW (Channel 27)	WISC-TV (Channel 3)

Saint John the Baptist Catholic School follows school closing, early dismissals, etc. of the public schools in Waunakee. This also includes the Preschool and 4K programs.

### **Special Education**

The special needs of students in nonpublic schools are addressed using the following process.

1. Classroom teachers see the needs of the student and consult with the principal and Academic Support Specialist. Interventions may be suggested and a meeting of the classroom, teacher, Academic Support Specialist and parent may result in producing an Individual Academic Plan (IAP) for the student. The needs may be academic, behavioral, health or motor skill.
2. If the interventions do not meet expectations, the student may be referred for assessment by either the school or the parent/guardian. The written request for testing will be forwarded to the student's home school district. Upon receipt, the home school district will seek written parent/guardian permission as required by law. Once the assessment is completed, a meeting is set up to report on the results and possibly develop an Individual Education Plan (IEP).
3. The IEP may be written with the goals to help improve the area of need. With parent/guardian permission, Saint John the Baptist Catholic School will utilize this information to:
  - a. Create an updated IAP so that the student's family will have the information necessary to make an informed decision as to the best school placement, or
  - b. Determine that the students educational needs are to the extent that it would not be in the child's best interest to remain at Saint John the Baptist Catholic School

### **Student Behavior - Saint John Code of Conduct**

Every teacher has the right to teach; every student has the right to learn. A close relationship exists between a positive learning environment and a well-maintained school discipline. It is important that school, staff, students, and parents understand the basic standards of acceptable conduct.

Saint John School follows Jesus' Law of Love: Love one another as I have loved you. (John 15:12) This means:

- Respect for God
- Respect for self
- Respect for others
- Respect for property
- Respect for the environment

Guidelines and matrixes of expected school wide behaviors are established, taught and reinforced. They are based on the values of respect, responsibility and safety.

Guidelines for classroom behaviors are established by your child's teacher and directly reflect the mission, vision, and core values of the school. The classroom teachers will manage discipline for minor misconduct or infractions. In grades 4-6, students may be issued Behavior Notification Warnings. These will be sent home for a parent signature. If a student receives three warnings during a trimester, the student will be issued a detention.

Regular, open communication between parents and teachers is strongly recommended. If you have a concern, contact your child's teacher.

### **Serious Disciplinary Problems (Diocesan Policy 5120)**

There are certain serious disciplinary problems that may cause immediate suspension or hearing before the Pastor and Principal. These more serious disciplinary problems might include but are not limited to:

1. Verbal Harassment - actions such as but not limited to:
  - Malicious taunting
  - Use of vulgar and/or inappropriate language, talking back, swearing
  - Habitual name calling and/or ridicule
  - Threats
  - Deliberate exclusion of other students
  
2. Physical Harassment- actions such as but not limited to:
  - Lack of consideration for another's person or property (pushing, punching, kicking, pulling off hats, etc.)
  - Fighting
  - Deliberate, premeditated attack on another
  
3. Personal Misconduct - actions such as but not limited to:
  - Theft
  - Offensive gestures
  - Disrespect for authority figures
  - Disrespect for peers
  - Vandalism
  - Lying, stealing, cheating
  
4. Continued Classroom Disruption - actions such as but not limited to:
  - Consistent acting out
  - Making noises which disturb the peace of the class

- Indifference to correction
- Aggravating other students
- Defiance toward authority
- Disrespect for property

5. Sexual Harassment - actions such as but not limited to:

- Using offensive sexual language
- Making comments which are deliberately sexual in nature
- Telling jokes which are sexual in nature
- Unwanted sexual gestures, advances, conduct

6. Possession of Potentially Harmful or Illegal Materials

This includes, but is not limited to:

- Cigarettes, chewing tobacco
- Illegal drugs, alcohol,
- Weapons such as knives, guns, and sharp objects, which could be dangerous, etc.

Procedures for Disciplinary Action

The following procedures for disciplinary action will be used when a student is unable or unwilling to cooperate with the school staff or adhere to the established school Code of Conduct:

1. Teacher/Supervisor will discuss the difficulty with the student. The homeroom teacher will be notified of the discussion and the outcome. A Behavior Warning will be issued to the student. Upon receiving 3 Behavior Warnings, a student will be given a Detention Notice.
2. If problems persist, the teacher works out a plan with the student and the Principal is informed and parents are notified. Depending on the incident, the Principal may have a discussion with the student.
3. If problems continue, the parents are requested to come to school for a conference during which the student is given a written plan and a warning of pending probation.
4. The next time a similar problem arises with the child, there is a meeting with teacher(s), Principal and parents. The student receives formal probation notice for a given time with written requirements. Parent signature and child signature are affixed.
5. Continuation of the objectionable behavior will result in a suspension from school for 1-2 days. Parent or emergency (contact) person will be required to come for the child immediately.
6. If the problem continues the student will meet with the Principal, parent and Pastor. There will be a 3-day suspension with a warning of expulsion. Notification will be sent to the Diocese of pending expulsion.
7. The final step for a student would be expulsion or a parent could choose to enroll the child elsewhere.

Expulsion is permanent and is imposed only for serious offenses.

“While suspension/expulsion is usually imposed as a result of student conduct or action, in limited cases it may be imposed as a consequence of the behavior or actions of the student's parent/guardian which seriously disrupts the school or its educational personnel. Whenever a

student is expelled, the Diocesan Schools Office and the school district in which he/she resides are to be notified of the expulsion.”

### **Student Placement**

Each spring, the teaching staff works collaboratively to place students in the appropriate classroom setting for the upcoming school year. This placement creates balanced classrooms, and means all rooms will be similar in size and include a variety of ability levels, talents and special needs. To that end, the following are considered when making student placements:

1. We strive to balance the number of boys and girls in each classroom.
2. We strive to create heterogeneous groupings in the classroom where all children can learn from one another.

As you might imagine, placement can sometimes be a very difficult process. We do our best to place children in classrooms well suited for their learning needs. God has gifted us differently, and this rich diversity enhances us all.

### **Telephone**

Students are not allowed to use school telephones or use personal cell phones except in emergency situations. Forgetting shoes, books, homework, lunch, etc. are NOT emergency situations. Students will not be called out of class for telephone calls. Emergency telephone messages will be passed on to the students. After school plans should be arranged before the student arrives at school in the morning.

**Student use of cell phones during school hours is not permitted.** Student cell phones should be in the off position and left in their backpacks or lockers. They may not be used without permission of the teacher and/or principal.

### **Testing Procedures:**

Students in grades K-8 will be administered the Renaissance Learning Star 360 testing in the content area of Math, Reading and Language Arts. This computer-based assessment will take place in the fall and spring of the school year. Results will be made available to the families.

### **Treats**

Due to several serious allergies, which exist in our school population, **DO NOT SEND A SHARED SNACK THAT CONTAINS NUTS; THIS INCLUDES PEANUT BUTTER.** Students are allowed to bring mid-morning snacks to school. It is strongly recommended that non-sugared snacks such as fruit, cut vegetables, popcorn, etc. be sent with the children as snacks.

Gum is not permitted at school or on the playground. Please do not send gum as snacks or treats.

We strongly recommend birthday treats that require no cutting, plates, or utensils other than napkins.

### **Tuition**

Saint John School utilizes FACTS Tuition Management System. This information will be sent home to families in August. **Financial hardship will not prevent a student from receiving a**

**Catholic education. Call the school or parish office to arrange alternate payment schedules or to apply for financial assistance.**

### **Vacations**

Families are discouraged from taking their child out of school for family vacations during scheduled school days. If a child will be absent from school for a family vacation, the office and individual teachers should be notified in advance.

We understand families may need to take a vacation during scheduled school days, but for the best interest of our students we would like to keep vacation days to a minimum.

Homework is available upon request at the teacher's discretion based on the individual needs of the student. We ask that you notify the school and homeroom teacher of the dates in advance. (Please give two weeks notice if possible). Homework that is requested should be completed upon return. Any work that is sent home and not completed will be considered late. Please be aware that homework assigned may not be all-inclusive, and some missed work may need to be made up upon return to school.

### **Visits to the School**

Saint John School welcomes visitors to our school. Visits should be prearranged. Visitors are to check in at the office on arrival and obtain a visitor's pass and to check out when leaving.

If you are bringing an item for your child, please leave it in the office. It is important that there are limited interruptions to the classroom routine and learning atmosphere.

### **Volunteers**

Diocese of Madison has established an Office of Safe Environment. This office oversees that our school and parish meet the compliance standards as monitored by the USCCB Office of Child and Youth Protection in accordance with their Charter for the Protection of Children and Young People.

Any person who is responsible for the independent supervision of children at a parish or school activity or event, or a parish or school sponsored activity, must be pre-screened using the same procedure for conducting employee criminal record background checks as required by the Diocese of Madison Policy DBA 4112.

The term "independent supervision of children", as used in this policy, refers to situations where

1. One or more persons supervise children outside the presence of a person employed by, or a member of the clergy assigned to, the parish or school;
2. A person who will have contact with children on a frequent or regular basis.

Volunteers at Saint John School must therefore

1. Attend an online Protecting God's Children for Adults training
2. Sign and have on file a Statement of Receipt and Agreement
3. Sign an Authorization for Background Investigation that will authorize a background investigation before volunteering work may begin,

Once a volunteer has completed all three requirements, their name will be placed on an approved volunteer list. Saint John School will only use volunteers on the approved list in the following areas:

1. Classroom volunteers
2. Participate in the athletic programs
3. Field trip chaperones
4. Volunteers for various school events
5. Other instances where an individual will have frequent or regular contact with students

### **Wellness Policy On Physical Activity and Nutrition**

Saint Paul reminds us that even our most everyday actions have a sacred significance. "People who eat do so to honor the Lord and they give thanks to God. People who do not eat abstain to honor the Lord and they give thanks to God. None of us lives as one's own master, and none of us dies as one's own master. While we live we are responsible to the Lord, and when we die we die as his servants. Both in life and in death we are the Lord's." (Romans 14: 6-8)

Saint John School has regulations in place that support the Healthy, Hungry, Free Kids Act (HHFKA) of 2010, which encourages the establishment of healthy school environments, to reduce childhood obesity, and prevent diet-related diseases. The following regulations are hereby reaffirmed or enacted. It is our hope these regulations help further the above goals and also give glory to God.

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, only 2% of children (2 to 19 years) eat healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Thus, Saint John School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is our policy that:

- Saint John School will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students in grades PreK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition need of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Saint John School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.



## **SCHOOL MEALS**

Students are highly encouraged to participate in the school meal program. The Saint John School Lunch manager shall strictly adhere to the National School Lunch Program rules regarding all aspects of the hot lunch program, including but not limited to their guidelines regarding the nutritional value and serving size amounts of the food served to students.

1. The following goals are in place in the school lunch program:
2. No fried foods are prepared; foods served that were traditionally prepared in fryers are always oven baked.
3. Low fat and no fat milk choices are always available.
4. Only monounsaturated oils are used in cooking.
5. Fresh fruits and vegetables will be served as often as possible, given their availability and affordability.
6. Vegetables will be only *lightly* seasoned with salt; saltshakers will not be put out for students, although pepper and sometimes other flavorings will be available.
7. Use of processed foods will be limited to the extent possible.
8. Whole grains will be served daily.

Parents are partners in the hot lunch program.

1. They are asked to share knowledge of any food allergies with the hot lunch personnel. That information is shared with all school personnel as well.
2. Parents are welcome to share their wishes regarding restricting food amounts and types to individual children for reasons of healthy weight loss or gain.
3. Parents are invited to eat the hot lunches with their children, with only the courtesy of a pre-call to the kitchen or school office.

Cold lunch students will be discouraged from having pop, soda or sports drinks with their lunches and are encouraged to pack a healthy lunch.

### **Free and Reduced-priced Meals**

Families who qualify for free and reduced meals are encouraged to participate. All information is strictly confidential. Participation has a direct benefit in funding to our school.

### **Meal Times and Scheduling**

Saint John School:

1. Will strive to provide students with adequate time for eating lunch.
2. Milk break/snack break will be completed approximately two hours before scheduled lunch;
3. Tutoring, club, or organizational meetings or activities should not be scheduled around mealtimes, unless students may eat during such activities;
4. Special meals, such as pizza parties, should not replace school lunch and must be approved through the school office
5. Will provide student's access to hand washing or hand sanitizing before they eat meals or snacks.

### **Sharing of Foods and Beverages**

Saint John School will discourage students from sharing their foods or beverages with one another during meals or snack times, given concerns about allergies and other restrictions on some children's diets.

## **HEALTHY AND NUTRITIOUS SCHOOL ENVIRONMENT**

1. The sale of all food, beverages, and snacks to students during the school day shall be under the control of the principal or his/her designee.
2. Saint John School will prohibit the sale of foods and beverages of minimal nutritional value during the school day.
3. The distribution of food sold for fundraising purposes will take place at the end of the instructional day.
4. Saint John School reserves the right to limit quantities and exercise portion control of any food/beverage item offered at school.
5. Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water or milk as the primary beverage. Below is a list of suggested beverages and snacks.
6. Saint John School will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

### **Suggested Beverages**

- Fruit juice and vegetable juice (100 percent)
- Reduced-fat, low-fat, or fat-free milk: white and flavored
- Bottled water and flavored water

### **Suggested Snacks**

- Canned fruit (packed in 100 percent juice/no sugar added)
- Fresh fruit (e.g. apples and oranges)
- Fresh vegetables (e.g. carrots)
- Pretzels
- Whole-grain bread products (e.g. bread sticks, rolls, bagels, and pita bread)
- Ready-to-eat, low-sugar cereals
- Granola bars made with unsaturated fat
- Low-fat or non-fat yogurt and yogurt sticks
- Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (low-sugar cereal)
- Raisins and other dried fruit (No sugar added)
- Peanut butter and low-fat crackers
- Low Fat Cheese
- Popcorn
- Low-fat pudding snacks

### **Rewards**

Saint John School will not use candy, food, and/or beverages as rewards for academic performance or good behavior. Food or beverages (including food served through school meals) will not be withheld as a punishment.

### **Celebrations**

Saint John School will limit celebrations that involve food during the school day. Parties will be scheduled after school lunch. Parents are encouraged to provide healthy snacks and treats for student celebrations and other events.

## **NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING**

### **Nutrition Education and Promotion**

Saint John School strives to teach, encourage, and support healthy eating by students by providing nutrition education and engaging in the promotion of healthy nutrition habits:

- Nutrition education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health (i.e. Healthy Hearts curriculum);
- As part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- Include professional development for teachers and other staff.

### **Integrating Physical Activity into the Classroom Setting**

Students will receive daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

1. classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
2. opportunities for physical activity will be incorporated into other subject lessons; and
3. classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

## **PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION**

### **Physical Education K-12**

- Physical education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health. The Wisconsin Department of Public Instruction suggests the following:
- **K-8:** Instruction shall be provided at least 80 minutes weekly, except on days on which special activities are conducted may be exempt.

### **Daily Recess**

- All elementary school students (K-3) will have at least 20 minutes a day of supervised recess, preferably outdoors, during which Saint John School will encourage moderate to vigorous physical activity through the provision of space and equipment.

### **Physical Activity and Punishment**

- Saint John School will not use physical activity (e.g. running laps, pushups) for punishment and will not withhold all opportunities for physical activity (e.g. recess) as punishment.

**Wisconsin Tax Deduction for Tuition Expenses**

2013 Wisconsin Act 20 establishes a tuition tax deduction. In 2016 taxpayers may deduct private school expenses up to \$4,000.00 for each dependent child in Kindergarten –Grade 8 and up to \$10,000.00 for each dependent child in grades 9-12.

The average Wisconsin family will see their taxes cut around \$240.00 per elementary school child and around \$600.00 per high school student.

Anyone who pays tuition expenses at a private school is eligible for this deduction.

Please visit the WCRIS website for more information.

**Please note that the policies set forth in this handbook are based in part on the Madison Diocesan Policy Handbook developed by the Diocesan Board of Education. This policy book is available in the school office.**

## **Appendix 1**

### **Acceptable Use Policy for Family/Student**

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while enrolled or volunteering at Saint John the Baptist Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. As a user of a network, I will not use bulletin boards or chat rooms. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that although the school utilizes filters to minimize the possibility of student exposure to inappropriate material, no filtering system is foolproof, and students may

encounter material on a network/bulletin board that is not considered appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive. Pursuit of such material will result in loss of technology privileges and/or other disciplinary measures.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

### **Technology Concerns**

Blogs: Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: Students who bring cell phones to school must keep them in the silent position and stored in their backpacks or lockers. Cell phone use during the school day is strictly prohibited and the unauthorized use of a cell phone will result in confiscation and disciplinary action. The cell phone will be held in the school office until a parent/guardian is contacted.

### **Children's Internet Protection Act (CIPA):**

It is the policy of Saint John the Baptist Catholic School to make a good faith effort to: prevent user (student, staff, minor, adult) access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.

1. Prevent unauthorized access and other unlawful online activity.
2. Prevent unauthorized online disclosure, use, or dissemination of personal identification of minors.
3. Comply with the Children's Internet Protection Act [Public Law No. 106-554 and 47 USC 254(h)].
4. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. (Public Law No: 110-385 Protecting Children in the 21st Century Act)
5. To the extent that it is practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Realizing that no Internet filter device is 100% effective, Saint John the Baptist Catholic School shall make every effort to maintain effective filtering continuously. The School acknowledges that the potential exposure to inappropriate information is not and cannot be entirely avoided.

**Personal Digital Devices and Electronic Readers (E-readers):**

Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon’s Kindle®, Barnes & Noble’s Nook®, Apple’s iTouch® or iPod®, as well as tablets such as Surface®, iPad® and Apple Watch® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored.

Saint John the Baptist Catholic School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our Device Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

**Device Acceptable Use Policy:**

The wide variety of hardware and software capabilities of available e- Readers/tablets makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc.

Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the Device Acceptable Use Policy may immediately lose the privilege to use their device at school for a length of time commensurate with the nature of the violation.

1. All personal digital devices must be registered with Saint John the Baptist Catholic School’s Office and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. Personal digital devices are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the personal digital device must comply with the spirit and policies of Saint John the Baptist Catholic School. Please refer to the Parent-Student Handbook for more details.
4. All personal digital devices must have cellular and network capabilities disabled (turned off) while the device is at school.
5. Personal digital devices may be used only at appropriate times in accordance with teacher instructions. The device must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. Personal digital devices are not to be used during lunch, middle-school breaks, or during playground/recess time.

7. The student is responsible for knowing how to properly and effectively use their personal digital device. The school will not and is under no obligation to provide support for personal digital devices.
8. Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way or that depict bare parts of the body that would normally be clothed, or depict pornographic images, will result in disciplinary action.
9. Sexting: Students involved in possession or transmission of inappropriate photos of others or themselves on their cell phones or other electronic devices face suspension and/or expulsion.
10. 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.
11. Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. 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, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light, face detention, suspension, or expulsion.

**Student/Family Agreement for Technology Use**

I, a Student/Family of Saint John the Baptist Catholic School have read and understand and agree to abide by the terms of this Agreement. I further understand and agree that should I breach any of the terms of this Agreement, my access privileges may be revoked, disciplinary action taken, and appropriate legal action may be taken. I further agree to be responsible for any cost or damages associated with, or resulting from, any breach of this Agreement, including attorney's fees. I, further, hereby release the Bishop of the Diocese of Madison, The Diocese of Madison, Saint John the Baptist Catholic Church and Saint John the Baptist Catholic School and its board members, employees, and agents from any claims or damages arising from my use, or inability to use the network, systems, or equipment, and arising from my use of the network in violation of this Agreement.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Recommended for Adoption by the Saint John the Baptist Catholic School  
Education Commission to the Pastor – April 2016

Enacted by the Pastor of Saint John the Baptist Catholic Church – May 2016



## Appendix 2



# Saint John the Baptist Catholic School

114 East 3rd Street Waunakee, WI 53597  
608.849.5325 <http://saintjohnschoolwaunakee.org/>

*"The Mission of Saint John the Baptist Catholic School is to empower our students to be faithful Catholics by nurturing and educating each individual to become compassionate leaders in an ever-changing global community."*

### Health Survey Information:

This information must be updated annually to ensure our student records are current.

Student Name	DOB	Grade
--------------	-----	-------

Yes	No	
		Student has had the chickenpox disease      Approximate Date:
		Severe reaction to insect sting. Cause/Reaction
		Food Allergies. Cause/Reaction
		Other allergies. Cause/Reaction
		Epi-pen at school <input type="checkbox"/> In Office <input type="checkbox"/> With Student
		Asthma <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe Cause/Reaction
		Inhaler <input type="checkbox"/> In Office <input type="checkbox"/> With Student
		Heart Condition (describe)
		Diabetes (describe)
		Seizures (describe)
		Migraines/Headaches (describe)
		Physical Limitations (please list)
		Student will be taking medication at home that the school needs to be aware of. List medication:
		Student will be taking medication at school Please list:

Please remember that any OTC or prescribed medication must be in its original packaging with the appropriate medication consent form completed and signed by the parent and/or medical practitioner prior to medication being administered or taken at school.

The parent signature below allows the school to share student health concerns with school staff members that may come in contact with the student.

To the best of my knowledge, the information on this form is complete and accurate.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Appendix 3 Student Information Disclosure

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Saint John the Baptist Catholic School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Saint John the Baptist Catholic School may disclose appropriately designated 'directory information; (such as name, age and photo likeness) without written consent, unless you have advised the school to the contrary in accordance with established procedures. The primary purpose of this information is to allow Saint John the Baptist Catholic School to include student information in school related publications.

**To request withholding information pursuant to FERPA, please complete this form (one per family) and return it to the school office by August 1, 2017.** If this form is not completed and filed with the school by August 1, 2017, it will be assumed that the directory information listed below may be disclosed for the remainder of the current academic school year. A nondisclosure form must be completed each academic year. You may revoke this non-disclosure in writing by filing consent with the school office.

Please check all information that should not be released:

	Name		Date of Birth
	Address		Phone Number
	Photo with Name		Photo with No Name

	Exclude student information and photo from being sent outside the school such as newspaper and other local media.
	Exclude student information and photo from the school website and all internal school publications such as (check all that apply) <input type="checkbox"/> Buzz Book (school directory) <input type="checkbox"/> Yearbook <input type="checkbox"/> School Website <input type="checkbox"/> School Facebook Page <input type="checkbox"/> School Newsletters <input type="checkbox"/> Parish Bulletin <input type="checkbox"/> School Programs <input type="checkbox"/> Sports Rosters <input type="checkbox"/> School Bulletin Boards <input type="checkbox"/> Other, please describe _____

**List all the students who are attending Saint John the Baptist Catholic School for the 2017-2018 school year.**

\_\_\_\_\_

**Full Name of Student**

**Grade**

\_\_\_\_\_

**Full Name of Student**

**Grade**

\_\_\_\_\_

**Full Name of Student**

**Grade**

\_\_\_\_\_

**Full Name of Student**

**Grade**

\_\_\_\_\_

**Parent Signature**

**Date**

Appendix 4



## Saint John the Baptist Catholic School

114 East 3rd Street Waunakee, WI 53597  
608.849.5325 <http://saintjohnschoolwaunakee.org/>

*"The Mission of Saint John the Baptist Catholic School is to empower our students to be faithful Catholics by nurturing and educating each individual to become compassionate leaders in an ever-changing global community."*

July 1, 2017

Dear Saint John School Families,

We need your HELP! Saint John the Baptist Catholic School has an opportunity for the children who really need extra academic support to receive it through Title 1 program under Every Student Succeeds Act, but we can't do it without YOU! These extra services will only come to the children if you fill out the survey on the back of this letter. Services such as extra assistance in reading and math, teacher professional development and parent activities may be available through the support of Title 1 program.

In order to determine the funding available for this wonderful program, we must have an accurate count of children from low-income families. I want to assure you that your privacy will be protected and that no names are required on the attached family survey form. Each form has a unique identifying number only to monitor the total number of surveys returned, and the match between your name and number is confidential. Only the address and grade levels are provided to the Waunakee School District so its staff members can determine the funding for the Title 1 program for the eligible children.

Thank you for giving this your immediate attention. If you have any questions or concerns, please call me (608.849.5325) or send me an email ([cstark@stjb.org](mailto:cstark@stjb.org)).

Sincerely,

Conni Stark  
Principal

# Survey of Low-Income Children for Title 1 Purposes

Form # \_\_\_\_\_

Family Address:

---

---

Age and grade levels of children living in your household and attending Saint John the Baptist Catholic School.

---

---

Locate your household size and income earned each year:

Family Size	Income Earned Each Year
1	\$22,311.00
2	\$30,044.00
3	\$37,777.00
4	\$45,510.00
5	\$53,243.00
6	\$60,976.00
7	\$68,709.00
8	\$76,442.00

For each additional family member, add \$7,733.00

- My family's yearly income is equal to or less than this amount.
- My family's yearly income is more than this amount.

If your child(ren) did not attend Saint John the Baptist Catholic School, which public school(s) would they be assigned to? \_\_\_\_\_

**Please return this form to Conni Stark, Principal by August 1, 2017**



## Saint John the Baptist Catholic School

114 East 3rd Street Waunakee, WI 53597  
608.849.5325 <http://saintjohnschoolwaunakee.org/>

*"The Mission of Saint John the Baptist Catholic School is to empower our students to be faithful Catholics by nurturing and educating each individual to become compassionate leaders in an ever-changing global community."*

During the school years, teachers plan activities within walking distances that will require leaving the school and parish campus.

If you would like your child to participate in these events, please complete, sign and return the following state of consent and release of liability by August 1, 2017. As the parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

Please feel free to contact the school office or your child's teacher if you have any questions.

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## 2017-2018 Walking Field Trip Permission Form

I hereby consent to the participation by my child(ren) in the events that are planned off school and parish campus. I understand that during the event, my child(ren) will be supervised by a designated school employee. As the parent/legal guardian, I will assume complete legal responsibility for any personal actions taken by my child(ren) during this off campus event.

List all the students who are attending Saint John the Baptist Catholic School for the 2017-2018 school year.

---

Full Name of Student

Grade

---

Full Name of Student

Grade

---

Full Name of Student

Grade

---

Full Name of Student

Grade

---

Parent Signature

Date

**Appendix 5**

**PARENT LETTER: ALLERGY/ASTHMA**

Return this form to school your child's as soon as possible.

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

If your child has allergies please complete Section A. If your child has asthma please complete Section B. If your child has both allergies and asthma, please complete Sections A & B. Thank you!

Section A - Allergies

1. My child is allergic to (e.g., dust, bees, animal dander, etc.)

\_\_\_\_\_

2. His/her most recent episode of allergy trouble was:

\_\_\_\_\_

3. When my child suffers from his/her allergies he/she exhibits the following symptoms (e.g., runny nose, itchy eyes, etc.)

\_\_\_\_\_

4. Are your child's allergies worse at any particular time of the year? If yes, when?

\_\_\_\_\_

5. Does your child take medication for his/her allergies?  Yes  No

If yes, please provide name, dosage, times taken, and any side effects observed for medicine taken at home or school.

\_\_\_\_\_

6. Name of health care provider supervising treatment with phone number

\_\_\_\_\_

7. Do your child's allergies restrict his/her activities in any way?  Yes  No If yes, how?

\_\_\_\_\_

8. If your child is allergic to insects (bees, wasps, etc.) please read and check the appropriate action for the school staff:

observe closely

notify parent

give medication if ordered by health care provider,

call 911 and transport to hospital

Please indicate if you prefer a different course of action.

\_\_\_\_\_

(Over)

**Section B – Asthma**

1. Check the triggers for your child's asthma:

- Change in weather                       Allergies  
 Exercise                                       Viral infection      List others: \_\_\_\_\_

2. Describe your child's asthma symptoms and how often they occur.

\_\_\_\_\_

3. Describe any activity restrictions. A note from your child's healthcare provider is required for gym or recess limitations.

\_\_\_\_\_

4. Health care provider treating your child's asthma and phone number:

\_\_\_\_\_

5. Please list any medications your child takes.

Medication Name \_\_\_\_\_ Dose \_\_\_\_\_ How Often \_\_\_\_\_

6. Does your child understand asthma and how to manage it?  Yes       No

7. Does your child use a peak flow meter to assess asthmatic symptoms?  Yes                       No

If yes, what are the ranges that indicate mild, moderate, or severe symptoms?

- Mild                       Moderate                       Severe

8. If your child should have an asthma attack in school, health office staff will:

- encourage easy breathing and relaxation,
- give medication if ordered by health care provider,
- observe closely and contact parents or rescue squad if indicated.

Please indicate if you prefer a different course of action.

\_\_\_\_\_

9. Will your child carry his/her own inhaler?  Yes       No

10. May this information be shared with appropriate school personnel, as determined by the school office?  Yes                       No

11. May this information be included on a health concern list that is maintained in the school health office?  Yes                       No

12. Please complete the Asthma Inhaler Administration Authorization Form

\_\_\_\_\_

Signature of Parent/Legal Guardian

Date

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Appendix 6**



**Saint John the Baptist Catholic School**

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**PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION**

Date \_\_\_\_\_

Re: Administration of Medication to: \_\_\_\_\_

Dear Dr. \_\_\_\_\_,

Pursuant to the request of \_\_\_\_\_, the parent/guardian of

\_\_\_\_\_, the following individual(s) has/have been identified to administer medication to the above referenced student in the school setting:

Saint John School Office Personnel: Conni Stark and/or Beth Russell

In order to proceed with the administration of the medication you have prescribed, and to ensure that you retain the power to direct, supervise, decide, inspect, and oversee the administration of this medication, please complete the following form. Direct and address this information to the individual(s) identified above.

Please note that your signature on the document attests to your willingness and intent to direct, supervise, decide, inspect and oversee the administration of the medication by the non-medically trained designees specified on this form, and that you will accept direct communications from them regarding the administration of the medication. We urge that all instructions be stated in language of the lay person. Please feel free to call if you have any questions.

Please feel free to call the school if you have any questions.

Thank you,

Conni Stark  
Principal

(over)



**To Be Completed by Physician**

To: Saint John School Office Staff

---

Name of Student

Phone Number

---

Address

City

State

Zip

---

Name of School

Grade Level

---

Physician's Name

Phone Number

---

Diagnosis

Medication/dose/route/frequency: \_\_\_\_\_

Medication/dose/route/frequency: \_\_\_\_\_

PRN Medications: \_\_\_\_\_

PRN Medication Directions: \_\_\_\_\_

---

Physician's Signature

Date

---

Parent's Signature

Date

**Appendix 7**



**Saint John the Baptist Catholic School**

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**Parent OTC Medication Form**

Date \_\_\_\_\_

Re: Administration of Medication to: \_\_\_\_\_

\_\_\_\_\_  
Name of Medication and Dosage

\_\_\_\_\_  
Frequency and Time of Medication Administration

\_\_\_\_\_  
Reason for Medication

I authorize the following individual(s) to administer medication to the above referenced student in the school setting according to the directions stated above. I agree to hold the school, its employees and agents who are acting within the scopes of their duties harmless in any and all claims arising from the administration of medication at school.

Saint John School Office Personnel: Conni Stark and/or Beth Russell.

I understand that the Over the Counter Medication must be in its original container with dosage directions clearly visible on the container. This medication will be kept and dispensed in the school office. Medication that is not in its original container (including cough drops) will not be dispensed.

I understand that a record of medication administration will be kept in the school office.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date