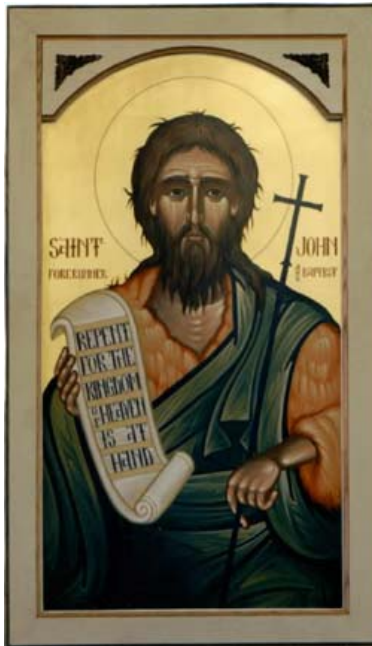


St. John the Baptist School

2011-2012

Parent/Student Handbook



***508 Park Avenue
Harrison, OH 45030***

Phone (513) 367-6826

Fax (513) 367-6864

Principal: meymann_s@sbharrison.org

Secretary: morris_m@sbharrison.org

St. John the Baptist School



The following information and regulations are pertinent to the daily schedule of St. John the Baptist School. This handbook should help provide a framework that the faculty, staff, parents and students can use to develop a successful school environment. Comments and suggestions on how this handbook can be improved are welcome. Please address them in writing to both the principal and the St. John's Education Commission. This handbook is reviewed and updated annually as needed.

TELEPHONE NUMBERS

School Office.....	367-6826
Fax	367-6864
Parish Office.....	367-9086 ext. 21
Religious Education Office.....	367-9086 ext. 218
E-Mail	meymann_s@sjbharrison.org

ST. JOHN THE BAPTIST SCHOOL PLEDGE

**As a member of St. John the Baptist School
and follower of Jesus, I pledge to:**

Respect all people in our school,

Come to school prepared to learn,

Walk, and act properly and

Keep our school safe and clean.

I also pledge to work on our classroom goal of:

MISSION STATEMENT

St. John the Baptist School is a Catholic Faith filled community educating each child spiritually, academically, socially, physically, and emotionally in order to develop the students' full potential. Together with families and parish community, we are committed to providing an environment where students learn to live the Gospel message of Jesus Christ.



Statement of Beliefs

- We believe all students can learn.
- We believe each student is a child of God and a valued individual with unique physical, social, emotional and intellectual needs.
- We believe a safe and physically comfortable environment promotes student learning.
- We believe students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- We believe students learn best when they are actively engaged in the learning process.
- We believe a student's self esteem is enhanced by positive relationships and mutual respect among and between students and staff.

ST. JOHN THE BAPTIST SCHOOL HANDBOOK

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GENERAL INFORMATION

A. ENROLLMENT

It is the intent of St. John the Baptist Parish to educate the children of our Parish who apply for registration in the school program. St. John the Baptist School offers instruction to students in Grades K through 8.

B. TUITION

1. General Information

St. John the Baptist Church, as a parish community, remains committed to excellence in Catholic education. St. John the Baptist School's expenses are just over \$1,365,000. With approximately 300 students, the per pupil cost for this education will be almost \$4,710 for the 2011-2012 school year. This amount is still substantially less than the per pupil cost of our local public schools.

Tuition is necessary to guarantee the continuation of the high quality education that St. John the Baptist School currently provides. Tuition payments only account for 40% of the cost of educating each student. The balance is subsidized by St. John the Baptist Parish.

2. Rates

Tuition for the 2011-2012 school year is as follow

	One child in Kindergarten	No children in Kindergarten
	Tuition	Tuition
One Child	\$1,835	\$2,700
Two Children	\$3,990	\$5,040
Three Children	\$5,985	\$6,865
Three or more maximum		\$6,865

	Registration Fee
One child	\$75 (if paid by February 4)
Two children	\$150 (if paid by February 4)
Three or more children	\$225 (if paid by February 4)
One child	\$150 (if paid after February 4)
Two children	\$300 (if paid after February 4)
Three or more children	\$450 (if paid after February 4)

	NON-PARISH Tuition
Kindergarten	\$3,455
Each Child in 1-8	\$5,080

The goal of the St. John the Baptist School Tuition Policy is to enable and encourage all parish families to participate in a high quality Catholic education and to provide the financial (and stewardship) resources necessary to sustain the school in a responsible manner.

Parishioners:

St. John the Baptist will accept registration from all parents who are registered parishioners and wish to enroll their children in St. John the Baptist School.

The **Parishioner Tuition Rate** shall be established on an annual basis jointly by the Finance Committee and Education Commission and approved by the Parish Council.

In order to have a fiscally sound and sustainable school, the following minimum requirements are expected of all parishioners with children attending St. John the Baptist School.

- a. families are registered members of the Parish;
- b. Parents and children share in the faith life of the parish at St. John the Baptist Parish by attending weekly liturgies at least 60% of the year;
- c. Parents financially support the Parish through weekly contributions using the church envelopes;
- d. Parents participate in the Parish Stewardship Program by volunteering their time and talents to support the ministries and organizations of the Parish.

(Families who are not actively participating in the Parish by meeting these minimum requirements may be contacted by the parish office for special arrangements.)

For families who are experiencing financial hardships, the Parish offers separate tuition funding options which are decided on an individual case basis. Please contact the Pastor for details.

Non-Parishioners:

Families who are not registered parishioners of St. John's and want their children to attend the parish school have two options:

- a. They may become registered members of the parish and pay the **Parishioner Tuition Rate**;
- b. They may continue being parishioners of another parish, pay the **Non-Parishioner Tuition Rate** and seek tuition assistance from their parish.

Everyone who desires education for their child(ren) at St. John's will be considered for enrollment.

Families who are not currently registered parishioners of St. John's may become members of the Parish by contacting the business office – both Ohio and Indiana residents are eligible. If you live outside the parish boundaries, you may be required to have an interview with the pastor.

Acceptance of children from families who are *Non-Parishioners* is subject to the approval of the Pastor. For anyone not accepted, the registration fee will be refunded.

3. Payment Methods

There are two payment options available for payment of tuition. The first option is to pay the amount of tuition, in full, on or before July 1, 2011. Payment should be turned in to the school office in one of the envelopes supplied by the Parish.

The second payment option, the Monthly Tuition Payment program, allows for 10 monthly installments. The first payment is due by July 1, 2011 and all remaining installments are due on the first day of each successive month. A payment book and envelopes are mailed to your home for these monthly payments.

4. Refunds

Students who, **without** good cause, withdraw from St. John School after the start of the school year will be charged for the remainder of the school year for which the student is enrolled. The only exceptions to this policy are withdrawals due to impairment of the student which results in the student becoming physically unable to attend St. John School, relocation of the student's family out of the Harrison area, or on the recommendation of the school administration. In those instances, tuition is charged through the end of the quarter in which withdrawal occurs. This policy also applies to partial refunds of prepaid tuition.

5. Financial Aid

Financial assistance is available for school tuition through the Private School Aid Service. Applications are required to be submitted to PSAS no later than July 1 each year for the following school year. Applications are available in the school office. The pastor and business manager retain the authority to grant tuition assistance to families who are faced with a financial emergency or other special needs.

C. DAILY SCHEDULE

The school day begins at 9:00 a.m. and ends at 3:30 p.m. It is helpful for all students to arrive by 8:45 in order to allow time to unpack and be ready for the day. A child may not arrive at school any earlier than 8:30 a.m. as supervision is not provided until that time. Dismissal is regulated by announcing the bus numbers over the intercom as the buses arrive. Students in the Geil Building (grades K to 4) leaving in private vehicles must be met in person by their drivers in the area above the thick yellow line running from the maintenance garage to the modular unit. They should then be escorted to their vehicles. Students from the Harrison Avenue Building may carefully go to their vehicles unescorted. To insure safety in this process, follow the direction of staff members on duty.

Students staying after school for special activities such as student council, science club, musical groups, scouts, detention, etc. should report directly to the moderators of such events immediately after dismissal. However, students attending after school practices for various team sports should use the following procedure for practices beginning before 4:00. Since the gym or outdoor playground area will not be available for use until 3:50 p.m., students going to practices should remain in their classrooms until the last group of school buses is called at 3:45 p.m. They should then go to the restroom to change into their practice attire and then go quietly to the inside or outside gym entrance to meet their coach.

If a team practice starts later than 4:00 p.m., students should go home as usual at dismissal and return to school at their assigned practice time. Students are not permitted to "hang out" on the playground or in the school building or leave school grounds to go to area restaurants. As there is no supervision, activities like these could lead to problems and/or present a danger for students.

SPECIAL DISMISSAL: A child being dismissed early must present a note, written and signed by a parent, to the school office, stating the reason and time of dismissal. Parents must then meet the child in the school office and sign them out of school. If a child returns to school they must be signed in at the office.

SPIRITUAL DEVELOPMENT

A. MASS ATTENDANCE

Daily Liturgy is celebrated at 7:30 a.m. All classes attend mass every Friday at 9:10 A.M.

Special all-school liturgies are celebrated on Holy Days of Obligation, and on various special days. Class liturgies are prepared at all grade levels. Provisions are made for the reception of the Sacraments, although this is primarily an obligation of the parents.

B. RELIGIOUS INSTRUCTION

St. John the Baptist School is a Catholic school whose curriculum reflects the Catholic-Christian philosophy and the basic teaching of the Bishops which define the educational mission of the Church as Message, Community and Service.

A report of the student's progress in religious education is made at the regular reporting intervals. This report reflects the student's progress in Religion, meaning his/her growth in understanding and ability to express the teachings of the Catholic Church. It does not necessarily indicate progress in the spiritual life

Students in grade two receive the sacrament of Reconciliation and First Communion . Eighth grade students receive the sacrament of Confirmation.

ST. JOHN THE BAPTIST EDUCATION COMMISSION

A. MEMBERS FOR THE 2011-2012 TERM

Chairman	Dan Shields	513-367-4113
Vice Chairperson	Sarah Heffron	513-367-0946
Secretary	Laurie Banks	513-202-1060
	Julie Borgemenke	513-738-3027
	Chrissy McAlister	812-637-3799
	Nicke Rotert	513-367-6688

Email address: eccore@sjbharrison.org

B. MEETING INFORMATION

The Education Commission meets the first Monday of every month in the St. John the Baptist School library. The meetings are open to all parishioners and all are welcome to attend. Items to be included on the agenda for discussion at an Education Commission meeting must be submitted to any member and forwarded to the Chairman at a least one week prior.

C. MISSION

“Go therefore, and make disciples of all the nations. Baptize them in the name of the Father, and of the Son, and of the Holy Spirit. Teach them to carry out everything I have commanded you.” (Mt. 28:19-20) In our Catholic tradition this mission, given to the Apostles, is the heart of the Bishop's office. The Archbishop of Cincinnati has assigned a Pastor to carry out the Archbishop's Pastoral duties to the people of St. John the Baptist Church. In this capacity he calls us to celebrate our faith and teachings. The role of the St. John the Baptist's Education Commission is to assist him in his educational ministry by discerning needs for educational activity, developing goals, policies, strategies and programs to fulfill those needs, and to help in any other ways deemed by him to be part of the educational ministry.

POLICIES AND PROCEDURES

A. ADMISSION POLICY

1. Kindergarten.

Kindergarten students must reach the age of 5 years on or before September 30 of the year of admittance. Parents who make application for early admission to kindergarten will be referred to the school psychologist or the local public school district for evaluation. Students who meet the public school criteria may be accepted in St. John's kindergarten on a trial basis. All underage admissions are to be made on a trial basis, with a written statement to that effect, signed by the parents.

2. Grade 1.

The Ohio Revised Code provides that no child be admitted to the first grade unless he/she is six years of age on or before September 30 of the year of admittance. Children who become six before October 1 are "of age" for the first grade but must have completed Kindergarten. Underage children who have qualified and successfully completed Kindergarten and/or first grade in another school are eligible without further psychological evaluation. If a child has been in an upgraded program in another approved school, he/she is qualified for placement at the level deemed appropriate by the administration.

3. General

No student may be excluded by St. John the Baptist School because of race, color, religion, national origin or ancestry. Admission shall not be based on ability or achievement. We have a positive obligation from the Gospel message to accept integration in order to help provide for the total educational experience of students at St. John School. Students who seek admission in order to avoid desegregation will not be accepted.

Policy 501.02/Archdiocese of Cincinnati Administrators Guide – Admission Policies.

4. Priorities for Admission

Admission to St. John the Baptist School will be accomplished using the following priority ranking:

Students in good standing presently enrolled in the school program are assured admittance for the upcoming year during the March enrollment period. If the registration exceeds the maximum class size number, an additional classroom will be established (provided the space is available).

If a situation occurs where a waiting list develops, students will be accepted according to the following guidelines:

- a. Participating registered parish members who have or have had children enrolled in the parish school.
- b. Registered parish families who are participating members of the parish.
New families to the parish/school:
- c. Participating members of the parish whose children have reached school age.
- d. New members of the parish according to the order of registration in the parish.

5. Admission Forms

All parents must complete a registration form and pay a registration fee before a student will be admitted to St. John the Baptist School. The registration fee in the amount of \$75 is non-refundable. Additionally, a physical examination completed by a licensed physician is required by the Catholic Archdiocese of Cincinnati Education Commission for admittance to St. John for all Kindergarten students and new pupils.

6. Student Placement

Placement at St. John the Baptist School is based on meeting admission qualifications, recommendations from the student's previous teachers, and any other recommendations and concerns that may be appropriate.

B. ABSENCE

Regular attendance is required of every student. Parents/Guardians should promote good attendance at home with their child(ren). When a child is absent on a given day, parents/guardians should call the school office between **8:00** and **9:00** a.m. to explain the absence. When reporting an absence of longer than two days, it is helpful to know when the child will return so appropriate assignments may be provided. One call only will be necessary for such an illness. All other absences should be reported daily. This procedure ensures St. John School of the child's safety and informs the school of the nature of the illness. When a child returns to school, a written note to the teacher is required, stating the reason for the absence, giving the date(s) absent and signed by the parent. If a child is not in school, for whatever reason, he/she will be considered absent for their record. The only exception to this is the school policy on snow/calamity days. **Requests for homework must be made to the school office by 10:00 a.m. and homework can be picked up at 3:30 p.m. in the school office.** Students will have the same number of days to complete assignments missed due to their absence as the number of days they were absent (i.e., if a student is absent for two days, they have an additional two days to complete assignments given during their absence).

C. ATTENDANCE AND TARDINESS

Students must report to their classroom by 9:00 a.m. Help your child start his/her day right by being on time. The optimum time to arrive at school is 8:45 a.m. This will allow your child to unpack his/her belongings, put them away and be ready to start the day without rushing. A student is tardy if he/she is not present in the homeroom, ready for class at 9:00 a.m. Students arriving late must present their written excuse in the office and receive a tardy pass to be presented to the teacher. Children arriving on a bus that arrives late are not considered tardy. Students leaving early will be considered tardy. Students arriving after 10:30 a.m. will be considered absent for half a day rather than tardy. Students absent for more than 1½ hours on a school day (whether it is in the morning, the middle of the day or at the end of the day) will be considered absent for a half day; while students absent up to 1½ hours on a school day will be considered tardy. Excessive tardiness will be brought to the attention of the principal and could be referred to the public school district attendance officer.

D. ACADEMIC PROBLEMS

Should an academic problem arise in a particular subject area, either the teacher, parent or student should feel comfortable in asking for a conference. If the situation continues, the teacher will notify the parents either by telephone or by note requesting a conference to enlist their help in resolving the problem. If after this conference(s) a resolution is not reached, the principal may be contacted to offer help in attempting to solve the problem

E. CAFETERIA FEES AND GUIDELINES

The Cafeteria operates on all school days in session. The program used is "Offer vs. Serve" which requires each child to choose at least 3 of the 4, 5, or 6 items offered. Students may skip the foods they dislike, yet obtain a nutritious lunch by government standards, thus avoiding waste. Please read over daily menus with each child (particularly grades K-3) so the child may plan ahead what to choose before coming through the serving line. The price is the same regardless of the number of items chosen. A copy of U.S. Dept. of Agriculture requirements that St. John's Cafeteria follows may be obtained at the school office.

The cost of lunch is \$2.15 per day, per student. Lunch purchases for the entire week is \$10.00 per week (\$2.00 per day) per student – payable on MONDAY only. When buying weekly lunch, list student(s) name and grade level on the check, or the envelope, if sending cash. If checks are returned to the cafeteria, the check amount plus the bank service charge will be charged to the responsible party.

Charged lunch, when lunch or money is forgotten, is handled by the cafeteria cashier. Charges must be paid back within a week. For packed lunches or extras, the cost of milk is \$.30 and juice is \$.40. Free and reduced lunch prices are available for families who qualify due to financial need or family situations. A form is distributed in September for parents who feel they might qualify.

Volunteers are appreciated and urgently needed – contact Debbie Dole at 367-9860 if interested in helping, or for questions regarding the cafeteria.

In order for lunch periods to be a happy time for all students as well as the school staff, it is necessary for good order and courtesy to be maintained.

F. WELLNESS POLICY

St. John the Baptist believes that the goal of a school wellness program is to create a total school environment that is conducive to healthy eating and being physically active thus ensuring that the school community will become more aware of healthy practices. These include:

1. Nutrition education, physical activity and other school-based activities that are designed to promote student wellness.
2. Nutrition guidelines for all foods available on school campus during the school day.
3. Guideline for reimbursable school meals.
4. Plan for measuring implementation of the local wellness police.
5. Development of the wellness policy using the available school community.

I. Goals for (a) nutrition education, (b) physical activity and (c) other school-based activities that promote wellness

- a. Nutrition Education
 - School will implement the health objectives relating to diet, nutrition and exercise as stated in the 2002 Archdiocesan Graded Course of Study for Science and health.
 - Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the school cafeteria and throughout the school.
 - School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
 - Recess or snack breaks will be scheduled for students as needed to maintain energy levels.

b. Physical activity

- All students will participate in the school's physical education program. Physical education programs will implement the objectives of the 2010 Archdiocesan Graded Course of Study for Physical Education
- All classes will have access to recess according to the school's schedule.
- Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

c. Other school-based activities

- The school encourages the use of non-food rewards for student behavior.
- The school further encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
- The school will provide parent education on nutrition and the benefits of physical activity through newsletters.
- Teachers will be offered training in nutrition as needed, and in physical activities conducive to learning and appropriate for classrooms.

II. Nutrition guidelines for all goods available on school campus during the school day

- School lunch programs will follow nutritional guidelines established by Ohio Department of Education, Office of Child Nutrition Services (see #3).
- Schools will evaluate food products sold on their premises, and set nutritional guidelines for all food and beverages available on campuses.
- Drinking fountains and/or water coolers will be available in every building.

III. Guidelines for reimbursable school meals

School will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch, breakfast or special milk programs.

IV. Plan for measuring implementation of the local wellness policy

School chooses the following options for monitoring the success of the local wellness program.

- School may survey students and /or parents on eating choices and behavior and physical activity outside of school. Surveys could be done annually or as pre-and post-activities during one school year.
- Some physical education classes have students regularly monitor heart rate as part of their physical fitness programs. This information could be part of the evaluation.
- The local wellness committee should revisit the wellness policy annually to revise, update, or amend the policy as needed. The "bottom line" is the overall health and well being of the students. Is the policy as written furthering or frustrating that goal?

V. School Community involvement in the development of the plan.

Administration will:

- Present the Wellness Policy to the St. John Education Commission annually. The committee will be receptive to suggestions from the school community.
- Wellness policy will be dated as to when and who approved it.

G. FIRST TIME BUS RIDERS

For students new to St. John's or new to riding the bus, we have a process to ensure students find their way to their classrooms. As students depart from the bus (Park Ave. and side entrance between the rectory house and back of church), a teacher is assigned to greet students and point them into the respective buildings. K-4 students are directed to enter the school in the first entrance/side entrance of church. 5-6 grade students are directed to the junior high building. Once students enter the building, another teacher is assigned to greet them and direct them to their classrooms. There are also other teachers posted outside their classrooms to continue to provide direction to finding classrooms.

At the end of the day, as buses arrive, an announcement is made to the classrooms. Students are then directed to line up and come to the staging area (Park Ave. and side entrance between the rectory house and the back of church). Mrs. Meymann will greet students and help direct onto the proper buses.

STUDENT CODE OF CONDUCT AND DISCIPLINE

I. Discipline Policy of St. John the Baptist School

A. Courtesy

Students are to consider it a matter of personal honor to show courtesy at all times to every member of the faculty, office, cafeteria and maintenance personnel as well as to all guests, visitors and especially to each other. Parents are encouraged and reminded to cultivate the virtues of kindness, thoughtfulness, politeness and refinement in their children.

B. Code of Conduct

The goal of excellence is dependent upon the existence of an environment that is conducive to teaching and learning. This environment exists in all areas of the school building including church, playground, cafeteria, hallways and classrooms. St. John the Baptist School has a primary purpose – the education of the whole person in a truly Christian atmosphere. In order to achieve this purpose, each student is expected to observe certain basic rules of conduct.

The principal, in consultation with the Discipline Policy Subcommittee, teachers and Education Commission, has devised a standard discipline code for the school. Though standard throughout the school, age-specific adaptations may be made by grade level. Each teacher will have a classroom code reflecting the standard policy and these grade specific plans are listed in this procedure.

It is the policy of St. John the Baptist School NOT to discuss disciplinary actions except with the parents or guardians of the student involved.

C. Responsibilities

Student Responsibilities:

1. Come to class prepared – have necessary books, supplies, and assignments.
2. Fill in the homework notebook if applicable.
3. Exercise self-control and be accountable for his/her personal actions.
4. Know and observe all school and classroom rules.
5. Participate!
6. Try your best.
7. Show respect for yourself, for others, and for school and others' property.
8. Use materials in ways that avoid waste, litter or damage.
9. Keep textbooks covered and in good condition.
10. Keep hands, feet, etc. to yourself.
11. Be a Christian example in all you say and do.

Parent/Guardian Responsibilities:

1. Encourage and support your child.
2. Be sure your child attends school daily and is on time.
3. Make sure your child is dressed appropriately.
4. Teach your child, by work and example, respect for the law, for school rules and regulations, and for the rights and property of others.
5. Encourage and support all school personnel.
6. Provide a time and a place for homework and assist when appropriate.
7. Read the homework notebook daily.
8. Assist your child in having the necessary materials for class.
9. Keep the lines of communication open with your child and with the school.
10. Be sure your child's lunch meets his/her nutritional needs.
11. Be a Christian example in all you say and do.

Teacher Responsibilities:

1. Be prepared for class.
2. Establish and maintain a challenging environment where all may learn and achieve.
3. Work with students to establish classroom rules.
4. Enforce school and classroom rules impartially and consistently.
5. Work to help each child make progress socially and academically.
6. Regularly communicate child's progress and behavior to parent/guardian.
7. Use materials in ways that don't waste, litter or damage.
8. Be a Christian example in all you say and do.

Administrator Responsibilities:

1. Work in collaboration with students, teachers, and parent/guardian to improve the school.
2. Support teachers and students in their efforts.
3. Provide instructional leadership.
4. Enforce school rules impartially and consistently.
5. Communicate with parent/guardian if administrator's involvement is required in child's discipline.
6. Organize and supervise the work of teachers and staff.
7. Ensure adherence to SJB school policies.
8. Be a Christian example in all you say and do.

D. School Rules

General School Rules:

1. Come to school in uniform.
2. Walk in the hallways.
3. Speak softly in the hallways.
4. Do not pass others in the hallway; allow others to pass when appropriate.
5. Hold the door for the next person.
6. Be courteous – say please, thank you and excuse me.
7. Use appropriate language at all times.
8. Use correct titles for adults.
9. Do not chew gum.
10. Eat only at designated times.
11. Keep our school neat and clean.
12. Do not sell any items unless approved by the administration.
13. Avoid activities not contributing to the welfare of the school community.

Cafeteria Rules:

1. Be courteous while moving through the lunch line.
2. Do not yell, shout or scream.
3. Use appropriate table manners.
4. Eat your food only in the cafeteria.
5. Keep your hands to yourself and do not touch other students' food.
6. Remain seated until dismissed.
7. Clean your place and leave it in an orderly fashion when dismissed.
8. Be a responsible table cleaner when it is your turn.

Playground Rules:

1. Stay in designated area.
2. Make proper use of the equipment.
3. Be concerned for the safety of others.
4. Play fairly.
5. Everyone can play. Do not exclude anyone..

Rules in Church:

1. Show reverence.
2. Participate!
3. Fold hands while processing to receive the Eucharist and when returning to your seat.
4. Be as quiet as possible during quiet times.

E. Parental Support

As corrective measures are taken to ensure appropriate behavior in the classroom, it is critical that the staff, teachers and administration have the full support of the parents/guardians in an effort to ensure an environment that promotes access to education. Without this support, the efforts of the staff, teachers, and administration to maintain discipline may be severely hampered.

F. Retaining Personal Property

Students may not bring to school electronic devices of any kind, including but not limited to, video games, palm pilots, radios, CD players, cell phones, or pagers. Students may not bring items such as aerosol cans, CDs, tapes, toys (unless requested by the teacher or brought in for use at recess only) to school. All items will be confiscated, two demerits issued and the parent/guardian will pick up the item(s) at the end of the day to take home. Any item confiscated by a school employee and not collected on the last day of the school year by the owner will be donated to charity.

II. Procedure for Rule Infraction at St. John the Baptist School

Children at St. John's are expected to observe the classroom rules as detailed below according to his or her grade level. At St. John's, the children's growth in age and maturity is expected to be reflected in their behavior. Please read the classroom rules and behavior plans which apply to your child's age carefully and discuss them with your child. Support your child's teacher(s) throughout the school year by reinforcing these good behavioral habits

A. Kindergarten through Grade 2:

Classroom Rules:

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

The children will be encouraged to help themselves and each other in following the rules of our classroom. Please try to encourage and reinforce any positive behaviors at home as well. If a child does not choose to follow our plan, the following will take place:

Behavior Plans:

We will use a card system with different colors. This system will work on a daily basis; all children begin every day with their card turned to green. They try to keep it green by remembering our classroom rules. If these are forgotten the following will take place.

Kindergarten:

Start on green every day.

- 1st Time: Verbal reminder.
- 2nd Time: Card is turned to yellow.
- 3rd Time: Card is turned to yellow, child reminded of expectation.
- 4th Time: Card is turned to red, note sent home to be signed by parent/guardian and returned to school the next day.

Grade 1:

Start on green every day.

- 1st Time: Verbal reminder.
- 2nd Time: Card is turned card to yellow.
- 3rd Time: Card is turned to yellow again, 5 minute time out as necessary to think or talk with the teacher about ways to improve.
- 4th Time: Card is turned to red, note sent home to be signed by parent/guardian and returned to school the next day.

If a child has reached a red card and still needs further help, parents will be notified of the situation so that we can work together to help the child. In cases of severe disruption, parents/guardians and principal will be immediately notified.

Grade 2:

Start on green every day.

- 1st Time: Turn card to yellow - Warning
- 2nd Time: Card is turned to red, a note will be sent home to be signed by parent/guardian and returned to school the next day.

B. Grades 3 and 4:

Classroom Rules:

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Raise your hand to be called upon before speaking during teaching time.
4. Bring all required supplies to class.
5. No teasing or name calling.
6. Give your best effort.

The children will be encouraged to help themselves and each other in following the rules of our classroom. Please try to encourage and reinforce any positive behaviors at home as well. If a child does not choose to follow our plan, the following will take place:

Behavior Plans:

This system will work on a daily basis; all students begin every day with a fresh start.

Grade 3:

- 1st Time: Warning and their name is recorded
- 2nd Time: 3 minutes late for lunch
- 3rd Time: 3 minutes late for lunch and 10 minutes loss of recess - - Conduct Slip sent home to be signed by parent/guardian and returned to school the next day.
- 4th Time: 3 minutes late for lunch, 10 minutes loss of recess and call parents/guardians.

Severe Disruption: Student will be sent to the principal's office.

Grade 4 (First Two Quarters):

- 1st Time: Warning – Conference with teacher
- 2nd Time: No Recess
- 3rd Time: Conduct Slip sent home to be signed by parent/guardian and returned to school the next day.
- 4th Time: Conference with teacher, student and parents/guardians.

Grade 4 (Second Two Quarters):

The last two quarters of the year, the 4th grade will follow the behavior plan in the classroom as described below for grades 5 through 8.

C. Grades 5-8

Every student will be issued a Behavior Card to be affixed inside the back of his/her homework notebook. A master copy of every student's Behavior Card will be maintained by his/her homeroom teacher. When an inappropriate behavior occurs, the supervising teacher or staff authority will issue a demerit and mark the student's Behavior Card accordingly. If the student is not in class when a demerit is issued, the supervising teacher or staff authority will issue said demerit via Behavior Report and the demerit will be recorded on the student's Behavior Card by his/her homeroom teacher upon returning to class. Parents/Guardians are encouraged to check the Behavior Card regularly. **When a student receives enough demerits to warrant a detention a Conduct Slip will be sent home. The Conduct Slip must be signed by the parents and returned the next school day. Failure to return a signed Conduct Slip will result in an additional demerit being assigned to the student's Behavior Card.**

1 demerit violations

- Tardy to class during the school day
- Uniform Violation
- Not prepared for class
- Gum/candy/food during school hours and at the bus stop
- Running in hall/classroom
- Books not covered
- Not following classroom rules

2 demerit violations

- Rowdiness/scuffles
- Not in appropriate place in school building during school hours
- Inappropriate language, behaviors, or gestures
- Disruption in any class – which interrupts the educational process, distracting the teacher or students
- Possession of any electronic device or toy (item will be confiscated and parent will pick up at office)

5 demerit violations– Automatic Detention for Violation

- Blatant disrespect to authority and peers
- Forgery – (Plus call from teacher)
- Cheating – (Plus call from teacher) Teachers may also deal with this academically
- Engaging in inappropriate displays of affection
- Bullying of another student
- Harassment
- Inappropriate behavior on the bus
- Inappropriate use of school technology

20 demerit violations – Automatic Suspension

- Serious fighting
- Tobacco use or possession
- Altering any school records
- Leaving school premises without permission during school hours
- Purposely harming self or others.

30 demerit violations – Automatic Suspension, Probation and legal action taken

- Deliberate vandalism
- Possession or use of drugs or alcohol (Counseling will also be required)
- Trespassing before or after school hours
- Assaulting a school employee, student or other person
- Carrying weapons of any kind or items resembling weapons. These include but are not limited to mace, guns, knives, and pepper spray
- Sale and/or distribution of illegal or prescription drugs

Stealing, harassment, or willful damage to school property (crayons on radiators, marking desks, or walls) will be handled on a case-by-case basis. The demerit total will range from 2-20.

The following is the demerit system for disciplinary action.

5 Demerits – Detention on Monday morning 7:30A.M. -8:30A.M.

10 Demerits – Detention on Monday morning 7:30A.M.-8:30A.M.

15 Demerits – Detention on Monday morning 7:30A.M.-8:30A.M. Conference with Parents.

20 Demerits – Suspension/Conference with principal, parents and student.

25 Demerits – Two day suspension. Meeting with pastor, principal, parents and student.

30 Demerits – Two day suspension and Saturday work detail.

After 30 **demerits** in one quarter, the student will be on **probation**. Any further disciplinary action will result in the Principal instituting the expulsion proceeding or the parent's/guardian's option of withdrawing their child from St. John the Baptist School.

31 Demerits – Expulsion (Principal's and Pastor's Discretion).

Suspension or expulsion of student requires the action of the School Principal and the Pastor. All responsible alternatives should be considered. The principal and pastor are the final recourse in all disciplinary matter.

This system will work on a quarterly basis. Each quarter the student will start over and receive a new Behavior Card.

SUSPENSION/EXPULSION DEFINITIONS

D. In School Suspension

The student is kept in school but is assigned to a designated, supervised area outside of the departmental setting. Academic work is assigned and will be graded by the teachers. Students may not participate in extracurricular activities during the suspension.

E. Out of School Suspension

In certain situations that are extreme or not provided for in the demerit system, the administrator may find it necessary to issue an out of school suspension. The administrator will determine the terms of and the length of the out of school suspension and notify the parents/guardians in writing. Before a student may return to class, the student and his/her parents/guardians must meet with the administrator.

F. Expulsion

A Student may be removed from the school community for.

Offenses Resulting in Immediate Expulsion:

A student is liable for immediate expulsion from school for the following reasons:

1. Possession, use, or sale of illicit drugs, alcohol, tobacco products, or other illegal substances on school grounds or at school sponsored events.
2. Physical assault or verbal harassment of any student, member of the staff, or other person in authority.
3. Possession of firearms, knives, explosives, or other dangerous objects and any facsimiles thereof.
4. Arson
5. Bomb threat
6. Gross misconduct

Procedures to be followed in case of expulsion:

1. The case will be discussed with relevant staff, parents/guardians and pastor.
2. The parents/guardians and student will meet with the administrator.
3. Written notice will be sent to the parents/guardians stating the reasons for the student's expulsion.
4. The student's withdrawal/expulsion will be reported to the Attendance Department of the student's local public school district.
5. A report will be sent to the Archdiocese Superintendent of Schools on each student dismissed from St. John the Baptist School.

The administrator is the final recourse in all disciplinary situations and may waive or impose a disciplinary action for a just cause. Notification will be given in writing to the parents/guardians of the disciplined student.

G. Violent and/or Threatening Behavior

Threats of physical violence or emotional intimidation will not be tolerated at SJB. Students exhibiting any behavior considered threatening, overly intimidating, or violent in nature will be subject to immediate disciplinary action. Disciplinary action is at the discretion of the administration. Indefinite suspension or expulsion may result as a consequence to such behavior.

Any student falsely reporting a threat of violence, for the purpose of harming another student, will be subjected to a minimum one-day suspension from SJB.

Any student purposely harming himself/herself will be subjected to a minimum one-day suspension.

H. Sexual Harassment Policy

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted sexual touching, patting, verbal/written comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

Any student who believes he/she is being sexually harassed needs to report such behavior to a parent, teacher, or the administrator.

I. Bullying and Teasing Policy

Everyone at St. John the Baptist School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when an individual or group of individuals keep(s) taunting, hurting, frightening, threatening, excluding or isolating a targeted student. It may occur either face to face or transpire through the use of technology. If you feel your child is the victim of any type of bullying, please complete a bullying report, available in school office.

J. School Bus Conduct

The following guidelines for conduct while riding the bus have been issued by the Southwest Local School District:

In an ongoing effort to provide a quality transportation service, we are providing you with a list of transportation guidelines. These guidelines are a combination of Southwest Local Board of Education policy and transportation regulations from the State of Ohio. You can contribute to maintaining our excellent safety record by helping educate your child about bus safety.

The rules to follow are:

1. Parents/Guardians and pupils must assume that bus transportation is a privilege provided by the Board of Education and not a right.
2. Pupils must ride assigned buses. Deviations may be made only by request to the transportation supervisor.
3. Pupils must leave or board the bus at locations which they have been assigned. If a pupil is to be let off at a different stop, then a note signed by the parent and the school principal should be presented to the driver.
4. Parents/Guardians are responsible for the conduct safety of their child to and from the bus stop.
5. Pupils must be at the bus stop on the curb side before the bus is scheduled to arrive.
6. Behavior at a bus stop must not threaten the safety or property of pupils.
7. Riders must go directly to assigned or available seat. Elementary children have assigned seats.
8. Riders should remain seated and keep aisles and exits clear.
9. Riders must observe classroom conduct and obey the driver promptly and respectfully.
10. Riders may not eat or drink on the bus.
11. All parts of riders' bodies shall be kept inside the bus at all times.
12. Riders may not throw or pass objects from or into the bus.
13. Parents/Guardians will be responsible for any damage to a bus by their child(ren).
14. Absolute quiet must be maintained at all railroad crossings and during bad weather driving.
15. Riders may carry on the bus only objects that can be held on their laps or stored in such a way as to keep aisles and exits clear.
16. There will be three evacuation drills per year, a front exit, a rear exit and a front and rear exit.

The driver is in charge of the bus and will enforce these regulations. Riders who violate bus rules may be refused transportation.

Listen to your local radio or television station for school closing information. A recorded message can be heard by calling the South Local School District Office at 367-4139. NOTE: In addition to the rules set by the Southwest Local School District, there will be no eating/ or drinking at SJB's bus stop.

K. Afternoon Car Dismissal

1. If you are picking up students in the afternoon. please be in the parking lot by between 3:10 and 3:30 P.M. Students are dismissed and go to the staging area, which is located between the Geil building and the Auxiliary Van at 3:30. PLEASE DO NOT ENTER THE MAIN PARKING LOT PRIOR TO 3:10 OR AFTER 3:30 P.M.
2. If you are arriving after 3:30 then please enter off of Park Ave. and park in the Auxiliary Lot, next to the Maintenance building and proceed to the staging area to pick up your children.
3. If you are going to stay at school for an extended time, then please park in the Auxiliary lot next to the Maintenance building via Park Ave.
4. Students are to be picked up at the Staging area by parents. There will be three teachers on afternoon Car Duty to assist and insure that all is safe for our children.
5. Once students have been picked up the TEACHERS on duty will direct parents to begin the exit process. PLEASE FOLLOW THE TEACHER DIRECTIONS AS THEY ARE TRYING VERY HARD TO INSURE THE SAFETY OF THE STUDENTS.

STUDENT DRESS CODE

The personal appearance of each student must reflect cleanliness, neatness, and generally accepted standards of good taste. All students are expected to be in full compliance with the Dress Code each school day. Uniform inspections take place throughout the year and disciplinary action will be taken for repeated dress code violations. Parents are expected to ensure that students come to school each day in full compliance. Each article of clothing needs to be in good condition and fit appropriately in relation to the student's individual physique.

Girls K through 8

Skirts/Jumpers: Regulation plaid uniform jumper or skirt (available at *Schoolbelles Uniform Company* in Cincinnati)

- A) Jumpers/skirt should be worn two or less inches above the knee.
- B) Rolling of the skirt at the waistband is not permitted.
- C) If shorts are worn under the uniform/jumper, they must not show below the jumper/skirt hemline.

Blouses/Shirts:

- A) White long or shirt-sleeved button down blouse with a collar
OR
Solid white polo shirt with a collar
OR
St. John the Baptist logo polo shirt
- B) Plain white turtleneck or T-shirt may be worn under each of the shirt options.
- C) All shirts/blouses must be completely tucked in at all times.

Slacks/Pants:

- A) Only a uniform style of slacks in navy blue is permitted.
- B) Clean jeans, without holes, may be worn on school spirit days.
- C) No stirrup, tight-fitting, stretch type, cargo, or Capri slacks are permitted during school hours.
- D) Leggings or sweatpants may be worn to and from school and during recess. They must be removed during class time.
- E) A belt (brown, black, or navy) must be worn with slacks having belt loops for students in grades 4-8. A belt is optional for primary grades.

Shorts:

- A) Solid navy blue uniform shorts, no shorter than 3 inches above the knee, are permitted in August, September, and at the principal's discretion.
- B) Skorts are not permitted.
- C) Shirts and blouses must be tucked into the shorts at all times.
- D) **Please note that shorts may NOT be worn on Mass days.**

Sweaters:

- A) Solid navy blue cardigan or pullover sweaters may be worn.
- B) Sweaters must be worn over uniform blouses or shirts.

Sweatshirts:

- A) St. John School crewneck sweatshirts or a plain navy blue crewneck sweatshirt may be worn.
- B) Sweatshirts should be worn over uniform blouses or shirts.
- C) The uniform sweatshirt must match the body size of the student.
- D) Hooded sweatshirts may be worn as a jacket to school or recess, but must be removed, once inside the building. Hooded sweatshirts are *not* acceptable components of the school uniform.

Shoes:

- A) Gym shoes or dress shoes with closed toes and closed heels must be worn.
- B) Shoes must be tied and worn securely at all times.
- C) Shoes that light up are not permitted.
- D) Kindergarten and first grade students may wear boots to school during inclement weather.
- E) Students in Grades 2-8 must put on appropriate uniform shoes upon arrival if they wear boots to school during inclement weather.

Socks:

- A) For hygiene purposes, socks must be worn at all times.
- B) Sock colors must be solid black, navy blue, or white.
- C) Socks must cover the ankle or higher. Socks should always be visible above the students' shoes.
- D) Plain white or navy blue tights may be worn under jumpers and skirts.

Undergarments:

Only solid white undergarments, undershirts, or t-shirts may be worn under the shirt or blouse.

Jewelry:

- A) One wristwatch and one religious medal or cross may be worn.
- B) Girls may wear one earring per ear. Earrings should be close to the earlobe with posts. No hoops, drops, or dangling earrings are permitted for safety reasons.
- C) Body piercing and body piercing devices are not permitted at any time.

Personal grooming and appearance:

- A) Acrylic nails and makeup are not permitted.
- B) Clear or soft pink finger nail polish is permitted.
- C) Hair must be clean, neatly groomed, and a natural color. Hair must be kept out of the eyes at all times and should not be worn in a manner which might distract from the learning environment.
- D) Hair needs to be pulled out of the face during physical education class. Head bands, braids, and pony tails are, therefore, appropriate for those with longer hairstyles.
- E) Neither temporary nor permanent tattoos are permitted at school.

Boys K through 8

Shirts:

- A) White long or short-sleeved, button down shirts with collars
OR
Solid white polo shirts with collars
OR
St. John the Baptist logo on a polo shirt
- B) Plain white turtleneck or plain white t-shirts may be worn under uniform shirts.
- C) No Under Armour type shirts are to be worn under uniform shirts.
- D) All shirts must be completely tucked in at all times.

Pants:

- A) Solid navy blue uniform pants should be worn to school.
- B) No cargo or baggie pants are permitted.
- C) Clean, well-fitting jeans, without holes, may be worn on spirit days.
- D) Students in Grades 4-8 must wear a belt (brown, black, or navy) with the pants. A belt is optional in the primary grades.

Shorts:

- A) Solid navy blue shorts, no shorter than 3 inches above the knee, may be worn in August, September, and at the principal's discretion.
- B) Shirts must be tucked into the shorts at all times.
- C) **Please note that uniform shorts may NOT be worn to school mass.**

Sweaters:

Navy blue pullovers or cardigan sweaters may be worn over uniform shirts.

Sweatshirts:

- A) St. John the Baptist crewneck sweatshirts or plain, navy blue crewneck sweatshirts may be worn.
- B) Sweatshirts must be worn over uniform shirts.
- C) The uniform sweatshirt must match the body size of the student.
- D) Hooded sweatshirts may be worn to school or recess as a jacket but must be taken off once students enter the classroom. Hooded sweatshirts are not part of the acceptable uniform code.

Shoes:

- A) Gym shoes or dress shoes with closed toes and closed heels must be worn.
- B) Shoes must be tied and fit securely at all times.
- C) Light up shoes are not permitted during school hours.
- D) Kindergarten and First Grade Students may wear boots to school during inclement weather.
- E) Students in Grades 2 through 8 should change into regular school shoes after arriving at school if they wear boots to school during inclement weather.

Socks:

- A) For hygiene purposes, socks must be worn at all times.
- B) Socks must be visible, covering the ankle or higher.
- C) Sock colors must be solid white, black, or navy blue.

Undergarments:

Only solid white t-shirts without emblems, writing, pictures, etc. on them may be worn under the uniform shirt.

Jewelry:

One wristwatch and one religious medal or cross may be worn by male students.

Personal grooming and appearance:

- A) Hair must be clean, neatly groomed, and of a natural color. Hair must be trimmed so it is above the eyes and above the shirt collar.
- B) Neither temporary nor permanent tattoos are permitted at St. John the Baptist.

All Students K-8

Spiritwear Day - The second Wednesday of each month is designated as "Spirit Day." Students may wear spiritwear from any St. John School activity. Clean, well-fitting, hole-free jeans may be worn on spirit days.

Out of Uniform Days – clothing worn to special events, out of uniform days and physical education classes must be modest, in good taste and appropriate for a Catholic, elementary school setting.

NOTE:

- ❖ **A written notification will be sent home if your child is in violation of the dress code.**
- ❖ **Repeated violations can result in suspension.**
- ❖ **Please send an explanatory note if you cannot send your child in the correct uniform for some unexpected/unforeseen reason (i.e., broken limb, financial).**
- ❖ ***The Principal reserves the right to decide whether or not something conforms to the dress code.***

DRESS CODE FOR CONFIRMATION/8TH GRADE MASS OF THANKSGIVING-GRADUATION

Students receiving the Sacrament of Confirmation at the Cathedral and/or participating in the 8th grade Mass of Thanksgiving-Graduation Ceremony are to dress modestly.

Girls should wear MODEST dresses or skirts and blouses. Dresses should not be strapless or have spaghetti straps and should be of an appropriate length.

Boys should wear a white or pastel shirt and tie with dress pants. A coat is optional. Both Boys and Girls should NOT wear Gym Shoes for these celebrations.

A SWEATER OR OTHER APPROPRIATE COVERING WILL BE PROVIDED FOR STUDENTS NOT DRESSING APPROPRIATELY FOR THESE CELEBRATIONS.

PHYSICAL EDUCATION CLASSES:

Students in grades K to 3 may wear their regular uniform clothes to physical education class, but must wear athletic shoes. Girls must wear shorts under their jumper or skirt.

Students in grades 4-8 must dress for physical education class, including on Spirit Day or other out of uniform days. A St. John spirit T-shirt (with sleeves) or sweatshirt is preferred with elastic waist gym shorts or sweatpants. If spirit wear is not available, a plain, solid-color T-shirt (with sleeves) is acceptable. Regular athletic shoes must be worn.

PLEASE TAKE SPECIAL NOTE:

T-shirts, hats, lunchboxes, book bags, etc. promoting alcohol, drugs tobacco, violence, off color humor, un-Christian messages or philosophies, etc. will not be tolerated. If there is doubt about appropriate attire, ask first; decision of Principal is final.

Writing on School Uniforms is strictly prohibited and will not be tolerated. Students writing on the uniform will be assigned an automatic detention and sent home until they are dressed appropriately. No report card will be issued until all disciplinary assignments are fulfilled.

SAFETY

St. John the Baptist School's physical plants meet all the requirements of the Ohio Building Code, the State Fire Marshall's Office, The Harrison Fire Department, and the State Department of Health.

A. EMERGENCY CLOSING OR DELAYS

You will be notified of school closing information over the radio stations and television networks. Please do not call the school. If there is no announcement, classes will be held on normal schedule. **In the event of bad weather, St. John the Baptist School will follow the decision of the Southwest Local District. If Southwest District is closed or delayed, then St. John the Baptist School is closed or delayed.**

B. TORNADO, SAFETY, FIRE DRILLS AND WARNINGS

Tornado drills are held so that children will become familiar with the safety routine necessary when a tornado is possible. Students will not be dismissed in case of a tornado warning. Children are only dismissed when it is prudent to do so. Students will be retained after normal dismissal time if a tornado warning is given before the departure of the bus. Drivers are instructed not to leave school, and the children are escorted back to school. Parents are asked not to call the school at these times, as lines must be open for instructions and emergencies. Cars and buses are no match for a tornado. We urge parents not to attempt to take their children from school if a warning is sounded.

Monthly fire drills are held in order to provide students with knowledge of procedures for coping with fire emergencies.

Tornado drill procedures are as follows: Students in the Geil Building and Park Avenue Building will proceed to the basement of their prospective buildings. Students in the second floor of the Harrison Ave. Building will proceed to the basement and students on the first floor will go into the hallway.

Periodic safety drills for lock down purposes will also be held.

ACADEMIC INFORMATION

A. AUXILIARY SERVICES

Through federal and State of Ohio Funding the following Auxiliary Services are available to students at St. John the Baptist School: Remedial Reading/Math, Speech/Language therapy and psychological services. These services are provided by a third party contract with the Catapult Learning Organization. Along with these services an auxiliary tutor is hired by St. John the Baptist Parish in order to meet the educational needs of all students.

B. ACHIEVEMENT TESTS

There is a scheduled and systematic testing program at St. John the Baptist School. Achievement Tests are routinely administered each fall to students in grades 2, 4, 6, and 8, and sometimes to other grade levels as well. Results of these tests are kept on file. Additionally, these tests give teachers and parents a better understanding of the progress of students and a clarification of each student's current achievement and growth. From these results, further programs can be developed and curriculum and instruction may be enhanced.

The State of Ohio requirements for testing and evaluation are followed. Competency Based Tests are given in the spring to students in grades 3 and 7 according to Archdiocese of Cincinnati and State of Ohio guidelines.

C. COMPUTER ROOM

Computer education is offered at St. John the Baptist School for all students. Students receive computer instruction at least once a week in the computer lab.

D. HOMEWORK

Homework has a definite objective and is given as an outgrowth of the instructional program. It is suggested that in the case of an elementary school student, the average amount of work to be completed at home should be about:

- 20 minutes for Grade 1
- 30 minutes for Grades 2 and 3
- 60 minutes for Grades 4, 5, and 6
- 90 minutes for Grades 7 and 8

Please remember students work at various rates. If your child is spending much less or more than the suggested amount of time on homework, please contact your child's teacher. All written work must be neatly done and handed in at the assigned time. Copying homework is not acceptable. No credit will be given to either student.

E. MAKE-UP WORK

In the event of an absence, the student is expected to make up any missed assignments. The school allows the same number of days to make up work that the student was absent.

Within the limits of a student's maturity, it is his/her responsibility to obtain, complete and return to the teacher any work missed by absence. Parents may pick up daily assignments in the office between 3:30 and 4:00 p.m. If you will be picking up your child's work, please notify the office in the morning. No classroom is open after 4:00 p.m., Monday-Friday.

F. GRADUATION

A graduation ceremony is held at the end of the fourth quarter for students who have successfully completed Grade 8. During this ceremony, recognition will be made of the various awards that have been earned by the graduates during the year.

G. PROMOTION AND RETENTION

As a general rule, children follow an elementary school program for eight years after completing kindergarten. For promotion from one grade to the next it is required that a student exhibit satisfactory assimilation of that grade's concepts and skills, achieving a 70% mastery, or its equivalent grade, for the year's work.

A student who, although working to the best of his/her abilities and supported by a variety of evaluations, cannot achieve the level of mastery required for promotion, may be transferred to the next grade or retained in the same grade. The decision to transfer or retain will be made by the principal, after discussion with teacher(s) and parents.

Retention may be suggested to give the child a chance to arrive at a certain level of maturity or to gain a satisfactory degree of mastery. If parents do not agree with the decision to retain the student, a statement to that effect must be signed by them and filed in the school office. Final decisions will be made prior to the start of the next school year, based upon the student's final performance data..

H. REPORT CARDS

Report cards are issued on a quarterly basis. Primary, Intermediate and Junior High Departments have their own written evaluation form for the students. The report card reflects not only the academic achievement of the student, but also conduct, effort, and study habits. In addition to report cards, interim reports are issued at mid-quarter and on-line grades are available to all families throughout the academic year.

I. FAMILY ENVELOPE/JAGUAR JOURNAL

In an effort to keep communication between families and school open, families will receive a weekly newsletter, "The Jaguar Journal." With a "Go Green" perspective, we have transitioned to sending the weekly newsletter electronically. Each Friday, the "Jaguar Journal" will be sent home via e-mail to the e-mail address on file. Please read over the newsletter carefully each week since it contains pertinent information you will need to know about our school, including a link to the cafeteria menu for the month. Copies of the Jaguar Journal will also be placed at church exits each weekend to keep parishioners without children in school informed about St. John the Baptist School. Most of the additional flyers, etc. will be linked to this newsletter and can be accessed online.

On occasion, there are forms, flyers, etc. that need to be send home in hard copy. For these times, there will be a FAMILY ENVELOPE, which is a large manila envelope with your family name at the top. This will be sent home with the youngest child in each family. In it will be items of interest from school, the P.T.C, Athletic Association, etc. After checking the envelope, please place in it any items you wish to return to school when the child returns it to his/her homeroom teacher on Monday morning. This procedure will be repeated each week.

If you do not have access to the internet, please inform the school office and you will receive all information in hard copy in the FAMILY ENVELOPE.

J. FAMILY VACATIONS

Vacations during the school year are discouraged due to the unavoidable problems they cause in the student's continuous schoolwork and progress. When necessary, requests for vacation absences should be made in writing to the teacher at least one week in advance. The teacher will approve/deny the requests. If the request is denied, the teacher will recommend the request be sent to the Principal who may approve. Parents are asked to understand that teachers cannot give day-to-day forecast of all class activities. Vacation days during the school year will be counted as days absent on student records. If parents plan to be out of town for more than one day, but they allow their child to remain in school, the school office must be notified of the person who is assuming parental responsibility.

K. FIELD TRIPS

Field trips sponsored by the school will be the outgrowth of subject material being taught. Written permission must be given beforehand by parents for the child to accompany the class. Permission slips with information concerning the trip will be sent home several days prior to the planned activity. Any student lacking a properly signed permission slip will not be permitted to attend the field trip. Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

IMPORTANT: Parents are reminded not to park on the main playground or in parking area immediately east of Geil Building when chaperoning field trips.

L. HEALTH SERVICES

All children attending St. John the Baptist School must have proper immunization and booster shots as required by the State of Ohio

A nurse is available to us through Auxiliary Service Funds 3 days a week. The nurse's only duty is to provide regular record keeping, routine hearing and vision tests, and coordinate the County Board of Health Services. The nurse also gives any necessary testing, such as Scoliosis Screening in Grade 6 and 7, and gives basic first-aid in case of any emergency.

In the event that a pupil needs medicine dispensed during the school day, a written request signed by a parent/guardian and the prescribing doctor must be on file in the Health Office. Forms for this purpose are sent home in the beginning of the school year in August. Extra forms may be obtained on request. A separate form is required for each prescription. Parents are responsible for keeping the records up to date.

The following is the procedure followed should a child become ill during the school day.

1. Contact parents to see who is at home to take care of the student and who is to come to school for the child.
2. If parents cannot be contacted, we follow the directions on the child's Emergency Medical Authorization Form.

On returning to school after an illness caused by a communicable disease, student must present a release card from the doctor. On returning to school after any illness, a note to the teacher is required.

M. LIBRARY SERVICES

The School Library functions under the auspices of the Daughters of Isabella and volunteer parents. It is open from 9:00 a.m. to 3:30 p.m. Each class has the privilege of visiting the library once each week to select books. Books are issued for a period of one week and may be renewed for another one week period.

At the end of each quarter, **if a book, video, or CD checked out on a student's library card is missing or overdue, that quarter's report card will be withheld.** The student's report card will be given to them when the missing or overdue book, video, or CD is returned, paid for, or replaced.

N. PARENT-TEACHER CONFERENCES

Conferences are scheduled twice during the course of the school year. The first conference is held after the issuance of the first report card. The second is held during the second semester. If parents desire a conference at any other time, please write a note or send an email to the teacher and he/she will contact you to make an appointment. Please do not come to see the teacher before or after school without an appointment. Do not call teachers at their homes. If a problem arises it should be discussed with the teacher first, by appointment. If the problem cannot be solved to your satisfaction, it should then be brought to the attention of the administration.

O. STUDENT USE OF THE TELEPHONE

We believe it is important to encourage responsible behavior in our Students and for them to learn resiliency when faced with a simple problem at school. For this reason, students will not be permitted to use the phone to call home for forgotten items, such as lunch or homework. Calling home for forgotten eyeglasses or medications is the only exception to this rule.

P. SUBSTITUTE TEACHERS, TEMPORARY PROFESSIONAL PERSONNEL, AND VOLUNTEERS

All substitute teachers, temporary professional personnel and *volunteers* who come in direct contact with the students of St. John the Baptist School shall meet the criteria established by the Cincinnati Archdiocese's Decree on Child Protection, including seeing the video prepared by the Archdiocese of Cincinnati and being fingerprinted. Further, all such persons shall be held to the Gospel values, the mission, philosophy, goals and objectives of St. John the Baptist School.

Q. TEXTBOOKS

Most of our school books and a few library books have been purchased by the State of Ohio Auxiliary Service Funds. Textbooks are issued in good condition to the children; it is expected that they receive proper care. Damaged or lost books must be paid for since they have to be replaced at the school's expense. School procedures require that hardcover texts be covered. Book covers should have the subject and child's name on them.

R. VISITORS/PARENTS/VOLUNTEERS

State law requires that all school visitors, including parents, report to the office before going anywhere in the school buildings. All visitors to the school will be asked to wear a name tag. Please use the sign-in book in the office. All staff members are expected to politely interact with anyone not wearing a name tag. Cafeteria volunteers may sign in at the cafeteria. All volunteers must pay for BCI/FBI clearance and attend Child Abuse Prevention training.

S. WITHDRAWAL OR CHANGE OF ADDRESS OF A STUDENT

If a student is withdrawing from St. John the Baptist School, a release form must be signed by the responsible parent/guardian in order to forward records to another school. Notice should be given to the school office as soon as possible when such a move is anticipated. Children who withdraw from St. John the Baptist School for reasons other than moving or approved academic needs will need to petition the Education Commission for possible re-entrance to the school. The final decision rests with the administration. If your move is within the parish, please inform the school of the change in address and phone number.

Please inform the school office and teachers of changes in places of employment, phone and beeper numbers.

T. HANDWASHING POLICY

All St. John the Baptist students and faculty are reminded to wash hands frequently. Hand sanitizers are provided in classrooms to ensure a germ free environment.

ST. JOHN THE BAPTIST SCHOOL FACULTY AND STAFF

2011-2012 SCHOOL YEAR

Pastor: Rev. Jeffrey Kemper
Principal: Mrs. Susan Meymann
meymann_s@sjbharrison.org
Director of Religious Education

School Nurse: Julie Koors
School Secretary: Meg Morris
morris_m@sjbharrison.org
Joy Gemperline

Kindergarten: Rm 21 Debbie Volker
Rm.28 Jana Anneken

Art Teacher Carrie Roell
Computer Lab Dir. Richard Feist
Computer Techs Mindy Caldwell

Grade 1 Rm 29 Julie Post
Rm 26 Peggy Frey

Music: Christina Bingle
Phys. Ed. Marla Ziegler

Grade 2 Rm 18 Mary Steelman
Rm 17 Kathy Bamonte

Grade 3 Rm 25 Marilyn Walter
Rm 23 Kathy Dean

Psychologist: Joan McCormick
Speech: Angela Knoop
Remedial Reading Clare Koch

Grade 4 Rm 14
Rm 15 Karen Schwab

Tutor: Lisa Groh

Grade 5 Rm 213 Danielle Nash
Rm 214 Pam Fox

Cafeteria: Mgr: Debbie Dole
Cafeteria Staff: Karen Leonard
Jackie Dold

Grade 6 Rm 212 Jeff Schalk
Rm 111 Jan Metzger

Junior High Math Lisa Groh

Grade 7 Rm 112 Kathy Wirsch

Grade 8 Rm 114 Shirley Bihr

Email addresses for school staff follow the same pattern as principal and secretary above:
last name_first letter of first name@sjbharrison.org

ST. JOHN THE BAPTIST SCHOOL TELEPHONE NUMBERS

School Office		513-367-6826
Fax		513-367-6864
Nurse's Office		513-367-0451
Cafeteria		513-367-9860
Auxiliary Services		513-367-4220
	Psychologist – Joan McCormick	
	Reading – Clare Koch	
	Speech Therapist – Angie Knoop	

ST. JOHN THE BAPTIST PARISH TELEPHONE NUMBERS

Parish Office		513-367-9086
Pastor	Father Jeff Kemper	Ext. 215
Business Manager	Shaun Martin	Ext. 211
Office Staff	Barbara Zeik	Ext. 213
	Angie Land	Ext. 214
Dir. Religious Education	Joy Gemperline	Ext. 218
DRE Secretary	Georgia Meyer	Ext. 218
Youth Ministry	Hub Martini	Ext. 220
Pastoral Ministry	Lynda Noel	Ext. 216
Maintenance	Mike Meyer	Ext. 212
<u>Service</u>	<u>Contact</u>	<u>Phone Number</u>
Boy/Cub Scouts	Joe Combs	513-367-1145
Brownies/Girl Scouts	Anna Herrmann	513-367-0443
Children's Liturgy	Joy Gemperline	513-367-9086
Church Festival Steering Committee:		
	Larry Kelhoffer	513-738-3072
	Andy Klare	812-637-6129
	Kelly Makin	812-637-2276
	Mike Murray	813-637-2713
Greeters	Patty Dean	513-367-9814
Latchkey	YMCA	513-923-4466
Library	Julie Koors	513-367-9380
Liturgical Committee	Dottie Beetz	513-367-4045
Parish Council	Don Kuntz	513-738-2605
RCIA – Adults	Laura Noyes	513-845-0179
RCIA – Children	Joy Gemperline	513-367-9878
Southwest School District	Mike Schweinfest	513-367-4139
Vacation Bible School	Carrie Roell	513-367-5679
Daughters of Isabella	Georgia Meyer	513-367-9507
Knights of Columbus	Ken Kromme	513-202-9399
Lectors & Distributors	Dottie Beetz	513-367-4045
Marriage Encounter	Steve & Diane Brockman	513-367-5005
Servers	Karen Leonard	513-367-1168
Substitute Teachers	Susan Meymann	513-367-6826
Ushers	Roger Brock	513-367-6659

Parish Committees:

LRAP Leadership	Fr. Kemper	513-367-9086 (O)
	Don Kuntz	513-738-2605 (H)
	Douglas Hoffman	513-367-1908 (H)
		513-484-5066 (C)

Implementation Teams:

Faith Formation	Bryan Lamers	513-738-5454 (H)
	Tom Gruber	513-367-1710 (H)
Outreach	Don Meyer	513-367-2141 (O)
		513-353-4533 (H)
	Lynda Noel	513-367-9086 (O)
		513-738-8516 (H)
Communication	Larry Kelhoffer	513-738-3072 (H)
	Andy Klare	812-637-6129 (H)
Stewardship & Develop.	Joe Bamonte	812-576-1011 (H)
		513-607-4517 (C)
	Bill Scheper	812-637-2621 (H)
		513-780-0466 (C)
Future Growth of School	Rich Torbeck	513-703-7718 (C)
	Ed Makin	812-637-2276 (H)
	Carrie Roesener	513-367-4884 (H)
Parish Life	Brian Compton	513-600-9422 (C)
	Patty Dean	513-367-9814 (H)
Administration & Finance	Jenny Kelhoffer	513-367-4741 (H)
	Paul Tepe	513-317-4548 (H)
		513-367-4448 (C)
Buildings & Grounds	Doug Lohman	513-367-6562 (H)
		513-503-7736 (C)
	Mike Murray	812-637-2713 (H)
		513-325-2411 (C)
	Ron Nusekabel	513-367-9905 (H)

2011-2012 EXECUTIVE BOARD

President:	Angel Cupp	812-637-9844
Vice President	OPEN	
Secretary	OPEN	
Treasurer	Amy Ott	513-202-9005
Past President	Mindy Caldwell	513-202-1068

Contact PTC board members via email at ptcboard@sjbharrison.org

COMMITTEE CHAIRPERSONS

Art to Remember	Anna Herrmann	513-367-0443
Book Fair	OPEN	
BP Dry Fork Receipts	OPEN	
Grandparents Day	OPEN	
Ice Cream Social	Kristi Bittner	513-738-0606
Ladies Spring Fling	Tina Crail	812-637-6045
Magazine Drive	Susan Klare	812-637-6129
Market Day	Heather Meece	513-202-1828
	Rhonda Gosser	513-367-0379
Flowers	Mary Lohman	513-367-6562
Oktoberfest	Anna Herrmann	513-367-0443
Promotions (Boxtops, etc.)	Jenny Watson	812-637-3724
Rusty Ball	Lisanne Thompson	513-367-6125
Santa's Breakfast	Tina Crail	812-637-5045
	Mary Lohman	513-367-6562
Santa's Workshop	Molly Shields	513-367-4118
Scrip Special Christmas Project	Colleen Fields	513-738-0531
Spiritwear	Shelley Haverbusch	812-637-3296
	Carrie Roesener	513-367-4884
Sunshine	Mary Lohman	513-367-6562
Surveys	Christy Tepe	513-367-4448
Toy & Clothing Sales	Stacie Combs	513-367-1145
Trivia Night	Mary Steelman	
	Mike Thompson	513-367-6125
	Joe Combs	513-367-1145
Yearbook	OPEN	

P.T.C. COMMITTEES AND PROJECTS

St. John the Baptist School's PTC is a very vital, active part of the school community. The PTC raises money through a variety of fund raisers providing support for St. John the Baptist School through purchases, programs, and volunteer networking. Parents are strongly encouraged to become involved in their child's education through volunteering for one or more activities by contacting the committee chairperson. The time and talent you can offer will be greatly appreciated.

BOOK FAIR

This event is held to encourage reading at home and in the classroom. Students are able to purchase books at reasonable prices. Profits from this event are used to purchase Language Arts materials for each classroom and for the Library.

CLOTHING/TOY SALE

This event is held twice annually – once in the Fall and again in the Spring. The sale gives parents the opportunity to sell their children's used but outgrown clothing and toys as well as buy items for their children at reasonable prices. Clothes and toys must be in good condition. We ask that you only sell items that you would be willing to purchase for your family. Sellers receive 70% of the sale price and the remaining 30% goes to the PTC. Volunteers are needed to help with set-up and run the sale. Anyone who works the sale has the opportunity to attend the pre-sale held the night before.

GRANDPARENTS DAY

Each year the PTC grade representatives, along with parent volunteers, will organize and serve refreshments to visiting grandparents. The dates for Grandparents' Day will be determined by the principal and placed on the school calendar.

ICE CREAM SOCIAL

This event is held in May to show appreciation to the students and staff. Each person has the opportunity to make their own sundae.

MAGAZINE DRIVE

PTC sponsors a magazine drive every year in mid-September which lasts for two weeks. The students take orders from their friends and family for magazine subscriptions, CD's, cassette tapes and books at reduced rates. We earn 40% on every order sold.

Volunteers are needed two mornings a week during the drive to tally orders and count money.

OKTOBERFEST

This event is held during recess giving students the opportunity to play organized games and to win prizes.

PROMOTIONS – BOX TOPS, CAMPBELLS AND OTHER LABEL PROGRAMS

St. John participates in the Box Tops for Education, Campbell's Labels for Education and Tyson Project "A" Programs. By collecting Box Tops, UPCs and labels, we earn money and points for classroom supplies, videos, computer, electronic and athletic equipment. Ask your friends, relatives, neighbors and co-workers to support St. John by saving box tops and labels. Information is sent home throughout the school year regarding these programs.

SANTA'S BREAKFAST

This event benefits the PTC Scholarship Fund. Santa and Mrs. Claus visit with the children during the meal and they get to sit on Santa's lap for pictures. Activities include painting faces, decorating cookies, making ornaments, etc.

SANTA'S WORKSHOP/CRAFTS

Santa's Workshop is an organization that provides the children with an opportunity to Christmas shop for family members and friends on their own. Items usually cost less than five dollars. This shopping adventure is held in the school. In order to be ready for this big event, the committee is busy all year long – searching for ideas, watching sales and working on projects. We need volunteers for ideas and crafts as well as the actual sale and set-up.

SPIRITWEAR

Every second Wednesday of the month is school Spirit Day! This is an out-of-uniform day if the children wear Spiritwear. It is available for purchase at reasonable prices. Order forms are available through the PTC Newsletter, school office or committee chairperson.

SUNSHINE COMMITTEE

This is a function to send spiritual greetings in times of need to staff, students or parishioners of St. John the Baptist including get well cards, sympathy cards, etc. If you know of someone deserving, contact the committee chairperson.

SURVEYS

Each year, we are fortunate to be asked to sponsor various surveys for local companies. These surveys allow us to make money for our school. They are simple tests in which you are asked to come to school and sample, taste, smell or look at various products and give your opinion. They usually take 20-30 minutes. Often, we are allowed to take products home meaning additional funds for each completed and turned-in test. These surveys produce \$2,000-\$3,000 per year enabling us to purchase items for the teachers and classrooms which we ordinarily could not afford.

YEARBOOKS

Each year the PTC has yearbooks published for your viewing pleasure. It is compiled throughout the school year by parents, students and staff taking pictures at special events, field trips, etc. Class and student pictures are included. The yearbooks are pre-ordered at the minimal price and published over the summer for distribution the first week of school.

ST. JOHN THE BAPTIST ATHLETIC ASSOCIATION

St. John the Baptist Athletic Association sponsors individual sport teams in the Western Athletic Conference, the Catholic Youth Organization, Northwest Board of Recreation, and the Girls Western Athletic Conference. The teams are considered "parish teams" and are open to any member of the parish, not just St. John the Baptist's students.

The St. John the Baptist Athletic Association is sponsoring the following programs for the 2011-2012 athletic seasons:

BOYS

Football – Grades K-8
Basketball – Grades 3-12
Baseball – Grades K-8
Volleyball – Grades 3-12
Track – Grades K-8
Cross Country – Grades 5-8

GIRLS

Volleyball – Grades 3-12
Basketball – Grades 3-12
Softball – Grades 1-8
Track – Grades K-8
Cheerleading –
Cross Country – Grades 5-8

Teams entered in the various leagues are determined by participation, resource availability, and St. John the Baptist Athletic Association review

Parents are encouraged to attend the St. John the Baptist Athletic Association monthly meeting, held at school the third Monday of each month at 7:00 p.m. Comments and suggestions are always welcome. Parents who would like to volunteer to coach or in another capacity are encouraged to let a board member know.

ST. JOHN THE BAPTIST ATHLETIC ASSOCIATION OFFICERS FOR 2011-2012

President	Ed Makin	812-637-2276
Vice President	Dan Shields	513-367-4113
Treasurer	Ronda Schmid	513-202-0003
Secretary	Becky Hummeldorf	513-367-5242

Boys Coordinator -

Football	Larry Kelhoffer	513-738-3072
	Pat Kelley	513-202-0024
Basketball	Hugh Belt	513-845-4055
Baseball	Bryan Knoop	513-367-1519
Boys Volleyball	Julie Kluesener	513-367-5369
Cross Country	Mike Anneken	812-637-9663
Track	Sarah Heffron	513-367-0946
Golf	Ken Ulm	812-637-0912
	Paul Tepe	513-367-4448

Girls Coordinator -

Volleyball	Kim Maune	812-576-2117
Basketball	Kate Rewwer	513-367-1613
Softball	Pat Kelley	513-202-0024
Cheerleading	Beth Mayer	812-637-2081
Cross Country	Mike Anneken	812-637-9663
Track	Sarah Heffron	513-367-0946
Golf	Ken Ulm	812-637-0912
	Paul Tepe	513-367-4448
GWAC Rep	Nicke Rotert	513-367-6688

**PLEASE SIGN THIS PAGE
DETACH AND RETURN TO SCHOOL**

Parent/Student Handbook Receipt Acknowledgement Form

I have read the handbook with my child/children

Please list the names of your children:

Signature

Date
