

MISSION STATEMENT

St. John the Baptist Catholic School, under the direction of the Diocese of Harrisburg, is a faith community committed to providing an education based on the teachings of the Roman Catholic Church, with Christ as our cornerstone. This environment differentiates the Catholic School from other schools.

The goal of St. John the Baptist Catholic School is to develop the whole child by providing for the spiritual, educational, emotional and physical needs of the students in partnership with the parents. Special emphasis is placed on prayer, the Word of God and the Sacraments of the Roman Catholic Church, especially the Sacraments of Eucharist and Reconciliation.

SPIRITUAL DEVELOPMENT

The primary purpose of St. John the Baptist Catholic School is to assist the parents in passing on to their children the faith that makes them People of God. The principal goal of our religious education program is to bring the believer to full stature in Christ. The program is developed so that the children are encouraged to:

Grow in attitude of love of God and neighbor
Form habits of prayer and worship
Engage in works of service to others

Parents are expected to set the example for the religious education of their children by participating in Mass each week, praying with their children, etc. We support parents in their role as primary educators of their children by providing additional instruction and opportunities to continue what is being taught in the home.

**Student Handbook
2017-2018**

Principal

Mrs. Susan R. Mareck
smareck@sjbnf.org

Pastor

Rev. Robert Yohe
Rev. Sylvan P. Capitani, Pastor Emeritus

Parochial Vicar

Rev. Anthony R. Dill

Pastoral Associates

Deacon Frederick Horn
Deacon Michael Solomon

St. John the Baptist Catholic School

315 N. Constitution Avenue

New Freedom, PA. 17349

(717) 235-3525

(717) 235-2156 Church Office/Rectory

(717) 235-2439 Religious Education Office

This Student Handbook Belongs To:

Name _____

Address _____

City, Town _____

State _____ Zip Code _____

Phone _____

Grade/Teacher _____

Daily Schedule

ELEMENTARY SCHOOL STUDENTS

½ Day Kindergarten Students (until Jan 1st)

Start Time: 8:40 AM
Pick-up: 12:00 PM

All Day Students

Start Time: 8:40 AM
Parent Pick-up: 3:40 PM
Bus Riders: 3:30 PM

Early Dismissal

12:00 PM

PRESCHOOL STUDENTS

Seniors (4s): M-Th: 9:00 -11:30; optional time until 1:00

M/W/F: 9:00 – 1:00

Juniors (3s): M/W/F: 9:00 - 11:30

T/Th: 9:00 - 11:30

Time for Two's: Tuesday 9:00 – 11:00

Little Angels extended care:

6:00 AM – 6:00 PM

RED ALERT

Our teachers and aides are huggers! One of the most important dimensions of school is the warmth and patience of our staff. Play is child's work. It is work to:

Learn that we are special in God's world

Learn to work and play with others in a group

Become accustomed to being separated from Mother and Father

Learn to use art materials to express ideas

Develop muscular skills and coordination through games, blocks and PE

Build language skills by telling and listening to stories, sharing experiences and participating in dramatic play.

CODE OF CHRISTIAN CONDUCT

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth— parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school's handbook.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles or procedures set forth in our school's handbook.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations.
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting.

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels).
- Abusive and/ or threatening electronic, written or verbal communication.
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

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ACCREDITATION

Middle States Association Commissions on Elementary Schools (MSA-CESS)

St. John the Baptist school is fully accredited through the Middle States Accreditation. MSA-CESS accredits preK-12 public, private, parochial, and charter schools. Accreditation is a multifaceted evaluation process that schools and school systems voluntarily use to demonstrate they are meeting a defined set of research-based performance standards. The 12 Standards for Accreditation are: mission; governance and leadership; school improvement planning; finances; facilities; school organization and staff; health and safety; educational program; assessment and evidence of student learning; student services; student life and activities, and information resources.

ADMINISTRATION

The Diocesan School Board, appointed by the Most Reverend Bishop, sets the educational policies of the school. The Diocesan Secretary for Education has the responsibility to keep abreast of the school laws of the Commonwealth of Pennsylvania as they affect parochial as well as public schools.

The Pastor serves as spiritual advisor and chief administrator of St. John the Baptist School. He has the moral and financial responsibility to provide a qualified staff and school facilities necessary for an up to date program of instruction.

The Principal is administrative and supervisory officer of the school and is responsible to the Pastor and to the Diocesan Secretary of Education. The day to day operation of the school is the responsibility of the Principal. The Principal communicates Diocesan school policies to the staff and cooperates with the Diocesan Secretary for Education in educational and curriculum studies.

St. John the Baptist School Board serves as an advisory group to the Principal and the Pastor. The Board consists of both elected parishioners and those appointed by the pastor. The school board operates under its own constitution and by-laws based on Diocesan guidelines.

FACULTY

St. John the Baptist faculty members are fully degreed and certified teachers. Many of the teachers have earned, or are pursuing, Master's Degrees, and all participate in workshops for professional development. Faculty members are generous with their time in responding to the individual needs of the students, in developing extended curriculum opportunities, and in moderating student activities. All faculty, staff and regular school volunteers have completed the requirements of the Diocesan Protection Program.

ADMISSION & REGISTRATION

St. John the Baptist Catholic School does not discriminate on the basis of sex, race, color and/or national or ethnic origin in the administration of its education policies, admission policies, scholarships, financial grants, and other school administered programs. STJB reserves the right to deny admittance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. STJB reserves the right to amend the Parent/Student Handbook at any time. Parents and legal guardians will be notified of any changes.

ADMISSION PRIORITIES

Admission to St. John the Baptist Catholic School (STJB) will be on a space available basis according to the following priorities:

1. Currently enrolled students and their siblings
2. Members of St. John the Baptist Parish
3. Others

AGE ELIGIBILITY

Pre-K3 students must be 3yrs. old; pre-K4 students must be 4 yrs. old; Kindergarten students must be 5 yrs. old; and 1st Graders - 6 yrs. old, etc., on or before August 31st of the school year in which they are enrolling. Ages must be verified by a birth certificate and medical records.

CLASS SIZE

To encourage maximum learning opportunities, we will make every effort to limit school class size to 20 students; preschool juniors to 14, preschool seniors to 18. When necessary, grades will be closed to new students to maintain appropriate class sizes.

REQUIRED IMMUNIZATIONS

Students entering the school need the required vaccines:

- Varicella – two doses
- Diphtheria/Tetanus (4th dose after 4th birthday) – 4 doses
- Polio – 3 doses
- Measles – 2 doses
- Mumps – 2 doses
- Rubella given at age 1 or older
- Hepatitis B – 3 doses

NECESSARY DOCUMENTS FOR ELEMENTARY SCHOOL STUDENTS:

Parents/Legal Guardians must bring the following to school registration: Birth Certificate, Baptismal Certificate (unless baptized at St. John the Baptist Parish), and proof of immunizations.

TUITION INFORMATION & POLICY

REGISTRATION FEE (Non- refundable) Paid for each child upon registration/re- registration for each school year.

- Preschool - \$35 per Junior or Senior child
- Elementary - \$100 per child, plus \$500 tuition deposit for new families
- Maximum of \$200 per family

PRESCHOOL TUITION

All tuition is due the first day of each month. Please give your tuition to the preschool secretary in the office or you may mail it to the address listed on the front page.

Preschool

(Note: listed price is for parishioners/non-parishioners)

- 2 Days/Week - \$ 95/\$110 a month
- 3 Days/Week - \$130/\$145 a month (9 – 11:30)
- 3 Days/Week - \$180/\$195 (9 – 1:00)
- 4 Days/Week - \$200/215 a month (9 -1)

ELEMENTARY SCHOOL TUITION – The cost of educating a child in our school for one year is more than \$8000. Our parish provides a scholarship to every child enrolled in our school, so that a parent financial obligation is as follows:

- Registered participating Parishioner- \$4150
- Non-Parishioner - \$4600

(Reduced rates are offered for multiple children from the same family)

PAYMENT PLANS

All families must be registered and make payments through the on-line FACTS tuition management system. <https://online.factsmgt.com/signin4KGFG>

Yearly: One payment due by July 1st

Monthly: 10 Payments July 1st – April 1st

Payments may be made by credit card, direct deposit or invoice. If a student is withdrawn from the school at any time during a month, that full month's tuition is due, regardless of the withdrawal date.

POLICY FOR DELINQUENT TUITION PAYMENT

Parents/Legal Guardians who have not paid the tuition according to their payment plan on or before the due date will receive a late fee. NON-RESPONSE to communications will warrant a meeting with the Principal or Pastor to review reasons for delinquency. If a family does not fulfill its financial responsibilities, term grade reports/progress reports will be withheld. Transfer records will not be mailed until financial obligations are paid in full.

NEUMANN SCHOLARSHIP/ST. JOHN'S SCHOLARSHIP FUNDS: Our parish is committed to helping parents who struggle with the financial obligations of school tuition. Tuition assistance is available for both school and preschool students through the Diocese and our school. Forms are available and **must** be submitted to the Diocese of Harrisburg through FACTS and St. John's, no later than **April 15th**. Families who receive financial aid are expected to give back by volunteering 20 hours per year.

NOTE: These are two different funds that are available to families – be sure to fill out both applications! It is expected that all assistance options have been exhausted before resorting to extraordinary requests for aid.

SCRIP: Our scrip program is another way to receive financial assistance. Families who participate in the scrip program (purchasing shopping cards) are eligible to receive financial aid from the “Fr. Sylvan P. Capitani Assistance Program”.

EXTENDED CARE: Please contact Little Angels learning center for prices

(dgardecki@sjbnf.org). The Extended Care Program provides professional care, supervision, recreation, homework and enrichment activities. The schedule each day includes play time, homework time, arts and crafts activities or videos, and recreational games. The program operates under the philosophy of the school and its families. A family atmosphere is encouraged, along with respect for authority, care of property, and a sense of cooperation.

- Before-Care – 6:00 AM – 9:00 AM (8:30 AM for elementary school students)
- Extended-Care – 11:30 AM – 1:00 PM
- After-Care – 3:30 PM – 6:00 PM

ACADEMIC POLICY

The curriculum adopted by the Diocese of Harrisburg and aligned with the Pennsylvania Department of Education, can be found by going to the following web site: www.hbgdiocese.org.

(Go to “Catholic Schools” and then proceed to elementary curriculum in the drop down menu. If you do not have Internet access, you are welcome to schedule a time to visit the school and borrow or view a copy.)

Only major learning goals are included in the grade report. These are grouped in sections following the Diocesan Curriculum for each area which is required to be assessed: Religion, Integrated Language Arts, Mathematics, as well as Science, Social Studies (grades 4-6).

Subjects The subjects taught are based on the curriculum adopted by the Diocese of Harrisburg.

The **RELIGION curriculum** is of primary importance and permeates the day. It is not only a subject taught, but a way to live. Children participate in a variety of prayer services and liturgies, reach out to others in the parish/ neighborhood/world, and experience living in a caring family atmosphere. All children are expected to participate in all aspects of the religion program.

LANGUAGE ARTS include reading, writing, speaking, listening, and the many related components of these contents. The various components are taught specifically and are integrated across the curriculum.

MATH is taught daily at all grade levels. Students are exposed to web-based programs to enhance their skills as well as hands-on activities, technology resources and textbooks to assist in comprehension of math concepts.

SCIENCE is a “hands-on” learning experience. Our school provides an opportunity for students to apply their science knowledge by beginning the science fair process in the 4th grade. This enables students to showcase both concepts learned, analytical skills and collaborative designs.

SOCIAL STUDIES is taught on all grade levels. In our youngest students it may be taught across our language arts program in reading. Students learn map skills and starting in 4th grade will also participate in the Diocesan Geography Bee.

PHYSICAL EDUCATION has learning experiences that are essential to the physical and emotional growth of our children. The experiences are planned on their level to meet the needs of the students, since research shows a correlation of certain motor skills and academic development.

MUSIC and **ART** are subjects that enhance student learning. Students not only learn about other people, cultures, and various medium expressions, they also grasp a better understanding of their Roman Catholic faith through these areas. Additionally, students are given opportunities to share their talents.

FOREIGN LANGUAGE

We offer students a chance to learn a foreign language. Presently the students have the opportunity to learn Spanish.

TECHNOLOGY is integrated across the curriculum in all subject areas. Computer skills are taught to every student weekly in the computer lab; however the use of computers is not limited to keyboarding skills. I-pads are available in every grade. As a school, students will be able to use these technologies as determined by the teacher and principal on a project and student need basis. Security and safety is an integral part of computer use. Firewalls and other blocking mechanisms are in place—and monitored—to help ensure students' safety when using the World Wide Web in the computer lab. We recognize that we exist in a digital global community. We embrace the use of technology as we offer opportunities for our students to learn how to safely and effectively use technology as we prepare them for God's world. Internet safety is a part of all content instruction as we prepare students for the 21st century.

REMEDIAL HELP

Basic reading and math skills are reinforced through remedial instruction. Students can be recommended for these extra classes by teachers, parents and our Instructional Support Team. Classes are scheduled, as much as possible, during independent practice times so that children do not miss other direct instruction.

HOMEWORK

Homework is an extension of the learning that takes place in school. Homework is given to reinforce skills and provide opportunities for independent study, research, or creative thinking. Parents should help their children by arranging a quiet comfortable place for the student to work, scheduling a regular and structured time for homework and by checking homework assignments to see that work is completed and neat. Parents should refrain from doing their child's homework. Accuracy is important, but if parents see that mistakes truly represent a misunderstanding of the concept, they should write to the teacher so that it can be addressed again in class. Neglect of homework is a serious matter, and yellow slips will be given for missing homework assignments.

STANDARDIZED TESTING

The IOWA Test of Basic Skills is administered in April to students in grades 3 through 6. Test results can determine eligibility for special programs and help in local and diocesan curriculum evaluation and planning.

LIU

Any service provided by the Lincoln Intermediate Unit, LIU #12 requires a form signed by the parent/guardian to initiate support. Reading, Language and Math support are available as needed.

LIU #12 Support Services

Students who experience difficulty in understanding or completing grade requirements may be recommended by the teacher for a psychological evaluation. Prior to this step, the Instructional Support

Team in consultation with LIU staff will meet to formulate an educational plan. The LIU non-public teacher support liaison will assist in determining a student's need and if an evaluation is necessary.

LIU #12 Speech Therapy

A speech therapist is assigned to the school by Lincoln Intermediate Unit. Students new to our school and students in the primary grades will be screened for speech/language. Other students may be referred by teachers or parents for help in speech development and language.

ATTENDANCE POLICY

REPORTING UNPLANNED ABSENCES

Regular attendance is essential for good scholastic progress. Illness of the child, death in the family, and exceptional instances that affect the child are the **only** legitimate reason for absence from school. The parent/guardian should call the school by 9 AM to report the child's absence. The school office will call for verification of absence if a parent/guardian neglects to report an absence. **Upon returning** to school the child **must** bring a valid, hand-written excuse (as required by PA School Code 1327 and no later than 3 days after illness), signed by the parent/guardian. This note must state the date and the reason for the absence. A physician's certificate is required before readmission when a child has a communicable disease or when a student has been absent three or more consecutive days due to illness. Failure to submit such an excuse within 5 days will result in the absence being coded as unlawful.

The child is expected to make up any class work, or tests given during his/her absence. They have one day to make up work for every day they are out. For absences of more than one day, parents/legal guardians may call the school office and request that the child's books and assignments be made available for home use. The Principal will notify the child's parents/legal guardians when a PATTERN of multiple absences occurs. More than 20 days absent per year is considered excessive and the public school truancy officer may be contacted. A parent- teacher- principal meeting is required to determine summer "make- up" programs. Reasons for habitual absences must be by a doctor.

Truancy is reported to the attendance officer of the public school district wherein the student resides.

DOCTOR/DENTIST APPOINTMENTS

Students/parents are expected to make every effort to schedule doctor and dentist appointment **outside of school hours**. However, when this is not possible students will be excused for these special appointments with a written request from parents, stating the time of the appointment, the time the student will be picked up and by whom, the length of time of the appointment, **and the approximate time of return**. THE STUDENT SHOULD PRESENT A SLIP FROM THE DOCTOR STATING THAT HE/SHE HAD BEEN TO THE DOCTOR'S OFFICE AND HAS PERMISSION TO RETURN TO SCHOOL. Minutes missed will accrue in days absent and added to a student's attendance record.

EXTENDED FAMILY VACATIONS

Parents are discouraged from taking children out of school for extended family vacations because the child's academic progress is often interrupted and affected. However, the final decision is the responsibility of the parents. Make-up work is the responsibility of the child upon his or her return to school. A vacation form must be filled out by the parent at least 5 days prior to departure from school and submitted to the principal for approval.

YEARLY CALENDAR

St. John the Baptist follows the general calendar of the Diocese of Harrisburg and coordinates schedules with York Catholic and the local public schools. A calendar detailing holidays and special events is posted on the school website: www.stjnschool.org. If you are unable to access the website, a printed copy will be sent upon request.

CANCELLATION OF SCHOOL

If it is necessary to cancel or delay school due to inclement weather, we will contact you directly through the One Call Now system. For accuracy in contacting you, you must provide the school with the current phone number where you can be reached. It is also necessary for you to inform us as to your wishes in the event of an early dismissal – whether you wish your child/children to remain at school until you arrive, or if they will take the bus as usual. Weather related changes to the schedule will also be announced via:

- TV – WGAL News 8 and FOX 43
- RADIO – WARM 103 FM, WSBA 910 AM and WSOX 96.1 FM
- ON LINE – FOX 43.COM
- VOICE MAIL (Any delays or cancellations will be posted on our voice mail at (717) 235-3525 by approximately 6:30 AM)
- STJN FACEBOOK

PLEASE NOTE: We will follow the cancellation schedule of Southern School District. If Southern Schools close early due to inclement weather, we will close early also. For students outside of Southern, we will dismiss those students according to their home schools.

PRESCHOOL - PLEASE NOTE: If the school has a two hour delay, we will follow a “modified schedule” for the Preschool classes. All classes will begin at 11:00 AM & dismiss at 1:00/2:00 PM. (Please pack a bag lunch on these days!)

CAR POOLS

If your child is in a car pool please give a list of those who will be driving your child to our secretary. If your child is to be picked up by someone other than those in the car pool, a written note from the parent is required before your child will be released.

TARDINESS

Doors open at 8:25. One is considered late after 8:40. A student who is late must report to the School Office with their parent in order to sign in. Exceptions are made when tardiness has been caused by school buses, extreme weather or traffic conditions. Minutes are accumulated and tallied into days absent.

FIRE/EMERGENCY DRILLS

Fire drills are held once a month. All children will exit the appropriate doors. Other emergency drills are also practiced throughout the year. In the event of an emergency that requires us to leave the building, parents will be notified through One Call Now, if possible, as to the location for pick-up of their child/children.

RECESS

Recess is a necessary part of the school day. It emphasizes “fair play” and sharing in a Christian manner. Most days the children go outdoors for fresh air and physical exercise. Please remember to dress your child appropriately (mittens and hats in the winter).

LUNCH

Students should bring their lunch in a lunch box or bag clearly marked with their name. Student's packed lunches **cannot** be refrigerated or heated at school. Any utensils needed by the student to eat their lunch should be included in their lunch (plastic spoons/forks). Students may purchase lunches, the cost of which must be paid at the beginning of the year or mid-year. Subway subs are available on Wednesdays and Pizza from Sons of Sicily on Fridays. As a Catholic School, we strive to maintain the custom of meatless Fridays throughout the year as a communal act of penance.

CUSTODY

In the absence of a court order to the contrary, academic records and other school information regarding his or her child will be provided to the non-custodial parent. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court – certified copy of the court order.

COMMUNICATION

VISITING THE SCHOOL

For the safety of our children, all doors are locked. Visitors must ring the bell, identify yourself when asked to do so and after being buzzed in, sign in, obtain a visitor's badge and remember to sign out when your visit is complete. This includes parents, volunteers and anyone entering the school between the hours of 6 AM – 6 PM. During the school day, no one may go to a classroom without the previous permission of the Principal or her designee. **Parents may not go to any classrooms without first reporting to the office.**

If restrooms are needed during a visit to the school, please refrain from using the student restrooms, but instead ask for directions to the teacher lounge. This is for the safety of all children in our care.

PARENT/TEACHER CONFERENCES

Our teachers welcome the opportunity to discuss children's progress with parents/legal guardians. We suggest the following points to help produce a harmonious parent-teacher relationship:

- Conferences are mandatory at the end of the first term. These conferences will be scheduled in advance and by appointment only. All discussions of any problems and concerns must be held at an appointed conference. It is not appropriate to engage a teacher in a lengthy discussion when passing through or helping at school or a school event.
- Additional conferences should be scheduled in advance at a time convenient to both teacher and parent/legal guardian. To schedule a conference, please contact the teacher by note or a call to the School Office.
- Conferences and/or telephone conversations with the teacher will not be held during class time. In consideration of the teacher's family life, speaking with a teacher on his/her “personal” telephone is not permissible.

PRESCHOOL: Conferences for preschool are held in February. However, our teachers are always available for a conference. Call the school office to schedule a time or contact your child's teacher directly.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake.

PROBLEM SOLVING

It is important that all parties withhold judgment on what appears to be a grievance until all the facts have been gathered. The next step is to discuss the problem with your child's teacher and arrange a conference as soon as possible so that the problem can be quickly solved. Typically, the Principal will not meet with parents regarding teacher problems until the parents have first addressed the teacher personally. When in doubt regarding school regulations, please contact the School Office.

CONDUCT & DISCIPLINE POLICIES

All discipline policies of the Diocese of Harrisburg and of St. John the Baptist Catholic School will be followed. Students are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their school. Students are expected to have respect and to show consideration to other students, administration, faculty, and staff. They are to cooperate to create a harmonious school atmosphere. Students are to recognize their individual responsibilities as a condition of their acceptance into the school and their fulfillment of these responsibilities as a condition for remaining enrolled in the school. Students are expected to conduct themselves, both inside and outside of school hours and at school sponsored events, in a manner that reflects the moral teachings of the Catholic Church. Failure to comply, may result in disciplinary action, including expulsion, at the discretion of the school Principal. Corporal punishment, defined as punishment inflicted on the body, is strictly forbidden at St. John the Baptist Catholic School.

SELF DISCIPLINE

Through moral instruction, facing consequences, and careful guidance, students are led to develop a sense of responsibility, accountability, and a healthy self-discipline. School rules and expected conduct are built on our Catholic heritage of reverence and respect for God, others, and self.

Teachers have the authority and responsibility to maintain discipline in the classroom. Discipline policies are consistently enforced. Options for dealing with disciplinary issues include a conference with the student, a conference with the parent, classroom disciplinary procedures, detention, or direct referral to the Principal.

STUDENT RESPONSIBILITIES

The following are examples of infractions warranting disciplinary actions:

- ♣ disrespect to authority;
- ♣ fighting and name-calling;
- ♣ taking or destroying other's property;
- ♣ using abusive language or ridicule;
- ♣ interrupting classes by disruptive behavior;
- ♣ leaving class or school without permission;
- ♣ disregarding yard rules;
- ♣ disregarding the school dress code;

- ⤴ disruptive, unsafe, or inappropriate behavior on the bus; and
- ⤴ failing to complete school and home assignments.

Notice: It is the policy of our school to notify the school to which students transfer if a student is expelled or withdraws from school, and is involved with any of the following infractions:

- An act or offense involving weapons.
- Sale, use, or possession of controlled substances.
- Willful infliction of injury to another person or any act of violence committed on school property or while in the custody of the school.

Our Diocesan schools promote Bully-Free Schools. It is important that all students understand that bullying of any nature will not be tolerated. Bullying is when a person repeatedly engages in cruel or abusive behavior towards others. The behavior can be physical (hitting, kicking, tripping), social (isolating from your play group, gossiping, spreading rumors), or verbal (threats, name calling, teasing), including cyber bullying.

HARASSMENT

All students are required to adhere to the Diocesan policies on Harassment and Sexual Harassment: The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing, for its employers, employees, students, and volunteers a working and educational environment which is free from physical, psychological, sexual, or verbal harassment. The Diocese prohibits any form of harassment of or by employers, employees, students, or volunteers. Any student who experiences some form of harassment should immediately report the harassment to the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. (Diocesan Policy #5136A)

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, or students. Sexual harassment is defined as:

- Threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given.
- Promising favorable benefits for sexual favors.
- Conduct or suggestion of a sexual nature which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to the following behaviors;

- Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances.
- Displaying lewd visuals such as posters, photographs, cartoons, drawings, or gestures including derogatory and/or sexually oriented materials.
- Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance or which creates an intimidating, hostile, or offensive environment.
- Threats or demands to submit to sexual requests as a condition of continued employment, grades, other benefits, etc, to avoid some other loss and/or offer of benefits in return to sexual favors.
- Retaliation for having reported or threatened to report sexual harassment.

Any student who experiences some form of sexual harassment should report it to the school administration. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings. (Diocesan Policy # 5136B)

SUSPENSION

St. John the Baptist Catholic School follows Diocesan Policy #5114.A, which provides: Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense:

- Causing danger to the physical and spiritual health of other children.
- Continued and willful defiance of authority.
- Continued and willful disobedience.
- Defacement or destruction of school property.
- Violating school rules by:
 1. Fighting
 2. Smoking
 3. Use of profanity
 4. Leaving school without permission
 5. Truancy
 6. Possession, distribution and/or use of drugs and/or alcohol
 7. Bullying, including verbal or physical abuse
- Possession of weapons of any kind and/or threats of violence. The possession of any weapon on school property or at any school-related activity and/or a threat to inflict violence on another person are actions which may be reported immediately to law enforcement officials at the Principal's discretion. Any student in possession of a weapon or threatening violence to another person may be immediately suspended from the school at the Principal's discretion. If, in the Principal's judgment, there are no extenuating circumstances, the student shall be expelled from the school. The principal reserves the right to define "weapon" in the case of objects other than obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category. The Principal may inform the Superintendent of Schools if anyone is accused of possessing a firearm or of threatening to inflict violence on another individual.

Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension. Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians.

Out-of-school suspensions will be served at home. All make up work will be assigned upon return to be made up within one week. A student may not participate in any extracurricular activities on a day of

suspension. A student who has been suspended must be present with at least one parent or guardian to meet the Principal on the day of return to classes. “In school” suspension consists of the student’s removal from the classroom and from contact with classmates, and the completion of academic assignments in the school office or other supervised area. Reinstatement will not be granted until the principal and the student’s teacher are satisfied that the reason for the misconduct has been effectively eliminated.

EXPULSION

St. John the Baptist School follows Diocesan Policy #5114.B, which provides: All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled after two suspensions in a single year. Students may be expelled for the following reasons:

- Proven moral delinquency which has a bad influence on other students.
- Chronic and incorrigible misbehavior which undermines classroom discipline.
- Persistent truancy.
- Deliberate violation of a school rule for which the obvious penalty is expulsion. Expulsion requires written notification to the pupil and to the parents/legal guardians.
- Serious acts of violence, the possession of a weapon, the possession and/or attempt to sell or supply drugs.
- Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
- Students charged with criminal violations that occur apart from school or school related activities.

The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

Pursuant to Diocesan Policy #5114.C, parents or guardians have the right to appeal the expulsion of their student to a special Review Board.

NOTICE: It is the policy of the Diocese of Harrisburg to complete and send a behavioral conduct form with all students transferring from our schools. This could include the following:

- ⤴ An act or offense involving weapons.
- ⤴ Sale or possession of controlled substances.
- ⤴ Willful infliction of injury to another person or act of violence committed on school property or while in the custody of the school.

This policy reflects our commitment to the Safe Schools Act of 1997.

FIELD TRIPS

Field trips are a privilege, not a right. If a student fails to meet academic and/or behavioral requirements they may be denied the benefits of a field trip. Children not permitted to attend or who do not have permission to attend a field trip must attend school as regularly scheduled. If a student is to be taken from the school grounds for a field trip, special individual program or group program, the parent/legal guardian will be notified in advance and written permission will be secured. School field trips needing transportation will use buses, paid for by our HSA. In rare circumstances, private cars may be used to transport school students, but all drivers must submit insurance and drivers privileges as outlined by HBG Diocese. Siblings of the student may not accompany the class on the trip and families may not attend the field trip separate from the class field trip. Where numbers are limited by space or regulation, the teacher will choose randomly from the volunteers. Only those parents/legal guardians selected as chaperones may accompany classes on trips. Since reservations must be made ahead of time, please make sure that you are able to go on the trip. Most places do not refund monies after reservations are made. If you are on crutches, or wearing a cast, you may be asked to serve on another field trip. Chaperones must be able to assist all students and not just their own child.

No student may go on a field trip without a written permission form issued by the school and signed by a parent or guardian. A phone number is required for emergency contact during any trip.

All children must return to and be dismissed from school with the group unless prior approval is granted by the Principal. Requests must be in writing and received a minimum of 2 days prior to the trip.

PRESCHOOL: Several field trips will be planned during the school year. Parents will transport their children to and from the field trip location. If you are not familiar with the field trip location, please ask our secretary for directions. All field trips are optional. Staff members will meet you at the destination.

PHOTOGRAPHS

Throughout the school year, STJN school may have the opportunity to share newsworthy information and/or photographs of our students and classes with local newspapers, TV, church bulletins, parish newsletters, etc. In addition, our school and parish have web sites in which we will be publishing photographs of various activities throughout the year. We shall assume we have your implied consent to publish your child's name and picture, unless you have written a letter to the principal stating that you do not wish your child's name/picture to be published in any publications.

STUDENT RESPONSIBILITIES

In order for a student to develop his/her individual capabilities to his/her fullest potential, he/she should:

- Make a sincere effort to do his/her best work.
- Develop personal standards of conduct that are reflected in socially acceptable behavior.
- Accept responsibility for his/her own actions.
- Respect the rights of other.
- Obey school regulations.
- Be regular and punctual in attending school and classes.
- Observe the dress code of St. John the Baptist Catholic School.
- Take pride in the school building, grounds, and property by helping to maintain and keep the school, grounds, and property free from damage and defacement.
- Protect books and workbooks at all times by using book covers and book bags.
- Recognize that the teacher takes the place of the parent at school.
- Show responsibility by asking a teacher for help when needed.
- ▲ All students are expected to conduct themselves at all school/church sponsored events in the same manner that is required during the school day.
- ▲ Cell phones may not be used during the school day. If students have an emergency during the school day, they may use the phone in the school office. If a parent must contact a student during the school day due to an emergency, please call the school office and the student will be summoned to the office.

School- Wide Responsibility Code:

1. Church rules:

NOTE: Students should arrive at the school on time to walk up with their classmates. However, an occasional late arrival may occur and students are required to join their classmates in the pews.

- Upon entrance to the church dip a finger in the Holy Water Font and Bless Yourself in a reverent manor, putting yourself in the presence of our Lord. Genuflect facing the Altar and enter the pews, genuflect upon the close of the service.
- Raise and lower the kneelers using hands, not feet.
- Older students are to assist the younger students with kneeling, standing and sitting as needed.
- There is to be absolutely no talking unless answering a question from Father.
- Younger children sit quietly or may sing during Communion. Students who are of an age to receive Communion may quietly exit the pews to walk up and receive Communion.
- At the end of the celebration, quietly exit the pews when told to do so by a teacher. No talking is to take place until exiting the main doors of the church.
- Coats are not to be put on until after the Priest has exited the church and the music has stopped. Children may hug a parent upon exiting the church if the parent is standing nearby, but may not leave their class to do so.

2. Classroom rules: (And any other classroom rules as determined by the teacher)

- Follow directions the first time they are given.
- Raise your hand and wait to be recognized before speaking.
- Come to school prepared with all needed materials, ready to work.
- Keep hands, feet, objects, and belongings to yourself.
- Leave your seat and/or classrooms only with the express permission of the teacher.
- Respect the dignity of fellow students, volunteers, and faculty.

3. Playground rules:

- Follow the directions of the teachers or lunch parents.
- Use all recess equipment properly.
- Stay within your class' playground boundaries.
- No aggressive behavior (verbal or physical) during recess play.
- Stop playing and hold recess equipment when the bell rings or whistle blows.
- Line up quietly.

4. Lunch Rules: Bring a water bottle

- Remain seated while eating
- Talk in a quiet, inside voice
- Leave your seat and/or classroom only with the expressed permission of the teacher or lunch parent.
- Leave your area free of trash and leftover food.
- Treat fellow students, lunch parents, and faculty with respect.

5. Hallway Rules

- Maintain indoor quiet at all times
- Walk quickly and quietly from one class to another, without loitering in the hall.
- Follow the established traffic pattern, walking on the right side of the hallway or stairway.

6. Technology

It's unacceptable to: send, display or download offensive messages or pictures; use obscene language; harass, insult or threaten others; damage computer or systems; violate copyright laws; submit documents under another student's name; use of network for commercial purposes.

Students who do not comply with usage rules will forfeit their usage privileges.

7. Gum Chewing

Gum chewing is not permitted in the classroom or on the school grounds at any time or during any school related activity or trip.

8. Fighting

Fighting warrants immediate disciplinary action by the Principal including but not limited to detention or expulsion.

9. Disrespect

Disrespect will not be tolerated.

10. Damaging school property

Damaging school property in any way is subject to fine, to restitution, and/or disciplinary action as determined by the Pastor, Principal, and School Board.

11. Leaving the grounds

For the protection of all, students are not permitted to leave the school grounds during school hours without a written request from a parent/guardian and the direct approval of the Principal. If the child is to be taken from the school grounds for a field trip, special individual or group program, the parent/guardian will be notified in advance and written permission will be secured.

STUDENT WELFARE

HEALTHFUL HABITS

PRESCHOOL: Children must be toilet trained and should be able to clean themselves. If your child has a bowel movement in his/her pants, we will call you to come in and clean your child. This process takes time and the teacher and/or aides cannot take that time away from the class. Please bring an extra change of clothes to keep at school, just in case your child has an accident.

PRESCHOOL SNACKS/DRINKS

Approximately once a month your child will be on the snack calendar; also your child will be scheduled for snack as near as possible to their birthday. We encourage nutritious snacks (vegetables, fruits, cheeses, pretzels, etc.) and less sugary treats. Because of the various allergies of the children, please do not bring in anything containing nuts. Teachers, aides and the office must be made aware of any food allergies. If your child is sick, it is **your** responsibility to arrange a substitute or see that your snack is sent in to school.

CLASSROOM PARTIES

Celebrations of any kind must be planned through the teacher, should be of limited duration, and scheduled after the lunch period. Please consult with the classroom teacher when providing snacks due to student allergies. Please practice healthy choices when sending in food.

ILLNESS AT HOME

For the protection and welfare of all children, please keep your child home if he/she has any of the following symptoms:

- Fever
- Abdominal Pain
- Diarrhea/Nausea
- Sore Throat - Unusual skin conditions
- Eye infections, etc.

If your child has a communicable disease, be sure he/she remains out of school until the doctor says he/she may return. A child must be fever free without medicine for **24 hours** before returning to school. A doctor's certificate is needed for illness resulting in your child being absent from school for more than three (3) consecutive days.

ILLNESS AT SCHOOL

Parents/Legal Guardians will be notified if their child becomes ill while at school. The Health Room is not an infirmary; parents/legal guardians are asked to provide transportation for the child from school to home in the event of such illness. The school office keeps emergency forms on file. This form should list any pertinent medical information for each child as well as the name and telephone number of a responsible person to be called in your absence. **It is EXTREMELY important that this information be kept current!**

ELEMENTARY SCHOOL HEALTH SERVICES & ASSESSMENTS

A School Nurse is provided by the public school for yearly height, weight, hearing and vision testing.

Required Health Assessments:

- MEDICAL EXAMINATION is required on original entry into school and in Grade 6.
- DENTAL EXAMINATION is required on original entry into school and Grade 3.

In School Health Assessments:

- VISION will be checked annually on each student by the school nurse.
- HEARING will be checked on each student in grades K, 1, 2 and 3 by the school nurse.
- Height & Weight will be checked annually on each student by the School Nurse. Body Mass Index (BMI) is checked per school district requirements.

INSURANCE

A diocesan sponsored accident insurance policy is offered to each student at the beginning of each year. Cost is nominal. Participation is not required.

MEDICATION

The teachers and aides must be made aware of any allergies, food allergies or medical conditions your child may have.

No medication shall be given except when all the following conditions exist:

- The medication is prescribed by a physician and is in the original labeled pharmacy bottle with the student's name, dosage and the time the drug is to be given. (Upon request, pharmacies will give you a second bottle for school use.)
- Written permission is given by the parent/guardian to St. John the Baptist Catholic School requesting STJB to comply with the physician's order and releasing STJB personnel from any liability.
- Children must be on medication for 24 hours at home before medication will be administered at school.

STUDENTS WITH HIV/AIDS OR RELATED DISEASES

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers, and students. Students that are HIV infected, have AIDS, or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activity (curricular or extra-curricular). Such a decision will be made on a case-by-case basis by the Principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others. If, for reasons of health or safety, a student can no longer continue to attend classes in our school, arrangements for alternative instruction shall be determined by the parents/guardians. Parents/guardians are expected to inform the Principal if or when their child has HIV/AIDS or other related diseases in order that STJB can provide the necessary protection of the child and other individuals in the school. Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on age-appropriate basis.

CHILD ABUSE AND NEGLECT

It is the policy of St. John the Baptist Catholic School as well as all Catholic Schools in the Diocese of Harrisburg, to take responsible action to prevent and reduce incidents of child abuse and neglect. We comply with the Diocesan Youth Protection Program as well as PA Child Protective Services and law enforcement officers. Our staff is required to report suspected cases of child abuse to the police and/or the Department of Social Services.

PRESCHOOL ADJUSTMENT

Your child will adjust to school when he/she can assume responsibility and develop independence by: dressing, displaying good food habits, answering questions, picking up toys, observing safety rules, practicing good health habits. Our job as parents is to prepare our child (ren) to become a self-reliant, independent and cooperative member of society who contributes his/her talents and gifts to their community. **DO NOT DO FOR A CHILD WHAT THEY SHOULD DO FOR THEMSELVES.**

If possible, provide them with some of the same materials they will use at preschool to play with at home. Example: blunt tipped scissors, clay, paint, large crayons, wooden puzzles, etc.

TRANSPORTATION

SCHOOL BUS

Bus routes and stops are planned and established by the school districts involved. Pennsylvania law requires that public school districts provide comparable bus service for parochial students as they do for their own school students. Each parent is responsible for notifying the district office in which they reside if they intend to use the district busing. No student may ride any bus other than the one to which he/she is assigned. Disorderly or unsafe bus conduct may result in suspension of bus privileges. Drivers are asked not to block lanes in front of the school or pull around a bus while it is loading and unloading.

St. John the Baptist students are expected to behave as if they are in school while riding the bus. In addition to suspension of bus privileges as detailed above, the school's discipline policy applies to students while riding on a bus and to behavior at bus stops.

CAR RIDERS

Buses will have priority over private cars when arriving and leaving the school.

Drivers who transport children to and from school by a private car must abide by all safety regulations. If your child is transported to and from school by private car, it is imperative that the driver abide by school regulations regarding safety. Drivers are expected to show courtesy to other drivers, faculty, and students in the school area. The speed limit is **15 miles per hour** on the campus and speeders will have license plates recorded and submitted to the local law enforcement officers.

At drop off, drivers should:

1. Enter from Constitution Ave. and pull up to the school drop off/pick up area to drop off the child.
2. Children should have backpacks and lunch boxes ready, kisses, and goodbyes exchanged and exit the vehicle on the right (passenger) side promptly when safe to do so to the care of the designated staff member.
3. Please do not allow your child to exit your vehicle until the vehicle is in the drop off zone.
4. Vehicles are to leave the drop off area promptly by proceeding up the hill, past the New Church, and exit onto Reehling Road.
5. At no time should a vehicle park in the arrival or departure lane (THE CROSS WALK!) or pull around a stopped vehicle to leave the area.
6. All students must be dropped off at the school before Mass on Fridays or Holy Days of obligation and not just meet the class at the church.

Dismissal procedures are as follows:

1. Park in the school lot and walk into the school hall. If a note/email was sent into school, your child's name will be listed for parent pick-up. You will sign the list and remain in the atrium of the hall.
2. Staff will dismiss each student individually to his/her parent/legal guardian.

If a student is not picked up from school by 4:00 PM, the student will be placed in the Extended Care Program. Parents arriving for pick-up between 4:00 – 4:30 PM will be charged the extended care price. Parents arriving for pick-up after 4:30 PM will be charged the full hour, due at pick-up. Contact your child's classroom teacher, the school secretary and the principal with any last minute changes.

UNIFORM DRESS CODE

Uniform components may be purchased from Flynn & O'Hara Uniform Company, throughout the year, on-line or at the stores (Towson or Harrisburg).

At all times, students are to be:

- ⤴ Neat and clean in appearance
- ⤴ Hair should be neatly arranged
- ⤴ Boys' hair must be cut above the collar and above eyebrows
- ⤴ Dyed, highlighted, or extreme hairstyles are not permitted
- ⤴ If a student is not dressed in the school uniform, parents/legal guardians are to send a note to the classroom teacher explaining the reason
- ⤴ If the principal feels that a student's clothing is not appropriate, parents/legal guardians will be contacted to bring a change of clothing to school
- ⤴ Please label everything your child wears to school. Lost and Found items not claimed will be distributed to the needy
- ⤴ Jewelry is not to be worn on uniforms, except for an occasional holiday pin. Post earrings may be worn. One ear piercing is acceptable, no piercings on face
- ⤴ Tattoos are to be washed off/removed before coming in to school
- ⤴ No nail polish, fake fingernails, makeup, or tattoos (as they are distractors to learning).
- ⤴ No non-uniform sweatshirts are acceptable and if worn in the school will be grounds for a yellow slip
- ⤴ Yellow slips will be given for non-compliance of school uniforms

Boys K-6

Daily Uniform should be neat and tidy with shirts tucked in.

- Pants: Plain khaki, no decals (e.g. Dockers), long (Dec. 1 – March 31) or short
- Shirt: MUST be tucked in at all times
 - Green or white polo - long or short sleeve
 - White button- down shirt with tie for Mass and special events
- Belt: Brown or black (grades 2 - 6)
- Shoes: Brown or black, no boots, sport shoes, or backless shoes
- Socks: Green, white, dark colors, no logos, must cover ankle bone
- Optional Sweater: Green cardigan with STJB Catholic School logo

Girls Grades K-6

Daily Uniform should be neat and tidy

- Plaid jumper: With white or yellow blouse with Peter Pan collar or white polo shirt - long or short sleeve.(purchased from Flynn & O'Hara)
- Sweater: Green cardigan with STJB Catholic School logo
- Shoes: Brown or black rubber soled shoes
- Socks: White or dark green - no logos (Holiday socks may be worn during holidays)
must cover ankle bone and be visible above shoe

NOTE: Tights must be worn during the winter months, starting Dec. 1st. They may be dark green, navy blue or white tights.

PE Uniform (Worn on Mondays and Tuesdays for Gym class)

- Sports Gray Tee shirt/sweatshirt with STJB Catholic School Logo
- Hunter Green or navy blue mesh shorts/sweatpants
- Tennis shoes

Non-Uniform Day Dress Code

This is a privilege and exception, not a right. When students are granted a non-uniform Day their dress must conform to the following standards:

- Any dress, skirts, or shorts must be the same length or longer than the uniform jumpers, and “modest” in style.
- Shoes must be either school uniform shoes or sneakers. NO SANDALS, FLIP FLOPS or high heels are to be worn.
- Shirts must have sleeves cover the shoulder and be long enough to cover the waistband of the pants that are being worn and must have appropriate logos and wording.

PRESCHOOL DRESS

It is stressed that your child wear simple, washable play clothes with button snaps and zippers that he or she can manage alone. Also, please have shoes that have quiet (non-slippery) soles. Tennis shoes are to be worn on gym days. Label everything that can be removed. We cannot be responsible for lost items. The first cool day means extra clothing and the children cannot always identify that new jacket or sweater. A tote bag will be provided for your child's first year. If you have a returning preschooler, please re-use the tote bag from the previous year.

PARENTAL/LEGAL GUARDIAN INVOLVEMENT

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the church community will affect the way your child relates to God and others. Ideals taught in the school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. The education of a student is a partnership between the parents and the school. We ask you to set rules, times and limits so that your child gets to bed early on school nights, arrives at school on time and is picked up on time at the end of the day. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

IT IS EXTREMELY IMPORTANT THAT PARENTS AND GUARDIANS PROVIDE THE SCHOOL WITH AN UP-TO-DATE E-MAIL ADDRESS.

PRESCHOOL PLEASE DO NOT BRING YOUR CHILD TO THE SCHOOL MORE THAN FIVE MINUTES BEFORE CLASS. PLEASE PICK UP YOUR CHILD ON TIME!

We must emphasize these two things, because the teachers and aides have their own children that they must send off, arrive here, prepare the classrooms, cleanup, have lunch and arrive home for their own children. In addition, they must make some preparation for the next class day. This is a tight schedule and it can work well only if we have cooperation from everyone. Punctuality and regularity are an important part of your child's character training. Please notify us if you must pick up your child early.

Also, notify us if you are going to be late due to car trouble, etc. Be sure to have someone call us. PLEASE! It is very difficult for a child to wait and wait, and wonder if he or she has been forgotten.

HSA (Home and school association) The most efficient means of carrying out your involvement is to become an active member of the Home and School Association and participate as often as possible. The St. John the Baptist Home and School Association is involved in many aspects of school life. All parents are members of the Home and School Association (HSA) and are welcome to attend monthly meetings. The HSA supports parents in their parenting role, welcomes new families, and works to create a family spirit in the school community. HSA sponsors and supports a variety of programs during the year including academic, social, religious, and entertainment events.

VOLUNTEERS Our school is always in need of volunteer help. Some of the volunteer activities include library aides, cafeteria helpers, and school yard aides. Please call the School Office at (717) 235-3525 to volunteer. All volunteers must have all clearances before beginning to aide in the school.

REQUIRED FAMILY RESPONSIBILITIES

- ⤴ Meet your financial obligations in a timely manner and support the fund raising efforts of the school when possible.
- ⤴ Sunday Mass and Holy Days of Obligation (for Catholic families); and regular use of the Sacrament of Penance and Reconciliation.
- ⤴ Prompt tuition payments.
- ⤴ Scholarship recipients are expected to volunteer a minimum of 20 hours in appreciation of the financial help they received.
- ⤴ Sign the handbook – both parents and students, and return the last page to school. Report cards will not be received until signatures are returned.
- ⤴ Notify the school with any **change** of address or important phone numbers.
- ⤴ Promptly complete and return to school any requested information.
- ⤴ Read school notes and newsletters and show interest in the student's total education
- ⤴ Support the goals of the school.
- ⤴ Support and cooperate with the discipline policy of the school.
- ⤴ Treat teachers with respect and courtesy in discussing student problems.
- ⤴ See that all damages to school books or property due to carelessness or neglect on the part of the student is paid for by the student.
- ⤴ Understand and support the religious nature of the school.
- ⤴ All regular volunteers in our school are required to obtain the necessary clearances. The office staff will gladly assist you in obtaining them.
- ⤴ Contact the office for immediate assistance. Teachers are busy teaching and may not check emails until the end of the day, which may be too late for your requests.
- ⤴ Avoid discussing and comparing children outside of the classroom. PLEASE do not compare different methods of teaching, since there are as many different methods as there are teachers and there is no “best”. If you have a problem, please discuss it with us, not each other. Most of the problems are due to misunderstandings and incorrect information. It is magnified as it is passed on from one to another, and could become extremely problematic by the time we become aware of a situation.

- ⤴ Keep in mind that anything that is communicated in an email may be interpreted incorrectly. It's impossible to read the tone of an email. It's also possible that a statement made in anger may be forwarded to the wrong party, so be aware of written communication.

EXPECTED FAMILY PARTICIPATION:

- Home and School Association
- Giant A+ rewards
- Silent Auction
- Scrip program
- Lunch/Play Supervision
- Other fund raising participation, as able.

SPECIAL PROGRAMS, SERVICES & ACTIVITIES

- ⤴ All St. John the Baptist Catholic School students (K-6) will attend Mass on Fridays and all Holy Days of Obligation
- ⤴ School Penance and Reconciliation Service: Once during Advent and Lent for Grades 2 - 6
- ⤴ Various service projects throughout the year
- ⤴ Sacramental Preparation for First Penance and First Holy Communion
- ⤴ Expected attendance of Group and Parent meetings established by the DRE
- ⤴ Retreats
- ⤴ Sacramental celebrations
- ⤴ We welcome all our non-Catholic Christian families and relatives to join us in every prayerful celebration in which the school participates, but please understand that participation in the reception of the sacraments is limited to Catholics.

Sign and return to school

Student's Signature

Parent/Legal Guardian Name(s)

Grade/Teacher

I / We have read the St. John the Baptist Catholic School 2017-2018 Student Handbook and agree to support and follow the policies and procedures as set forth by the Catholic Diocese of Harrisburg and the School Board in the handbook.

Parent/Legal Guardian's Signature

Date

Parent/Legal Guardian's Signature

Date