

# Student/Parent Handbook 2010 – 2011



## St. John the Baptist Catholic School

1021 Baker Street, Costa Mesa, CA 92626

Tel. (714) 557-5060

Fax (714) 557-9263

[www.sjbschool.net](http://www.sjbschool.net)

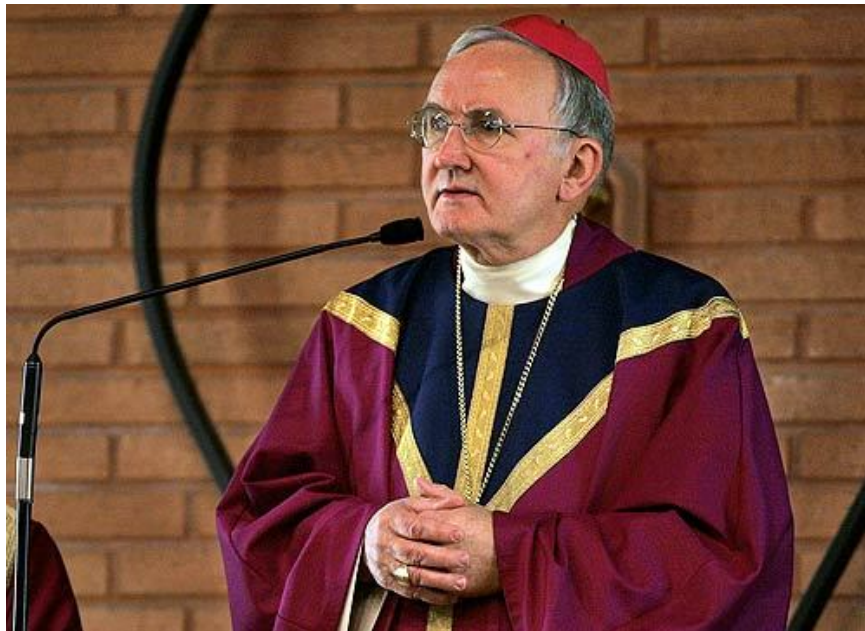


## **Our Holy Father, Pope Benedict XVI**

*“The profound responsibility to lead the young to truth is nothing less than an act of love. Indeed, the dignity of education lies in fostering the true perfection and happiness of those to be educated.”*

**-Benedict XVI, Meeting with Catholic Educators, Catholic University of America, Washington, D.C., April 17, 2008.**

## **Our Bishop, The Most Reverend Tod Brown**



# **St. John the Baptist Catholic School**



## **Student/Parent Handbook 2010-2011**

**Parents and students must sign the “Handbook Agreement Form”  
in order to finalize enrollment for the 2010-2011 school year.**

### **The Administration’s Right to Amend this Handbook:**

The Administration of St. John the Baptist School reserves the right to amend the Student/Parent Handbook at any time during the school year. Students and parents will be promptly notified of any such amendments.

# St. John the Baptist Catholic School Student/Parent Handbook Agreement Form 2010-2011

Please read the handbook and this agreement carefully before signing. The handbook is posted online (follow the link at [www.sjbschool.net](http://www.sjbschool.net)). If you would like the school to print a copy for you on the school copier this can be requested for \$5.00 in the front office (usually ready the next day). There are also hardcopies available in the front office for your consultation (not to be removed from the office).

The Handbook is a “covenant” between each family and the school. The signing of this form signifies that we are all on the same page for the benefit of your child(ren). Please sign a separate form for each child.

Please make sure this form is signed and returned to the School on OR BEFORE  
Business days (August 1 - 2, 2010)

## **THE RETURN OF THIS SIGNED AGREEMENT FORM IS A CONDITION FOR ATTENDING SCHOOL AT ST. JOHN THE BAPTIST CATHOLIC SCHOOL .**

Student Name *(Please Print Clearly)*

\_\_\_\_\_

Grade Level (for the 2010-2011 school year): \_\_\_\_\_

We, the undersigned, have read and understood the contents of the St. John the Baptist Catholic School Student/Parent Handbook 2010 – 2011. We understand that the Administration of St. John’s is the sole arbiter and interpreter of these rules and any other policies and procedures which may be instituted from time to time. For the sake of our child and the common good of the school, we agree to support and abide by all the policies outlined and explained in this handbook and to ensure that our child does so as well.

**We have read and agree to these and all other policies in the handbook (we have submitted in writing any limitations on what contact information may be published in the School Directory or any reservations regarding the Use of Student Photos for School Publications policy by August 2, 2010):**

Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
(Signature)

Parent/Guardian \_\_\_\_\_  
(Signature)

Student \_\_\_\_\_  
(Signature, or for children in primary grades, parents may have the child write his/her name in this space, or they may sign for them, explaining to the child that the handbook represents the rules of the school which they agree to abide by).

# St. John the Baptist Catholic School

## Administration, Faculty & Staff Roster

### 2010 – 2011

			Phone Ext.
Pastor	Rev. Hildebrand Garceau, O.Praem.		
Rector	Rev. Norbert Wood, O.Praem.	fnorberty@yahoo.com	300
Principal	Sr. Mary Vianney Ennis, SM	mvianney@sjbschool.net	203
Chaplain	Rev. Robert Hodges, O.Praem.	frrobert@sjbschool.net	335
Vice Principal	Mrs. Viles	pviles@sjbschool.net	301
Front Office	Mrs. Warner	cwarner@sjbschool.net	205
Main Office	Mrs. Soto	rsoto@sjbschool.net	201
K1	Mrs. Murillo	mmurillo@sjbschool.net	302
K2	Mrs. Pena	cpena@sjbschool.net	303
1A	Miss Rodriguez	krdriguez@sjbschool.net	304
1B	Mrs. Griffith-Jones	ggriffthjones@sjbschool.net	305
2A	Mr. Reilly	creilly@sjbschool.net	306
2B	Mrs. Hansen	mhansen@sjbschool.net	307
3A	Miss Farmen	kfarmen@sjbschool.net	308
3B	Mrs. Costello	kcostello@sjbschool.net	309
4A	Miss Newland	anewland@sjbschool.net	310
4B	Mrs. Kelly	Kelly@sjbschool.net	311
5A	Miss McMenamin	mmcmenamin@sjbschool.net	312
5B	Mrs. O'Sullivan	mosullivan@sjbschool.net	313
6A	Mr. Barajas	bbarajas@sjbschool.net	314
6B	Mr. Green	tgreen@sjbschool.net	315
7A	Miss Large	mlarge@sjbschool.net	316
7B	Mr. Urbaniec	jurbaniec@sjbschool.net	317
8A	Mrs. Babcock	jbabcock@sjbschool.net	318
8B	Mrs. Mendes	smendes@sjbschool.net	319
Jr. High Religion	Mrs. Joan Ricketts	jricketts@sjbschool.net	320
Jr. High Latin	Dr. King	bking@sjbschool.net	321
Spanish	Miss Barona	mbarona@sjbschool.net	322
P.E.	Mr. Kenny	kkeup@sjbschool.net	323
Music	Mrs. Itano	yitano@sjbschool.net	324
Computer	Mrs. Viles	pviles@sjbschool.net	301
Inclusion Teacher	Miss Deverman	ldeverman@sjbschool.net	325
Health Rm./Daycare	Mrs. Wallace	rwallace@sjbschool.net	204
Aide (K1)	Mrs. Bowman	qbowman@sjbschool.net	328
Aide (K2)	Mrs. Shillington	mshillington@sjbschool.net	329
Aide (1B)	Mrs. Moore	smoore@sjbschool.net	
Aide (1A)	Mrs. Dasca	mdasca@sjbschool.net	
Aide (Spanish)	Miss Moreno	mmoreno@sjbschool.net	
Aide (2A, 2B)	Mrs. Jacobs	ajacobs@sjbschool.net	
Aide (2A, 2B)	Mrs. McAuliffe	fmcauliffe@sjbschool.net	
Aide (Computers)	Mrs. Leath	dleath@sjbschool.net	334
Food Service	Eric Ngo		505

# Table of Contents

Handbook Agreement Form  
Administration, Faculty & Staff Roster  
Table of Contents  
Explanation of Our School Seal  
Selections from Church Documents on Catholic Education  
Our School Mission Statement  
Our School Philosophy  
Brief History of the School  
Our School-wide Learning Expectations

**A. Administration, Faculty & Staff**

1. THE BISHOP
2. DEPARTMENT OF CATHOLIC SCHOOLS
3. SUPERINTENDENT OF CATHOLIC SCHOOLS
4. PASTOR
5. RECTOR
6. PRINCIPAL
7. VICE PRINCIPAL
8. ADMINISTRATIVE BOARD
9. FACULTY
10. STAFF
11. CONSULTATIVE SCHOOL BOARD
12. PARENT AUXILIARY BOARD

**B. Admission Policies and Procedures**

1. ISSUES RELATING TO THE PRACTICE OF THE CATHOLIC FAITH
2. TESTING
3. FOREIGN STUDENTS
4. RACIAL NON-DISCRIMINATION
5. AGE OF ADMISSIONS
6. AGE OF COMPULSORY ATTENDANCE
7. SEVERANCE OF ATTENDANCE
8. ATTENDANCE RECORDS AND EXCUSES
9. EXCESSIVE ABSENCES AND TARDIES
10. RE-REGISTRATION POLICY

**C. Academic Policies**

1. STUDENT LEARNING ASSESSMENT ACHIEVEMENT CODE
2. RESPONSIBLE BEHAVIOR GRADE
3. FAILURE NOTICE POLICY
4. SUMMER SCHOOL POLICY
5. PARENT TEACHER CONFERENCES
6. HONOR ROLL
7. 100% CLUB
8. HOME ASSIGNMENTS
9. STUDENT LEARNING ASSESSMENT (Report Card) INFORMATION
10. STUDENT COUNCIL
11. PROFESSIONAL IN-SERVICE DAYS FOR TEACHERS
12. REGULAR FACULTY MEETINGS
13. SUBSTITUTE TEACHERS
14. VOLUNTEER PERSONNEL
15. SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS
16. GRADUATION REQUIREMENTS
17. CONTROVERSIAL ISSUES
18. ACCREDITATION

19. GRADUATION AWARDS
20. ELIGIBILITY FOR ALL EXTRA-CURRICULARS
21. INTERNET AND TECHNOLOGY USE POLICIES

**D. Parent/School Relations**

1. SOME GUIDELINES TO FOSTER HEALTHY PARENT/SCHOOL COOPERATION
2. DIOCESAN CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS
3. THE STATE EDUCATION CODE ON CERTAIN ACTIONS/ATTITUDES OF PARENTS
4. EFFECT OF PARENT BEHAVIOR ON STUDENT ENROLLMENT
5. CONFLICT RESOLUTION/COMPLAINT PROCEDURE

**E. Conduct and Discipline Code**

1. CHRISTIAN CONDUCT
2. CONDUCT IN GENERAL
3. HARASSMENT POLICY
4. POLICY ON BULLYING
5. MERIT SYSTEM FOR GRADES 6, 7 & 8

**F. School Rules and Regulations**

1. GENERAL REMARKS
2. ARRIVING AT SCHOOL
3. RELEASE OF STUDENTS DURING SCHOOL HOURS
4. DISMISSAL AT SCHOOL DAY'S CLOSE
5. LOITERING
6. ABSENTEE PROCEDURE
7. TARDY PROCEDURE
8. TELEPHONE
9. LOST AND FOUND
10. CARE OF PROPERTY
11. NOT ALLOWED ON SCHOOL PREMISES
12. COURTESY AND RESPECT

**G. Disciplinary Responses in the Case of Non-compliance with the Conduct Code and School Regulations**

1. DETENTION
2. SUSPENSION
3. EXPULSION
4. REASONS FOR EXPULSION
5. THE STATE EDUCATION CODE ON SUSPENSION & EXPULSION
6. THE DISCIPLINE BOARD

**H. St. John the Baptist School Uniform and Grooming Code**

1. PHILOSOPHY
2. GENERAL GUIDELINES
3. GIRLS' UNIFORMS – GRADES K – 5
4. GIRLS' UNIFORMS – GRADES 6 – 8
5. BOYS' UNIFORMS – GRADES K – 8
6. ALL STUDENTS
7. SHOES
8. SOCKS
9. HAIR
10. ACCESSORIES
11. OUTERWEAR
12. SPIRIT ATTIRE GUIDELINES
13. OTHER SPECIAL DRESS DAYS
14. UNIFORM VIOLATIONS

**I. Physical Education and the Athletic Program**

1. PHYSICAL EDUCATION
2. PHILOSOPHY OF THE ATHLETIC PROGRAM

3. BELIEFS AND GOALS CONCERNING ATHLETICS
4. ATHLETIC CODE OF ETHICS
5. CHEERLEADING
6. ELIGIBILITY
7. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS
8. TRANSPORTATION RULES
9. GENERAL RULES FOR ATTENDING GAMES

**J. Student Health and Safety Issues**

1. HEALTH ROOM SUPERVISOR
2. HEALTH REGULATIONS
3. EMERGENCY CARDS
4. EMERGENCY CARE INFORMATION
5. ILLNESS AND INJURY
6. HEALTH SCREENING EXAMINATION
7. VISION AND HEARING SCREENING
8. REPORTING OF INJURIES
9. STUDENT INSURANCE
10. NATURAL DISASTER
11. CHILD ABUSE REPORTING OBLIGATIONS
12. SOCIAL EVENTS
13. FINGERPRINTING FOR PARENT VOLUNTEERS
14. BICYCLES
15. DISASTER DRILLS
16. FIELD TRIPS
17. TRAFFIC ON CAMPUS
18. HIV/AIDS
19. VERBAL/WRITTEN CONFIDENCES
20. GANGS
21. WEAPONS ON CAMPUS
22. ALCOHOL POLICY
23. SMOKE-FREE CAMPUS
24. STUDENT LOCKERS
25. SCHOOL SEARCHES
26. CONFISCATION OF STUDENT PROPERTY
27. USE OF STUDENT PHOTOS FOR SCHOOL PUBLICATIONS
28. REPRESENTING THE SCHOOL TO THE MEDIA
29. SCHOOL DIRECTORY
30. PARENTS AND VISITORS DURING SCHOOL HOURS
31. SCHOOL LUNCH PROGRAM
32. EMERGENCY AND REMINDER MASS COMMUNICATIONS SYSTEM

**K. Tuition and Other Matters**

1. TUITION AND FEES
2. PAYMENT SCHEDULE AND DELINQUENCY
3. SCHOOL AUXILIARY
4. FAMILY PARTICIPATION HOURS (FPH) GUIDELINES

St. John the Baptist School Patron, Song, Colors & Mascot

School Map

Daily Prayers of SJB

The St. John's Difference

Prayer for the Beatification of Mother Catherine McAuley



## Explanation of our School Seal:

**Outer circle:** Gold with blue text in the color version. This contains the name of the school and its year of founding, 1959. “A.D.” is the Latin abbreviation for “*Anno Domini*” translated “In the year of the Lord...”

**Motto at bottom:** The motto chosen for the school comes from the words of our patron, St. John the Baptist. “*Parate Viam*” is the Latin for “Prepare the Way”. These words are a good summary of what St. John’s School is all about: preparing the way for the children of today.

**Shield at bottom:** The hills are green in the color version. They evoke the green hills of Ireland and the school’s mascot, the “Fighting Irish” as well as the national background of the Sisters of Mercy who founded the school.

**Shield in the mid section:** The Lamb with the halo at the heart of the shield is a symbol for Jesus, the Lamb of God, at the heart of our school’s life. It was St. John the Baptist who first called Jesus “the Lamb of God” on the banks of the river Jordan. These are words which we use each day at Mass. Jesus is portrayed as a Lamb to remind us that He is God’s Son offered in sacrifice for us. But the Lamb also carries a flag (in the color version it is white with a red cross on it). This is the banner of the Risen Christ and a reminder that after His suffering and pain He entered into the light of the Resurrection (symbolized by the golden rays) and reigns in glory at the right hand of the Father.

**Shield at the top:** The sky is blue, one of the school colors. The shield is surmounted by the distinctive Cross of the Sisters of Mercy who have staffed the school from its inception in 1959. This Cross, often seen on the lapel of Sr. Vianney, is a reminder for all future generations of the roots of the school in the Mercy tradition of Catherine McAuley, who founded her Congregation in Ireland in 1829 for the service of the people of God.

## Selections from Church Documents on Catholic Education

“Perfect schools are the result not so much of good methods as of good teachers, teachers who are thoroughly prepared and well-grounded in the matter they have to teach; who possess the intellectual and moral qualifications required by their important office; who cherish a pure and holy love for the youths confided to them, because they love Jesus Christ and His Church, of which these are the children of predilection; and who have therefore sincerely at heart the true good of family and country.”

***-Encyclical Letter on the Christian Education of Youth, Pope Pius XI, Rome, 1929***

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs.”

***-Declaration on Christian Education of the Second Vatican Council, Rome, 1965***

“...beautiful indeed and of great importance is the vocation of all those who aid parents in fulfilling their duties and who, as representatives of the human community, undertake the task of education in schools.”

***-Declaration on Christian Education of the Second Vatican Council, Rome, 1965***

“As a mother, the Church is bound to give these children of hers the kind of education through which entire lives can be penetrated with the spirit of Christ, while at the same time she offers her services to all peoples by way of promoting the full development of the human person, for the welfare of earthly society and the building of a work fashioned more humanly.”

***-Declaration on Christian Education of the Second Vatican Council, Rome, 1965***

“The integration of religious truth and values with the rest of life is brought about in the Catholic school not only by its unique curriculum but, more importantly, by the presence of teachers who express an integrated approach to learning and living in their private and professional lives.”

***-To Teach as Jesus Did, United States Conference of Catholic Bishops, Washington, 1972***

“The achievement of the specific aim of the Catholic school depends not so much on subject matter or methodology as on the people who work there.”

***-The Catholic School, Sacred Congregation for Catholic Education, Rome, 1977***

“Prime responsibility for creating the unique Christian school climate rests with the teachers, as individuals and as a community.”

***-The Religious Dimension of Education in the Catholic School, Sacred Congregation for Catholic Education, Rome, 1988***

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated.”

***-United States Conference of Catholic Bishops, Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, June 2005***

“Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salvi, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.”

***-Benedict XVI, Meeting with Catholic Educators, Catholic University of America, Washington, D.C., April 17, 2008.***

## Our School Mission Statement

In the noble tradition of Catholic education, with Christ as teacher and guide, St. John the Baptist School prepares the way for students to build a civilization of love in this world and know the fullness of God's love in the next.

## Our School Philosophy

### A. The Fundamental Purpose of a St. John's Education:

The Lord Jesus said, "Let the children come to Me and do not hinder them; for the kingdom of God belongs to such as these."<sup>1</sup> St. John the Baptist Catholic School is committed to fulfilling this desire of Christ the Teacher by providing children with an environment where they can encounter God's love in the person of His Son. The school is convinced that this experience of love lays a solid foundation for respecting the inherent dignity and worth of every person. In a world which often surrounds children with messages that demean human dignity and promote an exaggerated sense of individualism, St. John's sees its mission as an "apostolate of hope"<sup>2</sup>, preparing its students to contribute to the building of a civilization of love in this world so they can one day be radiant citizens of the world to come.

### B. Teachers as Role Models and Guides:

"Prime responsibility for creating the unique Christian school climate rests with the teachers, as individuals and as a community."<sup>3</sup> St. John's teachers and staff believe that "the profound responsibility to lead the young to truth is nothing less than an act of love. Indeed, the dignity of education lies in fostering the true perfection and happiness of those to be educated."<sup>4</sup> St. John's teachers therefore treat their students with the dignity and respect due any child of God. They challenge students to reach their full potential, generously sharing their time and presence to offer the best hope of student success. St. John's teachers recognize they have been called by God to teach. They put their faith into daily practice, teaching first by example. They are active members of their own parish communities and strive to live their vocation in a manner pleasing to the Lord. Working together for the sake of a common goal, they join their talents, energy and vision to build the kingdom of God in the hearts of the children entrusted to their care.

### C. The Pivotal Role of Parents in Partnership with the School:

"Parents have the first responsibility for the education of their children,"<sup>5</sup> especially in the areas of faith and morals. St. John's parents take this responsibility to heart. They are the first to model the teachings of Christ and His Church to their children. School and parents gladly enter into a partnership with each other to ensure the unity of purpose between home and school that is so essential to the healthy development of children. Parents contribute to this partnership by generously sharing their time and talent for the benefit of their children and the entire school community.

### D. Educating the Whole Student:

A "school must begin from the principle that its educational program is intentionally directed to the growth of the whole person."<sup>6</sup> Faithful to this fundamental tenet of Catholic education, St. John's aims to develop every capability of every student - intellectual, physical, psychological, moral and religious. St. John's seeks to mold its students into faith-filled Catholics who are strong and responsible individuals, capable of making the right choices. This formation includes the cultivation of ethical and social

---

<sup>1</sup> Mk. 10:14

<sup>2</sup> Benedict XVI, Meeting with Catholic Educators, Catholic University of America, Washington, D.C., April 17, 2008.

<sup>3</sup> Religious Dimension of Education in a Catholic School, Congregation for Catholic Education, Rome, 1988, 26

<sup>4</sup> Benedict XVI, Meeting with Catholic Educators, Catholic University of America, Washington, D.C., April 17, 2008.

<sup>5</sup> The Catechism of the Catholic Church, n. 2223

<sup>6</sup> The Catholic School, Congregation for Catholic Education, Rome, 1977, 29

awareness, as well as a challenging academic preparation for high school. In the great tradition of Catholic education, St. John's strives to bring its students to the point where they desire learning so much that they experience a life-long passion for the pursuit of knowledge and truth.

### **E. The Formative Influence of the Mercy Tradition of Education:**

Rooted in the Mercy tradition of education, St. John the Baptist School looks to Mother Catherine McAuley, foundress of the Sisters of Mercy, as a special role model for its faculty and students, who strive to emulate her

- recognition of the Sacrifice of the Mass as the heart of the Catholic Christian life;
- unshakeable dedication to the Catholic faith in a world often at odds with the Gospel;
- mercy and compassion for the poor, oppressed and uneducated;
- unbounded trust and confidence in God's loving Providence;
- respect and appreciation for people of different cultures, races, traditions and creeds; and
- infectious and abiding joy in the service of God.

### **F. Situated in the Context of the Universal Church's Mission of Education:**

St. John's School is a ministry of St. John the Baptist Parish in the Diocese of Orange. The school and parish are entrusted to the pastoral care of the Norbertine Fathers by the local bishop. In this context the school participates in the universal Church's mission of education, acknowledging the Successor of Peter as the vicar of Christ and visible center of the Church's unity. The school accomplishes this mission in the heart of the local community, serving children from a wide variety of academic, economic and cultural backgrounds.

### **G. Preparing the Way for the Children of Today:**

The school fulfills its mission under the heavenly patronage of St. John the Baptist, who expressed his vocation in the words: *Parate Viam* ("Prepare the Way").<sup>7</sup> Relying on the light and guidance of the Holy Spirit, St. John the Baptist Catholic School is committed above all to preparing the way for the children of today as they journey with Christ and neighbor through this life into eternal life with God the Father.

## **Brief History of the School**

St. John the Baptist School was opened in 1959 as a parish school of the Archdiocese of Los Angeles and staffed by the Sisters of Mercy. The Congregation was founded in Ireland in 1829, by Catherine McAuley, for the service of the people of God. Sr. Mary Vianney Ennis, SM, the school's current principal, arrived in 1962, and through her many years of teaching and administration epitomizes St. John's ongoing commitment to the spiritual, moral and academic welfare of its students. In 1976 the Diocese of Orange was erected by Pope Paul VI and the school came under the jurisdiction of the Superintendent of Catholic Schools for the new diocese. Msgr. Daniel Brennan, who was in residence at St. John's from 1975 until his death in 2003, made notable contributions of his time and energy to the school. In 2002 the Norbertine Fathers were invited by Bishop Tod Brown to administer St. John the Baptist Parish and School. The Order was founded in 1121 by St. Norbert of Xanten, and has been educating youth for about nine centuries. The Norbertine Fathers work side by side with the Sisters of Mercy to ensure the continuation of the school's long tradition of faith and academic excellence.

---

<sup>7</sup> These words of St. John the Baptist (Mt. 3:3) are the motto enshrined in the school's shield.

## **Our School-wide Learning Expectations**

### **A St. John's student is a faith-filled Catholic who:**

- Participates actively and consciously in liturgical celebrations and the sacraments.
- Makes use of a variety of prayer forms.
- Demonstrates basic knowledge of the teachings of the Catholic Church.
- Serves others as guided by the social teachings of the Catholic Church.
- Uses effective strategies for moral decision-making.

### **A St. John's student is a life long learner who:**

- Demonstrates competency in subject matter as defined by state and diocesan standards.
- Analyzes, and evaluates information to solve problems in an effective and creative manner.
- Utilizes technology responsibly to gain knowledge through research.
- Writes articulate, compelling, imaginative compositions in a variety of genres.
- Speaks to an audience with confidence and poise.
- Listens attentively, asks questions and responds appropriately to teachers and peers.
- Communicates using different forms of expression, including music, visual arts, performing arts, literature and technology.
- Sets goals, uses organizational tools, and evaluates progress.
- Demonstrates a desire for learning through enthusiastic and steadfast pursuit of knowledge.

### **A St. John's student is a responsible citizen and self-respecting person who:**

- Demonstrates self-control, good sportsmanship, and a cooperative attitude.
- Understands and respects basic civic rights and responsibilities.
- Demonstrates an awareness of global events and social issues and their implications for social justice.
- Responds to challenges with confidence and recognizes personal strengths.
- Takes pride in their school, academic endeavors, and personal integrity.
- Demonstrates knowledge of the tenets of our country.

### **A St. John's student is a healthy person who:**

- Makes healthy choices regarding nutrition, drug use, and personal hygiene.
- Maintains a personal level of physical fitness.

## **A. Administration, Faculty & Staff**

### **1. THE BISHOP:**

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements which contribute to the development of the total Christian community. All school policies and practices must have the approval of the Bishop or those to whom he delegates this responsibility. As Chairman of the Diocesan Consultative School Board, the Bishop acts as the executive for all educational institutions within his jurisdiction.

### **2. DIOCESAN OFFICE OF FAITH FORMATION:**

The Bishop, in his role as Chief Educator, delegates the everyday administration of the Catholic Schools in the Diocese to the Office of Faith Formation. The Department is headed by the Superintendent of Catholic Schools who is the executive secretary of the Diocesan Consultative School Board.

### **3. SUPERINTENDENT OF CATHOLIC SCHOOLS:**

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan Consultative School Board all matters affecting the Diocesan schools. S/he establishes a School Department and oversees this department in the administration and supervision of Catholic education in the schools of the diocese.

### **4. PASTOR:**

The Pastor as head of the parish is responsible for all educational programs within the parish. As such and subject to Diocesan Catholic school policies, the Pastor delegates the administration of the school to the Rector and Principal.

The Pastor determines the policies of the school according to the needs of the parish, but always in harmony with the regulations of the Diocesan School Board.

- a. **He has the final decision in all questions of admission or expulsion of pupils.**
- b. He has the right to be consulted in all serious disciplinary matters.
- c. He should be consulted before any school activity is undertaken which may involve publicity.
- d. He has the responsibility of setting and maintaining the spiritual tone of the school and of directing the religious education of the children.
- e. He approves employment and when necessary, approves termination of Faculty/Staff members.

### **5. RECTOR:**

The rector is the immediate full-time delegate of the pastor within the school community. In close collaboration with the pastor, he exercises spiritual leadership in the school, ensuring that its Catholic mission and identity are upheld in all aspects of its programs and making opportunities for spiritual growth available to all members of the school community. Additionally, he chairs the Consultative School Board, supervises the Principal, works for the development of adequate resources for the educational program, oversees the maintenance of the facilities, represents the school to the media and the public, coordinates all school fundraising, supervises admissions, and approves beforehand all school publications. The rector presides over the meetings of the Administrative Board.

### **6. PRINCIPAL:**

The principal is delegated by the pastor to oversee the day-to-day operations of the school in close collaboration with the rector. The principal is the immediate supervisor of the faculty and staff and is a member of the Consultative School Board. The principal is the educational leader within the school community and is responsible for maintaining and evaluating the academic and disciplinary programs of the school, providing for ongoing assessment of student needs and achievement. The principal selects and acquires instructional materials for the school and provides for Teacher training and inservice. Additionally, the principal chairs the Parent Auxiliary Board, presides over all faculty and parent meetings, administers the school budget, implements government programs, remedial enrichment and

extracurricular activities, and represents the school at all principals' meetings. The Principal is also a member of the Administrative Board.

## **7. VICE PRINCIPAL:**

The vice principal assists the principal with various administrative functions insofar as his/her teaching schedule permits. The vice principal works in close collaboration with the rector to ensure the smooth operation of the school in the absence of the principal. The vice principal is also a member of the Administrative Board. The vice principal supervises the extracurricular and athletic programs of the school and those involved in them.

## **8. ADMINISTRATIVE BOARD:**

The Administrative Board consists of the rector, principal and vice principal. The Board meets at least twice

a month to plan agenda for upcoming faculty meetings, to maintain an ongoing assessment of the progress of the school year, to facilitate clear communication throughout the school community, to address long term planning issues within the school and other issues of particular or general concern which arise between faculty meetings.

## **9. FACULTY:**

Teachers form the heart and core of the educational experience at St. John the Baptist School. The ultimate success of the school depends on them more than on any other factor. They motivate students to follow the example of Christ, striving to teach the Christian virtues by personal example as well as by explicit instruction. They follow a prescribed curriculum in all subject areas and make intelligent use of supplementary materials and teaching aids. They conscientiously prepare for every class and analyze and interpret students' work and test results with a view to discovering opportunities for improvement. They provide for individual differences and cultivate students' work habits and study skills. Teachers improve their own teaching by means of professional reading, attendance at teachers' meetings and continuing education. Teachers also ensure that students are supervised at all times throughout the school day and observe the code of professional ethics of the Teaching Profession of the State of California.

## **10. STAFF:**

Various staff members support the work of the teachers and the administration through their dedicated service to the school. They conduct themselves at all times according to the mission and philosophy of the school, in the spirit of the Gospel of Christ. Staff members receive their assignments from the Administration of the school and work under the supervision of one of the school administrators. They conduct themselves at all times according to the highest standards of professionalism and Christian courtesy, especially in dealing with parents and other visitors to the school.

## **11. CONSULTATIVE SCHOOL BOARD:**

The local consultative school board assists the Pastor, Rector and Principal in the formulation of general school policies, finances, development, marketing, long-range planning, fundraising as part of the long-range plan, public relations and other assigned areas. The board members are appointed by the Pastor in close collaboration with the Rector and are generally community members with expertise in various areas who are committed to ensuring the stability and growth of St. John the Baptist School as an institution which contributes to the well-being of the local community. To avoid potential conflicts of interest, board members are not parents of currently enrolled students. The Rector chairs the meetings, although neither he, the pastor, or the principal are voting members of the board since its purpose is to advise the administration.

## **12. PARENT AUXILIARY BOARD:**

The officers of the Parent Auxiliary Board are appointed by the Principal and work in close concert with the Principal to contribute to the overall enhancement of the school's programs. The Board provides whatever assistance to the school is requested by the Principal. The Auxiliary is responsible for annual fundraisers, volunteers, parent volunteer hours, and other responsibilities assigned by the principal.

## **B. Admission Policies and Procedures**

### **1. ISSUES RELATING TO THE PRACTICE OF THE CATHOLIC FAITH:**

As a Catholic School, St. John the Baptist strives to remain faithful to Jesus Christ Who said, “Seek first the kingdom of God...” The school therefore places emphasis first and foremost on the teaching and practice of the Catholic faith. Therefore, all students regardless of their religious background and affiliation must participate in all the religious instruction and activities of the school – with the exception of the reception of the Sacraments for those who are not Catholic.

The administration of St. John the Baptist School recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

The primary purpose of St. John the Baptist School is the education of young people in order to assist them in their academic, personal and spiritual growth. Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus, every adult has the responsibility of appropriate conduct, in order to support the school’s mission and provide positive models to our students. No one in the context of St. John the Baptist school community is to give witness to a lifestyle that is in conflict with the morality of the Gospel. A coherent witness to Catholic moral teaching is expected at the school, especially in behavior which is evident and public. Any other kind of behavior needs to be addressed and may need to be corrected. The Pastor is the final judge in applying this principle. At the time of acceptance, preference will be given to students whose parents are active parishioners.

### **2. TESTING/INTERVIEWS (Grades 1 – 8):**

Normally incoming K - 4 students are tested as part of the admissions process. New students applying for the upper grades (5 – 8) are interviewed personally by administrators as part of the admissions process and may be tested as well.

### **3. FOREIGN STUDENTS:**

The I-20 Forms must be acquired for non-immigrant foreign students. Forms for this approval should be obtained through the Diocesan Department of Catholic Schools. The schools under the jurisdiction of the Diocesan Department of Catholic Education were approved as schools for non-immigrant foreign students on August 24, 1976 under approval number LOS 214F 0963.000. All correspondence regarding Immigration and Naturalization should be handled by the Diocesan Department of Catholic Schools. The I-20 Form will not be signed to admit a non-immigrant student without comprehensive evidence of the suitability of the commitment or without having seen the student.

### **4. RACIAL NON-DISCRIMINATION:**

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of race, color or national origin. St. John the Baptist School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin, in the administration of its education and admission policies, and athletic and other school administered programs.

### **5. AGE OF ADMISSIONS:**

#### **Minimum Age (EC 4160A)**

Ordinarily a child must be 5 years of age on or before September 1<sup>st</sup> of the current school year to be admitted into Kindergarten. If the Principal determines that a child who is 6 years of age after the

September 1<sup>st</sup> cut-off date has successfully completed a year of Kindergarten and is assessed to be ready for First Grade such a child may be admitted to the school. Where the child has been legally enrolled in another school he/she may be admitted to the school. Grade placement will be at the discretion of St. John's.

**Developmental Readiness (EC 4160B)**

A child must be developmentally ready in order to succeed in school. St. John's administers tests to children applying for admission to kindergarten or first grade to determine their developmental readiness. If a child is admitted to the school, his/her admission is probationary for at least six weeks.

**6. AGE OF COMPULSORY ATTENDANCE**

California law provides for compulsory school attendance of all children between the ages of six and eighteen years (EC 48200)

**7. SEVERANCE OF ATTENDANCE:**

Upon severance of attendance by or of any pupil subject to the compulsory educational law of California (ages 6-16) whether by expulsion, exclusion (for more than ten days), exemption, transfer, suspension, or other reasons, the school reports such severance to the county Superintendent of Schools (Phone 834-3935 for severance cards). (EC 48202).

**8. ATTENDANCE RECORDS AND EXCUSES:**

All teachers record attendance daily and input the record into the school's computer database. A student who has been absent or tardy (more than thirty minutes) is required to present a written excuse stating the reason for his/her absence/tardy and signed by his/her parents or guardian(s). These excuses shall be kept on file until the end of the school year. Absences may only be excused for those reasons allowed in the state education code, e.g. illness, dental/doctor appointments, attendance at family funerals, etc. and only if a note signed by the parent is presented. The school reserves the right to request a doctor's note to verify extended illness.

**9. EXCESSIVE ABSENCES AND TARDIES:**

Excessive absences or tardies, even if necessary and excused, may be grounds for loss of credit and/or disciplinary action. Excessive absence is considered 15 days per semester, a total of 30 days per school year. When the student arrives after 10 am s/he is 1/2 day absent. A student is tardy if s/he is not in his/her designated place when the bell rings at 7:55 am (students arriving in the parking lot gates at 7:53AM or later need to proceed to the main office through the entrance across from the Church since they can no longer reasonably be in their line on time without running). 8 or more tardies of less than 10 minutes duration in any given quarter are considered excessive. 3 or more tardies of more than 10 minutes duration in any given quarter are considered excessive. The parents are billed for every tardy after the third tardy in any given quarter (\$5 for tardies 4 through 7, \$20 for each additional tardy in that quarter – rates are subject to change with notice) and the student is not readmitted to class at the beginning of the next quarter until the bill is paid. The school may also choose to place additional sanctions on students with excessive tardies including, but not limited to, ineligibility for extra-curricular activities. Only medical tardies with a doctor's note are excused.

**10. RE-REGISTRATION POLICY:**

The completion of any given year at St. John's does not automatically imply acceptance for the following year. The re-registration process must be completed, and the school reserves the right not to permit a student to re-register if it feels that St. John's is not the right fit for that particular student.

## C. Academic Policies

### 1. STUDENT LEARNING ASSESSMENT ACHIEVEMENT CODE:

<b>A</b>	<b>95-100</b>	<b>C</b>	<b>73-76</b>
<b>A-</b>	<b>90-94</b>	<b>C-</b>	<b>70-72</b>
<b>B+</b>	<b>87-89</b>	<b>D+</b>	<b>67-69</b>
<b>B</b>	<b>83-86</b>	<b>D</b>	<b>63-66</b>
<b>B-</b>	<b>80-82</b>	<b>D-</b>	<b>60-62</b>
<b>C+</b>	<b>77-79</b>	<b>F</b>	<b>59 AND BELOW</b>

- “A”:** The student produces markedly outstanding work, based on a consistently high level of knowledge, skills and understanding of level content, responsible behavior and work habits/study skills
- “B”:** The student produces work that demonstrates a thorough mastery of the knowledge, skills and understanding of level content, responsible behavior and work habits/study skills
- “C”:** The student produces work that demonstrates satisfactory knowledge, skills and understanding of level content, responsible behavior and work habits/study skills
- “D”:** The student produces work that demonstrates limited knowledge, skills and understanding of level content, responsible behavior and work habits/study skills
- “F”:** The student produces work that demonstrates unsatisfactory knowledge, skills and understanding of level content, responsible behavior and work habits/study skills

### 2. RESPONSIBLE BEHAVIOR GRADE:

The grade **“A”** (excellent) will be given to the student who...

- Exhibits behavior in conformity with Catholic faith and practice
- Displays a cooperative attitude
- Respects authority
- Respects the rights and feelings of others
- Respects all property
- Accepts responsibility
- Accepts correction
- Demonstrates self control
- Follows classroom/school rules
- Displays proper grooming/appearance
- Participates during liturgy/prayer services

The grade **“B”** (above average) will be given to the student who has an occasional failure in the points listed above.

The grades **“C”** and **“C+”** (average) will be given to the student who has more than occasional failures in points listed above. A student whose behavior remains at this level for more than two consecutive grading periods should consider this a danger signal.

The grade **“C-”** and below in conduct or effort should be considered a danger signal to the student who receives it. Students receiving these grades are ineligible for the Honor Roll and participation in extra-curricular activities.

The grades **“D”** or **“F”** in behavior are considered totally unacceptable for any student at St. John the Baptist School and may result in serious disciplinary action including the possibility of asking the student to withdraw.

### 3. TRACKING STUDENT PROGRESS:

Parents can track their child’s progress through the online Gradelink program. Progress reports are also issued in hard copy form at the middle of each grading period. It is hoped that in this way, parents will be able to give their children special help and enable them to improve their grades before Student Learning Assessments (report cards) are issued at the end of each quarter.

#### **4. RETENTION POLICY:**

The administration, faculty and staff strive for all students to be successful. In the event that a child does not have the cognitive and/or social maturity required for advancement to the next grade level, retention may be necessary. If the school believes that a second year in the same grade level will benefit a child, the parent will be notified by the end of the third quarter

In some cases retention may be recommended by the school – in which case parents are strongly encouraged, but not required, to accept the school’s recommendation.

In other cases retention may be considered mandatory by the school – in which case the child must be retained if the parents want him/her to remain at St. John’s for the next school year.

A student who is initially recommended by the school for retention, and whose parents decline the retention, may eventually face mandatory retention in another year if the school feels that this is in the best interest of the child.

#### **5. SUMMER SCHOOL POLICY:**

8<sup>th</sup> grade students who receive an average failing grade in any of the major subject areas: math, science, English, or history, must attend a summer program acceptable to St. John’s and present proof of successful completion thereof before receiving their diploma. 6<sup>th</sup> and 7<sup>th</sup> graders who receive an average failing grade in any of the major subject areas: math, science, English, or history must attend summer school at St. John’s (and any other additional summer program the school wishes to require) before readmission to school in the fall. The Junior High summer school program maintains a serious academic and disciplinary tone with mandatory wearing of the uniform (in contrast to the summer school program on the lower grades). Summer school for grades K – 6 is designed primarily for enrichment purposes.

#### **6. PARENT TEACHER CONFERENCES:**

The teachers have dedicated themselves to the welfare of the children and hope to establish a friendly and cooperative relationship with all parents. Problems pertaining to studies, assignments, class discipline, etc., should be discussed with the teacher. Conferences are scheduled each November at the time of the first Student Learning Assessment (report card). Other conferences may be requested throughout the year by a parent or teacher. **A parent with a teacher-related complaint is always directed first to attempt to resolve the situation directly with the teacher.**

#### **7. HONOR ROLL:**

**Students in grades 5 – 6 who fulfill the following requirements are eligible to be placed on the Honor Roll:**

- a. “B” or better in the major subjects: Religion, math, reading, English, spelling, history (social studies), science, computer
- b. “B” or better in minor subjects: writing, music, art, P.E. (two B-’s are allowed)
- c. “B” or better in responsible behavior and work habits/study skills

**Students in Grades 7 – 8 who fulfill the following requirements are eligible to be placed on the appropriate Honor Roll:**

<b>Gold Honors:</b>	4.0 with “B” or better in work study skills and responsible behavior
<b>First Honors:</b>	3.65-3.99 with “B” or better in work study skills and responsible behavior
<b>Second Honors:</b>	3.30-3.64 with “B” or better in work study skills and responsible behavior

**8. 100% CLUB:**

The 100% Club (for Grades K-4) is a motivational program which recognizes student(s) whom the teacher has selected for having attained specific classroom goals.

**9. HOME ASSIGNMENTS:****Daily Time Allotments:**

Grades K-2 – optional, not to exceed ½ hour

Grades 3-6 – not to exceed one hour

Grades 7-8 – not to exceed two hours

Home study is given to supplement and consolidate class work. Much good can be accomplished if parents provide adequate study space, lighting and an environment free of distractions, particularly away from television and other distracting forms of media. Children of limited ability are expected to accomplish only what they can during the allotted time. If a child has spent the maximum time and has not completed the assignment, the parent should indicate this at the top of the child's paper. Parents are highly encouraged to show their interest in their child's work.

**10. STUDENT LEARNING ASSESSMENT (Report Card) INFORMATION:**

Student Learning Assessments (report cards) are distributed to pupils every quarter. If a pupil is absent for 8 or more days in a given quarter, his/her grades may be withheld until he/she makes up the work missed. **Parent-teacher conferences** will be set up at the time of the first SLA to discuss student progress. SLA's (report cards) will be withheld from those students whose tuition is not paid up at the end of each quarter.

**11. STUDENT COUNCIL:**

St. John's Student Council is geared toward developing the leadership potential of students.

**12. PROFESSIONAL INSERVICE DAYS FOR TEACHERS:**

Professional inservice days sponsored by the Diocesan Office of Faith Formation are an integral part of the school calendar requiring teacher but not pupil presence. Such days are indicated in the School Calendar as "Faculty Inservice".

**13. REGULAR FACULTY MEETINGS:**

To provide time for regular faculty meetings (normally on a designated Friday of each month) school is dismissed at 12:00 noon.

**14. SUBSTITUTE TEACHERS:**

When a regular teacher is absent for an extended period of time, the principal makes every reasonable effort to obtain a qualified substitute teacher.

**15. VOLUNTEER PERSONNEL:**

Volunteers assist and work under the supervision of teachers/administrators in their work with students, or assist in extra-curricular activities, office work, the library, lunchtime, recess and playground management. All volunteer personnel are required to have a current T.B. test, their fingerprints on file with the Diocese of Orange, and proof of the required Safe-Environment Training.

**16. SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS:**

There are two kinds of records: the transcript and the temporary record. The **transcript** includes the minimum information necessary to reflect the student's educational progress. This information includes name, address, grades and grade level completed. The **temporary record** contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, evaluations and comments by teachers, counselors and other persons, as well as similar information. The following is a summary of the main parent and student rights regarding student records:

**a. Inspection of Records**

A parent or a student who has reached 18 years of age has the right to inspect all portions of the student record upon request. This is normally done in the presence of a school administrator. The records should normally be made available for inspection within 48 hours of the request, unless the one requesting to see

the records consents to a delay. The parent may request copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. Finally, the parent may request to have part of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

**b. Confidentiality of Records**

With a few exceptions, no individuals or organizations but the parent, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent.

**c. Amendment of Records**

The parent may add relevant comments, information or other written materials to the student record. In addition, the parent may request that information in the record be amended or deleted. The parent has a right to a conference with the school principal to make his/her objections known. Within a week of the conference, the principal will render a decision in writing.

**d. Destruction of Records**

School authorities are allowed to discard misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Such information will be carefully destroyed.

**e. Access to Records**

Only the principal, as custodian of the records, may authorize the release of personal information about students. Access to records may include not only an oral description by the authorized school official, but also permission to read the original record. Official transcripts are not given to students or parents. However, copies of the transcripts may be given to parents.

## **17. GRADUATION REQUIREMENTS:**

Ordinarily, students who satisfactorily complete the eighth grade courses participate in the graduation ceremony. All financial and school service obligations must be met before a diploma is given. The graduation contract must be signed by the student and both parents/guardians in order for the student to participate in the graduation ceremony. The school withholds a student's diploma until all obligations to the school are met. Eighth grade students must complete 20 hours of service to receive a diploma (seventh grade students must complete 10 hours of service – hours not completed are added to the eighth grade requirement for graduation).

## **18. CONTROVERSIAL ISSUES:**

Those topics or issues of a religious, moral, social-political or scientific nature, concerning which there are definite but differing opinions among recognized theologians, moralists, and social scientists are considered to be "controversial". In dealing with these issues, great care will be taken to follow the official teaching of the Catholic Church as manifested through its *Magisterium*. The rector, principal and individual teachers will take active roles in dealing with these issues at the maturity and understanding level of the learners.

## **19. ACCREDITATION:**

St. John the Baptist Catholic School is fully accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association. The school has always received the highest term and level of accreditation possible, most recently a new term of six full years starting in 2006.

## **20. GRADUATION AWARDS**

### **A. Valedictorian (from the Latin *valedicere* – to say farewell):**

The Valedictorian receives the Valedictorian medal and delivers a brief farewell address at the Graduation ceremony. Junior High teachers present the names of the four or five students with the top GPA's in the school to the administration. The Administrative Board makes the final choice of Valedictorian. Normally the student with the highest GPA in the school is chosen. When there are two or more students with identical top GPA's the administration either chooses co-Valedictorians or one student over the other(s) based on additional factors such as attendance, behavior, activities, etc. In situations where the student with the highest GPA presents concerns insofar as worthily representing the class and St. John the Baptist School as the Graduation speaker, the administration reserves the right to choose another student from the list submitted.

**B. Salutatorian (from the Latin *salutare* – to greet or salute):**

The Salutatorian receives the Salutatorian medal and delivers a brief greeting and introduction at the Graduation ceremony. The Salutatorian is chosen from the same list of names submitted for Valedictorian. The Administrative Board makes the final choice of Salutatorian. Normally the student with the second highest GPA in the school is chosen. When there are two or more students with identical second highest GPA's the administration will either choose co-Salutatorians or choose one over the other(s) based on additional factors such as attendance, behavior, activities, etc. In situations where the student with the second highest GPA presents concerns insofar as worthily representing the class and St. John the Baptist School as a graduation speaker, the administration reserves the right to choose another student from the list submitted.

**C. St. John the Baptist Medals (Gold, Silver and Bronze) Awarded at Graduation:**

Medalists will be selected by the following method: a ballot is given to all teachers who teach eighth graders and to all members of the Administrative Board. Each teacher nominates his/her choice(s) for the different categories. The Administrative Board tallies the results and, when necessary, submits a second round ballot to narrow the number of nominees in any given category. Based on the results of the ballot(s,) the Administrative board makes the final choice of medalists.

**21. ELIGIBILITY FOR ALL EXTRA-CURRICULARS:**

Recognizing the primary importance of academic success for each student, St. John the Baptist School does not permit any student with less than a "C" (73%) overall average and/or less than a "B-" (82%) in responsible behavior to participate in ongoing extra-curricular programs such as athletic teams, cheerleading, Clover Choir, drama performances, etc.. At the end of each quarter a list of those students not eligible for such activities will be distributed to all teachers, coaches and moderators. Students on the list become ineligible the day the list is distributed and remain ineligible for the rest of the quarter until the next list is issued at the beginning of the next quarter (at which time students who become eligible again may participate in extracurriculars pending the approval of the coach or moderator of the extracurricular program). Students who are ineligible at the end of the fourth quarter may become eligible for the first quarter of the following school year by raising their grades to the required level during summer school. In order to be eligible for Junior High field trips and dances, students must have a 73% or better in responsible behavior.

**22. INTERNET AND TECHNOLOGY USE POLICIES:****DIOCESE OF ORANGE POLICIES:****All Network Users****Purpose**

The Diocese of Orange Catholic Schools provides a network and an Internet connection to:

- ◇ support the Mission of the Catholic Church
- ◇ promote educational excellence
- ◇ promote resource sharing
- ◇ promote innovative instruction
- ◇ promote communication
- ◇ prepare students to live and work in the 21<sup>st</sup> century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and Internet connections for instruction,

professional development, training, research and communications related to curriculum.

Students are authorized to use the network only for educational learning, research and communication.

The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, tape drives, firmware, servers, desktop and laptop computers, handheld media devices, school Websites, the Internet and local and wide area networks. Use of these devices during school and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. John the Baptist School and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities including parishes, parents, stakeholders, students and the community at large. The technology system also provides the capability to communicate globally especially for educational global project based learning.

Access to St. John the Baptist School's technology is a privilege not a right. Violation of any of the provisions described in this document will result in disciplinary action.



**The Diocese of Orange, Office of Faith Formation**  
**ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS**

**Student Acceptable Use Policy**

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical and legal utilization of network resources. Use of all school technology items and systems must be consistent with the educational objectives and mission of the Diocese of Orange.

Each student and parent or guardian shall sign an Acceptable Use Policy Agreement before gaining access to the St. John the Baptist School network system. Any student who fails to comply with the terms or this policy or the regulations developed by the Diocese of Orange may lose system privileges. Students may also be subject to disciplinary measures including appropriate legal action for violation of this policy or implementing regulations.

**A. Illegal Activities**

1. No attempts to gain unauthorized access to accounts are permitted.
2. Any type of vandalism or destruction is not permitted and will be strictly disciplined.
3. Transmission of any material in violation of local, state or federal law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
4. Users will not plagiarize any materials from the Internet or any other electronic sources.
5. Users will not attempt to circumvent or bypass filtering systems.

**B. System Security and Personal Safety**

1. Network accounts may only be used by the assigned authorized users.
2. Passwords are to be kept private and not shared.
3. Users will immediately notify the teacher or technology coordinator in charge if they have identified a possible security problem or receive any messages that are inappropriate, offensive or make them feel uncomfortable.
4. Personal information such as addresses, phone numbers, and financial information shall not be included in network communications.

**C. Inappropriate Language**

1. Students will conduct themselves in a manner that is appropriate and properly represents St. John the Baptist School while using any technology device and the Internet.
2. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is expressly forbidden.
3. Information will not be posted that, if acted upon, could cause damage or disruption to the learning environment or violate the teaching of the Catholic Church.
4. Users will not harass or otherwise engage in personal attacks.
5. Users will not participate in any form of cyber bullying.

**D. Inappropriate Use of System**

1. Use of MUDS (Multi User Dungeons), SL (Second Life) and IRC's (Internet Relay Chats) is prohibited.
2. Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited.
3. Users will not engage in spamming or other illicit computer activities.

**Limitation of Liability**

The Diocese of Orange and St. John the Baptist School make no warranties of any kind, whether express or implied, for the service provided. The Diocese and School will not be responsible for any damages suffered while on the network and the Internet. These damages may include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. The Diocese of Orange and St. John the Baptist School specifically deny any responsibility for the accuracy or quality of information obtained through the Internet services. Further, the Diocese of Orange and St. John the Baptist School are not responsible for any unauthorized charge or fee resulting from use of the school's technology system.

### **Rights of Privacy**

Students have no right of privacy and should have no expectation of privacy in materials sent, received or stored in the St. John the Baptist School network, web-based subscriptions and/or technology devices used by the students.

### **Violations/ Due Process**

The Diocese of Orange and St. John the Baptist School will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the school's network or any other school technology device. In the event that there is an allegation that a student has violated the Acceptable Use Policy, the student will be presented with the charges and provided an opportunity to present an explanation before further disciplinary actions are taken.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Disciplinary actions are in accordance with the St. John the Baptist School handbook, may include the following:

- ◇ Removal from the network
- ◇ Suspension/Expulsion
- ◇ Law enforcement involvement

### **Search and Seizure**

An individual search may be conducted when there is reasonable suspicion that the user has violated the law, or broken school handbook policies. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct as per the Acceptable Use Policy.

### **Glossary**

**Harassment** – Persistently acting in a manner that distresses or annoys another person.

**Plagiarize** - To take the ideas or writings of others and presenting them as if they were original to the user.

**Spamming** – Sending an annoying or unnecessary message to a large number of people.

**Vandalism** – Any attempt to harm or destroy data of another user, agency or network including uploading, downloading or creating computer viruses.

---

**This policy may be amended at any time.**

**DIOCESE OF ORANGE ACCEPTABLE USE POLICY  
Student Acceptable Use Agreement**

**St. John the Baptist School Year 2010 -2011 Grades 3-12**

**I understand that access to the St. John the Baptist School network computers, technology devices and Internet is a privilege that is subject to following these rules:**

1. **Technology Privacy:** The computer and other technology devices are tools for schoolwork. Each student has his/her account and/or logins on the network and is assigned storage areas. These accounts and folders are only for my assigned usage. I will not trespass within other students' accounts or folders. I understand that the instructor may view my digital school work and school communications at any time.
2. **Online Privacy:** To protect my identity, personal information such as my last name, address, telephone number, school name, cell phone number, screen name, and password is never to be given out.
3. **Legal Issues:** I am aware that vandalism of equipment will not be tolerated. I will not install or download anything found on the Internet, including software, MP3 files, pictures, etc. without direct permission from the instructor. I also understand that installation of certain files can damage the computer and may be considered vandalism.
4. **Copyright and Plagiarism:** I will cite all my resources with proper research format for all text and other research items used including pictures, MP3 files, videos, etc. I will respect copyright laws.
5. **Inappropriate Materials or Language:** The use of profanity, offensive, or sexually explicit material and/or language shall not be used to communicate online. I understand that I shall not view, send, or access materials that do not comply with the School's standards. This includes, but is not limited to materials; I wouldn't show it to my parents, teachers, or law enforcement. If suggestive, harassing, demeaning or belligerent communication is encountered, I will bring it to the instructor's attention immediately. I will never respond to such messages.
6. **Safety Issues:** I will not use the computers or any other technology device to participate in cyberbullying. If I come across any communications that are inappropriate, I will notify my instructor immediately. If I become aware of any student participating in cyberbullying I will notify my instructor and/or the administrator. If I come across anything (picture, ad, website, etc.) on the Internet that is inappropriate then I will let the instructor know so corrective action can be taken.

**I have read and I understand the above rules. If for any reason, the rules are violated, I understand that all computer privileges will be revoked for a period to be determined by my instructor and school administration.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Grade**

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

\_\_\_\_\_  
**Date**

**Student Acceptable Usage Agreement  
Diocese of Orange Acceptable Use Policy  
St. John the Baptist School  
Year 201--2011 Grades K-2**

Dear Parents and Students

Please read and sign this paper together.

I understand that when I use the computers, other technology devices and the Internet at St. John the Baptist School, it is a privilege and I need to use the computers in a respectful and responsible manner by following the rules listed below.

Dear Student, Please place a check in each box after reading each rule with your parent to show that you understand the student learning expectations of a responsible computer user.

I will not share my passwords.

I will use all technology equipment carefully and not cause any damage.

I will keep my hands on my own computer.

I will let the teacher know if anything that is not appropriate or bothers me appears on my screen. For example: bad words or pictures

I will only print work when my teacher tells me to.

I will never use the computer to hurt, frighten or bully others.

I will work in the programs and websites that my teachers want.

\_\_\_\_\_  
Student Print First and Last name

Grade in September \_\_\_\_\_

**DIOCESE OF ORANGE ACCEPTABLE USE POLICY  
Student Acceptable Use Agreement**

**Parent Permission Slip for Technology Usage**

**St. John the Baptist School Year 2010 - 2011**

[Parents: Please sign one permission slip and list each child attending the school and their grade level.]

I have read the St. John the Baptist School Handbook and Acceptable Use Policy for Technology Use in Education.

Student's Name \_\_\_\_\_ Grade level \_\_\_\_\_  
Print First, Last name

Student's Name \_\_\_\_\_ Grade level \_\_\_\_\_  
Print First, Last name

Student's Name \_\_\_\_\_ Grade level \_\_\_\_\_  
Print First, Last name

Student's Name \_\_\_\_\_ Grade level \_\_\_\_\_  
Print First, Last name

Student's Name \_\_\_\_\_ Grade level \_\_\_\_\_  
Print First, Last name

	YES	NO	
1.	<input type="checkbox"/>	<input type="checkbox"/>	I, the parent/ guardian, grant permission for my son/daughter to have access to the school network and technology equipment.
2.	<input type="checkbox"/>	<input type="checkbox"/>	I, the parent/ guardian, grant permission for my son/daughter to have access to the Internet at school for educational usage.

Print Parent's Name \_\_\_\_\_

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

## **ST. JOHN THE BAPTIST SCHOOL POLICIES RELATING TO INTERNET USE:**

By signing the Parent/Student agreement form in this handbook, students agree to use the school's computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. Parents are asked to review these policies with their children (in a manner appropriate to each grade level). The following policies are to be adhered to at all times:

### **a. General Guidelines:**

1. All school systems, all information stored on them, and all work performed on them, are subject to school supervision, inspection, and governance of school policies.
2. The school may engage in routine maintenance and monitoring of its computer system.
3. The school only provides limited privacy in the contents of student personal files on the school's computer system. The situation is similar to the rights students have in the privacy of lockers.
4. Students may only use the system under the supervision of a staff member.
5. Where pertinent and approved, students should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
6. Students will promptly inform their teacher or other school employee of any message received that is inappropriate or makes them feel uncomfortable.
7. The school will not be responsible for supervising or continually monitoring every communication and internet session for every student and staff member beyond the scope of supervision defined in this internet and technology use policy.
8. Parents are expected to be equal stakeholders in the implementation of the school computer system policies by monitoring their child's internet access and electronic use at home in a manner supportive of the school's policies. While the school cannot police all inappropriate electronic communications among students outside of school, the school will follow up in a manner it considers appropriate when such matters are brought to its attention.
9. Parents and students are expected to follow the appropriate chain of communication in expressing their grievances and complaints. Posting inappropriate comments about the school, its personnel and students, on the web and via e-mails does not constitute following the appropriate chain of communication. The school reserves the right to ask parents to withdraw their children in such cases.

### **b. Students using our computers may not:**

1. Post personal contact information about self or others. Personal contact information includes address, telephone, school address, parent/s name/s, work addresses, etc.
2. Agree to meet with someone they have met online without their parent's approval. A parent should accompany them to this meeting.
3. Use obscene, defamatory, disruptive language.
4. Harass, insult, or attack others.
5. Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
6. Upload, download, view, or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyright materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
7. Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
8. Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
9. Alter the startup screen or the desktop or download applications that will subvert this.
10. Introduce a virus, attempt to breach system security, or tamper with the school's computer system.

11. Repost a message that was sent privately without permission of the person who sent the message.
- c. Consequences for violating any of the above policies:**
1. Suspension or permanent loss of access.
  2. Disciplinary action including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- d. Student misuse of the internet off campus:**
- Educators' responsibilities do not begin and end with the school day. Student safety must be paramount. The school may hold any student responsible for misuse of the internet, even when this takes place entirely off campus. St. John the Baptist School has a serious obligation to protect its students and will take disciplinary action (up to and including expulsion) against a student when any of the following (or any other internet misuse judged as serious by the administration) are reported and/or discovered:
1. Posting identifying information about oneself or others in places which are accessible to unknown and/or unwanted eyes. *The school considers it inappropriate for any elementary age child to post such information and may take immediate action, up to and including expulsion, if such posting is brought to its attention (includes but is not limited to profiles on such sites as myspace.com, freespace.com, facebook.com, and/or any similar kind of posting).*
  2. Posting of threats via e-mail or any other internet medium.
  3. Posting of negative and/or untruthful statements about staff or other students (educators, if defamed, have the right to sue).
  4. Posting of illegal or immoral images/texts on the internet.
  5. Any illegal activity connected to internet usage.
  6. The school reserves the right to make the final determination of what constitutes inappropriate use of the internet (on or off campus) and to apply the penalties it deems appropriate, up to and including expulsion.

## **D. Parent/School Relations**

### **1. SOME GUIDELINES TO FOSTER HEALTHY PARENT/SCHOOL COOPERATION:**

Parents are the primary educators of their children and exercise this right unhindered within the home. When they choose to send their children to St. John the Baptist School, they enter into a close partnership with the administration, faculty and staff of the school. Those who profess to be Catholics are expected to be active members of St. John's Parish or the parish to which they belong. Parents and guardians of baptized Catholics are expected to be the first teachers of their children in the faith, especially by the example of their faithful participation in the Holy Sacrifice of the Mass each Sunday. Parents are reminded that there could hardly be a more undermining influence on the faith of their children and what the school is trying to accomplish in that regard than the deliberate failure to keep holy the Lord's Day by celebrating the Eucharist, which the Second Vatican Council called "the source and summit of our faith."

*Since every parent may have differing views on school practices and policies, it is imperative that the school be the final determinant of such policies. Parents and school officials must present a unified front to their children in order to effectively achieve the educational goals of St. John the Baptist School.*

Parents are asked to encourage their child(ren) to study diligently and practice good behavior.

- a. Parents should ensure that homework assignments are done regularly and conscientiously.
- b. Parents should never, under any circumstances, question the authority of any school personnel in front of their child, any more than they would expect school personnel to question theirs in the same circumstances.
- c. If a matter arises, or an occasion demands that parents make some kind of response to their child regarding a teacher or staff member, they should say something non-committal until they can see the teacher and talk things over. A wise decision cannot be made until the parents have the facts.
- d. Appointments for a conference with the teacher should be made through the school voicemail system, e-mail, or by sending a note to the teacher.
- e. This conference should be held in the absence of the child unless the teacher deems it advisable for him/her to be present. Parents and teachers should never correct each other or make negative judgmental statements about each other in the presence of a student.
- f. It is always preferred that parents discuss problems with teachers first before bringing the matter to the attention of the principal.
- g. Visits to the School:
  1. Parents are asked to confer with teachers after school or at other appointed times. Parents are never to interrupt classroom instruction to present their concerns.
  2. Parents who wish to observe in the classroom must obtain permission from the Principal.
  3. Parents are required to be present at school for the fall and spring Mandatory Parent Meetings. These meetings are crucial to maintaining clear lines of communication between home and school.
  4. Parents are also asked to carefully and faithfully read the weekly bulletin (usually sent home on Mondays) and all other materials sent home by the school.
- h. **VACATION TRIPS DURING SCHOOL DAYS:** Daily attendance at school is expected of all students unless they are legally excused. Trips for vacation purposes during school time disrupt the learning process and place students at an academic disadvantage upon returning to school. In full support of the compulsory education laws of the state of California, the school considers absences for vacation purposes unexcused and work missed may not be made up.

### **2. DIOCESAN CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS:**

The students' interest in receiving a quality, moral education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, when this is not the case, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child. It shall be an expressed condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook. It is an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook.

These Christian principles further include, but are not limited to, the following:

- a. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- b. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive.
- c. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).
- d. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).
- e. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

### **3. THE STATE EDUCATION CODE ON CERTAIN ACTIONS/ATTITUDES OF PARENTS:**

Every parent, guardian, or other person who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Education Code 44811). If the teacher is "insulted or abused" by any person in the presence of other school personnel on school premises, or public ways adjacent to the school, or at another place where the teacher is assigned, that person is also guilty of a misdemeanor (Education Code 44812). Any assault, battery, or threat of force or violence directed toward a teacher or staff member of St. John the Baptist School by any parent, guardian or other person is grounds for immediate expulsion of that parent or guardian's child(ren). (Education Code 13560).

### **4. EFFECT OF PARENT BEHAVIOR ON STUDENT ENROLLMENT:**

Under normal circumstances a student is not to be deprived of an education at St. John the Baptist School on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

### **5. CONFLICT RESOLUTION/COMPLAINT PROCEDURE:**

Whenever parents or guardians have a complaint, they are encouraged to resolve the complaint by discussing it frankly and courteously with the individual responsible and/or persons directly involved. When this fails to resolve the conflict, or is made impossible by certain extenuating circumstances, they should speak to the person who is the immediate supervisor of the person against whom their complaint is directed (always remembering that, absent any extenuating circumstances, they will be re-directed to

speaking to the responsible individual first). Faculty and staff are supervised directly by the Principal. The Principal is supervised directly by the Rector. The Rector is supervised directly by the Pastor. The Pastor is the final appeal on all matters within the school and should therefore not be contacted unless the internal administration of the school is unable to address the complaint to the satisfaction of the party bringing the complaint.

## **E. Conduct and Discipline Code**

### **1. CHRISTIAN CONDUCT:**

Students' actions and attitudes in all school activities should reflect a truly Catholic Christian ethic.

### **2. CONDUCT IN GENERAL:**

Students are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations and Christian principles.

All students should conduct themselves as ladies and gentlemen. This refers to their actions toward each other, to their language, to their dress, and to their manners. Attention is called to behavior in the lavatories, in the corridors, in the hall, in the area outside the school, in the library, in the computer lab, in school offices, and of course in the classrooms. In each instance in which an employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student in his/her ability to discipline him/herself.

St. John the Baptist School students are expected to conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully, and in an atmosphere of cooperation essential to an educational community.

**Discipline in the Catholic School is to be considered an aspect of moral guidance, and not simply a form of punishment. The purpose of discipline is:**

- a. to promote genuine pupil development;
- b. to provide a classroom situation conducive to learning;
- c. to educate students to an appreciation of the importance of developing Christian values, responsibility and self-control;
- d. to increase respect for duly constituted authority; and
- e. to help build a sense of community.

### **3. HARASSMENT POLICY:**

In accord with St. John the Baptist Catholic School's respect for the dignity of each individual, the school is committed to providing an environment in which everyone is treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aides, or volunteers to conduct themselves in a manner which contributes to a positive school environment. Therefore, any form of harassment, whether sexual, verbal, written, physical, visual or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

#### **a. Definition of Harassment:**

Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical disability, gender or religion. Harassment can occur any time during school or during school related activities.

#### **b. Examples of Harassment (It includes, but is not limited to, any or all of the following):**

- 1. Sexual Harassment:** Sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets or unwelcome touching.
- 2. Verbal Harassment:** Comments, questions, statements, slurs, jokes against a person because of race, creed, color, national origin or physical ability.
- 3. Written Harassment:** Letters, notes, or invitations (electronic or paper) which are suggestive or hostile.
- 4. Physical Harassment:** Unwanted touching, contact, assault, deliberate, impeding or blocking movements, or any intimidating interference with normal study or movement.

5. **Visual Harassment:** Leering, gesture, display of suggestive objects, pictures, cartoons, posters or drawings (electronic or paper).
  6. **Environmental:** Detrimental atmosphere in which a person(s) is/are made to feel uncomfortable through the presence and/or actions of others in the room.
- c. **Confidentiality:** Every effort will be made to protect the privacy of the parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.
- d. **Retaliation:** Retaliation against anyone who reports harassment or who participates in the investigation of such a report is strictly forbidden.
- e. **Administrative procedures:** It is the responsibility of the school to ensure that all students, employees and volunteers have knowledge of this policy and that a copy is readily available:
1. Provided to all students currently enrolled in the school and distributed at all orientation programs conducted for new students, staff and volunteers at the beginning of each school year and summer session;
  2. Provided to all faculty members, administrative staff and support staff at the beginning of each school year or at the time a new employee is hired or a new volunteer comes on campus to assist the school personnel;
  3. Published in the student/parent handbook each year.
- f. **Complaint procedure:**
1. Students, employees, or volunteers who feel aggrieved because of conduct that may constitute harassment, depending on the severity of the conduct, may directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances (especially for students) it may be better to directly contact an adult such as those listed below.
  2. If the students, employee, or volunteers do not feel comfortable doing this or are unable to do so, they shall direct their complaint to their parents or to a school counselor, administrator, principal, vice principal or teacher. If a person (usually a student) feels uncomfortable speaking to adults of the opposite gender, they may request that a same gender adult be present. When such a person has been designated to assist in resolving the complaint he/she is bound by the highest degree of sensitivity, concern, professionalism and confidentiality.
  3. The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and diocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

#### 4. POLICY ON BULLYING

St. John the Baptist School is committed to providing an environment free of fear from all kinds of bullying and/or other intimidating behavior. Such behavior can be manifested in a variety of ways, including (but not limited to) verbal, visual or physical bullying. Any student found guilty of bullying other students in any form whatsoever is liable to immediate and serious disciplinary action. The administration reserves the right to make the final determination regarding what constitutes bullying behavior. A pattern of bullying behavior is grounds for expulsion, but even a single, isolated act of bullying may be considered serious enough by the administration to expel a student. STUDENTS AND PARENTS HAVE AN IMMEDIATE AND SERIOUS OBLIGATION TO REPORT ANY BULLYING BEHAVIOR THEY HAVE WITNESSED OR EXPERIENCED TO A MEMBER OF THE ADMINISTRATION OR TEACHING STAFF WITHOUT DELAY. Such behavior, if left unreported, can often lead to more serious problems.

#### 5. MERIT SYSTEM FOR GRADES 6, 7 & 8:

Students in grades 6, 7 and 8 begin each quarter with 60 merits. Students may lose merits for various infractions of school and classroom rules at the discretion of the teacher/school. Infractions for merits lost include (but are not limited to):

- a. Disrespect to teacher or staff
- b. Disrespect to a fellow student
- c. Foul language
- d. Disruptive behavior
- e. Eating/chewing gum in class
- f. Late to class.

The merit grade is always available for viewing at Gradelink ([www.gradelink.com](http://www.gradelink.com)). The merit grade is placed on progress reports and the Student Learning Assessment (report card). In any given quarter once a student falls below 43 merits they will be required to check in weekly with the vice principal to monitor their behavior (see section C2 for acceptable Responsible Behavior Grade explanations). The merit system provides a documented tracking of repeated disciplinary problems and helps school and parents to be well-informed throughout.

The scale for the merit grade is as follows:

- 30 – 28: A**
- 27: A-**
- 26 – 25: B**
- 24: B-**
- 23 – 22: C**
- 21: C-**
- 20 – 19: D**
- 18: D-**
- 17 or less: F**

## F. School Rules and Regulations

### 1. GENERAL REMARKS:

The exact observance of school rules and regulations is essential to the proper and safe functioning of a school, but the spirit in which they are observed is even more important. Parents should have a thorough understanding of the rules and regulations and be in a position to interpret them to their children, and also to impart to their children the spirit of loving and responsible obedience with which these rules and regulations should be kept.

### 2. ARRIVING AT SCHOOL:

- a. Children are never allowed to enter or remain in the classroom if the teacher is not present.
- b. A first bell rings at 7:50 a.m. At this time, students will line up in the assigned place and prepare for the daily attendance and uniform check. **The parking lot gates close at 7:53 AM – students arriving after this time are too late to be in their classroom lineup on time (without running) and must enter through the front office and be marked tardy.**
- c. Whenever children enter or leave the school building, they should do so in a quiet and orderly manner. Running and/or shouting are never permitted in and around the school building.
- d. LOITERING IN THE LOCKER COURT IS NOT ALLOWED.

### 3. RELEASE OF STUDENTS DURING SCHOOL HOURS:

No student is permitted to leave the school grounds at any time during school hours, or to be released from school without a written and signed request from the parents. Any child who violates this regulation is subject to dismissal from school. If a child is to be taken off campus during school hours, he/she is to be released from the office only. The adult accompanying the child must be identified before leaving school and must sign the appropriate book.

### 4. DISMISSAL AT SCHOOL DAY'S CLOSE:

- a. At 2:30 PM each day a bell announces dismissal of grades K – 6. Grades 7 – 8 are dismissed at 2:40 PM. Therefore it is imperative that K – 6 students proceed to their assigned areas for pickup; they should never wait in corridors, near the doors of the school, or in the school office. **Children may never be picked up anywhere other than the designated pickup areas.** K – 3 are picked up at the gate at the bottom of the parking lot. 4 – 8 are picked up at the gate at the top of the parking lot (closest to the Church). Students may not walk home unaccompanied by an adult without presenting the required permit (such a permit can be applied for by the parent in the main office). The school reserves the right to deny a walking permit to any student if it has concerns that the child is too young to walk home or if it has concerns that the child is not actually walking home but walking to an unsupervised location to await pick-up by parents.
- b. Parents are asked to fully cooperate with parent volunteers monitoring the parking lot and instruct their children to do likewise.
- c. **Rainy Day Dismissal:** When it is raining at dismissal time the above procedures may be modified and parents will be directed to the assigned pick-up areas.

### 5. LOITERING:

- a. Children are never allowed to loiter in front of the school or church at any time. All waiting must be done in the “waiting area” behind the fence. If a student is walking home with the designated permit, he/she must leave the school grounds as soon as he/she exits the gate.
- b. Children in school uniform should not be seen loitering on the streets or in public buildings. Parents are urged to see that their children waste no time in getting to and from school.

**6. ABSENTEE PROCEDURE:**

The school must be notified by phone before 10:00 a.m. each day a student is absent. When a student is absent a written excuse signed by a parent must be presented upon readmission.

**7. TARDY PROCEDURE:**

A student is considered tardy if he/she is not **IN LINE AT THE ASSEMBLY** at 7:55 AM (or not inside the parking lot gates by 7:53 AM). Any student arriving after this time will be sent to the office and a tardy slip will be issued. For each tardy beyond three (per quarter) a fine is imposed. Such fines must be paid up before a student can continue enrollment for the next quarter.

**8. TELEPHONE/CELL PHONES:**

The telephone in the school office is **NOT** for the use of the students except in the case of emergency. It must be kept open for school business. Forgotten books, homework, P.E. equipment, lunch, etc., or permission to go to athletic events **DO NOT** constitute reasons to call home. Students will not be allowed out of class to call home for the previously listed reasons. **Cell phone use is not allowed during school hours. All cell phones may be confiscated if seen or heard between 7:50 am and 3:00 pm (unless the student has received permission from a teacher, administrator or staff member to use them).** Students violating this rule will receive the appropriate demerits for their behavior and/or the phone will be held in the office for parent pick-up at the end of the day.

**9. LOST AND FOUND:**

- a. All items susceptible to being lost should be permanently labeled.
- b. Valuable or precious items should not be brought to school without parental permission. This should be granted with great prudence as **the administration and faculty cannot be responsible for loss or theft** that may occur.
- c. The lost and found is located in the school office.
- d. All unclaimed articles will be disposed of at the end of each month.
- e. All sweaters, P.E. shirts/shorts, lunch boxes, book bags, must have the student's name and room number on some visible area.
- f. Students should not be allowed to bring large amounts of money to school.

**10. CARE OF PROPERTY:**

- a. Children are encouraged to take pride in their school and to share the responsibility for keeping it attractive therefore...
  1. All deliberately destructive acts must be avoided.
  2. Accidents resulting in breakage must be reported to the teacher on the day they occur.
  3. Each group must keep its own play area free from all litter.
  4. A \$50.00 fine will be imposed on any student found guilty of writing on or marking property.
- b. Books and equipment should always be handled with care...
  1. All books must be covered.
  2. All students must have book bags or back packs.
  3. All lost books must be replaced.
  4. All 7<sup>th</sup> and 8<sup>th</sup> grade students must pay a fee for the use of their lockers.
- c. Classroom and restroom supplies should be used without waste.
- d. The defacing of school property or the property of others by **graffiti** is considered a serious offence by the school and can be punished by requiring restitution and even expulsion.

**11. NOT ALLOWED ON SCHOOL PREMISES:**

Rubber bands, matches, lighters, firecrackers, fireworks, "stink" bombs, bean shooters, balloons, water pistols, knives of any kind (even plastic), guns or weapons of any kind, sunflower seeds, and chewing gum.

**Electronic Devices** are not permitted on campus. These include pagers, laser pointers, palm pilots, hand-held games, CD players, I pods, MP3 players, boom boxes, and any other device that fits into this general

category. Items discovered on campus will be confiscated and held until the end of the school year. In addition, possession of any of the above on campus will result in disciplinary action anywhere from assigning the appropriate demerits to suspension and expulsion (the administration reserves the right to determine which punishment best suits each case).

## **12. COURTESY AND RESPECT:**

All students should:

- a. Greet all priests, sisters, lay teachers, school personnel, and visitors respectfully.
- b. Offer to help teachers with books or classroom tasks.
- c. Stand aside to let adults pass first.
- d. Avoid interrupting when others are speaking.
- e. Respect their neighbor's rights to learn and to work, and to respect their ideas and opinions.
- f. Respect all in authority.
- g. Observe deadlines for all assignments and messages between school and home.
- h. Avoid use of all profane and inappropriate language (the exclamation "O my God!" – other than in prayer - is considered inappropriate language).

The bottom line in every form of behavior is RESPECT. If students, faculty, staff and parents strive to interact always in a manner that respects the dignity of every individual, the kingdom of God will find rich soil in which to grow and flourish at St. John's.

## **G. Disciplinary Responses in the Case of Non-compliance with the Conduct Code and School Regulations**

### **1. DETENTION:**

Since it is a privilege to attend a Catholic School whose standards aim at excellence, detention before and after school hours is an acceptable disciplinary measure. Parents will be notified at least one day in advance if a student is to be detained. The detention must not exceed one hour. Saturday detentions of a longer duration are also possible. The detention period of one-hour duration is assigned by the teacher.

**VIOLATIONS OF SCHOOL REGULATIONS PUNISHABLE BY DETENTION** (grounds for detention include, but are not limited to, those specified below and elsewhere in this handbook):

#### **a. Conduct:**

1. Destructive behavior or willful disobedience anywhere on campus.
2. Chewing gum on the school premises.
3. Interfering in other class games, tackling, “chicken fighting”, teasing, harassing.
4. Riding bicycles on the school grounds.
5. Fighting at any time or “picking on” younger students.
6. Rudeness, poor manners, insolence – any disrespect to any adult at any time.
7. Disruption of class or disturbance of others.
8. Unbecoming conduct on or off campus.
9. Profanity or vulgarity – written or spoken.
10. Being in unauthorized areas without supervision (the perimeters of authorized playground area are marked off).
11. Being unsupervised on the yard after 3:00 p.m. (must be in After School Care or under the supervision of a teacher, coach, activity moderator, etc.).

#### **b. School Work:**

1. Missing written homework
2. Missing any major classroom assignment

#### **c. Uniform:**

Any violation of the school uniform requirements is punishable by detention.

### **2. SUSPENSION (at the discretion of the administration):**

Out-of-school suspension is an acceptable disciplinary measure. No student shall be suspended from school for more than one week at a time. In all such cases parents must be informed of this action and the reasons involved (EC 5147.2). Excessive violations of any school regulation may result in suspension. An immediate suspension may be given to any student, who in any way intimidates or harasses another student or for any other reason deemed sufficiently serious by the administration. Students returning to school after suspension must be accompanied by a parent, and go to the school office before being re-admitted to class (sometimes a meeting with the administration and the signing of a contract is required). Any student who has been suspended three times during the school year may be dismissed from St. John's.

### **3. EXPULSION:**

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. The pastor is informed in such circumstances.

### **4. REASONS FOR EXPULSION:**

The following offenses are grounds for expulsion (grounds for expulsion include, but are not limited to, those specified below):

- a. Actions gravely detrimental to the moral or spiritual welfare of the school community.
- b. Continued willful disobedience.

- c. Use, sale or possession of narcotics.
- d. Use, sale or possession or distribution of any alcohol, for beverage purposes on or near school premises.
- e. Willful cutting, defacing or otherwise injuring in any way any property, real or personal belonging to the school or others.
- f. Habitual truancy.
- g. Assault or battery, or any threat of force or violence directed towards any school personnel or student or their property.
- h. Theft.
- i. **Any activity on or off campus injurious to the good name and reputation of St. John the Baptist School.**
- j. **Any other actions which, in the professional judgment of the local administrator, are gravely detrimental to the moral or spiritual welfare or the physical safety of the local school community.**

## **5. THE STATE EDUCATION CODE ON SUSPENSION & EXPULSION:**

EC 48903: Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or continued abuse of school personnel, assault or battery upon school personnel, or any threat of force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school...

Smoking or having tobacco on school premises constitutes good cause for suspension of a pupil...

EC 48904: (School authorities may) suspend or expel a pupil who has on school premises or elsewhere used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances...

EC 48907: (School authorities may) suspend or expel pupils for misconduct when other means of correction fail to bring about proper conduct.... Any minor who willfully cuts, defaces or otherwise injures in any way property, real or personal belonging to a school is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the minor...

California Administrative Code 301: Students are forbidden to use or possess intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

## **6. THE DISCIPLINE BOARD:**

Ordinarily student discipline will be addressed on the lowest possible level (i.e. by the teacher or staff member who has immediate supervision of the student who is misbehaving). Of course certain actions of a serious nature, even if only a one-time incident, can and should be referred immediately to the administration of the school. In general, however, the teacher or staff member will first attempt to address disciplinary issues with in-class consequences and private discussions with the student. If these efforts fail, the parents will be contacted to inform them and enlist their support for improvement. All of these measures will be documented by the teacher. If all of these measures still fail to bring about the desired result, the teacher will refer the student to the discipline board. The discipline board consists of the Principal (chair), Rector, two faculty representatives elected by the faculty at the first faculty meeting of the school year (one from the lower grades and one from the junior high level) and one member appointed by the administration for each case. When a student is referred to the discipline board, it will review the case and determine what, if any, action is to be taken. The board has competence to determine what, if any, strategy might lead to student improvement. Such strategies may include (but are not limited to) requiring the student and parents to sign a discipline contract, restricting the student's involvement in school activities, or suspension of the student. The board may also judge that such improvement is unlikely and therefore request the parents to withdraw their student or in the most serious cases the board may decide to expel the student. The board, having heard the student, parents and teacher(s) involved, will ordinarily vote on a determined course of action. Decisions of the discipline board, once approved by the principal, are considered final. Any administrator also has the right to refer a student to the discipline board.

# H. St. John the Baptist Catholic School

## Uniform and Grooming Code

### 1. PHILOSOPHY:

St. John the Baptist believes that a student's appearance has an impact on his or her attitude and behavior at school. A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. The dress code is designed to help students develop a sense of modesty, decorum and good taste. It should educate them in what is appropriate dress for the proper time and place.

The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance code is also widely recognized by educators in both private and public schools as a means of providing a safer learning environment. Clothes must always conform to rules of modesty, good taste, and appropriateness.

The Administration, Faculty and Staff of St. John the Baptist School reserve the right to regulate and prevent the adoption of exaggerated or faddish hairstyles, clothing, jewelry, or any accessories that tend to draw unfavorable attention to the wearer. The school does not see this as an infringement on personal fashion desires, for the student has many off-campus hours to dress as he or she wishes. However, attending St. John the Baptist is a privilege, and the school expects its students to conform to a consistent and acceptable dress code.

### 2. GENERAL GUIDELINES:

- a. All extremes in dress and grooming must be avoided.
- b. All clothing will be clean, neat, modest and in good taste. Shirts and blouses must be tucked in at all times on school premises.
- c. Students are required to be in proper uniform/dress code at all times on school grounds and within sight of the school building.
- d. All students out of uniform are in violation of the code.
- e. Admission to school or class may be denied because of code violations.
- f. The school reserves the right to request a student to change attire before returning to class (even if this means calling the parent to bring a change of clothes).
- g. Parent notes will not excuse appearance/dress code violations.
- h. Any alteration of the uniform to give it a "gang-style" look is grounds for expulsion. This includes sagging pants or baggy attire. Tattoos or any writing on the body are not permitted.
- i. The administration of St. John the Baptist School is the final interpreter of the dress code and will determine violations of the code.

**Please note:** Knit polo style shirts, blouses, jumpers, skorts, culottes, skirts, and pants **MUST** be purchased at Vicki Marsha's. Shorts, sweatshirts, socks, P.E. shorts and P.E. shirts **MUST** be purchased through the SJB Spirit Committee. You may also purchase white polo style uniform shirts through the Spirit Committee.

### 3. GIRLS' UNIFORMS – GRADES K – 5:

- a. Lt. blue round collar blouse, or Lt. blue or white school knit polo style shirt (with logo)
- b. Blue/Gray plaid jumper or plaid skort
- c. Navy blue walking shorts, skort, culottes or twill pants
- d. Navy blue nylon or fleece P.E. shorts and navy or gray SJB P.E. shirt
- e. Navy blue school sweatshirt
- f. **THE JUMPERS, SKORTS, CULOTTES, AND SHORTS MUST REACH THE KNEE (NEVER ABOVE THE KNEE). THE SHORTS WITH THE STRETCH MATERIAL MAY NOT BE WORN TOO TIGHTLY.**

### 4. GIRLS' UNIFORMS – GRADES 6 – 8:

- a. White school knit polo style shirt (with logo)
- b. Blue/Gray plaid skirt
- c. Navy blue walking shorts or twill pants
- d. Navy blue nylon or fleece P.E. shorts and navy or gray SJB P.E. shirt

- e. Navy blue school sweatshirt
- f. **THE SKIRTS AND SHORTS MUST REACH THE KNEE (NEVER ABOVE THE KNEE). THE SHORTS WITH THE STRETCH MATERIAL MAY NOT BE WORN TOO TIGHTLY.**

**5. BOYS' UNIFORMS – GRADES K – 8:**

- a. Shirts: Grades K-5: Lt. blue or white school knit polo style shirts (with logo)  
Grades 6-8: White school knit polo style shirts (with logo)
- b. Navy twill pants or navy blue walking shorts
- c. Navy blue nylon or fleece P.E. shorts and navy or gray SJB P.E. shirt
- d. Navy blue school sweatshirt
- e. **NO OVERSIZED PANTS OR SHORTS. PANTS AND SHORTS MUST FIT AT THE WAIST. SHORTS MAY NEVER BE WORN BELOW THE KNEE.**

**6. ALL STUDENTS:**

- a. For P.E. on **cold** or **rainy** days, the students may wear **PLAIN, SOLID, NAVY BLUE FLEECE SWEATPANTS.**
- b. No colored shirts or turtlenecks under the uniforms – **white, plain undershirts** or camisole are permitted but may never be visible.

**7. SHOES:**

- a. Solid black, navy blue, white, gray or brown shoes or a combination of these are permitted (no checkerboard).
- b. No sandals or boots allowed. No open-toed shoes or flimsy or loose-fitting slip-ons allowed.
- c. If wearing high-tops, your socks must be visible.
- d. For P.E. all students must wear tennis shoes that lace up or close with Velcro – no slip ons.

**8. SOCKS:**

- a. **ALL SOCKS MUST BE PURCHASED THROUGH THE SCHOOL AND HAVE THE SCHOOL LOGO.**
- b. All socks must come above the ankles.
- c. Girls may wear navy blue tights during cold weather (no nylons or leggings).

**9. HAIR:**

- a. All hair bows, ribbons, hair ties, and rubber bands, etc. must be navy blue, royal blue, or white.
- b. Girls with shoulder length or longer hair must have it in a **tight pony tail or braid**. Bangs need to be cut above the eyebrows. All other hair needs to be securely pinned back, or secured with a head band or in a hair band or barrette. No side ponytails.
- c. Boys' hair cannot touch the eyes, the ears, or the top of the collar.
- d. **NO HAIR PRODUCTS.**
- e. Extreme hair styles are not permitted.
- f. In general, hair may not be worn in such a fashion that vision is obstructed (bangs must be cut above eyebrows).
- g. No extreme steps, such as shaving parts of the head by either boys or girls.
- h. No coloring of any kind.
- i. Final decisions rest with the administration on all grooming and uniform rules.

**10. ACCESSORIES:**

- a. Earrings (girls only) must be gold or silver post-style only; one earring per ear, no hoop styles.
- b. Watches are allowed – no rings are allowed.
- c. Necklaces must be religious medals or crosses.
- d. Children's ID bracelets are allowed.
- e. Clear nail polish only. No French manicures, no fake nails. Absolutely no make-up (this includes "permanent" or "surgically applied" makeup).
- f. Belts must be worn if the shorts/pants have loops – plain navy blue or black only.

**11. OUTERWEAR:**

All outerwear, including jackets, coats and sweatshirts, must be school-approved uniform at all times, even in cold weather (outerwear worn by teams, clubs or other extracurricular groups not allowed except on designated Spirit Attire days).

**12. SPIRIT ATTIRE GUIDELINES:**

On days designated as “Spirit Attire” days, students in grades 5 – 8 may wear any St. John’s sweatshirts or t-shirts. Students in grades K-4 may wear the designated “spirit” shirt if available in a given year. All other uniform rules apply and remain in force.

**13. OTHER “SPECIAL DRESS” DAYS:**

There are a few limited days when “special dress” is permitted for a particular class or classes. Guidelines for each of these days will be given to the students in advance of the day. There is no such thing as a “free dress” day at St. John’s – in other words, even when students are not in the usual uniform dress of the school, the school’s dress code philosophy and all of the above guidelines with respect to modesty, neatness and grooming continue to apply. The administration reserves the right to ask a student to change into more appropriate attire at any time, including special dress days. Parents are thanked in advance for their cooperation.

**14. UNIFORM VIOLATIONS:**

Uniform violations are written up on the “Uniform Violation” form. This form is sent home for the parent’s signature. If the violation cannot be remedied on the spot, the student will be suspended from class until the parent arrives to remedy the situation. ANY STUDENTS WRITTEN UP THREE TIMES FOR VIOLATIONS REGARDING THE LENGTH OF SHORTS, SKORTS, CULOTTES, JUMPERS OR SKIRTS (OR ANY COMBINATION THEREOF) WILL BE REQUIRED TO WEAR THE LONG UNIFORM PANTS FOR THE REMAINDER OF THE SCHOOL YEAR.

# I. Physical Education and the Athletic Program

## 1. PHYSICAL EDUCATION:

“Student Physical Education” activities will be required of everyone (unless a doctor’s medical excuse directs otherwise).

## 2. PHILOSOPHY OF THE ATHLETIC PROGRAM:

The athletic program at St. John’s is a very worthwhile part of the school’s overall plan for the moral, spiritual, and intellectual education of children. The primary goal of the athletic program, in conjunction with the entire educational program of the school, is to develop young men and women of character who possess and value a strong mind, body and spirit.

### The Athletic Program will:

- a. Provide opportunities for students to participate in a variety of sports throughout the year.
- b. Foster training in conduct, game ethics, and sportsmanship for participants and spectators.
- c. Engender respect for local and Diocesan rules and policies under which the school program is conducted.
- d. Be an integral, well-coordinated part of the school program.
- e. Be based on good sportsmanship.
- f. Assist participants in the development of required physical and sport-specific skills.

## 3. BELIEFS AND GOALS CONCERNING ATHLETICS:

- a. The good of the students is the highest priority.
- b. The dignity, worth, and self-esteem of participants should be carefully respected in all athletic activities.
- c. The most important result of competition is the development of lifelong values and skills.
- d. The athletic program is an integral part of the school experience.
- e. School athletics should be fun and rewarding.
- f. A well-designed athletic program promotes community and school pride.
- g. Open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- h. Morale, satisfaction, and performance are enhanced when athletes work together as a team.
- i. Positive parent support and involvement enhance student growth and program quality.

## 4. ATHLETIC CODE OF ETHICS:

### It is the duty of all concerned with school athletics to:

- a. Emphasize the ideals of sportsmanship, ethical conduct and fair play.
- b. Eliminate all possibilities which tend to destroy the best values of the game.
- c. Emphasize the importance of a good Christian attitude toward everyone concerned: teammates, coaches, spectators, officials and opponents.
- d. Show courtesy to visiting teams and officials.
- e. Establish a cordial relationship between visitors and hosts.
- f. Respect the integrity and judgment of sports officials.
- g. Encourage leadership, use of initiative and good judgment.
- h. Recognize that the purpose of athletics is to promote physical, mental, moral, social and emotional well-being.
- i. Remember that an athletic contest is only a game – not a matter of life and death – for player, coach, school officials, fans and community.
- j. Establish player safety and welfare as a number one priority.
- k. Provide proper supervision of students at all times.
- l. Use discretion when criticizing and/or reprimanding players.
- m. Instruct players in the safe use of equipment.

## **5. CHEERLEADING PROGRAM:**

In addition to all that has been said above regarding the other athletic programs, the following guidelines are crucial to a successful Cheer program at St. John's:

- a. Parent supervision and cooperation are vital at all times.
- b. If a supervisor designated by the school is not present, cheerleaders are not allowed to remain on the school premises.
- c. Rules for transportation to games for the cheerleaders are the same as those listed under Transportation Rules for the other sports (cf. #8 below).
- d. All cheerleaders are required to participate in all games. If a cheerleader makes a habit of unexcused absences from games, she will be dropped from the squad.

## **6. ELIGIBILITY:**

In order to represent St. John's School in sports or any other extracurricular activities, a student must maintain at least an overall "C" (73%) average and a "B-" (82%) or better in responsible behavior. In order to participate in a Junior High field trips or dances, students must have a "C" (73%) or better in responsible behavior.

## **7. GUIDELINES FOR SPECTATORS AT ATHLETIC EVENTS:**

- a. Remember that school athletics are learning experiences for students and that mistakes will be made. You would not jeer a student who makes a mistake in the classroom; why is an athlete an exception?
- b. It is a privilege to observe a contest, and license should not be taken to verbally assault others and be generally obnoxious.
- c. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- d. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.
- e. Respect the integrity and judgment of game officials. Do not question an official's call.
- f. Recognize and show appreciation for an outstanding play by either team.
- g. Refrain from the use of any controlled substances (alcohol, drugs) before and during games and afterwards on or near the site of the event (i.e. tailgating).
- h. Refrain from cheers which downplay the opponent or which use profane or abusive language.

These guidelines issued by the California Interscholastic Federation are endorsed 100% by the administration of St. John the Baptist School.

## **8. TRANSPORTATION RULES:**

St. John's School asks the parents to provide transportation for athletic events and other special activities. The school depends on the cooperation of parents in this all important matter. The rules for transportation are as follows:

- a. The driver must always be an adult at least 25 years of age with a valid California Driver's License.
- b. Students must go and return in the same car.
- c. The school and its insurance policy insist that cars not be overloaded, and each child must be in his/her own seat belt.
- d. In case of emergency, the School Office or Convent should be notified immediately, and a responsible party should notify the Principal of the names of the students involved so that parents may be contacted.
- e. Physical examinations should be insisted on if injury is suspected, within a reasonable period of time following an accident.
- f. If a parent agrees to drive, it is important that he/she maintains his/her commitment so as to avoid overloading other cars.
- g. Drivers must present their driver's license and proof of insurance for copying in the school office before driving St. John's students.

## 9. GENERAL RULES FOR ATTENDING GAMES:

The following are the general rules for students and spectators attending games:

- a. No one is permitted to run around the grounds or go to any other playground equipment while attending a game.
- b. Spectators at games should stay in a group in the bleachers near the cheerleaders.
- c. Sometimes games end after dark. Parents must ensure that children are supervised at all times, especially in the parking lot.
- d. Parents picking up their child at St. John's after a game must be ON TIME. For obvious reasons, no student should be left waiting indefinitely for a pick-up, especially in the dark during the winter season. Parents are normally charged a penalty fee for late pick-up if staff are kept waiting.
- e. Sports uniforms should be treated with care.
- f. Going to local food stores while a game is being held at St. John's is absolutely forbidden to any student unless accompanied by one's parent.
- g. At away games, the snack bar may only be used during half time or after games.

## J. Student Health and Safety Issues

### 1. HEALTH ROOM SUPERVISOR:

The health room supervisor arranges and supervises all testing and immunizations:

- a. Audiometric testing
- b. Vision testing
- c. Immunizations and dates
- d. Weighing and measuring
- e. Procuring pamphlets, charts, booklets, etc. to be used in health classes
- f. Scoliosis testing

### 2. HEALTH REGULATIONS:

There is a staff member to supervise the health room daily. The school is restricted by Diocesan and county law from rendering any service, other than immediate first aid. It is imperative that children be isolated during the communicable stages of any disease or infection

**a. Immunizations:** The state of California requires documented proof of immunizations for students entering the school. Students will not be admitted to class until this information is received.

**b. Medical Records:** Kindergarteners and new students must have a Report of Diagnostic Examination and School Certificate on file. Forms are available in the office. Students who attended St. John's the previous year only need keep the cards current. If the student has received any immunization during the summer, or there is any additional information that should be listed on the health card, this should be included with the re-registration paperwork.

**c. Dismissal for Medical or Dental Appointments:** An excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this upon the occasion of the visit. Frequent absences of this type are detrimental to the student's class work and should be kept to a minimum. These should not conflict with dates of standardized testing (see the school Calendar for October).

**d. Emergency:** Parents are notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason parents must notify the school office when there is a change of phone number or persons to be contacted when the parent cannot be reached. It is understood that enrollment at St. John's confers upon the school the obligation to select emergency care providers in the event that parents cannot be reached and that no liability would attach to such a decision in such circumstances.

### 3. EMERGENCY CARDS:

Any change of occupation, address, telephone number, or any information provided for the Emergency Information Form should be reported, in writing, as soon as possible after the change has occurred. This

should be sent to the teacher of the oldest child in the family attending St. John's. On the envelope should appear the name of the eldest child and the words "Emergency Information – Attention Office"

#### **4. EMERGENCY CARE INFORMATION:**

The school maintains an accessible card file containing emergency care information for each student. Each card includes the following:

- a. The name of the student, his/her home address and telephone.
- b. The business address and telephone number of the father and the mother or the guardian and the hours during which he/she will be at this place of work.
- c. The parents' wishes concerning the care of their child should illness or accident occur during school hours and names of other persons who may be contacted in an emergency. The name of the family physician, his/her office address and telephone.
- d. The nature of special illnesses or attacks to which the student is susceptible and the emergency measures to be applied and any current medication.
- e. The parents' approval to send the child to a medical facility for emergency treatment should this be necessary.
- f. Each card should include stated reservations regarding persons to whom the child may NOT be released.
- g. The signature of responsible parent(s) or legal guardian(s).

#### **5. ILLNESS AND INJURY:**

Should a student be injured or become ill, the parents will be contacted. No student will be permitted to go home before this contact is made. If the parents cannot be reached and the illness or injury is serious enough to require medical attention, an administrator or staff member will consult the student's emergency care authorization form.

#### **6. HEALTH SCREENING EXAMINATION:**

California law requires specific health screening procedures for all children entering school for the first time. The principal shall inform parents of prospective kindergarten or first grade students of this obligation and will verify compliance before admitting the student to class. Proper evidence of compliance is the completed CERTIFICATION OF EXAMINATION FOR ENTRY INTO GRADE ONE, which should be placed in the student's file. Students with current Medi-Cal eligibility and children from low income families are eligible for a no-cost screening examination. Participating physicians and the local health department have income tables to determine eligibility.

#### **7. VISION AND HEARING SCREENING:**

The health room supervisor will arrange for vision and hearing screening. Results of the testing will be recorded in the student's cumulative health record (a written statement must be filed annually with the principal by any parent or guardian seeking exemption from these examinations).

#### **8. REPORTING OF INJURIES:**

Injuries occurring on school premises must be reported to the School Office. Minor scratches and bruises are taken care of in the Health Room immediately. It sometimes happens that the seriousness of an injury is not immediately realized; parents are therefore urged to impress upon their children the duty of reporting such things as head or back injuries, sprained fingers, etc. The ordinary procedure would be to tell the teacher or parent on duty who would then make sure the child is brought to the Health Room.

#### **9. STUDENT INSURANCE:**

Coverage: The Student Accident Insurance Program is available for all students while attending school or school sponsored activities or while being transported to and from school or any school-sponsored activity. A supplemental 24-hour year round accident insurance policy is available through the school's insurance agent. Premiums for the 24-hour year round policy are paid by the parent to Myers-Stevens with application.

Claims: All claims must be filed by the parent or guardian. The school's responsibility is to give the Claim Form to a child in the event of an injury (the school should, of course, complete its section of the form first).

## **10. NATURAL DISASTER:**

In the event of a natural disaster, the school will ordinarily follow the directions of the Newport-Mesa Unified School District as to whether to open or close school. In the event of a natural disaster while school is in session, instructions supplied by the California State Department of Education concerning Civil Defense and Disaster Planning for Schools will be carried out. A program developed by the school is incorporated and in accordance with these regulations. Drop drills are executed at regular intervals during the school year.

## **11. CHILD ABUSE REPORTING OBLIGATIONS:**

In accordance with Diocesan policy and California law, members of the school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities (which would be the procedure followed in most other legal matters). The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff members will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **12. SOCIAL EVENTS:**

The school may sponsor dances for seventh and eighth grade students at the discretion of the principal in consultation with the rector. Appropriate and adequate supervisory personnel must be present since this is a "school sponsored" function.

**Mixed Parties:** Mixed parties involving the students in the upper grades, even though these parties are held at home, are strongly discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, this matter of parental-sponsored parties is one primarily involving parental control and not that of the school. Failure of parents to accede to this request places an unreasonable burden on the students. The only permissible exception to this policy would be in the case of events sponsored by the school. Supervised school dances for Grade 7-8 are held at various times during the school year (usually during the school day).

## **13. FINGERPRINTING FOR PARENT VOLUNTEERS:**

Parents who will be volunteering on campus or at school sponsored events (such as fieldtrips, lunch supervision, library, etc.) must be fingerprinted (this does not apply to general attendance at isolated annual events held on campus) and complete the Safe Environment Training mandated by the diocese. It is the responsibility of the parent to request the necessary paperwork and adhere to all diocesan guidelines in this regard. **NO EXCEPTIONS CAN BE MADE TO THIS POLICY.**

## **14. BICYCLES:**

Parents are responsible for seeing that their children get to and from school safely. The decision as to whether a child should ride a bicycle to school or not is left to the parents (considering the local traffic conditions, the school strongly discourages the riding of bikes by students to and from school).

- a. Children who ride bicycles should be carefully instructed regarding traffic laws and safety precautions (**and must wear a helmet at all times**).
- b. Bicycle riding on St. John's grounds is forbidden AT ALL TIMES.
- c. Bicycles must be placed in the bike racks located outside the Junior Building and locked.

## **15. DISASTER DRILLS:**

Drills are held regularly, scheduled and unscheduled. They are directed by different teachers under the direct supervision of the principal.

## **16. FIELD TRIPS:**

One field trip per quarter is allowed for each grade, if the teacher so chooses. All field trips taken must be educational in nature. Field trips are not allowed as rewards or end of year gifts. Parents who drive on field trips must be fingerprinted and complete Safe Environment Training according to diocesan guidelines and show and have copied their driver's license and proof of insurance. Cars must have enough seat belts for each student – one seat belt per student. Parents must sign a permission slip for each

field trip taken. Permission over the phone cannot be accepted. A parent may refuse to have his/her child participate in a field trip. (*SAMPLE OF FORM FOLLOWS:*)

# Field Study/Trip Parent Permission Form

The information below must be given to the appropriate teacher/advisor prior to the outing as designated by communication of the school.

Advisor: \_\_\_\_\_ Group: \_\_\_\_\_

Destination: \_\_\_\_\_ Start time: \_\_\_\_\_ Return time: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

I/we hereby request that \_\_\_\_\_ participate in the trip to \_\_\_\_\_  
Student Name (please print)

I/we give my/our consent and understand that supervision and/or transportation for this event will be provided and that all diocesan and school policies will be strictly adhered to. I/we agree to direct my son/daughter to cooperate and conform with the directives and instructions of the supervisory personnel in charge of the activity.

## STUDENT MEDICAL RELEASE

I/we, the parent(s)/guardian(s) of the above named student, hereby, give my/our permission for his/her participation in the activity named above. I/we am/are not aware of any medical condition of my child which would render it inappropriate for him/her to participate in any such activity. Should it be necessary for my/our child to have medical treatment (including dental or hospital treatment) on this trip, I/we hereby give the school personnel permission to use their best judgment in obtaining medical service for my child, and I/we give permission to the physician selected by the school personnel to render medical treatment deemed necessary and appropriate by the physician. I/we agree that in the event my/our child is injured as a result of his/her participation in the above named activity, including transportation to and from such activity, whether or not caused by the negligence (active or passive) of the school or any of its agents or employees, recourse for the payment of any resulting hospital, medical, dental treatment or related costs and expenses will first be had against any accident, hospital, medical or dental insurance, or any available benefit plan of our family.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
(Home Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Cell Phone Number)

\_\_\_\_\_  
(Work Phone Number)

\_\_\_\_\_  
(Date Signed)

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies/Medical Problems/Disabilities: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Parents' Email Address(es): \_\_\_\_\_

Revised February, 2008

**17. TRAFFIC ON CAMPUS:**

THE FIRST RULE TO BE OBSERVED BY ALL ADULTS DRIVING ON SCHOOL GROUNDS IS TO REMAIN CALM AND PATIENT!!! ALONG WITH THIS COMES WATCHFUL AND ATTENTIVE CONCERN FOR THE SAFETY OF EVERYONE IN THE LOT. Parents who display anger and annoyance while driving a vehicle become a serious threat to the safety of everyone and will be treated accordingly by school authorities. ST. JOHN’S PARKING LOT IS NOT A FREEWAY. Parents must leave their bad “freeway manners” behind when entering St. John’s lot and show the greatest care and concern for safety at all times.

It is imperative that parents respectfully adhere to all directions given by the traffic monitors. Cones indicate the flow of traffic, which needs to be maintained at all times. The pick-up and drop-off zone is for the immediate loading and unloading of passengers only. Absolutely no parking. If parents need to leave their car for any reason (including saying good-bye to their child) they must find a parking place outside of the loading zone. Courtesy is expected from everyone during this sometimes stressful procedure. **IT IS NEVER PERMITTED TO USE A HAND HELD CELL PHONE WHILE DRIVING A VEHICLE ON SCHOOL GROUNDS, TO EXCEED 10mph IN THE PARKING LOT, OR TO PARK EXCEPT IN DESIGNATED PARKING SPACES. THE SCHOOL RESERVES THE RIGHT TO FINE PARENTS IN VIOLATION OF THESE POLICIES. SUCH BEHAVIOR JEOPARDIZES THE SAFETY OF STUDENTS AND MAY BE PUNISHABLE BY ASKING THE FAMILY TO WITHDRAW THEIR CHILD(REN) FROM ST. JOHN’S.**

**18. HIV/AIDS:**

The United States Bishop’s letter, “The Many Faces of AIDS: A Gospel Response” states: “Infection with AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program, or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.” HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV/AIDS will be admitted to our elementary and secondary schools. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV/AIDS shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well being, and individual privacy and needs.” The school reserves the right to revise these guidelines at any time for any reason including, but not limited to, changing medical knowledge, legislation, and law.

**19. VERBAL/WRITTEN CONFIDENCES:**

Teachers, counselors, retreat leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

**20. GANGS:**

Membership in, active involvement in, affiliation with, or dress in the style of a gang or group responsible for coercive or violent activity is grounds for expulsion.

**21. WEAPONS ON CAMPUS:**

In light of the growing violence on school campuses across the country, St. John the Baptist Catholic School has a zero tolerance policy for the possession of any dangerous or harmful weapon on campus, or other weapon-like objects (since there are a large number of items which can potentially be used as weapons, no complete list of such objects is given here – but any object used as a weapon to threaten and/or cause harm or damage falls under the category of “weapon”). Such possession on school grounds or at any school related event is grounds for immediate expulsion. The administration of the school makes the final determination of what constitutes a dangerous or harmful weapon. Parents are asked to impress upon their children the importance of immediately reporting any dangerous weapons or weapon-like objects which they may see or hear about on campus, or any other perceived threats or dangers observed in the course of the school day.

**22. ALCOHOL POLICY:**

In general, alcohol is not served at school-sponsored events when children are present. The pastor may grant a dispensation for particular occasions, but parents must refrain on such occasions from sharing alcoholic beverages with any underage person, including their own children.

**23. SMOKE-FREE CAMPUS:**

St. John the Baptist Catholic School is a smoke-free campus. No one, including parents, faculty, staff and students, may smoke anywhere on campus or at any school-sponsored event.

## **24. STUDENT LOCKERS:**

Lockers are the property of the school and their use is a privilege granted to the student by the school (and a privilege which can be revoked at any time, either for an individual or for an entire class). It is the proper function of school authorities to inspect lockers at their own discretion. Students may not change lockers or use another student's locker without expressed permission of the administration. Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on or in the lockers. Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers.

***Students receive the following guidelines when they receive their lockers and must adhere to these guidelines at all times:***

All junior high students will be issued a locker and a combination lock. Lockers are issued to students as a convenience by the school. Lockers are subject to inspection at any time. It is very important for parents to realize that the lockers are attached to the outside structure of the hall and are vulnerable, especially outside the school day hours and on weekends. Because of their location, we are sorry that the school cannot be responsible for damaged or stolen property contained in these lockers. When books are issued, they become the responsibility of the students and parents. We encourage students to take books home on weekends and particularly over long holidays.

### Locker Rules

1. The locker is for student use only.
2. Stickers, contact paper, paint, wallpaper, deodorizing sick-ums, etc. are no permitted in lockers
3. Sharing lockers is not permitted.
4. Sharing combinations is not permitted.
5. Items not allowed on campus are not permitted in lockers
6. All students are responsible for items left in lockers over weekends and holidays.
7. Decorating the exterior of any locker is not permitted.
8. Loitering is not allowed in the locker area.
9. Access to lockers is permitted before school, at morning recess, and after school.

## **25. SCHOOL SEARCHES:**

To ensure that school campuses remain safe for students, searches for drugs and weapons are conducted by necessity without warrants. In the process of teaching and training students, school administrators have a responsibility to protect the health and safety of pupils and to maintain order on the school premises and in school activities. In discharging this duty it may be necessary for the administrator to conduct searches.

## **26. CONFISCATION OF STUDENT PROPERTY:**

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process. Student property may also be confiscated if it contains graffiti, stickers, drawings, pictures, etc. that reflect a morality in conflict with the Catholic philosophy of the school. Parents must make arrangements to pick up confiscated items from the principal. Students are responsible for replacing any confiscated class materials at their own expense.

## **27. SCHOOL PUBLICATION RELEASE FORM:**

The School Publication Release Form, separate from the handbook and handbook agreement form, is signed by each parent at the beginning of the school year. Parents are given the option NOT to allow the use of their child's photo (however, this prohibition is all-inclusive, including the yearbook, etc.). This form must be submitted to the school by the end of business days prior to the opening of the current school year.

***THE FORM FOLLOWS ON THE NEXT PAGE:***

St. John the Baptist School, 1021 Baker Street  
Costa Mesa, Ca 92626, 714-557-5060  
[www.sjbschool.net](http://www.sjbschool.net)

### Release Form

#### Publications, Video, Internet Consent, Technology Presentations and Release Agreement

St. John the Baptist School supporters, students, parents and friends occasionally are asked to be part of school publicity, publications, technology presentations and/or public relations activities. In order to guarantee personal privacy and ensure your agreement to participate, St. John the Baptist School asks that you sign and return this form to the school.

#### Agreement

*I hereby authorize St. John the Baptist School to use my and my student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and technology presentations for purposes of school presentations, yearbook, public relations, public information, school marketing and promotion, publicity, and instruction.*

With respect to publication on School Web pages, St. John the Baptist School agrees that:

- Individuals under the age of 18 will not be identified by personal details other than first name, or first initial and last name. Unless the website area that holds student's information is password protected from the World Wide Web.)
- Where text on a page is not associated with an accompanying image (e.g., list of honor students or scholarship award winners), only first initial and last name of students will be used.
- St. John the Baptist School will promptly comply with any request by the undersigned to remove any photograph or text featuring his or her child.
- No other personal information relating to a student or minor will be published.

In signing this agreement, I understand, acknowledge, and agree that:

- ❖ No monetary or other consideration shall be due or owing in connection with this agreement or any use authorized hereby;
- ❖ St. John the Baptist School shall be entitled to use the foregoing materials in subsequent years;
- ❖ This agreement may be terminated at any time with written notice.

### Please Print All Information Clearly

Name of Parent \_\_\_\_\_

List all students and their grade for (school year 2010- 2011 )

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

**I CONSENT to the above agreement.**

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

**OR**

**I DO NOT consent to the above agreement**, with the understanding that my students **Will NOT** be in the school yearbook, any publications or any other media referenced in this document.

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

**28. REPRESENTING THE SCHOOL TO THE MEDIA:**

The rector is responsible for representing the school to the media and parents/guardians or students agree not to represent the school to the media in their capacity as members of the school community or in any other official capacity without his prior knowledge and consent. No parent/guardian or student may at anytime speak to the media about controversial issues regarding the school, its students or its internal affairs. This policy is designed to protect the school and individuals in the school from litigation as well as ensuring the privacy and confidentiality of persons involved in controversial issues.

**29. SCHOOL DIRECTORY:**

The school publishes a directory including the name, address, phone numbers and e-mail of each family. By signing the Parent Agreement form in this handbook, parents agree to allow the school to publish this information in the School Directory. Parents who prefer NOT to have this information published, or who would like to LIMIT the information in anyway, **must submit their preference in writing to the Main Office by the end of the first day of school.**

**30. PARENTS AND VISITORS DURING SCHOOL HOURS:**

ALL parents and visitors during school hours must enter the school through the front office and receive a name badge before proceeding further. This includes ALL VOLUNTEERS, EVEN THOSE WHO VOLUNTEER ON A DAILY BASIS, SUCH AS THOSE SUPERVISING AT LUNCH. The safety of our students takes precedence over all other considerations and the minor inconvenience of the above procedure.

**31. SCHOOL LUNCH PROGRAM:**

Parents are encouraged to participate in the school's lunch program, according to the guidelines established for each grade level. Parents opting to buy the school lunch must meet the published deadlines in the school calendar in order to avoid incurring a higher cost (the food service depends on timely advance planning in order to keep its own costs at a minimum). Students are permitted to bring their own lunch to school. However, it is never permitted, under any circumstances, to drop off a lunch for students in the main office. Students who arrive at school without a lunch and who have not signed up in advance for the school lunch will be given a school lunch at the higher "emergency" cost and the parents will be billed accordingly.

**32. EMERGENCY AND REMINDER MASS COMMUNICATIONS SYSTEM:**

The school reserves the right to contract with an outside company to facilitate rapid and immediate emergency communications with the parents, in addition to less urgent but necessary reminders and communications from time to time by way of telephone and e-mail. The school must provide home and work phone numbers as well as an e-mail address for each family in order to ensure that such communications can take place in emergency situations. Normally the work numbers would only be used in case of emergency. Reminders and other non-urgent communications will be made through the home phone and e-mail. The company contracted with will not use the information provided to them by the school for any other purposes.

## K. Tuition and Other Matters

### 1. TUITION

(Tuition is billed monthly through the Smart Tuition Service *or the full year's tuition may be paid directly to the school by Aug. 2<sup>nd</sup>. in which case \$100 is deducted per student*)

	<b>ONE CHILD:</b>	<b>TWO CHILDREN:</b>	<b>THREE CHILDREN:</b>	<b>FOUR CHILDREN:</b>
<b>TUITION (<i>what you pay</i>):</b>	<b>\$4,550</b>	<b>\$7,000</b>	<b>\$8,950</b>	<b>\$8,950</b>
<b>Average Actual Cost per Pupil at SJB (what it actually costs the school to educate your child):</b>	\$4,899.73	\$9,799.47	\$14,214.70	\$18,629.93
<b>Monthly increase over last year's rates:</b>	\$20 increase per child	\$20 increase per child	\$20 increase per child	\$20 increase per child
<b>Average Actual Cost per Pupil in U.S. Public Schools:</b>	\$7,552	\$15,104	\$22,656	\$30,208
<b>Average Actual Cost per Pupil in U.S. Public Schools (2007-2008):</b>	\$8,268	\$16,536	\$24,804	\$33,072

### FEES

*(All fees – unlike tuition – are paid directly to the school and not through the Smart Tuition Service)*

**All fees are non-refundable**

<b>New Student Application Fee:</b>	\$25 per child <i>(applied to registration fee if child is accepted)</i>	Due w/ Application
<b>Registration Fee:</b>	\$100 per FAMILY annually	Due w/ Registration
<b>Student Fee*:</b>	\$275 per K-6 CHILD / \$300 per Jr. High CHILD annually	Due Aug. 2 <sup>nd</sup> '10
<b>Family Fundraising:</b>	\$150 per FAMILY annually	Due Aug. 2 <sup>nd</sup> '10
<b>Auction Opportunity Drawing Tickets:</b>	\$100 per FAMILY annually	Due Nov. 5 <sup>th</sup> '10
<b>8<sup>th</sup> Grade Graduation Fee:</b>	\$100 per graduate	Due Feb. 1 <sup>st</sup> '11
<b>6<sup>th</sup> Grade Science Camp Fee:</b>	\$300	Due Nov. 1 <sup>st</sup> '10
<b>Extended Care Registration Fee:</b>	\$25.00 per FAMILY annually	Due Aug. 2 <sup>nd</sup> '10

*\* the student fee covers a wide range of services and products offered to our students including but not limited to the yearbook, workbooks and some textbooks, yearly standardized testing, selected fieldtrips, Gradelink program, enrollment in a schoolwide tuition collection program, various enrichment programs, etc.*

**TARDY FEES:** Tardies at St. John's are billed at \$5.00 per student after the 3rd tardy in any quarter. Excessive tardies are considered a serious problem by the school and the State Department of Education. Only medical tardies, with a doctor's note, can be excused.

**RETURNED CHECK FEE:** A \$20.00 service charge is billed each time a check is returned. After two returned checks, only money orders or cash will be accepted for the remainder of the year.

St. John the Baptist School spends more per pupil than it charges for tuition. Payment of tuition and fees is a matter of justice which cannot be taken lightly. Failure to pay tuition and fees on time jeopardizes the academic program for all of our students and faculty. The school is grateful to all parents who take their financial obligations seriously and meet them in a timely manner. **The Principal has the final say in all matters related to tuition and fees and their payment.** **WAIVER OF RIGHT TO RECORD TRANSFER:** By signing the parent agreement

form in this handbook (kept on file in the school office), parents go on record as waiving their right to have their child’s transcripts forwarded upon request if they have not yet fulfilled their financial obligations to the school.

**2. TUITION PAYMENT AND DELINQUENCY :**

All families are required to contract with SMART TUITION SERVICES and to abide by all the payment timelines and procedures outlined by the company. Students whose accounts are not paid in a consistent, timely manner or whose accounts are past due more than three months, may be dismissed from school and/or referred to collections.

**3. School Auxiliary**

**The objectives of the St. John the Baptist Auxiliary are as follows:**

- a. To strive for the personal sanctification of our members and set an example for our children by frequent reception of the Sacraments.
- b. To set an example at all times by modesty in manner and dress.
- c. To assist in the financial aid of the school.
- d. To assist in the spiritual and intellectual formation of our children.
- e. To cooperate with the faculty and Principal who directs the educational activities of the school and controls its policies.
- f. To help secure adequate legislation for the care and protection of the school children.

All parents/guardians of SJB students are members of the St. John the Baptist School Auxiliary. The Auxiliary assists the school in many different and necessary ways by fundraising, providing volunteers for different school programs and donating supplies. All parents are required to volunteer. There are volunteer opportunities to fit any schedule and are posted throughout the year on the Auxiliary website [www.teamunify.com](http://www.teamunify.com).

**SJB Auxiliary Officers 2010-2011**

**President**

Amy Stephens      H 714-434-7852      C 714-290-4341      [auxiliarypresident@sjbschool.net](mailto:auxiliarypresident@sjbschool.net)

**Vice President**

Doreena Shillington      H 714-751-1761      C 714-345-2599      [doreenashillington@yahoo.com](mailto:doreenashillington@yahoo.com)

**Treasurer**

Donna Mourani      H 714-965-2611      C 714-210-9377      [dmourani5@verizon.net](mailto:dmourani5@verizon.net)

**Recording Secretary**

Tracy Ross      H 714-549-9942      C 714-788-2403      [all5ross@sbcglobal.net](mailto:all5ross@sbcglobal.net)

**Corresponding Secretary**

Traci Eggert      H 949-855-9054      C 949-292-3626      [tracieggert@cox.net](mailto:tracieggert@cox.net)

**Immediate Past President**

Katie Shoenberger      H 714-979-0153      C 714-222-2441      [kshoenberger@gmail.com](mailto:kshoenberger@gmail.com)

## 4. Family Participation Requirements 2010-2011

### Introduction

Every parent of a St. John the Baptist student is a member of the SJB School Auxiliary. This community of families works together to provide the administration, faculty and staff of SJB the support that is necessary to provide the best school for our children. The Auxiliary's efforts supply the much needed financial and manpower assistance that helps keep school tuition low. Every SJB family is required to contribute a small amount of time each year (Family Participation Hours - FPH) to help our school keep to its budget and achieve its goals.

When you commit to sending your child to SJB, you commit to teaming with almost 400 other families to provide the best school and educational opportunities for our children. The Auxiliary helps with fundraisers, parking lot safety, lunch supervision, cleaning, construction, sewing, copying, envelope stuffing and much more. Every hour, dollar and donation that you give goes directly to our children through the school and its programs.

### 2010-2011 Requirements

For the 2010-2011 school year, every family is required to:

- complete a minimum of **25** Family Participation Hours (FPH) between **May 16, 2010 and May 15, 2011**.
- perform **5 days** of Lunch Duty sometime during the school year (**this is in addition to the 25 FPH**). Lunch Duty will be assigned by the office and the schedule will be available on August Business Days.
- sell a minimum of **\$100 in Auction Raffle Tickets** or pay the difference between the amount of raffle tickets sold and \$100. This requirement must be completed by **November 12, 2010**.

FPH is earned for volunteer activities that are posted on the volunteer page of the school website. Non-posted FPH must be approved ahead of time by the Event Chair or Family Participation Committee. FPH is also given for donated items but only if they are requested through the website. The amount of FPH awarded for donated items will be listed with the item requested, but will generally be 1 FPH for every \$15 spent. A family may earn up to a maximum of 10 FPH for time volunteered to the SJB Parish Festival. Volunteer opportunities will be posted on the school's volunteer website and will be credited once confirmed by the Festival Committee.

No FPH hours will be given for assisting teachers or for chaperoning students during field trips unless the hours have been posted on-line or the teacher requests and documents assistance. Documentation must come from the teacher, not the parent. Classroom hours will only be given at the teacher's discretion.

While there are many opportunities available to complete these hours, if a family knows in advance they will not be able to commit to the minimum FPH there is the option to "buy-out" the hours. It is a one-time fee of \$375.00 (\$15/volunteer hour - no partial buy-outs) that must be paid before September 17, 2010.

**FPH not completed by May 15, 2011 will be billed at \$20.00 per hour and if not paid will delay the release of your student's report card.**

Our online volunteer sign-up system has been a great success in providing families many opportunities to fulfill their FPH commitment. It is important to use this system properly. Volunteers must sign-in at the time of their assignment to verify hours worked. FPH may not be credited if there is no verification that it was completed. If you are unable to fulfill the volunteer commitment you made, it is extremely important that you change your status on the website immediately. If it is too late, you are required to find a replacement for the volunteer assignment. You must give immediate notice to the committee chair if a replacement is not found so that arrangements can be made for the event.

**Lunch Duty Requirement** - In order for the faculty and staff to take lunch breaks, the Auxiliary provides lunchtime supervision of students from 11:30am to 1pm. Lunch Duty will be scheduled by the school and any special requests for particular days must be made by June 18, 2010. The schedule will be available on August Business Days. If a family can't fulfill an assigned date, it is their responsibility to find a replacement. **There is no buy-out for this requirement and families will be charged \$50 per missed shift.** Any Lunch Duty done in excess of the 5 mandatory shifts will be credited toward that family's FPH.

**FPH and Lunch Duty may only be completed by a family member who is:  
18 years of age or older  
has been fingerprinted by the Diocese of Orange  
and completed Safe Environment Training through [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)**

**Volunteers will be turned away and no credit will be given  
if these requirements are not fulfilled before the event.**

**Families are responsible for ensuring their hours are credited correctly.**

### **Extra-Curricular Activities**

In some instances, FPH may also be achieved through extra-curricular activities. These activities include, but are not limited to, Drama, Choir, Cheer, Football, Volleyball, Basketball and Softball. Parents who have a child participating in an extra-curricular activity are asked to help as needed. Their participation level is determined by the coach or leader of that activity. Some extra-curricular activities will have FPH opportunities and those will be posted on-line or approved and documented by the coach or leader if deemed FPH eligible.

Volunteer time not posted on the website (such as carpooling to games, providing snacks, attending meetings, etc.) are the parent's responsibility for having a child participate in the extra-curricular activity and will not be awarded FPH.

### **Eighth Grade Graduation Activities**

Eighth grade graduation activities are planned and organized by 8<sup>th</sup> grade parents for their graduating students. Most of these activities will not count for FPH. If FPH opportunities are available for these events, they will be posted on-line and hours will only be credited to families with students returning to SJB the following year.

### **Fingerprinting**

Now that Lunch Duty is mandatory, please remember that anyone volunteering on campus (parents, grandparents, etc.) must be fingerprinted through the Diocese of Orange **and** complete the “Shield the Vulnerable” Education program online ([www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)). Anyone showing up for Lunch Duty who has not been fingerprinted will be sent home and that family will be charged \$50 for the missed assignment. You will receive 5 FPH for completing the fingerprinting process, with a maximum of 10 FPH awarded per family per year.

## **St. John the Baptist School Patron:**

St. John the Baptist is the patron saint of our school and parish. In addition to being known as the “Baptist” he is also called the “Precursor” or the “Forerunner” of the Lord. John appeared in the region of the Jordan as an ascetic and a preacher of penance. He preached a baptism for the forgiveness of sins in preparation for the coming of Christ. John’s principal task was to announce the arrival of Jesus Christ and to baptize Him. Among his many messages, John proclaimed that salvation is open to those in every profession and that all are called primarily to practice justice and charity toward their fellow man. John was beheaded on account of fearlessly standing up for the truth when it made him very unpopular to do so. May the faculty, students and parents of St. John the Baptist School, like John himself, announce the good news that Christ has come, and may they practice the justice, charity and truth which St. John both preached and lived.

## **St. John the Baptist School Song:**

As one St. John the Baptist bind us to Him who sets our spirit free  
You guide us with your love and kindness, on our march to eternity.

To know our true place in this world great effort is needed each day.  
With faith that’s strong and courage bold, we’re sure to find the way.

Today as brave sons and true daughters, we hold the future in our hands  
St. John the Baptist be our counsel, and uphold us all our days.

**School colors:** **Blue and White**

**School mascot:** **“The Fighting Irish”**

The Irish are known to history for their endurance of long periods of persecution, their ability to survive extreme adversity, and their centuries-old “fight” to maintain the Catholic Faith of their fathers against all odds. It is hoped that their example will inspire the students, faculty & staff of St. John’s, whatever their own cultural heritage, to similar deeds of greatness.



## DAILY PRAYERS OF SJB

### Morning Prayer at Assembly:

Heavenly Father up above, hear us when we pray, bless our school and those we love, and guide us every day.  
AMEN.

**Prayers Before Lunch:** *(These prayers are prayed in all classes right before dismissal for lunch each day; on days when there is dismissal at noon, these prayers are prayed right before dismissal and Grace Before Meals is omitted):*

**Angelus** *(the Angelus is prayed every day outside of the Easter season):*

Leader: The angel of the Lord declared unto Mary,

All: And she conceived by the Holy Spirit.

Leader: Hail Mary...

All: Holy Mary...

Leader: Behold the handmaid of the Lord.

All: Be it done unto me according to Thy Word.

Leader: Hail Mary...

All: Holy Mary...

Leader: And the Word was made flesh,

All: And dwelt among us.

Leader: Hail Mary...

All: Holy Mary...

Leader: Pray for us O Holy Mother of God,

All: That we may be made worthy of the promises of Christ.

Leader: Let us pray.

All: Pour forth, we beseech Thee O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ our Lord. Amen.

**Regina Caeli** *(the Regina Caeli is prayed every day during the Easter Season):*

Leader: Queen of Heaven, rejoice, alleluia!

All: For He whom you were worthy to bear, alleluia!

Leader: Has risen as He foretold, alleluia!

All: Pray for us to God, alleluia!

Leader: Rejoice and be glad O Virgin Mary, alleluia!

All: For the Lord has indeed risen, alleluia!

Leader: Let us pray:

All: O God, you gave joy to the whole world through the resurrection of Your Son, our Lord Jesus Christ. Grant we ask you, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. We ask this through Christ our Lord. Amen.

### Grace Before Meals:

Bless us O Lord, and these Thy gifts, Which we are about to receive, from Thy bounty, through Christ Our Lord.  
AMEN.

## ***The St. John's Difference:***

- Sister of Mercy principal Sr. Mary Vianney, named in 2005 one of the 100 most influential persons in Orange County, leading the school with wisdom and dedication for over three decades.
- The spiritual guidance of the Norbertine Fathers and their visible presence on campus.
- The partnership of the Sisters of Mercy and the Norbertine Fathers with a combined experience of over a thousand years in Catholic education.
- The dedication and commitment of a qualified faculty whose average stay of 13 years at St. John's soars above the national average in Catholic schools.
- A vital academic program designed to enrich and broaden students, supported by the presence of extra full-time faculty in music, technology, physical education, Spanish and Junior High religious studies.
- Two years of Latin for all Junior High students giving them the proven advantage of enhanced verbal, mathematical and reasoning skills with increased chances of academic success in the future.
- A K – 8 Spanish program ensuring a solid foundation for future Spanish proficiency.
- A student body of 600 consistently scoring above grade level national standardized tests (math scores in the top ten percentile in the nation and reading scores in the top fifteen percentile in the nation).
- A concern for students with special needs evidenced by the presence of a full-time inclusion teacher to support them.
- Outstanding extra-curricular programs including drama, championship athletic teams, a nationally known choir, and a championship Cheerleading program which has won national acclaim.
- An on-site food service providing tasty meals with lots of healthy choices.
- Generations of strong parental involvement and participation supporting and enriching the St. John's experience through the years.
- 100% of alumni graduating from high school and 95% continuing their education in colleges and universities across the nation.



## **Mother Catherine McAuley**

*Foundress of the Sisters of Mercy*

1778 - 1841

### **Prayer for the Beatification of Mother Catherine:**

Loving God, you chose Catherine McAuley for the service of your people who are poor, sick and uneducated.

You inspired her to found the Sisters of Mercy so that these good works might endure.

Give to each of us a portion of her compassionate spirit and an ardent desire to serve your suffering people.

Bless all our undertakings and grant that union and charity may always thrive among us.

Graciously hear our prayer for Catherine, and by granting the favors we ask through her intercession, hasten the day when her sanctity will be celebrated by the Church. Amen.