



St. John the Baptist School Parent-Student Handbook 2018-2019

8/9/2018 Revision

Although careful consideration has been given to the content of this handbook, revisions may be necessary throughout the year. The St. John the Baptist School community shall be advised at least five school days in advance of a policy change. Revised handbook shall be available through the school's website. Handbook revisions are deemed accepted as notified and automatically become policy five school days after notification of the change.

INTRODUCTION

VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS

The Vision for the Department for Catholic Schools is to promote and to sustain Catholic Schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

ST. JOHN THE BAPTIST SCHOOL'S MISSION STATEMENT

We educate our students, preparing them to excel at the next academic level by upholding Christ-centered, family values that honor sacrifice, service and the human person.

PHILOSOPHY OF SCHOOL

For more than 50 years St. John the Baptist School has provided a ministry to St. John the Baptist Parish by offering a faith community working toward the lifelong goal of proclaiming, sharing and living the Gospel message. We continue, well into this 21st century, to strive to be witnesses of the life and teachings of Jesus Christ to all entrusted to our care.

To this end, St. John the Baptist School maintains a dedicated and experienced faculty and staff who recognize and embrace their vocations to participate in the ministry of educating students intellectually, physically and spiritually from Kindergarten through Eighth Grade. We have integrated pre-school into the same building. Our purpose in doing this was that we believe we will see those attending sessions being enriched by the teaching, format and exposure to the other children in our school!

By the teachings of the Gospel, it is our belief and expectation that:

- Each student will be recognized as a child of God blessed with unique abilities, gifts, strengths, and learning style.
- Each student deserves to grow and develop as a whole person in Christ, given opportunities to develop in all areas including the intellectual, psychological, physical, and spiritual aspects.
- Each student is permitted to experience a curriculum rich in exploration, theory, practice and application in all subject areas.
- Each student will recognize his/her strengths through a nurturing, positive environment.
- Each student will develop his/her unique talents and strengths to ultimately better our society as he/she understands and responds to the needs of others.
- Each Student will understand the sacredness of his/her body as a temple of the Holy Spirit.
- Each student will respect the dignity of all human life.
- Each student will recognize his/her responsibility, as a citizen, to respect and protect our world.
- Each student will strive to grow in faith by developing a lifelong personal relationship with God, our Father, Jesus Christ, and the Holy Spirit through prayer, worship and the teachings of the Gospel.

Now, more than ever, it is imperative that all children understand and internalize the values that the Gospel teaches. Students must exhibit responsibility and respect for themselves and others. As we partner with parents to provide an education that exceeds the boundaries of public school, we are committed to providing a nurturing, stimulating, Christian environment that challenges young minds to embrace and fulfill these and the many other needs of our society.

HISTORY OF ST. JOHN THE BAPTIST SCHOOL

St. John the Baptist School services students from a number of communities, including Plum Borough, Penn Hills, Verona, Oakmont, Murrysville, Monroeville, Churchill, New Kensington, Burrell and Apollo. Our school is situated on seven acres of beautiful, well-kept property, and provides an attractive, peaceful learning environment. The school consists of seventeen classrooms, and a computer lab. The Church Annex consists of two classrooms used for Art, Music/Choir classes and a meeting room for in-service continuing education courses for our teachers. There is one homeroom for each grade from first through eighth, half-day kindergarten and full-day kindergarten.

St. John the Baptist Catholic School has a long and rich history. Long before the school was established in 1959, the concern for educating the youth of the area was apparent. Father Michael Fialko was assigned as pastor in 1933. Two things were very noteworthy about his pastorate: the preaching of the Gospel and a Christ-motivated serious concern for youth. Father Fialko's concern for youth prompted him to establish catechetical classes to the surrounding areas of Center, North Bessemer, Unity, and Universal and to secure the services of the Sisters of St. Joseph and the teachers of the Confraternity of Christian Doctrine. Throughout the time up to the dedication of St. John the Baptist School, the Sisters of St. Joseph and the truly zealous men and women of the Confraternity of Christian Doctrine sacrificed their time and effort to bring the Good News to the children of St. John's parish.

In 1954 the area surrounding St. John's began to grow more rapidly. Many Catholic families were leaving the city to reside in the suburbs, and it was becoming apparent that a Catholic school was needed in the area. When Father Joseph Raynak became the pastor in 1955, a rapid expansion program took place. With consistent work and prayer, land was acquired and St. John the Baptist Parochial School was constructed. The school was dedicated on September 2, 1959. The school was dedicated to St. John the Baptist who prepared the world for the coming of Christ.

When the school first opened its doors, there were eleven large classrooms and a large multi-purpose room. The children used this room as a cafeteria and an auditorium. The adults of the parish also used it for social activities. The school addition was completed in 1963 and dedicated in January of 1964.

Staffing our new school were the Sister Servants of the Immaculate Heart of Mary, from their motherhouse in Scranton, PA. This order of sisters was founded in 1845. They are dedicated to the work of the Church in education and social work. Sister Mary Gabrielle became the first principal of the school. Sister Mary Daniel, Sister Mary Martina, and Sister Mary Sharon made up the dedicated teaching staff.

The school opened its doors with an enrollment of 288 students. Morning and afternoon kindergarten programs were added to the school during the 1984-1985 school years. Due to population trends and tuition increases from the 1970's through the 1990's, the large class sizes of 40-45 in the 1960's have reduced in size. The Parish preschool was incorporated into the preschool during the 2012-2013 school year. We believe that a faith based education along with all the state budget cuts the public schools are facing allow us to offer a distinct advantage in this area.

The school has a lay principal and a lay faculty and staff. The majority of the students who attend our school are from Plum Borough and Penn Hills. Because of continued growth in the area, the prospects for the continuation of our school's growth are positive. We must all work to insure that this institution is here today and in the future to serve our children and future generations.

OBJECTIVES OF ST. JOHN THE BAPTIST SCHOOL

1. To form a faith community among students, faculty, staff, and parents in which the Gospel message of Christ's love for all is heard and lived.
2. To provide opportunities for all students to use their gifts and talents in the service of others.
3. To provide an integrated program of curricular, co-curricular and extra-curricular activities and experiences rooted in the Gospel values.
4. To create an environment in which the child will develop his/her ability to use logic and reasoning in solving problems.
5. To provide opportunities for critical analysis that will lead to more creative and flexible methods of problem solving.
6. To use an interdisciplinary approach to stimulate the child's creative and imaginative nature.
7. To establish an environment in which each child will develop a positive self image that will reflect his/her feelings of personal worth, self-discipline, and inner serenity.
8. To develop a sense of responsibility to parish, community, country, and world with an emphasis on peace and justice.
9. To provide a program of physical activities leading to the integration of body, mind, and spirit.
10. To foster a love of prayer as a means of developing a close relationship with God.
11. To provide opportunities for active participation in and celebration of both paraliturgical and liturgical experiences.
12. To develop a sense of reverence for the earth and all its inhabitants.
13. To call each child to a new consciousness of what it means to be a member of the earth's community.

MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits St. John the Baptist School. Middle States accreditation is an expression of confidence in St. John the Baptist School's mission, goals and objectives, performance and resources and validates publicly the excellence in education.

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After seven years the school is re-evaluated for continued accreditation. We were re-accredited in May, 2011. Our Mid-Term Review was completed on May 1, 2014.

Our school is listed with all the accredited schools throughout the nation and can be viewed at the Middle States at www.ces-msa.org. Choose the DOAS link to view our information.

CATECHETICS (Religious Formation)

Catechetics is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values and morality in the classroom as well as throughout the school. A conscious effort is made to integrate catechetics into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service each morning with simple prayers for before and after lunch and at the end of the day. Students who change classes each period begin each class with a prayer.

An introduction each morning briefly sketches the saint or feast of the day or some aspect of the liturgical season. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to the civil holidays that have significance for our children.

Faith experiences are an integral part of catechetics. Opportunities for Eucharistic Liturgies, Reconciliation, Stations of the Cross, Eucharistic Adoration, the Rosary, and other Catholic prayers, classroom prayer and service to others are to be included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

The principal, in conjunction with the Pastor and the Catechetical Administrator, work with the teachers in the religious development and sacramental preparation of the students. **Mandatory Parent Preparation Programs for Reconciliation, Eucharist, and Confirmation are held during the year.** These are parish programs and involve all eligible children and parents of the parish.

Values Program

In preparation for our Middle States reaccreditation several years ago, St. John the Baptist School prepared and initiated a values-based project. The project focused on the following ten values taken from the Bible in the letter to the Galatians, Chapters five and six, which explain the fruits of the Spirit. Each value was chosen to coordinate with teachings and service projects already established within the school curriculum. We will be continuing this project throughout the school year.

- | | |
|---|-----------------------|
| <input type="checkbox"/> August/September | Self-Control/Patience |
| <input type="checkbox"/> October | Kindness |
| <input type="checkbox"/> November | Faithfulness |
| <input type="checkbox"/> December/January | Peace |
| <input type="checkbox"/> February | Love |
| <input type="checkbox"/> March | Respect |
| <input type="checkbox"/> April | Joy |
| <input type="checkbox"/> May | Generosity |
| <input type="checkbox"/> June/July | Sharing |

Visible reminder signs will be placed throughout the school and classrooms labeled VIVA (for Very Important Values Alert) and the particular value of the month. Our PTG purchased banners, which are displayed on the wall outside the main entrance to the school that everyone can see coming or going from any school or church activity.

INSTRUCTIONAL PROGRAM

CONTINUOUS GROWTH APPROACH TO INSTRUCTION

The Catholic Schools located within the Diocese of Pittsburgh are committed to a program of education that seeks knowledge and practice of the Catholic faith, academic excellence, moral courage and the learning of the faith in the light of social teachings of the Church.

The Catholic School offers a strong traditional curriculum. In the "Continuous Growth Program" of the Diocese of Pittsburgh, students advance through a defined curriculum according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values.

Research indicates that children will achieve according to the expectancies placed upon them by their teachers and parents. Catholic school teachers place high expectation on all children so that all children are encouraged to achieve to the best of their ability.

This is particularly true in the skill areas of Reading and Math. The curricula for these subjects are so designed that students can advance through defined levels of competency according to their needs and abilities. Student achievement is evaluated at the students' grade level.

The goals of the Continuous Growth Program in Language Arts and Math are:

- to recognize and provide for differences in each student's growth patterns
- to provide an environment in reading and math classes that permits and encourages continuous progress
- to adapt the math and reading curriculum to each child so as to challenge maximum individual development
- to encourage students to exert effort so that they may experience success in their encounter with each school situation

ACADEMIC SUPPORT

We strive to be as inclusive as possible in welcoming all students for whom we can provide an appropriate education. Therefore, we implement the Diocesan Academic Support Model to assist students who are struggling academically and/or have been identified as a person with a special need. Parents may request information from the principal or the child's teacher.

CURRICULUM GUIDELINES

In the Catholic schools, quality academic education is dependent on an organized plan of basic content with special attention given to the integration of Gospel values.

Curriculum Guidelines for all subject areas are utilized by all Catholic elementary schools and are aligned to meet or exceed the Common Core Standards. The guidelines endeavor to give continuity to the teaching/learning process, and are geared to meet the individual needs of students and to guide the

teaching/learning process.

Flexible pacing is an important component of the continuous growth concept. This provision places students at an appropriate instructional level and then allows them to move forward in the curriculum as they achieve mastery of content and skills. Teachers will assess the instructional needs of students and provide differentiation through the use of small flexible groups.

Teachers, recognizing different learning styles, vary their presentation and assignments so as to provide for the individual needs of each child. Critical thinking skills, problem solving and research techniques are a part of instruction. Enrichment activities are provided for all students, to broaden lessons presented.

To access the Diocese of Pittsburgh curriculum go to:

<http://www.diopitt.org/catholic-education/department-catholic-schools/elementary/curriculum>

SUBJECT AREAS

Catechetics/Religious Education

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the parish school is to supplement and complement the role of the parent. In the school, a formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, "Growing in God's Covenant" contain a balance of doctrinal content, scriptural understanding, faith formation, prayer and worship experiences.

Goals and objectives are constant and consistent to enhance the spiritual formation and moral development of all students. A genuine, personal relationship with God and the response of worship and service are ultimate goals of the religious instruction. Liturgical and personal prayer are outcomes of the guidance and religious instruction provided. Opportunities for both communal and personal prayer are a daily priority. Careful planning and programming ensure a broad and deep understanding of authentic Church Doctrine. A variety of materials and resources are used to foster both spiritual growth and moral development.

Parents are encouraged to communicate in words and actions the Church's teaching concerning human sexuality. When adults respond to their sexuality in a love-giving manner they enable their children to integrate the Church's teaching concerning human sexuality into their own lives. The Catholic Vision of Love is the Diocesan mandated Sexuality Program.

Language Arts

The language arts curriculum presents numerous opportunities for the integration of faith, culture and life by developing an awareness of the Gospel values. The philosophy inherent in the language arts curriculum is one of continuous growth, which recognizes and nurtures the God-given potential and learning style of the individual.

Language, as communication, enables one to become more perceptive through listening, observing and feeling. Language, as a skill, provides one with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development. An appreciation of literature enriches the student through the experience of skillful authors who vicariously open new worlds to the

student.

Mathematics

It is our mission to enable all students to learn the skills, acquire the knowledge, and develop the attitudes in mathematics necessary for them to become morally and socially responsible citizens. The challenge is not only to meet and to exceed grade level expectations but to excite students to explore topics on their own, to develop proof for answers and to learn from one another.

Social Studies

In the Catholic School, Social Studies provide many opportunities for teachers to help students understand, appreciate, and learn how to live Christian social values.

The scope of the social studies curriculum includes elements of anthropology, economics, geography, history, political science, and sociology, with emphasis on global awareness and values. An integrated interdisciplinary approach helps students develop a sense of relationship among the various social studies disciplines. A clear understanding of current events helps students to integrate the past with the present and prepares them for the future.

The Social Studies curriculum begins in kindergarten with an introduction to community helpers. It progresses in the primary grades to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth grade level, both United States history through the Civil War and a study of the United States geographical regions are studied. Sixth grade students study World Cultures and World Geography with an emphasis on the countries of the Eastern Hemisphere. Seventh grade studies United States history to the Reconstruction and eighth grade studies United States history beginning with the Reconstruction to the modern day. Map and geography skills are taught at all levels. Social Studies prepare students for the future by instilling the importance of a value-oriented life perspective.

Science

The primary goals of the teaching of science in the Catholic schools in the Diocese of Pittsburgh are to develop a respect for the sacredness of all life, the pursuit of peace and order in the world, and an awareness of the responsibility to be co-creators of life-giving designs and protectors of the environment.

The science curriculum focuses on an inquiry-based process and fosters collaborative learning. Science education strengthens life skills, such as creative problem solving, critical thinking, team cooperation, use of technology, and the value of life-long learning.

World Languages

Because the Church is universal and embraces all people, regardless of race, nationality and financial status, the Catholic school encourages the study of world languages and other cultures. World language students learn the sounds and syntax of the language and work toward proficiency in listening, speaking, reading and writing. A variety of materials and methods are used for instruction. St. John the Baptist School offers

Spanish in grades K-8.

Physical Education

Physical education is a vital component of the curriculum, which assists students in identifying their physical strengths and weaknesses and encourages them to build on their strengths to achieve personal goals. Students learn to follow rules and to respect the rights of others through games and physical activity. Learning to channel energies constructively helps students perform successfully in life.

Health

The Health for Success curriculum presents information at each level of development to help students make wise, moral decisions with respect for the God given Gift of life. The health curriculum places holistic emphasis on wellness, fitness, behaviors, and skills for healthy, active living. Education and health for children are inextricably intertwined. Students then have the benefit of sustained learning for reducing health-risk behaviors and enhancing health--promoting behaviors.

Fine Arts

In the Fine Arts program, students have the opportunity to deepen their awareness of God's gift of creation and to respond creatively to the beauty and goodness of the world through music, art and drama. Instruction in the Arts contributes to the development of the whole person, promotes individual expression, allows experimentation with diverse materials and elements, enables exploration and appreciation of the works of other students and major artists and musicians, develops an awareness and sensitivity toward the environment, and finally promotes a deeper understanding of heritage and culture.

The Fine Arts curriculum provides a holistic approach to education that incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

Library

The school library exists primarily to support and enrich the curriculum. It is a service and teaching agency as well as a place of purposeful learning where the use of all resources correlate with the school curriculum to intensify and individualize a child's educational experiences. The Library is an integrated part of the total curriculum and is an essential element in the development of lifelong learning skills for students.

The integrated approach permits students to develop library skills as the need for these skills naturally emerge from the curriculum. The librarian and classroom teacher are partners in the instructional process. They plan and implement these activities so that the goals of both the content area and the library program are achieved.

The school library is open daily. Lost or damaged books must be paid for.

Technology

Technology instruction is essential in today's educational process. This instruction includes computer awareness and computer literacy. When this instruction and awareness are mastered, the computer becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum.

Since the Continuous Growth Philosophy guides instruction in schools of the Diocese, students are led into phases of computer instruction according to needs and abilities.

Teachers of computer literacy look beyond hardware and develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

Students in 6th, 7th and 8th Grade are loaned a **ChromeBook** for use during the school year. Each student must provide damage insurance to cover any damage to the computer. The sole purpose of the ChromeBook is for the student to learn responsible computer use and to have access to blended learning activities in and out of school.

Internet Use Policy

Guidelines for Implementation and Practice

This guideline is established to ensure understanding and application of St. John the Baptist School Internet Use Policy. The school reserves the right to amend these guidelines at any time. It is understood that the administration will inform parents/guardians of any changes made in these Guidelines via the school's monthly newsletter. **Students' parents and/or guardians are required to review these guidelines with their child(ren) and complete and return the attached parent/guardian consent form.**

This guideline includes, but is not limited to, the following areas:

- Information and news from a wide variety of sources and research institutions
- Public domain and shareware software of all types
- Discussion groups
- Access to any educational institutions and libraries.

Etiquette

All Students are required to:

- Be polite when sending written messages to others
- Use appropriate language is expected in all messages
- Avoid anything pertaining to illegal activity
- Protect information, personal or otherwise

- Respect others' access to the internet
- Remember that deleted materials can be retrieved.

The following actions, which are not inclusive, are considered unacceptable actions:

- Placing unlawful information on the Internet
- Using the Internet for non-school related activities
- Sending messages that are likely to result in loss of the recipients work or systems
- Using the Internet for commercial purposes
- Using the Internet for political lobbying
- Sending or receiving copyrighted material without permission.
- Plagiarism
- Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
- Circumventing security measures on school or remote computers or networks
- Vandalism
- Falsifying one's identity
- Using the Internet to harass another person.

An Internet Use Agreement must be signed annually and returned to the school before internet privileges will be granted.

CYBERHARASSMENT

Pennsylvania Act 26 (effective September 28, 2015) is a new law signed by Governor Wolf on July 10, 2015.

What is at Issue?: Act 26 makes it a criminal offense for a person to:

- Intend to harass, annoy, or alarm a child
- Use electronic means to directly address a child or indirectly through social media; and
- Engage in a continuing course or conduct which either
 - ***Makes a seriously disparaging statement or opinion about a child's**
 - Physical Characteristics,
 - Sexuality,
 - Sexual activity, or
 - Mental or physical health
 - ***Threatens to inflict harm on the child**

PUNISHMENT: A third degree misdemeanor, punishable by a maximum \$2500 fine and/ or one year in prison.

***Juveniles charged with the crime may be referred to a diversionary program, which might include an education program on cyberharassment. Once completed, the juvenile's record may be expunged.**

WHERE is the Crime Committed?: The crime may be deemed to have been committed where the victim child resides. Cyberbullying complaints should be directed to law enforcement in the area in which the child lives.

HOW does this affect Schools?: The law does not place any duty, mandatory reporting or otherwise, upon schools; however, schools should:

- Educate students and families that cyberbullying is now a criminal offense (“cyberharassment”);
- Refer families complaining of out-of- school cyberbullying incidents to law enforcement in their hometown; and
- Contact police and advise of any cyberharassment occurring on school grounds and refer the victim’s family to do the same.

Anti-Bullying Curriculum

Any form of bullying, teasing or picking on a student by another student or group of students will be brought to the attention of the student(s) parents. Any form of the above mentioned infractions will be considered a major infraction (see Discipline Policy, page 10). Our school implemented the “No Bullying Program” for grades “K-8” as recommended by the Diocese of Pittsburgh before the 2003-2004 school year.

Definition of Bullying:

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him/or herself.

Our School’s Anti-Bullying Rules

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
5. Bullying can report anonymously by obtaining a form from Mrs. Friday in the administrative offices.

Cyber bullying includes but is not limited to, the following misuses of Technology: Harassing, intimidating, threatening, or terrorizing another student or personnel employed by the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs, tweets, etc.). All forms of cyber bullying are unacceptable and to the extent such actions are disruptive of the educational process of the school, offenders shall be the subject of appropriate consequences

DIOCESE OF PITTSBURGH ANTI-HAZING POLICY

Hazing violates the purpose and mission of Catholic education, wherein students are called to grow in their commitment to God, one another, the Church, and the wider community.

Hazing is defined as any intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by any parish, elementary or secondary school in the Diocese of Pittsburgh, whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

Examples of hazing include, but are not limited to, the following:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person
- Willful destruction or removal of public or private property for initiation or admission into affiliation with, or as a condition of continued membership in any organization
- Forcing or requiring the drinking of alcohol or any other substance
- Forcing or requiring the eating of food or anything an individual refuses to eat
- Calisthenics such as push-ups, sit-ups, jogging, etc.
- Paddling or striking in any manner
- Treasure or scavenger hunts, road trips
- Marking, branding, or shaving the head or body hair
- Preventing/restricting normal personal hygiene
- Sexual harassment causing indecent exposure or nudity at any time
- Physical harassment such as pushing, cursing, shouting, etc.
- Requiring uncomfortable, ridiculous, or embarrassing dress
- Requiring the carrying of items
- Requiring personal service or acts of servitude
- Treating a person in a degrading or demeaning manner
- Requiring new members to practice periods of silence
- Conducting interrogations or any other types of questioning

Students and supervising adults must not remain silent if they observe hazing. Silence condones these activities and may make the observer as guilty as the hazers themselves. Any hazing incident witnessed by a student or supervising adult should be immediately reported to the Principal.

Individuals or groups found in violation of this policy will be subject to disciplinary action that could include suspension or expulsion from the school.

DIOCESE OF PITTSBURGH POLICY REGARDING GENDER

The gender of every human being is a gift fashioned by God that enriches the human family through the complementarity of masculinity and femininity.

At this time the Diocese of Pittsburgh recognizes gender according to a student's birth certificate.

“Learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.” (Pope Francis, *Laudato Si* #155)

Catholic Schools and all catechetical programs of the Diocese of Pittsburgh recognize that all children, because they are made in the image and likeness of God, deserve to be treated with charity, love and respect. Each school strives to provide a safe educational environment that fosters academic success as well as physical, emotional, and spiritual well-being. The teachings of the Church are followed, including those teachings related to gender, in a Christ-centered atmosphere that promotes Gospel values.

Our Catholic schools and catechetical programs will follow these procedures:

1. Administrators will maintain student permanent records and other legal records and documents using the student's legal name and gender.
2. School personnel may honor requests of parents/guardians to address a student by a preferred name or nickname.
3. Students are to use bathrooms according to their God-given gender. Where possible, arrangements are to be made for a private bathroom to address special needs.
4. In all other circumstances students are expected to comply according to their God-given gender.

TESTING PROGRAM

Standardized tests, textbook tests, and teacher-made tests are administered to students throughout the year. These assessments require students to synthesize information, apply what they have learned and demonstrate their understanding of what has been taught.

Achievement Tests

Students in grades K-8 are administered a standardized test to measure progress from one year to another. A component of the standardized testing program for grades 2-8 is a cognitive abilities section, which helps compare a student's achievement with other students of the same age, grade, and ability. If a child is absent due to illness, every attempt will be made to enable the child to make-up the tests. However, since the tests must be returned within a two-week period, make-up testing often necessitates taking more tests daily than is ideal. To prevent this, we ask parents not to schedule trips or appointments during the time of standardized testing.

Writing Assessment

Each child in grades K-8 participates in a Writing Assessment. This allows students to respond to a writing prompt and to select and organize content, develop a style and follow standard conventions. Students in Grade 6-8 use a technology program during the year to provide additional opportunities for written expression. The program provides guidance on the first and subsequent drafts to allow the students to practice rewriting and learn its value.

Math Benchmark Assessment

Math Benchmark Tests are administered quarterly to students in Grades K-8. These tests determine if the student is making progress towards grade-level expectation.

AUXILIARY SERVICES

The following services are offered through the Intermediate Unit:

Remedial Reading and Math (Title I)

The federally-funded Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Referrals for the program are based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

Act 89 Services

Intermediate Unit personnel work with and provide support to students in remedial math and reading. These teachers, in collaboration with the classroom teacher, identify educational needs and design educational interventions and strategies to help a child succeed.

Speech/Language

Speech and language services are also provided through Act 89 funding. This is a special service offered to students to enhance communication skills which directly impact social and academic interactions.

Educational Psychological Testing

Educational Psychological testing is available through the student's school district by parent request or at the recommendation of the teacher in consultation with the principal. Results are formally reported to parents, principal and teachers along with a list of recommendations made by the psychologist. **This information is kept confidential** and is not shared with anyone without parent permission.

Counseling

A certified counselor provides individual and small group counseling sessions to children in grades K-8. Children are referred by parents, principal, teacher and through self-referral. Children may see a counselor once without parent permission or knowledge. After that, individual counseling requires parent permission.

Developmental Guidance Program

At St. John the Baptist School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, counselors from the Allegheny intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels chosen will be based on the needs of the building by the administrator and counselor. If you have any questions, please feel free to contact your building administrator.

OTHER AVAILABLE PROGRAMS

Student Assistance Program

The Student Assistance Program (SAP) was established by the Commonwealth of Pennsylvania by Act 211 of 1990. It is a program of prevention, intervention, and support for students in grades K-12. The members of the team are the principal and faculty members of the school who have received special training through approved agencies.

The program exists in order to promote the growth and development of the child. The team members work with students who are experiencing behavior difficulties which impact their social, emotional, and educational progress.

Referrals for the program are made by faculty and/or parents. Once a referral has been received by the team, classroom teachers are asked to complete a form which helps identify the behaviors. The team then makes informed assumptions as to what is needed to help the student, conveys this information to classroom teachers, parents/guardians and evaluates the results. If necessary, after consultation with parents, appropriate referrals are made to outside agencies.

Team members maintain all information regarding students and their families under **safeguard of privacy and confidentiality**. Access is limited to those who have a legitimate educational interest.

CURRICULAR RELATED

Assemblies

Assemblies are held throughout the school year. The assemblies are planned in conjunction with the principal, faculty, and the PTG with a focus on education.

Field Trips

Every class is permitted field trips during the year. Each student must have a signed permission slip before he/she is permitted to participate. Transportation, in accordance with Diocesan directives, is provided by bus, and a fee is charged to cover costs.

Guidelines for both students and chaperones are in effect for each field trip. A copy of the student guidelines will be sent home by the teacher so that the parent may help reinforce the guidelines presented.

Homework

A reasonable amount of homework, according to grade level, is of great educational value and so is assigned every day. Assignments are not always written. Study and memory work are frequently given. Homework is assigned on a regular basis for the following reasons:

- enrich school experiences
- provide practice and review
- develop good study habits
- teach responsibility, and
- foster originality

Parents can assist students with home assignments in the following ways:

- Provide a quiet spot away from the television, telephone, or other distracting elements;
- Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness;
- Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment;
- If the child says there is no homework too often, the parent should consult the school website for the posted homework or online grading system.

The Diocese recommends the following time schedule for home study: (Total Time)

Primary (Grades K-2)	10-30 minutes
Intermediate (Grades 3-5)	40-60 minutes
Upper Elementary (Grades 6-8)	70-90 minutes

At the discretion of the teacher, homework is not generally assigned on weekends.

DAILY PRACTICES AND POLICIES

ADMISSIONS/REGISTRATION POLICIES

St. John the Baptist School admits students of any race, gender, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate on the basis of race, gender, or national or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs. Students can be admitted with a disability, if with reasonable accommodation, the student can meet program requirements. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church.

Official certificates of birth and baptism are required at the time of registration. Students entering Kindergarten are required to take a readiness test and must be five years of age by September 1. Those registering for grades 1-8 must fulfill the age requirement for the desired grade and present letters of recommendation from the previous school. A mini-battery will be administered to all new students to verify placement. Grade level and academic group determinations are made on the basis of school records.

Immunization records must be complete before any child may enter school. The requirements are as follows:

- 4 doses of diphtheria and tetanus
- 3 doses of polio vaccine
- 3 properly spaced doses of hepatitis B vaccine
- 2 doses of measles, mumps and rubella (MMR) vaccine after the first birthday or proof by blood test of having had the illness
- 2 doses of varicella
- 1 dose of meningococcal for entry into seventh grade
- 1dose of tetanus, diphtheria and acellular pertussis for entry into seventh grade

ATTENDANCE

Punctuality and regular attendance are an absolute necessity for a student's progress in school. Only serious illness or a family emergency should cause a student to be absent. Excessive absenteeism is a contributing factor to a student's academic difficulties. **Students are responsible for making up work missed due to absence.**

The following regulations are the policy of St. John the Baptist School:

1. A student's absence must be reported to the school by telephone prior to 8:30 AM in the morning. It is the responsibility of the parent to provide the school with telephone numbers at work or the telephone number of the student's caregiver.
 - a. After 10 absences, a letter will be sent to parents and a doctor's excuse must be provided for absences.
 - b. After 20 days, a meeting will be set with the pastor, principal, homeroom teacher, and the parents to discuss retaining the child.
 - c. After 30 days, the child will be retained EXCEPT in extenuating circumstances. The local magistrate will also be notified.

2. Upon returning to school, a student must present a dated and signed note to the homeroom teacher confirming the reason for his/her absence within three school days. This note is kept on file at the school for the entire school year. **Following a communicable disease or extended absence**, a note must be presented from the doctor stating the nature of the student's illness and certifying that the student is able to return to school.
3. Students who leave school early for reasons other than illness **MUST** have a **WRITTEN REQUEST** from a parent and permission from the principal. **If someone other than a parent is picking up a student, this must be stated in a WRITTEN note requesting an early dismissal.** Persons who are picking up students at times other than the regular dismissal must meet the student **in the school office** where they will be asked to **sign the student out of the building.**
4. *****No early dismissals after 2:40 p.m. Please plan appointments accordingly. After 2:40 p.m. student must wait for regular dismissal time.*****
5. If at all possible, all doctor/dentist appointments should be made for after-school hours or for days of early dismissals or no school. If an appointment is made for early in the day, it is important to have the student return to school as soon as possible.
6. Students arriving after, or leaving before 12:00 Noon are marked absent for a half-day.
7. Students arriving after 8:25 AM are considered late and must report to the school office for a late slip. **Ten days of tardiness will be considered as 1 day absent.**
8. Parents are strongly encouraged to plan vacations and trips around school holidays. It is the responsibility of the student to obtain the work they will miss prior to leaving for vacation.
9. It is required that all students attend and participate in the Christmas and Spring Choral Concerts at the Art Extravaganza in May. Junior high students are required to attend and participate in the annual Passion Play en lieu of the Spring Choral Concert

A written note should be given to the teacher/principal for the following reasons:

- Following an absence
- Excuse from gym class
- Permission for out of school appointments (Child is expected to return as soon as possible.)
- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk)
- Early Dismissal

Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are relating to an existing medical condition.

According to the Pennsylvania School Code, Section 1332, "The absence of any pupil who remains out of school with or without his parent's permission, and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under the compulsory attendance age." Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable... for referral to the magistrate."

Early Dismissals/Early Arrival/Late Pick-up

Parents should make every effort to schedule appointments at a time that school is not in session. However, if a child must have an early dismissal, he/she must submit a written note for the principal's approval. For these dismissals, parents or an authorized adult must come to the office and sign the child out at the authorized time.

Children who arrive later than 10:00 a.m. will be marked absent in the morning. Children who leave school before 12p.m. will be marked absent in the afternoon. Students arriving in the school at 8:25 am will be marked tardy. Students who arrive at 8:25 am must be signed in at the main office **by a parent/guardian. Please walk you child into the school if it is close to 8:25 to avoid a call from the office.**

Students arriving before the stated time of arrival and/or remain after the time normal supervision ends, will be placed in extended care and their parents will be billed at the standard rate.

DAILY SCHEDULE

8:00	School doors open. All students enter via main door.
8:15	Students must be in classrooms for attendance, lunch count, etc.
8:25	Students considered tardy: Opening prayer
8:30	First class
9:00	Morning preschool begins
12:10	AM Kindergarten dismissal
11:15	Lunch: Kindergarten
11:30	Lunch: Grades 1-3
11:50	Lunch: Grades 4 - 8
2:45	Closing prayer / announcements
2:47	End of last class (K-8)
2:55	Dismissal

Lunch

All students must bring or buy a lunch. Those bringing lunch may purchase milk.

Rules

The use of good manners is encouraged and, therefore, the following cafeteria rules are to be observed:

- Remain seated until finished eating and the "recess" bell rings.
- Discard all papers, scraps of food, etc. at your place and dispose of them properly.
- Obey cafeteria monitors at all times.
- Speak in a conversational tone.
- Walk at all times.

The cafeteria is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

LOCKERS

The school lockers are the property of St. John the Baptist School. The use of lockers is a privilege, not a right. Students shall have no expectation of privacy therein as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and/or referral to appropriate authorities.

ST. JOHN THE BAPTIST DRESS CODE

St. John the Baptist School is a Catholic elementary school which maintains the right to establish a uniform dress code for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. This Dress Code was developed for the following reasons:

- **promote a Christian atmosphere;**
- **free children for academic concentration;**
- **de-emphasize competition among children regarding clothing;**
- **allow more economical dress for school, and**
- **provide some choice to accommodate individual differences.**

This dress code policy is intended to maintain a standard of dress that is neat, economical, modest and attractive. All students in grades K-8 must follow the school dress code which is described below:

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost-and-found area is located in the school office. Parents and children are encouraged to look for lost clothing items there. More valuable lost items, such as glasses, watches and purses, are to be turned in to the office. Items that are not claimed by the end of each school year are donated to charity.

GUIDELINES FOR BOYS AND/OR GIRLS GRADES K- 8 2018-2019

SKIRTS, SKORTS, JUMPERS: Must be uniform plaid from Schoolbelles (Code S0950)
Girls K-8: Choose from style #'s 194, 234, 237, 248
Length must be no shorter than 2" above the knee.
Jumpers aren't typically worn by girls beyond 3rd grade.

TOPS: **Must be either white or navy blue.**
Only white undershirts are permitted under the school shirts/blouses.
No stripes, patterns, colored piping, monograms, insignias or emblems
Must be tucked in with minimal blousing.
***Gr. K-8 Girls -- Polo shirts or Oxford button down year round.**
***Gr. K-8 Boys – Polo shirts year round.**
***Gr. 6-8 Boys – Button down shirt with tie during school mass.(Optional)**

SLACKS: Uniform dress style - twill /corduroy, navy or tan
Straight leg, flare, or boot cut.
*****No outside stitching, patch pockets, baggies or jean style*****
*** No emblems, insignias.***
SJBS Monogram only
Must be hemmed to the shoe.

SHORTS: Pleated or Flat front twill, navy or tan
May be worn from May 1st – Sept. 30th (sneakers permitted to be

worn with shorts only during these months, but dress shoes should be worn with school plaid or slacks unless it's gym day).

*** No emblems or insignias.***

No cargo shorts or side pockets

Must be no more than 2" above or below the knee

SOCKS: Navy, black, or white socks or knee highs.(**solid only**)
Navy, black, or white tights may be worn.
Festive socks may be worn one week before a holiday.

SHOES: Low heel or flat, dress style shoes. (Black, Brown, or Tan)
Tennis shoes can be worn on gym days.
Boots may be worn to school only, but must be changed into shoes during homeroom.
No platforms, sandals, clogs, calf or knee high boots
Shoes must be safe for playground and stairs.

SWEATERS: Plain white or navy only
Festive Sweaters may be worn one week before a holiday.

SWEATSHIRTS: Must be school sweatshirt only!
Must be worn **over** school shirt or gym shirt (not in place of shirt). May be slightly large to allow for growth, not grossly oversized.
Please have your child keep a school sweater or sweatshirt in the backpack or locker from autumn through spring.
Festive sweatshirts may be worn one week before a holiday.

MASS DAY: **Girls K-8: Skirts/Jumpers with Polo or white Oxford button down shirts.**
Boys K-5: Slacks with white or navy blue polo shirts.
Boys 6-8: Slacks with button down shirt with Tie. (Optional)
White or navy blue polo shirt.

DRESS CODE SPECIAL ITEMS

BELTS: Boys and girls grades 2- 8 only. **Must be worn with slacks or shorts.**

TIES: Boys: **Grades 6- 8 can wear button down shirts and ties during school mass.**
(any color or design shirt and tie suitable for school –nothing inappropriate)
Bow ties are permitted

MAKEUP: Girls - **Light makeup** (grades 6-8) and **light nail polish** are permitted. Long fingernails are not permitted for safety reasons. Exceptions may be made with approval of school office for special occasions. Long nails must be cut down after the occasion.

JEWELRY: Two small pair of earrings that compliments the uniform (only two earrings per ear lobe). **Small Dangles** (no longer than ½"), **Small Hoops** (no larger than a nickel)
No clip-ons or nose rings.
A single chain may be worn under the shirt. No chains are to be worn outside the shirt.
One ring may be worn on each hand.
***One bracelet** on each arm.
Tattoos are not permitted

HAIR: **Boys/Girls are required to have their hair clean and neatly combed.**
Hair style should not impede students' vision of instruction.
Beards and mustaches are not permitted.
Sideburns must be no longer than bottom of the ear.
Boys must be clean shaven.
Natural looking coloring or streaking will be permitted.

PHYSICAL EDUCATION

Order forms will be sent home at the beginning of school for gym shirts.

NO CHAINS, EARRINGS, OR RINGS SHOULD BE WORN ON GYM DAYS.

Shirts: Students are required to wear a St. Johns T-shirt.

Pants: **PLAIN Black or St. John's Logo Sweatpants**

Uniform Slacks (all year) or Shorts (May 1 through September 30) may be worn.

Shoes: Athletic Shoes

NOTE: If a dress down day is on gym day, students must bring their Athletic Shoes in order to participate.

DRESS DOWN DAYS

On various occasions throughout the school year, the students will be permitted to have dress down days. On these days the school uniform need not be worn, but the students are expected to adhere to the following guidelines:

Dress Down YES:

- Jeans(**without holes**), Sweatpants, Jogging Suits, Capri Pants (mid-calf only) T-Shirts, Sweatshirts, golf shirts, and athletic shoes.
- Walking shorts. (No more than 2 " above knee) (September, May and June only)

Dress Down NO:

- Cropped shirts, Tank Tops, Spaghetti Strap tops.
- T-Shirts or Sweatshirts with inappropriate language or pictures.
- High-heeled shoes, work boots, sandals, platforms.
- Dropped pants or shorts.

- ❑ Inappropriate logos/displays on shirts, sweatshirts or any other clothing.
- ❑ Large Hoop earrings.
- ❑ Torn/ripped jeans of any kind.
- ❑ No shorts October-April.
- ❑ Leggings.

If students violate these guidelines, parents will be called to bring in a change of clothing.

PICTURE DAY DRESS CODE

FALL PICTURE DAY: Dress up only. No jeans, tennis shoes, or t-shirts.

SPRING PICTURE DAY: Casual dress. Follow dress-down guidelines.

EMERGENCIES

Emergency Cards

At the beginning of each school year, parents are required to complete a Student Emergency Card. It is imperative that the school be able to reach a parent in case of illness or an emergency. It is also important to list the names of others who can be contacted should a parent be unavailable. Please keep the card updated by notifying the office of changes.

Emergency Closings and Delays

If inclement weather or some other emergency requires that school be delayed or closed, this information will be announced via parent notification system (OptionC Parent Alert System), radio, and/or television. PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.

PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

Emergency Dismissals

In the event that we would be required to dismiss school early, that information will be announced via television, and/or parent notification system (Optionc Parent Alert System).

Please carry with you the wallet card provided to you at the beginning of the school year that indicates procedures for **Shelter In Place and Shelter Off Site** situations.

EXTENDED CARE

Extended Day Care is provided Monday through Friday, from 3:00 p.m. until 6:00 p.m.

1. Parents are required to register each child **IN ADVANCE** regardless of the time the program will be used.
2. Parents must fill out an emergency **Care Card** for each child using the program **BEFORE** the program can be used.
3. Children cannot be dismissed to parents in the parking lot.
4. The after School Extended Day hours are from 3:00-6:00 p.m. Parents must be on time for pick-up.

TEXTBOOKS/SCHOOL SUPPLIES

St. John the Baptist School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious nature. A form requesting permission to have a child use these books must be signed by a parent and kept on file in the school office. Students are responsible for the condition of the books given to them. Students will be required to pay for a book if it is damaged or lost. Books taken to and from school are to be placed in a book bag. **All books are to be covered at all times.**

For the convenience of families, supply lists are available each June for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements.

TRANSPORTATION/ DISMISSAL PROCEDURES

It is important that the school know the ordinary means by which each child arrives and departs daily. A note is to be sent when a change is necessary. For reasons of safety and insurance, each child is to ride his/her assigned bus.

Dismissal should be calm and orderly. Attention should be given to announcements. Students who must wait for late buses stand calmly on the porch until the buses arrive.

Written requests for early dismissals must be taken to the office for approval by the principal **in the morning before school.** All students with early dismissals **MUST** be picked up at the office. Parents/Guardians or designated persons assigned to pick up a student from school will be asked to sign the student out at the main office. **Please do not go to the classroom to pick up your child. No Early dismissals after 2:40 p.m. Please plan appointments accordingly. Anything after 2:40 p.m. must wait for regular dismissal time.**

CAR RIDERS' DISMISSAL-PLEASE READ CAREFULLY!

Any parent picking up a student from school at dismissal must park in the upper lot near the rectory garage area in the cone-lane region. Any parent picking up a pre-school student and school student should park in the rectory lot, the school children will be with the preschool children. No cars may leave the lot until they are dismissed by the teacher in charge.

Bus

Students who live more than a 1.5 mile radius from St. John the Baptist School are eligible to be bused to the school. Those who live along a route that has been declared "hazardous" are also eligible for busing. The Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

Students are expected to maintain appropriate behavior while in route on the bus. Every bus follows the guidelines that are within our own discipline code. Students are expected to remain in their seats at all times. This ensures their safety and the safety of others.

If improper conduct occurs, the driver prepares a report which is sent home to alert the parents to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently. This will result in the student's losing bus privileges. The parent will be responsible to make other arrangements for transportation.

The following bus rules are to be obeyed:

- Use only the bus and bus stop assigned. Only the Department of Transportation can authorize changes.
- Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored
- Keep head, hands and feet inside the bus. Do not put anything out the window of the bus.
- In vehicles where seat belts are available, use them properly.
- Observe the same conduct as in the classroom. Quiet, respectful talking is permitted. Loud talking, etc. may distract the driver, prevent students from hearing instructions, or prevent the driver from hearing signals from emergency vehicles.
- Keep the bus clean; do not eat, drink, or chew gum on the bus.
- Cooperate with the driver. Any directives of the bus driver in addition to the above are to be followed.

STUDENT ACTIVITIES

The Athletic Association directs all athletic programs. The Athletic Association handbook contains all rules and by-laws governing the programs.

The Athletic Program includes:

- I. Basketball**
 - A. Competitive Teams
 - 1. Boys and Girls Varsity – grades 7 & 8
 - 2. Boys and Girls JV – grades 5 & 6
 - B. Developmental Teams
 - 1. Boys and Girls – grade 4
 - 2. Boys and Girls – grade 3
 - 3. Coed Intramurals & Clinics – grades K-2
- II. Bowling**
 - A. Coed – grades 1-8
- III. Cheerleading**
 - A. Varsity – grades 7 & 8
 - B. Junior Varsity – grades 5 & 6
 - C. Competitive Cheerleading (by try-out) grades 7 & 8
 - D. Mini-Bolts – grades K-3
- IV. Cross Country**
 - A. Varsity – grades 7 & 8 (co-ed)
 - B. Junior Varsity – grades 5 & 6 (co-ed)
 - C. Coed – grades 1-4
- V. Soccer**
 - A. Varsity – grades 7 & 8 (co-ed)
 - B. Junior Varsity – grades 5 & 6 (co-ed)
- VI. Track**
 - A. Varsity – grades 7 & 8 (co-ed)
 - B. Junior Varsity – grades 5 & 6 (co-ed)
 - C. Coed – grades 1-4
- VII. Volleyball**
 - A. Junior Varsity – grades 5 & 6 (Girls)
 - B. Varsity – grades 7 & 8 (Girls)

(Boys teams to be determined at a later date.)

Basketball

Basketball is offered at all levels, beginning with instructional teams in the primary grades and continuing with separate boys' and girls' developmental, junior varsity and varsity teams at upper levels. Fund raising for all teams is provided almost entirely through refreshments sold at games and during the summer programs and tournaments. A general organizational meeting is held in the fall to acquaint parents and students with the basketball program.

Cross Country

In the fall, students in Grades 1-8 can participate in Cross Country. A few times a week students run a two-mile course. Meets are set up with area schools and at the end of the season with a diocesan competition ending the season. As well as improving fitness, the club gives the students the opportunity to interact socially.

Soccer

The Diocesan Soccer League offers two coed levels. The varsity team is composed of students in grades 7 and 8, and the junior varsity students from grades 5 and 6. The season lasts eight weeks. If possible, the teams participate in both the fall and the spring.

Volleyball

The Volleyball Program is open to students in Grades 5-8. Junior varsity and varsity teams participate in the Pittsburgh Diocesan Volleyball League. (Add details about the program—for girls, boys, or both.) The goal of the program is to develop volleyball skills and teamwork.

Altar Servers

Students in grades 6 through 8 have the privilege of serving on the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time. Servers are expected to be in the sacristy 20 minutes before the liturgical service.

Band

Band instruction is available for interested students from grades 4-8. The instruments may be rented with the option to buy. Small group lessons are provided one period a week. The periods are rotated so the same classes are not missed too often. However, it remains the responsibility of the student to make up missed work. A meeting is held at the beginning of each school year to provide more information for interested parents.

Family Enrichment

The PTG has planned activities for evenings and weekends to provide enriching learning experiences for the enjoyment of the whole family, such as speakers and group outings.

HEALTH AND SAFETY

HEALTH ISSUES

School Nurse/Nurse Practitioner

A school nurse is assigned to St. John the Baptist School each year and is present in the building. She is available in any emergency situations. The nurse has the following responsibilities:

- Maintain updated health records
- Make sure all immunizations are current
- Conduct vision screening
- Conduct scoliosis screening
- Work in conjunction with the speech therapist for hearing and speech screening
- Assist the school in appropriate health education
- Contact parents/guardians if any health problems arise
- Make arrangements for physical exams for 6th graders

It is the parents'/guardians' responsibility to secure proper medical treatment, as it is needed.

Illness

It is often difficult to decide if a child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal (below 100°) for 24 hours.

If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home. Parents are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

Accident and Injury

In the case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. It is important for your child's safety and comfort, as well as the effective operation of the office, that emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported immediately.

Medication

Whenever possible, medicine is to be given at home, and parents are to request the physician to adjust the schedule for administration so that it can be given before and after school hours.

If medicine must be administered at school, the following guidelines apply:

- The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
- Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
- Parents must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.

SAFETY ISSUES:

Asbestos Notice

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the PA Department of Education. A copy of our Asbestos Inspection Report and Management Plan is on file in the school office.

The school is re-inspected by a certified AHERA Inspector every three (3) years. The maintenance and custodial staff have received two (2) hours of Awareness Training and conduct a periodic surveillance twice a year, in December and June.

Fire Drills

Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No one—teacher, student or other personnel—may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class.

Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal. Misbehavior during fire drills is a very serious offense and will be dealt with immediately.

Weather Emergency Drills

Weather emergency drills are practiced yearly. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill. Staff assists handicapped students.

Safe Environment Program

The purpose of the Safe Environment Program (SEP) of the Diocese of Pittsburgh is to take reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing abuse of children and (3) have no personal history of behavior that would be a threat to children.

Adults (18 or older) volunteering with children at St. John the Baptist School must be compliant in the requirements of the safe environment policy:

- Complete application at www.diopitt.org, which processes the PA State Police Criminal Record Clearance;
- Read and sign the Code of Pastoral Conduct;
- Receive the Department of Public Welfare Child Abuse History Clearance;
- FBI Clearance Waiver (If a resident of PA for at least 10 years) or obtain FBI Clearances
- Attend the Protecting God's Children Program

VOLUNTEERS

The help of volunteers is always appreciated in the school and at school-sponsored events. Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At St. John the Baptist School parents play an integral role in the education of their children through the Parent Teacher Guild, Parent Advisory Council, athletics, fund-raising activities, homeroom parents, playground/lunchroom monitors and field trip chaperones. This partnership is invaluable to the success of our school.

Security/Visitors

All doors to the school will be closed and locked during school hours. Parents and visitors should use the buzzer on the main school door to gain entrance to the building.

For security reasons, anyone entering St. John the Baptist School is to report to the office or receptionist immediately regardless of the purpose of the visit. For the safety of all students, a visitor's badge must be worn. Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school.

Any articles or items to be left for a student will be left in the school office or with the receptionist. This will eliminate any unnecessary interruptions to classes and instruction.

Playground

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and volunteer monitors. Organized play is encouraged. Rough games, water guns, and snowballing are not permitted.

Students are never to leave the playground area without the permission of the principal and the knowledge of the playground monitor. In case of illness or accident, the student is to report to the school office.

Lunch monitors have the responsibility of enforcing rules. They are to be obeyed and treated respectfully.

When the bell rings to end the playground session, the students will be met by their homeroom teacher and taken to their classrooms in silence.

The following rules are to be observed on the playground:

- Not to re-enter the building unless for an emergency
- Display good sportsmanship and exercise self-control
- Play in assigned areas.
- Stay on school grounds (This includes not retrieving a ball that has gone off school grounds.)
- Obey the directives of the playground monitors, courteously and promptly.

If inclement weather makes it necessary to stay indoors at lunchtime, classroom rules are to be observed:

- Engage in quiet activities

DISCIPLINE

Introduction

St. John the Baptist School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance, not a form of punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. Students are encouraged to assume responsibility for their actions, develop self control, and accept responsibility and consequences for inappropriate behavior.

A Christ-centered school environment fosters the following behaviors:

- Recognizing and fostering the uniqueness and dignity of each individual
- Nurturing respect in all relationships involving school and parish community
- Developing a sense of rights and responsibilities and commitment to the entire school and parish community.

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

Guiding Principles

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all of our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.

- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth..
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

Discipline Programs

K-3 uses the Lee Cantor System

4-8 uses the Merit Card System

Both programs are explained in great detail at Open House in the beginning of the school year and information is sent home.

Expectations

As a matter of safety, students are expected to behave in the following manner:

Before school

- dress according to the school dress code
- arrive after 8 a.m. except to attend the extended care program
- gather in the designated area
- engage in quiet conversation
- line up quietly when the school bell rings

In school

- walk quietly through the halls
- use proper language at all times
- follow the dress code for school days and dress up/down days
- respect school property and the property of other students
- have a note from their parent/guardian if they change their mode of school transportation

In the classroom

- follow the classroom rules of each teacher
- be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
- have a respectful attitude toward teachers and one another
- be responsible for appropriate supplies
- be honest in all communications
- use computers and school equipment appropriate
- refrain from chewing gum
- leave or do not enter a classroom at any time without a teacher or designated adult present

During recess

- refrain from reentering the building unless for an emergency
- display good sportsmanship and exercise self control
- include all classmates in play activities
- play in assigned areas only
- stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.)

- use equipment properly
- avoid throwing harmful objects
- obey the directives of playground monitors, courteously and promptly.
- stop playing at the first bell and walk quietly to the designated area when the second bell rings

During lunch

- remain seated until finished eating and the "recess" bell rings
- clean up, pick up all papers, scraps of food, etc., and dispose of them properly
- obey cafeteria monitors at all times
- speak in a conversational tone
- walk at all times

After school

- follow dismissal procedures
- walk to assigned place to wait until bus or car ride arrives
- avoid running or playing games on the school grounds
- leave the school grounds immediately

At athletic events and assemblies

- practice good sportsmanship as spectators and participants
- show respect towards coaches, referees, and visiting teams
- maintain an appropriate silence during special performances

Outside school

- to behave responsibly off school property
- (If the principal is made aware of misconduct off school property of a child recognized to be a student in St. John the Baptist School, parents may be contacted; however, it is important to note that the school is not responsible for students actions that occur off school property.)
- Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver.

Bus/Van*

- use only the bus and bus stop assigned
- remain seated while the bus is in motion
- talk quietly and make no unnecessary noise
- refrain from talking to the driver unless it is necessary
- refrain from placing objects or body parts outside the windows
- refrain from littering inside the bus or from throwing anything out the window

*Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver. Continual infraction of rules will result in loss of bus transportation privileges.

Fire Drill

- walk quickly in a single file
- keep arms at sides
- observe silence!

Any staff member will correct students who do not follow expectations.

Consequences

Please be aware that inappropriate behavior will be addressed. The severity or repetition of non-compliance will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

- Teacher/student conference to develop a plan for remediation
- Loss of recess
- Notification to parents
- Detention
- Administrative referral
- Referral to the E-SAP Team
- Denial of participation in school activities, including sports
- School probation, or
- Suspension.

Should the student receive a detention, the parent/guardian will receive a written notice with at least a 24-hour notice. It is in the best interest of the student that home and school work together for the child's academic and social development.

In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either an in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy
- Violations of the drug/alcohol policy
- Any purposeful action that results in bodily harm to another

Elastic Clause

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy.

The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

PARENTS

The basic principles of the philosophy of a Catholic School flow from the obligation of parents to be the primary educators of their children. To fulfill this responsibility, the parent must become the educational partner with the school.

To help the parents' partnership in education become a reality, the school endeavors to help parents to

- have a clear understanding of the philosophy of a Catholic School
- have a working knowledge and a commitment to the philosophy of the local Catholic school
- establish mutual cooperation concerning all aspects of their child's education
- provide home experiences that will complement, reinforce, and extend the formal religious and academic instruction received in school

RIGHTS OF NON-CUSTODIAL PARENTS

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences if requested by the non-custodial parent and not prohibited by the court.

PARENT ORGANIZATIONS

Parent/Teacher Organization

The Parent Organization, as an advisory body, is intended to provide opportunities for parents to fulfill their God given role as educators and to give mutual support through collaboration with the school.

The membership of the parent organization consists of the parents/guardians, pastor, principal, and the faculty of the school. It is not intended to replace the Education Committee of the Parish Council, nor the School Advisory Committee.

The objectives of the organization are the following:

- offer opportunities for parents to understand the Catholic Philosophy of education and the Diocesan School Program(s);
- publicize through an ongoing and effective public relations marketing campaign the contributions of the school to the parish and the broader Church and civic communities;
- maximize financial resources available to the school through well-planned fund raising activities, volunteer services, and contributions from the business community.

Social Activities

The PTG sponsors social activities for special occasions during the school year. No other instructional time should be used for these events without the principal's permission. Class treats for birthdays should be distributed during lunch or recess. Consideration must be given to students with allergies. A note should be sent to the homeroom teacher the day before the treat will be sent to school.

Birthday Party Invitations

Please do not send party invitations to school to be distributed for your child's birthday. This may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or every girl or all students in your child's room are invited.

Athletic Association

All sport programs are the responsibility of the Pastor/Principal. The Athletic Director is accountable to the Pastor/Principal. Coaches are selected by the Athletic Director and approved by Pastor/Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guide the policies. Parent interest and willingness to serve on the Athletic Association are vital to the continued success of the program, but all school associations and advisory boards are under the supervision of the principal.

FINANCIAL INFORMATION

Scholarship Monies

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used and assessed by an independent evaluator. The same application is used for Scholastic Opportunities Scholarships, Bishop's Education Fund and the Angel Fund and must be filed by March 15th. Application forms are available in the school's office or on the PSAS website.

Tuition

Parents who register a student enter into a contractual obligation with the school. The parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance. It is Diocesan policy that no student be readmitted to a new school year if there is an outstanding tuition from the previous year.

Fundraising

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate a minimum of 10% of the total operating budget. This enables tuition rates to remain at 60% of the total cost. School parents are expected to participate in these fundraising activities to the best of their ability through monetary donations, purchases and/or volunteer work.

HOME/SCHOOL COMMUNICATIONS

Ongoing Communication

Friday Folders are sent home with the oldest child on the last day of the week. Parents are asked to look through the information and return any information needed in a timely manner. Any information or fliers, etc. that a parent may want to distribute must be approved by the principal. Parents may return any necessary forms in the envelope.

The school newsletter, **The Link**, is published monthly during the school year and is sent home in the Friday Folder. The deadline for submitting articles and information to The Link is the 15th of the month prior to publication.

The "**School News**" section of the **parish Sunday bulletin** also contains information for parents and includes special times for children's Masses. Parents and friends are welcome to join in these liturgical celebrations.

OptionC Email is sent with daily updates and communications as needed and will be sent in an emergency situation.

Parents are informed of the student's progress.

- **OptionC:** On-line grading system. Parents will receive a login and password that is needed to access their child's (ren's) grades. Parents are encouraged to check the system frequently.
- Mid-Quarter Progress Reports
- Quarterly Report Cards
- Parent/student/teacher conferences: November and January
- Conferences on request
- Conduct referrals

Any questions concerning your child should be directed to the teacher. Please call the school office and the teacher will be notified to contact you. Positive communication between teacher and parent is vital to our total educational program. Parents are asked not to call teachers at their homes.

ST. JOHN THE BAPTIST SCHOOL STAFF

Teachers are NOT available for calls during the school day. It is also the policy of the school that teacher's home phone numbers are not released to the school community through the school office. Parents wishing to contact teachers may do so by sending a note with their child, email address listed below, or call the office and leave a message. The teachers will then respond to you as quickly as possible.

NAME	Office/ Homeroom	ROOM	VOICE	E-MAIL
Mr. Beau Quattrone	Principal		X236	quattronesjbs@gmail.com
Ms. Kathryn Drombosky	Middle School Science/ Computers			
Mrs. Lori Brown	Grade 2	104		brownsjbs@gmail.com
Mrs. Colleen Friday	Secretary		X235	
Mrs. Marlene D'Achille	Before Care	2	X245	dachillesjbs@gmail.com
		109		
Miss Megan Derry	Grade 3	105		derrysjbs@gmail.com
Mrs. Marie DiLonardo	Grade 1	102		dilonardosjbs@gmail.com
Mrs. Jill Smith	Grade 6/ Middle School Math	110		
Mrs. Kathy Edmundson	Director of Advancement/Business Mgr.			edmundsonsjbs@gmail.com
Miss Erin Derry	Preschool	3		
	Preschool	5		
Mrs. Mary Ann Harrington	Grade 5	107		harringtonsjb@gmail.com
Mrs. Anne Jacobus	Academic Support			jacobussjbs@gmail.com
Mrs. Theresa Kvortek	Pre-Kindergarten	2		kvorteksjbs@gmail.co
Mrs. Kristin Lewis	School Nurse		X237	lewisk@pbsd.k12.pa.us
Mrs. Jeanne Loebig	Preschool Coordinator	4	X246	loebigsjbs@gmail.com
Mrs. Robin Moline	Cafeteria Manager		X243	molinesjbs@gmail.com
Mrs. Peg Pahlman	Grade 4	106		pahlmansjbs@gmail.com
Mrs. Dana Poznik	Grade 7/ Middle School Soc. St.	108		dpozniksjbs@gmail.com
Mrs. Kerri Micknowski	Music /Band	113		pollocksjbs@gmail.com
Mrs. Clara Suprak	Physical Education/ Health			supraksjbs@gmail.com
Mrs. Carrie Vargenko	Preschool	6		vargekosjbs@gmail.com
Mrs. Marti Wiehagen	Kindergarten	101		wiehagensjbs@gmail.com
Mrs. Judy Young	Art	113		youngsjbs@gmail.com
		107		

Reports and Conferences

Reporting student progress to parents is one of the primary responsibilities of the school. In addition to posting grades on-line, the school combines parent conferences with written reports of a student's progress. Written reports are issued four times a year, with the exception of Kindergarten which is issued three times. Parent-teacher conferences are formally conducted twice, once in the fall and once in the spring.

Parent teacher conferences have the following goals:

- enable home and school to meet the needs of the student more effectively;
- establish a working relationship with parents in the interest of the student;
- interpret to parents their child's academic growth and progress;
- suggest ways parents can help students succeed in school.

Efforts are made to provide every parent with an opportunity for a conference. Students may be dismissed early to facilitate meeting with parents. Evening conferences may be scheduled.

Telephone

No child is permitted to use a telephone, including cell phones, except for emergencies. Forgotten homework, books, lunch, gym clothes or changes in afternoon plans are not sufficient cause to call home. In an emergency, the office will call the parent.

Cell Phone Usage

Cell phones are not permitted to be used in school during the school day. If a member of the faculty/staff sees a student's cell phone (whether or not it is on and/or being used), the phone will be confiscated immediately. If a phone is confiscated, it will be held in the office for **parent** pick-up along with a **detention slip**.

NO student is permitted to carry a **cellular phone** with while in school. If a student needs to bring a cell phone to school, it is to be turned OFF and kept in the locker in their backpack. Electronic devices may only be carried by students with special needs and/or as approved by the school's SAP Team.

Teachers that use or allow personal technology devices for use in the classroom for educational purposes will inform the students when that need arises. **The school will not assume or accept responsibility for devices lost, damaged or stolen.**

VOLUNTEERS

The help of volunteers is always appreciated in the school and at school-sponsored events. Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At St. John the Baptist School parents play an integral role in the education of their children through the Parent Teacher Guild, Parent Advisory Council, athletics, fund-raising activities, homeroom parents, playground/lunchroom monitors and field trip chaperones. This partnership is invaluable to the success of our school.

The Safe Environment Program (SEP) of the Diocese of Pittsburgh takes reasonable measures to assure that adults who have contact with minors (1) are committed to providing a safe environment for children and youth and (2) are capable of identifying and preventing abuse of children and (3) have no personal history of behavior that would be a threat to children.

Adults (18 or older) volunteering with children at St. John the Baptist School must be compliant in the requirements of the safe environment policy:

- Complete application at www.diopitt.org, which processes the PA State Police Criminal Record Clearance;
- Read and sign the Code of Pastoral Conduct;
- Receive the Department of Public Welfare Child Abuse History Clearance;
- Attend the Protecting God's Children Program.



**2018-2019 SCHOOL YEAR
Handbook Confirmation Form**

It is important that parents/guardians, students and staff know the policies and procedures of St. John the Baptist School. To ensure that the process of communication is complete, please review the revised Parent/Student Handbook with your children.

When you have reviewed the contents, please sign and return this form to the school office via your child's homeroom teacher.

Family Name _____

Children's Name(s): _____

I have read and agree to be governed by the Parent/Student Handbook of
_____ **School.**

Signature: _____

Date: _____



2018-2019 SCHOOL YEAR
Individual Student Internet Use Agreement

Please sign and return the St. John the Baptist School Internet Use Policy which follows. This signed document will permit your child access to the computer lab Internet system.

Parents/Guardians:

Be advised that your child(ren) will not be permitted to access St. John the Baptist School's Internet access until this agreement is signed, dated, and returned.

Student(s) Agreement

I have read the St. John the Baptist School Policy on Internet Access and the guidelines established from that policy. I understand fully and agree to abide by the policy statement and the guideline statements expressed or implied.

Each child in the household who attends St. John the Baptist School, grades K-8, must sign this agreement.

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Parent/Guardian Agreement

I have read the St. John the Baptist School Internet Access Policy and the guidelines established from that policy. I understand fully the information that is contained therein. I agree to not hold school administration and faculty responsible for materials my child(ren) acquires as a result of inappropriate Internet use.

I accept full financial responsibility if and when my child(ren) access the Internet without an account on equipment provided on the school site.

Parent/Guardian Signature: _____

Date: _____