

**St. John the Baptist School and Preschool
2020 - 2021
Parent/Student Handbook**



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

TELEPHONE NUMBERS and EMAILS

School Office	513-367-6826
Preschool Classroom	513-367-0202
Fax	513-367-6864
Parish Office	513-367-9086 ext. 217
Religious Education Office	513-367-9086 ext. 218
Principal	herrmann_n@sjbharrison.org
School Admin. Asst.	schooladmin@sjbharrison.org

MISSION STATEMENT

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



Statement of Beliefs

- † We believe each student is a child of God with unique spiritual, intellectual, social, physical and emotional needs.
- † We believe students learn best when they are actively engaged in the learning process.
- † We believe students should demonstrate, to their full potential, their understanding of essential knowledge and skills.
- † We believe that a commitment to continuous improvement within our school is essential for success.
- † We believe a student's self-esteem is enhanced by positive relationships and mutual respect between students, parents, administrators and faculty.

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GENERAL INFORMATION

A. ENROLLMENT

It is the intent of St. John the Baptist Parish to educate the children of our Parish who apply for registration in the school program. St. John the Baptist School offers instruction to students in Preschool through Grade 8. Our Preschool programs for 3 and 4 year olds provide developmentally appropriate experiences in a faith-filled learning environment and our Kindergarten through Grade 8 instruction follows the Ohio learning standards as have been adopted by the Archdiocese of Cincinnati.

B. TUITION

General Information

St. John the Baptist Church, as a parish community, remains committed to excellence in Catholic education. St. John the Baptist School's expenses are just over \$1,365,000. With approximately 300 students, per pupil cost for this education will be almost \$5,500 for the 2019-20 school year. This amount is still substantially less than the per pupil cost of our local public schools.

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

Rates

Tuition for the 2020-21 school year is as follows:

\$3,845 One child
\$7,240 Two children
\$9,950 Three or more children

K-8 Non-Active/Non Parishioner Rates

\$6,510 One child
\$12,235 Two children
\$16,810 Three or more children

Pre-Kindergarten Rates

\$2,035 One child in pre-K (Active or Non-Active Parishioner)
\$5,530 Active Parishioner one Pre-K & one child in K-8
\$8,380 Active Parishioner one Pre-K & two or more in K-8
\$8,040 Non-Active/Non Parishioner one Pre-K & one child in K-8
\$12,975 Non-Active/Non Parishioner one Pre-K & two or more in K-8

Preschool Rates

\$1,450 3 year olds (2 days/week)

\$1,810 4 year olds (3 days/week)

Tuition for the 2020/21 school year includes a \$60 Technology Fee

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

Active Parishioners Tuition Rate Policy:

The four criteria (all of which must be met) for receiving the active parishioner reduced rate of tuition or financial assistance is:

- 1) **Registration as a member of St. John the Baptist Parish in Harrison**
- 2) **Participation in Sunday Mass at this parish on a regular basis
(minimum of 60% of Sundays)**

The determination of active vs non-active tuition rate will be based on attendance from February 1 through the following January 31. Therefore, the tuition rate for the 2021-22 school year will be determined by attendance from February 1, 2020 to January 31, 2021. In the case of families who will have children in St. John's for the first time in the 2020-21 school year, they will be provided a one-year exemption from this requirement.

Attendance is verified by putting your church envelope or a piece of paper with your name and address in the collection basket. If you are visiting another catholic church, you can provide to the Parish office a signed bulletin from that church (signed by a parent, not the church priest). A bulletin copy printed from the internet will not be accepted. Attendance will be evaluated mid-year and any family not meeting their obligation will be notified, just as a courtesy.

- 3) **Being as active in the life of the parish as possible**

While this cannot be measured, it is expected that every family participate in parish events, either by offering time as a volunteer for individual or continuous activities and/or by participating in faith formation events in the parish.

- 4) **Financially supporting the parish as best as you can afford.**

There is not a set amount for this, nor does the parish assess each family; however, each family is expected to support the parish as best they can. The active parishioner tuition rate is dependent upon each family's financial support.

If you have any questions or concerns, please contact Fr. Kemper at 513-367-9086 ext. 215, jkemper@stjb.net or Mike Newton at 513-367-9086 ext. 211, mnewton@stjb.net .

Non-Parishioners:

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

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

Everyone who desires education for their child(ren) at St. John's will be considered for enrollment. In order to be accepted as a parishioner, families must have an active catholic in the household or be working toward acceptance into the faith in our Rite of Catholic Initiation for Adults program.

Families who are not currently registered **Parishioners** of St. John's may become members of the Parish by contacting the Parish Office – both Ohio and Indiana residents are eligible.

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

Payment Methods

One-Payment Plan - Parent will pay the Tuition in full with registration. If tuition is paid in full by February 28, 2020, the registration fee will be waived.

- Delayed One-Payment Plan** - Parent will pay the Tuition in full by July 1, 2020. No annual processing fee will be incurred with this option but registration fee will need to be paid.
- 9 Month Payment Plan (Preschool 3 & 4 Only)** - Parent will pay monthly and comply with the monthly tuition payment plan established through St. John the Baptist School. **Payments will be due by the first day** of each month September 1, 2020 through May 1, 2021. You will be charged an annual processing fee of \$50.00 for the use of this option. The annual fee is due with your first payment. Payment books will be mailed to your home prior to the start of your payment plan.
- 10 Month Payment Plan (PreK-8 Only)** - Parent will pay monthly and comply with the monthly tuition payment plan established through St. John the Baptist School. **Payments will be due by the first day** of each month July 1, 2020 through April 1, 2021. You will be charged an annual processing fee of \$50.00 for the use of this option. The annual fee is due with your first payment. Payment books will be mailed to your home prior to the start of your payment plan.
- 12 Month Payment Plan (PreK-8 Only)** - Parent will pay monthly and comply with the monthly tuition payment plan established through St. John the Baptist School. **Payments will be due by the first day** of each month June 1, 2020 through May 1, 2021. You will be charged an annual processing fee of \$50.00 for the use of this option. The annual fee is due with your first payment. Payment books will be mailed to your home prior to the start of your payment plan.

Refunds

Students who, **without** good cause, withdraw from St. John the Baptist School after the start of the school year will be charged for the remainder of the school year for which the student is enrolled. The only exceptions to this policy are withdrawals due to emergency situations. All such situations required written approval from the Business Manager and Principal for possible refunds.

Financial Aid

Financial assistance is available for school tuition through FACTS Tuition Management. Applications are required to be submitted to FACTS Grant and Aid Assessment no later than March 15 each year for the following school year. Applications are available in the school office. The pastor and business manager retain the authority to grant tuition assistance to families who are faced with a financial emergency or other special needs. The state of Ohio also provides two types of scholarships for which students may be eligible. The Jon Peterson Scholarship provides funds to supply supports to students with special education needs. The Educational Expansion Ohio EdChoice Scholarship provides tuition funds for families whose income is at or below 200% of the Federal Poverty Guidelines.

C. DAILY SCHEDULE

The school day begins at 9:00 a.m. and ends at 3:40 p.m. It is helpful for all students to arrive by 8:45 in order to allow time to unpack and be ready for the day. A child may not arrive at school any earlier than 8:20 a.m. as supervision is not provided until that time. Dismissal is regulated by announcing the bus numbers over the intercom as the buses arrive. Students in the Geil Building (grades K to 4) leaving in private vehicles must be met in person by their drivers in the area above the thick yellow line running from the maintenance garage to the modular unit. They should then be escorted to their vehicles. Students from the Harrison Avenue Building may carefully go to their vehicles unescorted. To insure safety in this process, follow the direction of staff members on duty and assist us by reminding your sons and daughters to walk in the crosswalk. It is not advised for students to cross Harrison Avenue or Park Street without parent supervision.

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

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

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

D. HIGH SCHOOL SHADOW DATES

While every high school hosts a fall open house for prospective families, many parents like to schedule shadow dates, allowing 8th grade students to experience the choices firsthand. At St. John the Baptist, we will excuse **three** absences for shadowing. Students will be permitted to make up work missed while shadowing only if it is a pre-approved visit. To find the available shadowing dates at high school for which you are interested, please visit their individual websites. When a student shadows, a shadowing form must be completed and given to their Homeroom Teacher one week before the shadow date. They must also have a note from the high school they shadowed verifying they were there on that date. Forms can be found in the school office.

SPIRITUAL DEVELOPMENT

A. MASS ATTENDANCE

Daily Liturgy is celebrated at 7:30 a.m. All classes attend Mass once a week on Tuesday, Thursday, or Friday at 9:15 a.m. Kindergarten students will begin attending school Masses after the First Quarter of each school year.

Special all-school Liturgies are celebrated on Holy Days of Obligation, and on various special days. Class Liturgies are prepared at all grade levels. Provisions are made for the reception of the Sacraments. Parents should join the school in actively preparing their children to receive Sacraments.

B. RELIGIOUS INSTRUCTION

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

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

Students in Grade 2 receive the Sacrament of Reconciliation and First Communion. Eighth grade students receive the Sacrament of Confirmation.

ST. JOHN THE BAPTIST FORMATION COMMISSION

A. MEMBERS FOR THE SCHOOL COMMITTEE FOR THE 2018-19 TERM

Members:

Stacie Combs	combs_s@sjbharrison.org
Nicole Herrmann	herrmann_n@sjbharrison.org
Denise Moeller	(513) 226-7787

Julie Post	post_j@sjbharrison.org
Carrie Roesener	(513) 502-9687
Marla Ziegler	ziegler_m@sjbharrison.org
Amy Bibee	(513) 637-0899
Amy Montgomery	(513) 607-8343

Email address: eccore@sjbharrison.org

B. MEETING INFORMATION

The Faith Formation Commission meets the first Wednesday of every month in the St. John the Baptist School Library. The meetings are open to all parishioners and all are welcome to attend. Items to be included on the agenda for discussion at a Formation Commission meeting must be submitted to any member and forwarded to the Principal at least one week prior. The School Committee meets on Tuesdays at least six months of the year, and deals with goals and concerns specific to the day school. Membership consists of representatives from the school staff, PTC, Formation Commission, Technology Team and interested parents.

C. MISSION

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

POLICIES AND PROCEDURES

A. ADMISSION POLICY

Preschool

Preschool students must reach the age of 3 years on or before September 30 of the year of admittance for the 3 Year Old Program, or the age of 4 years on or before September 30 of the year of admittance for the 4 Year Old Program. Students must be independent with bathroom skills.

Pre-Kindergarten

Five before December 31st of year of admittance into the Pre-Kindergarten program.

Kindergarten

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

Grade 1

The Ohio Revised Code provides that no child be admitted to the First Grade unless he/she is 6 years of age on or before September 30 of the year of admittance. Children who reach the age of 6 before October 1 are "of age" for the First Grade but must have completed Kindergarten. Underage children who have qualified and successfully completed Kindergarten and/or First Grade in another school are eligible without further psychological evaluation. If a child has been in an upgraded program in another approved school, he/she is qualified for placement at the level deemed appropriate by the administration.

General

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

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

Priorities for Admission

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

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

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

St. John the Baptist Grade School

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

St. John the Baptist Preschool

- a. Registered parishioners with children presently registered and enrolled in St. John the Baptist School.
- b. Registered parishioners with children who have graduated from St. John the Baptist School.
- c. Registered parishioners who are participating members of the parish.
- d. Presently employed teachers of St. John the Baptist School for his/her child.
- e. Non-Parishioners of St. John the Baptist Church

Admission Forms

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

Student Placement

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

B. ABSENCE

Regular attendance is required of every student. Parents/Guardians should promote good attendance at home with their child(ren). When a child is absent on a given day, parents/guardians should call or email (schooladmin@sjbharrison.org) the school office between **8:00 and 9:00 a.m.** to explain the absence. When reporting an absence of longer than two days, it is helpful to know when the child will return so appropriate assignments may be provided. One call only will be necessary for such an illness. All other absences should be reported daily. This procedure ensures St. John School of the child's safety and informs the school of the nature of the illness. When a child returns to school, a written note to the teacher is required, stating the reason for the absence, giving the date(s) absent and signed by the parent. After four absences a quarter the school may require a doctor's excuse. Students with excessive absences (ten days a month) will be reported to the truancy office for the district. If a child is not in school, for whatever reason, he/she will be considered absent for their record. The only exception to this is the school policy on snow/calamity days. **Requests for homework must be made to the school office by 10:00 a.m. and homework can be picked up at 3:25 p.m. in the school office.** Students will have the same number of days to complete assignments missed due to their absence as the number of days they were absent (i.e., if a

student is absent for two days, they have an additional two days to complete assignments given during their absence).

C. ATTENDANCE AND TARDINESS

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

D. PROBLEMS OR CONCERNS

We believe in a partnership between parents and the school. Should an academic/classroom problem arise in a particular subject area, either the teacher, parent or student should feel comfortable in asking for a conference. If the situation continues, the teacher will notify the parents either by telephone or by note requesting a conference to enlist their help in resolving the problem. If after this conference(s) a resolution is not reached, the principal or other school resource (psychologist or school nurse, i.e.) may be contacted to offer help in attempting to solve the problem.

TO BE VERY CLEAR THE FOLLOWING PROCESS SHOULD BE FOLLOWED:

1. Communicate concerns to the teacher(s) involved by phone, email or note.
2. Expect a response within 24 hours.
3. Work cooperatively and respectfully to address the needs of the student and classroom.
4. Implement a plan.
5. Allow at least two weeks to evaluate the effectiveness of the plan.
6. Communicate results between parents and teachers.
7. Invite principal or other school resources if further interventions or assistance are needed.

E. CAFETERIA FEES AND GUIDELINES

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

The cost of lunch is \$3.35 per day, per student. When buying weekly lunch, list student(s) name and grade level on the check, or the envelope, if sending cash on Monday or Friday only. If

checks are returned to the cafeteria, the check amount plus the bank service charge will be charged to the responsible party. Money may be added to a student's account anytime through Meals Plus

Charged lunch, when lunch or money is forgotten, is handled by the cafeteria cashier. Charges must be paid back within a week. For packed lunches or extras, the cost of milk is \$.75. Free and reduced lunch prices are available for families who qualify due to financial need or family situations. A form is distributed in September for parents who feel they might qualify.

Microwave – Not permitted at this time due to COVID

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

In order for lunch periods to be a happy time for all students as well as the school staff, it is necessary for good order and courtesy to be maintained. Students should remain seated, but are encouraged to socialize quietly with classmates at lunchtime. Food should not be shared and should remain on the table. If students need help opening or preparing their lunch items, they should raise their hands for assistance.

F. WELLNESS POLICY

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

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

G GOALS FOR (A) NUTRITION EDUCATION, (B) PHYSICAL ACTIVITY AND (C) OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE WELLNESS

Nutrition Education

- School will implement the health objectives relating to diet, nutrition and exercise as stated in the 2018 Archdiocesan Graded Course of Study for Science and Health.
- Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the school cafeteria and throughout the school.
- School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
- Recess or snack breaks will be scheduled for students as needed to maintain energy levels.

Physical activity

- All students will participate in the school's physical education program. Physical education programs will implement the objectives of the 2012 Archdiocesan Graded Course of Study for Physical Education
- All classes will have access to recess according to the school's schedule.
- Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

Other school-based activities

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

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

- School lunch programs will follow nutritional guidelines established by Ohio Department of Education, Office of Child Nutrition Services (see #3).
- Schools will evaluate food products sold on their premises, and set nutritional guidelines for all food and beverages available on campuses.
- Preschool parents are responsible for supplying healthy snacks for your child's class. Sugary juice boxes are not acceptable beverages for the preschool. Parents should adhere to the list provided by the preschool teacher.
- Drinking fountains and/or water coolers will be available in every building.

Guidelines for reimbursable school meals

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

Plan for measuring implementation of the local wellness policy

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

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

School Community involvement in the development of the plan

Administration will:

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

G. FIRST TIME BUS RIDERS

For students new to St. John's or new to riding the bus, we have a process to ensure students find their way to their classrooms. As students depart from the bus (side entrance between the rectory house and back of church), a teacher is assigned to greet students and point them into the respective buildings. K-4 students are directed to enter the school in the first entrance/side entrance of church. 5-8 grade students are directed to the junior high building, entering through the doors nearest the parish rectory. Once students enter the building, older students are assigned to greet them and direct them to their classrooms.

At the end of the day, students who ride buses will travel to the gymnasium to wait for their bus arrival to be announced over the intercom. Students are then directed to line up and come to the staging area (Hill Street and side entrance between the rectory house and the back of church). The principal will greet students and help direct onto the proper buses.

STUDENT CODE OF CONDUCT AND DISCIPLINE

I. Discipline Policy of St. John the Baptist School

A. COURTESY

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

B. CODE OF CONDUCT

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

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

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

C. RESPONSIBILITIES

Student Responsibilities:

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

Parent/Guardian Responsibilities:

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

Teacher Responsibilities:

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

Administrator Responsibilities:

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

D SCHOOL RULES

General School Rules:

1. Come to school in uniform, even on physical education days.
2. Walk in the hallways.
3. Speak softly in the hallways.
4. Do not pass others in the hallway; allow others to pass when appropriate.
5. Hold the door for the next person. A class entering the building need only push the security buzzer one time.
6. Be courteous – say please, thank you and excuse me.
7. Use appropriate language at all times.
8. Use correct titles for adults.
9. Do not chew gum.
10. Eat only at designated times.
11. Keep our school neat and clean.
12. Do not sell any items unless approved by the administration.
13. Avoid activities not contributing to the welfare of the school community.
14. Adhere to the Acceptable Use of Technology Policy.

Cafeteria Rules:

1. Be courteous while moving through the lunch line.
2. Do not yell, shout or scream.
3. Use appropriate table manners and touch only your own food and drink.
4. Eat your food only in the cafeteria.
5. Keep your hands to yourself.
6. Remain seated until dismissed for recess or to return to class.
7. Clean your place and leave it in an orderly fashion when dismissed.

Playground Rules:

1. Stay in designated area.
2. Make proper use of the toys and equipment.
3. Take care of each other by playing safely and following game rules.
4. Play fairly.
5. Everyone can play. Do not exclude anyone. Invite those sitting on the Buddy Bench to play.

Rules in Church:

1. Show reverence.
2. Participate by singing and responding to prayers.
3. Fold hands while processing to receive the Eucharist and when returning to your seat.
4. If you will not be receiving Holy Communion, cross your arms across your chest when processing during the Eucharist.
5. Be as quiet as possible during quiet times.

E PARENTAL SUPPORT

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

efforts of the staff, teachers, and administration to maintain discipline may be severely hampered.

F. RETAINING PERSONAL PROPERTY

Students may not bring items such as aerosol cans, CDs, toys (unless requested by the teacher or brought in for use at recess only) to school. All items will be confiscated, five demerits issued and the parent/guardian will pick up the item(s) at the end of the day to take home. Any item confiscated by a school employee and not collected on the last day of the school year by the owner will be donated to charity. Smart phones and Smart watches are not to be used during hours of school operation. Widget spinners are permitted to assist students with focusing needs if accompanied with a letter of diagnosis from a physician. Since they are school tools, widget spinners should not be brought to recess.

Procedure for Rule Infraction at St. John the Baptist School

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

A. PRESCHOOL THROUGH GRADE 2:

Classroom Rules:

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

At no time will students be disciplined using physical force or threats of physical force.

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

Behavior Plans:

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

Kindergarten:

Start on green every day.

1st Time: Verbal reminder

2nd Time: Card is turned to yellow

3rd Time: Card is turned to yellow, child reminded of expectation

4th Time: Card is turned to red, note sent home to be signed by parent/guardian and returned to school the next day.

Grade 1:

Start on green every day.

1st Time: Verbal reminder

2nd Time Card is turned card to yellow

3rd Time: Card is turned to yellow again, 5 minute time out as necessary to think or talk with the teacher about ways to improve.

4th Time: Card is turned to red, note sent home to be signed by parent/guardian and returned to school the next day.

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

Grade 2:

Start on green every day.

1st Time: Verbal reminder

2nd Time: Turn card to yellow - Warning

3rd Time: Card is turned to red, a note will be sent home to be signed by parent/guardian and returned to school the next day.

B. GRADES 3 AND 4:

Classroom Rules:

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

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

Behavior Plans:

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

Grade 3:

1st Time: Warning and their name is recorded

2nd Time: 3 minutes late for lunch

3rd Time: 3 minutes late for lunch and 10 minutes loss of recess - - Conduct Slip sent home to be signed by parent/guardian and returned to school the next day.

4th Time: 3 minutes late for lunch, 10 minutes loss of recess and call parents/guardians.

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

Grade 4 (First Quarter):

1st Time: Warning – Conference with teacher

2nd Time: No Recess

3rd Time: Conduct Slip sent home to be signed by parent/guardian and returned to school the next day.

4th Time: Conference with teacher, student and parents/guardians.

Grade 4 (Second - Fourth Quarters):

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

C. GRADES 5-8

Every student will be issued a Behavior Card to track individual violations of the school rules. A master copy of every student's Behavior Card will be maintained by his/her homeroom teacher. When an inappropriate behavior occurs, the supervising teacher or staff authority will issue a demerit and mark the student's Behavior Card accordingly. If the student is not in class when a demerit is issued, the supervising teacher or staff authority will issue said demerit via Behavior Report and the demerit will be recorded on the student's Behavior Card by his/her homeroom teacher upon returning to class. Option C includes a behavior section teachers use to communicate misbehaviors with Parents/Guardians. In addition, Parents are required to sign the behavior card when a demerit is issued.

When a student receives enough demerits to warrant a detention a Conduct Slip will be sent home. The Conduct Slip must be signed by the parents and returned the next school day. Failure to return a signed Conduct Slip will result in an additional demerit being assigned to the student's Behavior Card. Homeroom teachers should utilize the Option C Student Management System for verifying student discipline records.

1 Demerit Point Violations –

- A. Uniform violation
- B. Not prepared for class (missing necessary clothing, materials, homework or signed papers)
- C. Eating candy or gum in class without special permission
- D. Not following school or classroom rules such as running in halls, cafeteria or classroom, cheating at games
- E. Tardiness between classes

3 Demerit Point Violation

- F. Lost behavior card

5 Demerit Point Violations = one Thursday morning detention

- G. Disruptive behavior that interrupts class instruction
- H. Rowdiness/scuffles
- I. Inappropriate language or gestures
- J. Not in appropriate place, or leaving a supervised area without adult permission
- K. Using personal technology during the school day, without permission-cell phones and Smart watches will be collected and returned only to parents.
- L. Copying or providing answers on assignments
- M. Encouraging fighting or bullying in any way

Behavior Violations Earning 1-5 points are Cumulative through the Semester

10 demerit point violations = two Thursday morning detentions

- N. Blatant disrespect to authority or peers
- O. Blatant refusal to follow directions
- P. Unacceptable use of school technology
- Q. Misuse of school equipment
- R. Defiance/Lying
- S. Forgery – signing parent’s name
- T. Endangering others/self

15 demerit point violations = three Thursday morning detentions & Parent Conference

- U. Bullying/rational aggression/harassment
- V. Verbal, written, or social media assaults
- W. Academic dishonesty (plagiarism, copying tests, presenting others’ work as your own)

20 demerit point violations = Suspension; conference with Administraton and Pastor

- X. Fighting
- Y. Theft
- Z. Physical Assault

Behavior Violations Earning 10-20 points are Cumulative through the Year

30 demerit violations – Automatic Suspension – Probable Expulsion, Probation and legal action may be taken

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

The following is the demerit system for disciplinary action.

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

10 Demerits – 2 Detentions on Thursday morning 7:30A.M.-8:30A.M.

15 Demerits – 3 Detentions on Thursday morning 7:30A.M.-8:30A.M. Conference with Parents.

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

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

30 Demerits – Three day suspension. Meeting with pastor, principal, parents and student.

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

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

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

SUSPENSION/EXPULSION DEFINITIONS

A IN SCHOOL SUSPENSION

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

B OUT OF SCHOOL SUSPENSION

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

C. EXPULSION

A Student may be removed from the school community for serious offenses.

Offenses Resulting in Immediate Expulsion:

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

1. Possession, use, or sale of illicit drugs, alcohol, tobacco products, or other illegal substances on school grounds or at school sponsored events.
2. Physical assault or verbal harassment of any student, member of the staff, or other person in authority.
3. Sharing of pornographic materials or other materials presenting a direct conflict with our Catholic faith teachings, such as disrespect for human life.
4. Possession of firearms, knives, explosives, or other dangerous objects and any facsimiles thereof.
5. Arson
6. Bomb threat
7. Gross misconduct may be regarded as severe misbehaviors not fitting into any specific category, but that brings a halt to classroom instruction or could be potentially harmful to a student or others.

Procedures to be followed in case of expulsion:

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

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

D VIOLENT AND/OR THREATENING BEHAVIOR

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

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

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

E. SEXUAL HARASSMENT POLICY

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

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

F. BULLYING AND TEASING POLICY

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

Harassment, Intimidation, and Bullying Policy

A. GENERAL

- a. It is the policy of St. John the Baptist School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

B. DEFINITION OF TERMS

- “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- “Harassment, intimidation, or bullying” means either of the following:
 - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

C. TYPES OF CONDUCT

- Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
 - Engaging in unsolicited and offensive or insulting behavior;
 - Physical violence and/or attacks;
 - Threats, taunts, and intimidation through words and/or gestures;
 - Extortion, damage, or stealing of money and/or possessions;
 - Exclusion from the peer group or spreading rumors; and
 - Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:

- Posting slurs on the Internet, websites, blogs, or social media/networks;
- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

D. COMPLAINTS

- **Formal Complaints**

- Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee. The reports can be found in the school office or in each classroom.

- **Informal Complaints**

- Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

- **ANONYMOUS COMPLAINTS**

- Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

E. SCHOOL PERSONNEL RESPONSIBILITIES

- **Teachers and Other School Staff**

- Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or

parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

- In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

- **Administrator Responsibilities**

- Investigation

- The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
 - Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

- **Response**

- Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
 - When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
 - Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or

discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

- Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.
- **Reporting**
 - Report to the Parent or Guardian of the Offender
 - If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
 - Report to the Parent or Guardian of the Victim
 - If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
 - Police and Child Protective Services
 - Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

F. MISCELLANEOUS

- No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

School Bus Conduct

A. THE FOLLOWING GUIDELINES FOR CONDUCT WHILE RIDING THE BUS HAVE BEEN ISSUED BY THE SOUTHWEST LOCAL SCHOOL DISTRICT:

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

The rules to follow are:

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

MORNING DROP OFF AND AFTERNOON DISMISSAL

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

Listen to your local radio or television station for school closing information. A recorded message can be heard by calling the Southwest Local School District Office at 367-4139.

A. MORNING

All drivers should enter off Park Street between the maintenance garage and Geil building. Cars should stay between the bold painted lines on the parking lot. A teacher will be on duty to assist

students and direct the flow of cars. All students will have their temperature taken before entering the building.

B. AFTERNOON CAR DISMISSAL

All Drivers should enter from Harrison Avenue and park diagonally facing the maintenance garage. Drivers should not exit, until given direction to do so by the teachers supervising the parking lot at dismissal.

If you are picking up students in the afternoon, please be in the parking lot by between 3:30 and 3:38 P.M. Students are dismissed and go to the staging area, which is located between the Geil building and the Modular Unit at 3:30. **PLEASE DO NOT ENTER THE MAIN PARKING LOT PRIOR TO 3:30 OR AFTER 3:38 P.M.**

1. If you are arriving after 3:38 then please enter off of Park Ave. and park in the Auxiliary Lot, next to the Maintenance building and proceed to the staging area to pick up your children.
2. If you are going to stay at school for an extended time, then please park in the Auxiliary lot next to the Maintenance building via Park Ave.
3. Students are to be picked up at the staging area by parents. There will be three teachers on afternoon Car Duty to assist and insure that all is safe for our children. Kindergarten teachers will always bring out Kindergarten students and supervise their safe transfer to an approved adult.
4. Once students have been picked up the TEACHERS on duty will direct parents to begin the exit process. **PLEASE FOLLOW THE TEACHER DIRECTIONS AS THEY ARE TRYING VERY HARD TO INSURE THE SAFETY OF THE STUDENTS.**

STUDENT DRESS CODE

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

Girls K through 8

When new skirts or Jumpers are being purchased, please buy our plaid uniform.

Skirts/Jumpers:

Regulation plaid uniform jumper or skirt (available at *Educational Outfitters & Schoolbelles*)

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

Shirts:

- A. Solid red or white polo shirt with a collar either long or short sleeved. No name brand symbols or names on polos should be visible.
- B. All shirts must be completely tucked in at all times.

Slacks/Pants:

- A. Girls' uniform slacks should be navy, but not tight fitting, cargo slacks, or yoga pants.
- B. Navy blue or black leggings may be worn under the uniform skirt.
- C. A belt (brown or black) must be worn with slacks and shorts having belt loops for students in grades 4-8. A belt is optional for primary grades.

Shorts:

- A. Solid navy blue uniform shorts, no shorter than 3 inches above the knee, are permitted in August, September, October, April and May.
- B. Shirts must be tucked into the shorts at all times.
- C. Please note that shorts may not be worn on Mass days in Grades 3-8.

Sweaters:

- A. Solid navy cardigan or pullover sweaters may be worn over uniform shirts.

Sweatshirts:

- A. Gray or black pullover sweatshirts purchased through St. John's are the only sweatshirt to be worn for grades K-8.
- B. Hooded or other non-uniform sweatshirts may be worn as a jacket to school or recess, but must be removed, once inside the building. **Hoodies and non-uniform sweatshirts must be removed during Mass.**

Shoes:

- A. Gym shoes or dress shoes with closed toes and closed heels must be worn. (No boots)
- B. Shoes must be tied and worn securely at all times.
- C. Shoes that light up or have wheels are not permitted.

Socks:

- A. For hygiene purposes, socks must be worn at all times.
- B. Sock colors must be solid black or white. Logos should not be visible. We do not encourage purchasing expensive, name-brand socks.
- C. Socks must cover the ankle or higher. Socks should always be visible above the students' shoes.
- D. Plain white, black or navy blue tights may be worn under jumpers and skirts.

Jewelry:

- A. Girls may wear one earring per ear. Earrings should be close to the earlobe with posts. No hoops, drops, or dangling earrings are permitted for safety reasons.
- B. No cell phone watches, (i.e. Apple Watch)
- C. Personal grooming and appearance:
- D. Acrylic nails and makeup are not permitted.
- E. Clear or soft pink finger nail polish is permitted. Colored nail polish is permitted **only** on Spirit Days, Catholic Schools Week, Walk-a-Thon and Relay for Life.
- F. Hair needs to be pulled out of face during Physical Education class.

Boys K thru 8

- Masks – should be school appropriate and non-distracting.

Shirts:

- A. Solid red or white polo shirts with collars either long or short sleeved. No name brand names or symbols on shirts.
- B. Plain white t-shirts may be worn under uniform shirt
- C. All shirts must be completely tucked in at all times.

Pants:

- A. Solid navy blue uniform pants should be worn to school.
- B. Students in Grades 4-8 must wear a belt (brown or black) with the pants. **A belt is optional in the primary grades.**

Shorts:

- A. Solid navy blue shorts, no shorter than 3 inches above the knee, may be worn in August, September, October, April and May.
- B. Shirts must be tucked into the shorts at all times.
- C. Please note that uniform shorts may NOT be worn to school Mass in Grades 3-8.

Sweaters:

- A. Navy blue cardigan sweaters or pullover sweaters may be worn over uniform shirts.

Sweatshirts:

- A. Gray or black uniform pullover sweatshirt purchased through St. John's is the only sweatshirt to be worn for grades K-8.
- B. Hooded or other non-uniform sweatshirts may be worn to school or recess as a jacket but must be taken off once students enter the classroom. **Hoodies or non-uniform sweatshirts must be removed during Mass.**

Shoes:

- A. Gym shoes or dress shoes with closed toes and closed heels must be worn. (No boots)
- B. Shoes must be tied and fit securely at all times.
- C. Light up shoes are not permitted during school hours.

Socks:

- A. For hygiene purposes, socks must be worn at all times.
- B. Sock colors must be solid black or white. Logos should not be visible. We do not encourage purchasing expensive socks.
- C. Socks must cover the ankle or higher. Socks should be visible above the students' shoes.

Undergarments:

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

Jewelry:

- A. No earrings are permitted.
- B. No cell phone watches, (i.e. Apple Watch)

Personal grooming and appearance:

- A. Hair must be clean, neatly groomed, and of a natural color. Hair must be trimmed so it is above the eyes and above the shirt collar. No designs shaved in head or mohawks are permitted.

All Students K-8

Masks – should be school appropriated and non -distracting.

Spirit wear Day - The second Wednesday of each month is designated as “Spirit Day.” Students may wear spirit wear from any St. John School activity. Clean, well-fitting, hole-free jeans, athletic pants, capris, and athletic shorts to the knee may be worn on Spirit Days. **Jean shorts are not to be worn to school on spirit wear days unless they go to the knee.**

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

NOTE:

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

PHYSICAL EDUCATION CLASSES:

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

Students in grades 4-8 must dress for physical education class, including on Spirit Day or other out of uniform days. A St. John spirit T-shirt (with sleeves) is required for physical education class. The shirt may be white, grey, red, or black. All students will be required to purchase and wear approved athletic shorts available at school. These are for both boys and girls and are of modest length.

PLEASE TAKE SPECIAL NOTE:

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

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

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

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

Girls should wear MODEST dresses or skirts and blouses. Dresses should not be strapless, halters nor have spaghetti straps and should be no shorter than two inches above the knee.

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

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

SAFETY

St. John the Baptist School's physical plants meet all the requirements of the Ohio Building Code, the State Fire Marshall's Office, The Harrison Fire Department, and the State Department of Health. Our Crisis and Emergency Plans are on file at the Office of the Attorney General and we are constantly assessing ways to improve the safety of our campus.

A. EMERGENCY CLOSING OR DELAYS

You will be notified of school closing information by phone call, text or email via Option C, over the radio stations and television networks. Please do not call the school. If there is no announcement, classes will be held on normal schedule. **In the event of bad weather, St. John the Baptist School will follow the decision of the Southwest Local District. If Southwest District is closed or delayed, then St. John the Baptist School is closed or delayed. If we are on a two-hour delay, there will be no morning preschool or morning kindergarten.**

B. TORNADO, SAFETY, FIRE DRILLS AND WARNINGS

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

Monthly fire drills are held in order to provide students with knowledge of procedures for coping with fire emergencies. Tornado drills are conducted during the spring when violent storms are most likely to occur. Crisis drills and rapid dismissals take place throughout the year.

Tornado drill procedures are as follows: Students in the Geil Building and Park Avenue Building will proceed to the basement of their prospective buildings. Students in the Harrison Ave. building will proceed to the basement.

ACADEMIC INFORMATION Grades Kindergarten through 8

A. JON PETERSON SCHOLARSHIP SERVICES

St. John the Baptist School is a private provider for the Ohio Department of Education's Jon Peterson Scholarship. We offer a Catholic, highly structured classroom environment, with resources in place to support your child's individual needs. Students in grades Kindergarten through 8th grade receive accommodations or modifications to the curriculum as have been recommended by their individualized education or service plan. Whenever possible, differentiation takes place within the regular classroom setting, however individual skill development or interventions are sometimes provided in small group settings. Support services are provided by licensed professionals and specialists in collaboration with the regular education

teacher. With a combination of the scholarships, tuition, federal and state funds, and parish support, we are able to provide speech and language therapy, occupational therapy, and two intervention specialists to those students who qualify.

Once a student has been identified through an evaluation team report (ETR), or a Multi-Factored Evaluation (MFE), we will fill out the scholarship application to apply to the State of Ohio. We work with your local Ohio public district of residence (Southwest Local Schools for most families) to develop an Individualized Education Plan (IEP). This IEP drives the amount of services a student can receive through the scholarship program. Once the application is approved, St. John the Baptist School will submit statement of cost forms quarterly to the state for services your student received. The state then sends a check in both your name and St. John the Baptist School, which you sign over to reimburse the school.

Our goal is to fully include each student in the St. John the Baptist community. Your son or daughter is encouraged to join our athletic, scouting, and fine arts programs. Your child will participate in faith formation activities and celebrate the sacraments, along with their peers. At St. John the Baptist School, we promote independence and life long learning. We want to ensure your child a “home” in a school community that encourages academics as well as spiritual, physical, and social development.

As long as Ohio continues the Jon Peterson Scholarships, we are able to provide these services. Prior to the Peterson Scholarship, we have done our best to support the individual needs of students, without the supports of specialists and additional therapists. This scholarship allows us to more thoroughly address the specific academic and therapeutic needs of our students. We look forward to working with you in this commitment to educating your child’s individual needs.

Non-Discrimination Policy

For students enrolled in St. John the Baptist School and who are eligible for the Ohio Jon Peterson Program, we do not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age, or ancestry.

Privacy of Student Records

1. The release of student records is controlled by federal and state law. The policy of the Archdiocese of Cincinnati is in compliance with the Family Education Rights and Privacy Act of 1974, (P.L.93-380) and the Ohio Revised Code 3319.321.
2. Parents must be given access to all of their children’s school records upon request. A reasonable charge to cover the cost of reproducing records may be assessed to the parent.
3. Schools must respond to reasonable requests in a timely manner.
4. Student records may be released to other appropriate agencies only when a record release form is signed by the parents authorizing such action.
5. Students over 18 years of age may request the release of their records with a signed release form.

Available Services

Title I Reading Specialist

Since the ability to read fluently is key to academic success in the elementary curriculum, our Auxiliary Supports provides remedial reading assistance to students who have been identified

as needing more intensive instruction than that provided in the general curriculum. Either parents or teachers may initiate accommodations or specific instructional modifications using our intervention assistance referral, available in the school office. The principal should also be made aware of such concerns and any supports parents or teachers may have initiated on their own.

When student needs appear to be more intensive than can be addressed by the reading specialist or school tutor, the intervention team may meet with the parent to consider gathering more information about the learner or ways in which the curriculum may require modifications for a specific child. An Individual Service Plan or Individualized Education Plan may be designed, specific to the needs of your child. Students with such plans may be eligible to apply for a Jon Peterson Special Needs Scholarship through the Ohio Department of Education.

Once a student's application has been approved, our school intervention team, consisting of the parents, school psychologist, regular and special education teachers, speech pathologist, and principal will convene and determine which services we may offer based upon the recommendations of the IEP.

Speech and Language

Our licensed and highly trained speech and language pathologist provides therapy in the classroom, in small groups, or individually. Research-based therapy techniques are used and data is collected to monitor student progress. Areas addressed in therapy include pragmatic (social language) skills, phonological awareness, articulation, receptive language, abstract and non-literal language, expressive language, voice quality, listening skills, and speaking fluency. Our SLP has previous experience as a staff member at Cincinnati Children's Hospital Medical Center and helps develop behavior plans, social stories, and role playing techniques to foster independent social skills, as well as to strategically address other communication goals.

Occupational Therapy

The occupational therapist works with small group and/or individually to help with sensory processing deficits, social interactions, and fine motor development. They may develop sensory diets or sensory breaks, targeted to the specific needs of students identified with sensory integration differences. An occupational therapist plays a crucial part in recommending and ordering equipment and materials to enable our students to more fully access the curriculum or to lessen anxiety or sensory distractions. They may also team in conjunction with the speech pathologist as "coach" to teach social interactions during physical education, art, or recess. They consult with parents and teachers to provide the best outcomes for the student.

Intervention Specialist

Our special education specialists have met the requirements of the state of Ohio for certification. Several regular education teachers are also certified to teach special education. We make accommodations and modifications to all aspects of the student's learning, grounded in the belief that all children can learn, but may be at different stages of developmental readiness.

Instructional Aide

While not a licensed special education teacher, our Instructional Specialists have had unique training and/or experiences making them well qualified to address academic goals for our students with service plans or IEPs. They may work cooperatively with both regular and special educators.

Parents are an integral part of our educational team. We consult with you to make the most beneficial changes to produce maximum results in learning. Modifications are changes to the curriculum to better match the child's developmental level. Accommodations are tools enabling the student to more fully participate in the regular education classroom. Accommodations may also be interventions not intended to change the breadth and objectives for learning. They may call for changes in how the student will take in the information or demonstrate their learning. The following is a partial list of commonly utilized accommodations:

- Preferential seating
- Copies of teacher-made or peer-made notes
- Extended time for completing assignments/tests
- Providing study guides
- Guided editing
- Providing breaks to maintain or refocus attention
- Opportunities to clarify or repeat directions
- Using number lines, multiplication grids, or calculators to aid computation
- Advance preparation for transitions or schedule changes
- Providing color-coded folders or tabs to aid in organization and study skills
- Providing extra sets of textbooks to have for home use only

While accommodation meetings generally take place just before school begins, grade level teachers and specialists may meet and review accommodations on a quarterly basis. This collaboration ensures strategies and interventions are monitored and revised to reflect the needs of our ever-changing students.

B. STAFF

All teachers and staff have a child-centered approach. As a staff, we recently came together to articulate our core beliefs about children. These beliefs form the basis of our relationship with students and their families, and express how we represent Christ to and for each other throughout the school:

- Each person is a child of God.
- Each person should be treated with dignity and respect.
- We are committed to educating the whole child, spiritually, academically, and socially.
- We believe love of neighbor means family, community, and world.
- We believe all members of our church and school community is responsible for living the gospel messages.
- We believe that educating students includes more than academic preparation; educating students involves the goal of producing faith-filled people who are also full of joy and inner peace.
- We believe parents are our partners in educating our students. Parents are the primary religious educators of their children and we need to support them in this ministry.
- We believe a successful education cannot be measured in students achieving financial success. It is measured in how our students perceive the world and each other.

Our Intervention Team works collaboratively. Together they can modify the learning environment to accommodate sensory needs. They develop, implement, and assess self control strategies designed to eliminate or increase specific behaviors. No matter what our

experiences have included, all of us can learn more about what works best for individual students.

The School Principal supports the faculty and staff in meeting the needs of an increasingly diverse population of learners. Classroom observations, specific feedback, and opportunities to enhance professional knowledge are provided every academic year for teachers. Every staff member, including administration, establishes yearly professional and personal goals, as well as following those goals from our school accreditation plan. Resulting staff development directly reflects these goals and surveys and personal reflection help us monitor our personal progress. We have been working to increase our knowledge of available resources such as the Kelly O’Leary Center, Starfire, Hamilton County Developmental Disabilities Services, The Greater Cincinnati Behavioral Health Services, Cincinnati Occupational Therapies, and Brain Balance to support the school and families as we make long-term plans for our students.

C. PROGRAM REQUIREMENTS/PROCEDURES

The Jon Peterson Scholarship Program requires applicants to reapply each year. An IEP must be on file with the district of residence and the private provider. The steps for the IEP process will be as follows:

1. One to two months prior to the deadline for the annual review, the intervention specialist or school psychologist at St. John the Baptist School will contact you to arrange a date to review the progress of the student and write a rough draft of goals and objectives. This is a time for everyone to share both the progress and existing needs of your student. Whenever possible, students should be a part of this sharing/planning session.
2. Using this data, the St. John the Baptist School professionals will create the IEP. Subsequent goals and objectives will be shared with both the parents and the district of residence.
3. Two to four weeks prior to the annual review date, you will be contacted to set up a meeting, to review the final copy of the IEP. You are required to sign the final copy stating whether you agree or disagree with the plan and if you want this implemented. Your meeting may be face to face or a phone interview. The IEP cannot be implemented until you sign the final draft.
4. When it is time for the Evaluation Team Report (ETR) to be written, the public school district will meet with the current team (including the parents) from St. John the Baptist School to begin the data collection process. Your public school district will write the ETR and have a meeting with the school team to discuss the results.

Parents may convene the team at any time to discuss progress. St. John the Baptist School will write quarterly progress reports to be delivered to both parents and the district of residence. In addition, Jon Peterson Scholarship recipients will participate in the Ohio Academic Assessments. Parents will receive this data usually about 6 weeks after assessments are administered.

Application Procedures

Parents must fill out the parent application each year to renew the scholarship. This is an on-line process, and St. John the Baptist School is expecting to help with this process. The principal will be in contact with parents to help with the annual renewal process each year. Applications may be submitted throughout the year.

Withdrawal

If you do not want your child to continue participation in the Jon Peterson Scholarship Program, you need to state in writing your decision to no longer receive the services the program provides. St. John the Baptist School must then contact the State and inform them we are no longer serving your student.

Questions regarding the Peterson procedures, should be directed to the Ohio Department of Education at peteron.scholarship@ode.state.oh.us

D. ENRICHMENT

While the general curriculum meets the academic needs of most students, there are always children whose abilities, unique interests and talents may require enriching experiences beyond the general curriculum. For some, these experiences may take place in the regular classroom and others may meet the eligibility requirements of Explore, our program for children scoring in the superior cognitive range. Children who attend this weekly program must have a minimum score of 127 on the CogAT composite as well as permission from their parents and teacher recommendation. The program is based upon shared experiences with higher level thinking skills and problem solving simulations. The gifted educator also provides ideas for working with high level learners to the staff as professional development. The formal Explore program is limited to students in grades 3-8.

E. ACHIEVEMENT TESTS

There is a scheduled and systematic testing program at St. John the Baptist School. All schools within the Archdiocese of Cincinnati use the IOWA test of basic skills as their common tests of student achievement. These tests are routinely administered each spring to students in grades 1st through 7th. Results of these tests are kept on file. Additionally, these tests will give teachers and parents a better understanding of the progress of students and a clarification of each student's current achievement and growth. From these results, further programs can be developed and curriculum and instruction may be enhanced. In addition to the Iowa tests, students are given group screening assessments, such as DIBELS NEXT and STAR READING AND MATH to help us identify students needing intervention and additional supports.

The State of Ohio requirements for testing and evaluation are followed. Competency Based Tests are given in the spring to students in grades 2 and 5 according to Archdiocese of Cincinnati and State of Ohio guidelines.

F. BIRTHDAY CELEBRATIONS

Student birthdays are acknowledged and birthday pencils distributed during morning announcements. Children are permitted to bring in birthday treats which are usually taken to the cafeteria to be distributed as dessert. **In an effort to prevent social misunderstandings and hurt feelings, we are no longer permitting students to distribute birthday party invitations at school.** Please respect the potential harm this may create in a classroom and take the time to mail invitations to student homes. The school directory is a great resource for preparing your invitations for mailing.

G. COMPUTER ROOM

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

5th grade. Students in grades 6-8 receive daily support in the regular classroom as they work with Chromebook technology. Our new mobile technology means computer instruction may take place in both the computer lab and the regular classroom. Currently, we have 1 piece of technology for every student in grades 3-8.

H. HOMEWORK

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

- 20 minutes for Grade 1
- 30 minutes for Grades 2 and 3
- 45 minutes for Grades 4, 5, and 6
- 75-90 minutes for Grades 7 and 8

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

I. MAKE-UP WORK

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

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

J. GRADUATION

A graduation ceremony is held at the end of the fourth quarter for students who have successfully completed Grade 8.

K. PROMOTION AND RETENTION

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

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

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

If a student fails one or two core subjects, he/she is required to attend summer school or receive 30 hours of tutoring in each subject from a certified teacher, in addition to 15 hours of homework. Documentation of the teacher's certification and the fulfillment of the 30 hours of instruction and 15 hours of homework in each subject is required before the student is accepted the following year.

Retention at the same grade level for the following school year will be required of a student who has failed to complete the requirements at his or her grade level. If a child has an "F" average in more than two of the major subject areas, he/she will have to repeat the grade.

*Decisions concerning summer school and retention are to be made by the principal who will consult with the teacher or teachers concerned.

L. REPORT CARDS

Report cards are issued on a quarterly basis. Primary, Intermediate and Junior High Departments have their own online evaluation form for the students. The report card reflects not only the academic achievement of the student, but also conduct, effort, and study habits. On-line grades are available to all families in grades 2 through 8, throughout the academic year. Report cards should serve as a tool for communicating children's progress, and never replace two-way communication between teacher and parents.

M. FAMILY ENVELOPE/JAGUAR JOURNAL

In an effort to keep communication between families and school open, families will receive a weekly newsletter, "**The Jaguar Journal.**" With a "Go Green" perspective, we have transitioned to sending the weekly newsletter electronically. **Each Friday, the "Jaguar Journal" will be sent home via e-mail to the e-mail address on file. Please read over the newsletter carefully each week since it contains pertinent information you will need to know about our school.**

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

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

If you have submissions for the weekly Jaguar Journal, please have them to Mrs. Smith by noon on Thursday.

N. FAMILY VACATIONS

Vacations during the school year are discouraged due to the unavoidable problems they cause in the student's continuous schoolwork and progress. We especially ask that vacations not be scheduled or taken during the mandated state testing weeks or the first week of October when we monitor attendance for the state of Ohio for funding purposes or during our spring testing period in March/April. When necessary, requests for vacation absences should be made in writing to the teacher at least one week in advance. Parents are asked to understand that

teachers cannot give day-to-day forecast of all class activities, and are not obligated to provide assignments to your student before vacation. Work will be recorded as pending until it is completed. At the end of the quarter, work still pending will be changed to Missing. Vacation days during the school year will be counted as days absent on student records. If parents plan to be out of town for more than one day, but they allow their child to remain in school, the school office must be notified of the person who is assuming parental responsibility.

O. FIELD TRIPS

Field trips sponsored by the school will be the outgrowth of subject material being taught. Written permission must be given beforehand by parents for the child to accompany the class. Permission slips with information concerning the trip will be sent home several days prior to the planned activity. Any student lacking a properly signed permission slip will not be permitted to attend the field trip.

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

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

Please note that chaperones and parent helpers must attend a Virtus Child Abuse session and obtain a background check prior to spending more than a few hours volunteering or coaching.

P. HEALTH SERVICES

All children attending St. John the Baptist School must have proper immunization and booster shots as required by the State of Ohio. St. John the Baptist school complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St John the Baptist school complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception."

A nurse is available to us through Auxiliary Service Funds 5 days a week. The nurse's only duty is to provide regular record keeping, routine hearing and vision tests, and coordinate the County Board of Health Services. The nurse also gives any necessary testing, such as Scoliosis Screening in Grade 6 and 7, and gives basic first-aid in case of any emergency.

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

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

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

On returning to school after an illness caused by a communicable disease, student must present a release card from the doctor. On returning to school after any illness, a note to the teacher is required. Students should be free of fever (without medication) and have not vomited for twenty-four hours before returning to school after an illness.

Q. LIBRARY SERVICES

The School Library functions under the auspices of the Daughters of Isabella and volunteer parents. It is open from 9:00 a.m. to 3:30 p.m. Each class has the privilege of visiting the library once each week to select books. Books are issued for a period of one week and may be renewed for another one week period. On Thursday mornings, the library is open for student use beginning at 8:25. Students should report to their homeroom prior to visiting the library.

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

R. PARENT-TEACHER CONFERENCES

Kindergarten – 8th Grade Conferences are scheduled twice during the course of the school year. The first conference is held after the issuance of the first report card. The second is held during the second semester. If parents desire a conference at any other time, please write a note or send an email to the teacher and he/she will contact you to make an appointment. Please do not come to see the teacher before or after school without an appointment, as this is disruptive to the school day. Do not call teachers at their homes. **If a problem arises it should be taken up with the teacher first, by appointment. If the problem cannot be solved to your satisfaction, it should then be brought to the attention of the administration.**

K-8th Grade Conferences are October 22 from 5-9:00 p.m., October 27 from 5-9:00 p.m. and February 11 from 4-6:00 p.m.

O. STUDENT INSURANCE

Our school provides the opportunity for parents to purchase insurance to cover accidents involving their child while on school premises or while traveling to and from school. Information is available at the school office by parental request.

P. STUDENT USE OF THE TELEPHONE

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

Q. SUBSTITUTE TEACHERS, TEMPORARY PROFESSIONAL PERSONNEL, AND VOLUNTEERS

All substitute teachers, temporary professional personnel and **volunteers** who come in direct contact with the students of St. John the Baptist School shall meet the criteria established by the Cincinnati Archdiocese's Decree on Child Protection, including taking the Virtus class as

prepared by the Archdiocese of Cincinnati and being fingerprinted or having background checks. Further, all such persons shall be held to the Gospel values, the mission, philosophy, goals and objectives of St. John the Baptist School.

R. TEXTBOOKS

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

S. VISITORS/PARENTS/VOLUNTEERS

State law requires that all school visitors, including parents, report to the office before going anywhere in the school buildings. All visitors to the school will be asked to wear a Visitor's Badge. Please use the sign-in book in the office. All staff members are expected to direct anyone not wearing a visitor's badge to the office to sign-in. All volunteers must pay for BCI/FBI clearance and attend Child Abuse Prevention training. VIRTUS Decree on Child Protection training will be offered throughout the year.

T WITHDRAWAL OR CHANGE OF ADDRESS OF A STUDENT

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

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

U. HANDWASHING POLICY

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

V. ACCIDENTS

Serious accidents are to be reported to the school office. Teachers send injured children to the nurse. Parents are informed of injuries as deemed necessary by the nurse. This is determined by the severity of the injury, need for possible further evaluation by medical personnel and/or continued monitoring by the parents, and the child's overall reports of discomfort and reaction to the injury. In an extreme emergency the parent's signature on the Emergency Medical Authorization Form gives consent that "9-1-1" be called first. The parent's signature also, assists the principal and the nurse in admitting a child to the emergency room. Therefore, it is important that the entire form, including any medication a child is taking, is completed in order to assist emergency room staff in providing the best care possible to a child.

W. MEDICATION AT SCHOOL

Medication in a school environment must be handled with care and caution. The school contains a number of young people who are not yet aware that while medication helps many live a healthier, fuller life, taken in the wrong dosage or by the wrong person; it can have negative impacts on a person's health. Many children confuse medications with candy due to similar shapes and colors.

All medication, both prescription and over-the-counter (non-prescription i.e. Tylenol, ibuprophen, cough syrups) will only be administered by school personnel if accompanied by a physician's order. The "Medication Order" form must be completed and signed by the licensed prescriber and the parent/guardian before any medication can be given during the school day. The order is only able to be utilized for one school year. However, if there is a change in dosage or the number of times a day a dose is administered, a new order will be required. Additionally, a new order is required for each school year, even if the medication remains the same. Additional forms are available from the nurse as needed.

As mandated by the Ohio Revised Code 3313.718, students are allowed to carry self-administer Epi-pens and asthma inhalers. There must be a current medication order on file in the health office. The parents and physician must sign off on the medication orders that the student is capable of administering the medication, identifying the need for administration, and safely transporting said medication. The student must also be knowledgeable in how to notify a staff member to alert the nurse should further assistance be needed.

All medication must be brought to the school office by the parent or guardian in the original container. Do not send medication to school with your child. While at school or on the bus, any child found with medication, prescription or over-the-counter, will be subject to disciplinary action. The only exception is for Epi-pens and inhalers where a current order is in the nurse's office. Please do not send any medication to school with your child.

At the end of the year, all unused medication will be available for pick up by a parent or designated adult. No medication will be stored at school over the summer months. Any medication which remains at the end of the school year will be destroyed.

We appreciate the help of our parents in providing a safe learning environment for our children. If you have any questions, please contact the Health Room at 513-367-0451.

X. COUGH DROPS

Cough drops containing no medication are permitted to be brought and used during the school day. They must be accompanied by a note from the parent. Please be sure to write a new note for each episode in which children need the cough drops. Children are asked to bring both the note and the cough drops to the health office in the morning. Please only send the number of cough drops needed for the day. Like other medications, the overuse of cough drops can leave children not feeling well.

Y. SPECIAL HEALTH CONCERNS

If your child is allergic to any medication, food allergies, bee stings, etc., or has anything we should know about such as a heart condition, a hearing problem, diabetes, etc., please notify the nurse at the beginning of each school year so necessary precautions can be taken. This information will be kept on file so that we can pass it on to teachers. If there is any reason your child should not be permitted to take part in physical education classes, whether this is

occasionally or on a regular basis, please notify your child's physical education teacher promptly in writing. A doctor's note will be necessary to exclude a child from physical education classes for any period over three school days.

Z.FOOD ALLERGY MANAGEMENT PREVENTION PLAN

The following guidelines will be used to help students with allergies and their families manage the risk or reactions. It is recognized by all staff at St. John the Baptist School that food allergies are a serious and potentially life threatening condition that need to be managed through coordinated communication between school families, school staff members, and the child's health care provider. These guidelines are designed to outline the responsibilities of all involved parties.

AA.RESPONSIBILITIES OF SCHOOL STAFF

- Attend annual training regarding food (and other) allergy management
- Attend annual training with regard to epi-pen administration
- Develop individualized plans of care for students including emergency plans of care
- Provide the safest environment possible by being aware of allergens and the potential reaction which may occur due to exposure
- Communicate with school families regarding individual needs

BB RESPONSIBILITIES OF PARENTS

- Provide documentation regarding child's needs and orders from health care providers as appropriate.
- Provide safe snacks for students to have as an alternate to other treats.
- Provide the homeroom teacher with a list of safe snacks to be shared with other parents in the homeroom.
- Determine which foods from the cafeteria a student may purchase.
- Educate children regarding their allergies and which foods are safe for them.
- Communicate with school staff regarding individual student needs.

cc RESPONSIBILITIES OF STUDENTS

- Be educated about their allergies
- Abide by the parent identified list of safe foods
- Understand the importance of not sharing food with other students

At St. John the Baptist School, the school nurse will provide training to all school staff, including cafeteria staff, on an annual basis. Additionally, the school nurse will work to implement "alert" procedures within the cafeteria to assure that staff is aware of students with allergies and understand the management plans in regard to each individual student. The school nurse will maintain an up to date binder of food labels for parents to review and work with parents to create an approved foods list for their child.

Note: St. John the Baptist School is not a peanut/nut free facility.

DD. LOST AND FOUND

Lost articles are kept in the health room so that children can claim them. Each child's valuables should be marked with his or her name in permanent marker. Items still in the Lost and Found at the end of the year will be donated to charity.

Health Emergencies

A. CHOKING AND HEIMLICH MANEUVER

People commonly choke when they are eating too fast or while laughing or moving around. These behaviors are a daily occurrence among students in school cafeterias so schools and school staff members must be prepared to perform the Heimlich Maneuver. Many lives have been saved because someone knew how to perform the Heimlich Maneuver.

If a student is visibly choking, cafeteria staff/monitor/teacher may asked the child if they are choking and if the child responds with any gesture of “yes”. The adult may then proceed with the Heimlich maneuver.

B. THE HEIMLICH MANEUVER

A choking victim can't speak or breathe and needs your help immediately. Follow these steps to help a choking victim:

- From behind, wrap your arms around the victim's waist.
- Make a fist and place the thumb side of your fist against the victim's upper abdomen, below the ribcage and above the navel.
- Grasp your fist with your other hand and press into their upper abdomen with a quick upward thrust. Do not squeeze the ribcage; confine the force of the thrust to your hands.
- Repeat until object is expelled.

C. AED (AUTOMATIC EXTERNAL DEFIBRILLATOR)

AEDs are portable devices used to induce electrical stimulation to the heart muscle in the event of potential cardiac arrest. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest. Adequate preparation for responding to a life-threatening emergency can save lives.

Here at St. John the Baptist School there is two portable AEDs. One is located in the hallway where the church and school meet. The second device is on the outside of the school office. Inside each cabinet is the AED, one adult size adhesive pad, one child size adhesive pad and a CPR mask. Beside each cabinet hangs a list of instructions, a work order, a supply order and the extensive policy regarding the AED and use.

In case of a medical emergency, someone should stay with the victim and assess the situation, call 9-1-1 if deemed, start CPR and follow the audible instructions of the AED before the Fire/EMS arrives.

Addendum 1

COVID-19 Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. John the Baptist School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. John the Baptist School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. John the Baptist School there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. John the Baptist School function. The same is true for parent(s) of a student at St. John the Baptist School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. John the Baptist School functions is the choice of each family, including ours. If student or parent(s) who visit St. John the Baptist School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. John the Baptist School attend any St. John the Baptist School function, or visit St. John the Baptist School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. John the Baptist school or any St. John the Baptist School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

Addendum 2

RESPONSIBLE USE OF TECHNOLOGY POLICY

Catholic School Office
Archdiocese of Cincinnati

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school’s technology resources, school’s Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children’s Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children’s Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use

of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

CONSENT FOR ONLINE/REMOTE LEARNING

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session.

Addendum 3

Archdiocese of Cincinnati Social Media Policy

I. PURPOSE

The Archdiocese of Cincinnati and its Affiliates with accountability to the Archbishop of Cincinnati (including all parishes, schools, agencies, and institutions) recognize that in today's environment, ministry personnel use social media and other networking technologies to conduct ministry. The Archdiocese encourages administrators, pastors and principals to support the use of social media by ministry personnel as needed to accomplish ministry in today's world. The Archdiocese also recognizes its obligation to teach and ensure responsible and safe use of these technologies. The following policies are designed to help ensure use of these technologies that are safe, responsible and reflective of the philosophy and teaching of the Roman Catholic Church. This policy addresses the use of publicly available social media networks. In addition, employees and volunteers must avoid posting any information or engaging in communications that violate state, federal or Archdiocesan laws and policies.

Every year commencing with the effective date of this document, the Archdiocese of Cincinnati will evaluate the document and its implementation and offer to the Archbishop recommendations for improving this document and its implementation.

II. DEFINITIONS

- Adult:** An individual who is eighteen years of age or older (see exceptions under definition of "child").
 - Affiliate:** Any entity that is subject to the administrative authority of the Archbishop of Cincinnati under canon law.
 - Archdiocesan/School Personnel:** Any volunteer, employee, religious, or cleric of the Archdiocese, including school and parish personnel, and those whose work may not be considered as ministry.
 - Ministry Personnel:** Any volunteer, employee, religious, or cleric who conducts ministry within the Archdiocese.
 - Archdiocese of Cincinnati:** The Roman Catholic Archdiocese of Cincinnati, including all parishes, schools, agencies, and institutions with accountability to the Archbishop of Cincinnati.
 - Child:** An individual who has *not* yet reached the age of 18, or who is 18 or 19 years of age and enrolled in high school, or a person of any age who is substantially impaired by a physical, mental, or cognitive disability.
- Page 2
- Ministry website account/application:** An internet website account/application, blog or social media profile created by employees, clerics, and volunteers for the purpose of conducting diocesan/affiliate business. (Examples include, but are not limited to: School/Parish website, Facebook Group, Slack Channel, Intranet, Classroom Blackboard).
 - Private Ministry website account:** A ministry website account that can only be viewed by members specifically accepted by the website account administrator/moderators.
 - Public Ministry website account:** A ministry website account that is accessible to the public without any direct permission from website account administrator/moderators.
 - Personal website accounts/applications:** An internet website account/application, blog, or social media profile created by employees, clerics, and volunteers primarily to share personal communication with friends and associates.
 - Website account administrator/moderator:** One of at least two adults with full administrative access to a ministry website account/application.

III. MINISTRY WEBSITES

1. Establishing a Social Media Presence

a. Approval: Policy—

Approval must be obtained from the corresponding department head, pastor or principal before creating a ministry website account. Archdiocesan/School Personnel may not establish a website account which implies official representation of any Archdiocesan entity without such permission.

b. Use of Logos: Policy—

Once granted, the new ministry website account must contain the official Archdiocesan logo or that of its related entity (e.g., parish or school). No website account may include the official Archdiocesan logo or that of a related entity (e.g., parish or school) in a way that implies official ownership/sponsorship, without being an approved ministry website account.

c. Website Account Administrator/Moderators: Policy—

At least two adults who are also ministry personnel should have full administrative access to ministry website accounts, known as website account administrator/moderators. Website account administrator/moderators must be approved to work with children in accordance with Archdiocesan policy.

d. Terms of Use: Policy—

Website account administrator/moderators and ministry personnel should be familiar with the terms of use, age restrictions, privacy settings and controls of any site being used for ministry purposes.

2. Separation of Personal and Ministry Websites

a. Personal and Ministry Profiles: Policy—

Whenever possible, ministry personnel should separate their personal social media profiles from any profiles they use for ministry. (In Facebook, for example, you can use pages or groups for professional use, which are connected to, but separate from your personal profile).

b. Communicating on Ministry Websites: Policy—

Ministry personnel should not use an official Archdiocesan or affiliate email address or profile to communicate on public or ministry website accounts unless they are approved to officially speak in the position they represent.

c. Work-related Email Addresses: Recommendation—

If website account administrator/moderators are employees of the Archdiocese, they should be registered to these website accounts primarily through their work-related email addresses.

3. Content on Ministry Websites

a. Content Reflecting Church Teaching: Policy—

Content on ministry website accounts should consistently represent the views and teachings of the Catholic Church. Any postings that would reflect poorly upon the Church or ministry personnel and/or could cause scandal should be avoided. This activity includes not only the advocacy of opinions contrary to Church teaching and doctrine, but also things such as: inappropriate images or dress; advocacy of inappropriate music, movies or entertainment; obscene, profane or vulgar language; communication or conduct that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs.

b. Posting Photos: Policy—

Written consent must be obtained prior to posting personally identifying photos, videos or other information on a ministry website account. If the subject is a child, permission must be obtained from the parent or legal guardian. Such permission is included in the standard permission/release form used in activities with children. An example form for use with adults is contained in **Appendix A**. See also: Specific Guidelines with Children.

c. Confidential and Proprietary Information: Policy—

Employees, clerics and volunteers are prohibited from disclosing via the internet information that is understood to be held in confidence by the Archdiocese of Cincinnati or its Affiliates. Employees, clerics and volunteers are prohibited from disclosing via the internet any information that is proprietary to the Archdiocese of Cincinnati or its Affiliates, except by explicit permission of the appropriate authority.

d. Crisis and Emergency Situations: Policy—

Ministry personnel should treat any crisis or emergency situation (e.g., signs of suicidal thoughts or other intent to harm oneself or others, chemical abuse, criminal behavior, etc.) as they would with any other mode of communication. There is a duty to report such communications and website account administrators/moderators should be advised of this responsibility for both adults and minors.

e. Rules of Conduct Posting: Recommendation—

On any ministry website account that accepts comments from users, the following rules of conduct should be posted in a place deemed reasonably visible for the kind of technology being used: “All posts and comments should be marked by Christian charity and respect for truth. They should presume the good will of other posters. No Ads please. Inappropriate comments may be deleted.”

IV. SPECIFIC GUIDELINES WITH CHILDREN

1. Transparency

a. Two Website Account Administrators/Moderators: Policy—

It is important that technology be used in a responsible and ethical way and that Archdiocesan/school Personnel, volunteers and parents be transparent in all forms of communication, particularly when ministering to children. Two adults, approved to work with children according to the policies of the Archdiocese, must have full administrative access to any ministry website accounts.

b. Group Texting: Policy—

Similarly, when using group messaging services, group texting services or similar programs with children, at least one other adult approved to work with children should be included in messages.

c. Individual Texting: Policy—

Archdiocesan/school personnel should limit texting/messaging to informational purposes related to ministry. When responding to an individual text/message from a child that is personal or conversational, Archdiocesan/school personnel must use prudence in steering that conversation away from continued electronic communication and towards any necessary in-person follow-up. (All policies of the *Decree on Child Protection* involving contact with children apply.)

d. Saving/Archiving of texts/messages

Archdiocesan/school personnel must use prudence in determining how long texts, emails or other electronic communication should be saved. Texting that is purely informational (i.e., “The meeting starts at 7PM”) may have no need of being saved or archived. Texting that responds to a personal request (i.e., “Let’s meet during office hours at 3:30 to discuss that”) should remain accessible until prudence dictates that the issue has been resolved and the time for any likely questions about the appropriateness of the communication has passed.

e. Secretive Technology: Policy—

In order to maintain transparency, any type of technology whose design is inherently to be secretive (applications whose messages that are sent or received are

automatically deleted after a short period of time) or deceptive (applications designed to appear to be something other than they are) are not to be used.

2. Parental Consent

a. Communicating through Social Networking: Policy—

General written permission to communicate with children through social networking methods should be given by parents. This written permission is included in the standard permission release form, in the same place where one finds permission to utilize photographs. Since utilizing social media is part of the standard permission form, parents should also be made aware that they can opt out of allowing their children to be contacted through social media through the use of a separate form, included in **Appendix A**. If desired, parents also have the right to be copied in all communication coming to their children (e.g., by being added to any texting list or social media group).

b. Informing Parents: Policy—

Because of the policy above, ministry leaders must make reasonable efforts to inform parents more specifically of the typical ways their children will be communicated with as a standard part of youth ministry, including through social networking. One simple way to accomplish this is through a standard handbook or information sheet given to all parents at the beginning of each school year, or as any new student begins participating in a ministry program.

c. Posting Images: Policy

Ministry personnel may not post identifiable images of children on any social media network without written parental consent, except for images taken in the public arena, such as at sporting events or fine arts public performances. This written permission is already included as part of the standard permission/release form for any event. If the image being used is not connected to an event for which there is already a signed permission/release form in place, the permission form in **Appendix B** can be used.

d. Images and Personal Information: Policy—

Even with permission to utilize an identifiable image of a child, on public ministry website accounts, youth should not be identified by anything more than a first name. Youth also should not be tagged on public ministry website accounts.

e. Tagging: Recommendation—

On public ministry website accounts that include children, the “no tagging” (or other similar option that avoids direct connection with a child’s personal social networking page) should be set whenever possible.

3. Appropriate Relationships

a. Online Behavior of Youth: Policy—

Ministry personnel have responsibility for maintaining appropriate adult to children relationships at all times. Ministry personnel should continue to take responsibility for addressing inappropriate behavior or activity on social media, in the same way they would be expected to do with in-person interaction. Page 6

b. Initial Online Contact: Policy—

Ministry personnel and website account administrators/moderators should not initiate first contact with a potential follower online. Online “friend”, “follower” or other similar requests for inclusion with social media networks should be made by the child and then approved by the website administrator/moderator.

c. Other Documents: Policy—

Ministry personnel who interact with children should be aware of and comply with all aspects of the *Children’s Online Privacy Protection Act* and the *Decree on Child Protection* for the Archdiocese of Cincinnati. The Archdiocese of Cincinnati and its Affiliates will review alleged violations of the *Children’s Online Privacy Protection Act*, or the *Decree on Child Protection* of the Archdiocese of Cincinnati, on a case-by-case basis. In the event that a provision of this Social Media Policy cannot be reconciled with the *Decree on Child Protection* of the Archdiocese of Cincinnati, the provisions of the *Decree on Child Protection* of the Archdiocese of Cincinnati will be in force.

V. PERSONAL USE OF SOCIAL NETWORKING SITES

1. Online Behavior

a. Online Behavior of Adults: Policy—

Because social media is a public medium, ministry personnel using social media should be aware that they represent the Catholic Church on both ministry and personal websites/applications. Ministry personnel should not engage in online activity that would cause scandal or express a disregard for trying to faithfully live as a disciple of Christ. This activity includes not only the advocacy of opinions contrary to Church teaching and doctrine, but also things such as: inappropriate images or dress; advocacy of inappropriate music, movies or entertainment; obscene, profane or vulgar language; communication or conduct that is harassing, threatening, bullying, libelous, or defamatory; encouragement of illegal or immoral activity; advocacy of inappropriate use of alcohol or drugs.

b. Online Behavior with Youth: Policy—

The line between professional and personal relationships is blurred within a social media context. When ministry personnel choose to utilize social media outside those approved by the Archdiocese of Cincinnati to engage with youth who are associated with them primarily through a ministry context, they are to maintain their professionalism as ministry personnel.

Ministry personnel have the responsibility for addressing inappropriate behavior or activity online as they would be expected to with in-person interaction, including requirements for mandated reporting. Page 7

2. Discipline: Policy—

Be mindful that any information posted on your personal social networking site could potentially be grounds for discipline or even termination of employment.

3. Miscellaneous

a. Disclaimers: Recommendation—

If ministry personnel identify themselves (i.e., in the biography section or profile information) as an employee or volunteer for the Archdiocese of Cincinnati on a personal website account/application, the site should include the following disclaimer: “The views expressed on this website are mine alone and do not necessarily reflect the views of the Archdiocese of Cincinnati.”

This disclaimer should be reasonably visible in accordance with the type of media platform it is. For example, on a Facebook profile, this statement can be posted in the “About” section.

b. Copyright: Policy—

Ministry personnel using social media, personally or professionally, must abide by all copyright and intellectual property rights laws. Ministry personnel are prohibited from disclosing information that is understood to be held in confidence by or proprietary to the Archdiocese of Cincinnati or its Affiliates, except by explicit permission of the appropriate authority.

VI. CONCLUSION

Pope Francis, in his message for the 48th World Communications Day said, “Let us boldly become citizens of the digital world. The Church needs to be concerned for, and present in, the world of communication, in order to dialogue with people today and to help them encounter Christ.” The policies and recommendations above are written to help us utilize the power of electronic media to evangelize in today’s world, in ways that are safe, responsible, and reflective of Catholic values. Let us continue then to “Go therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you” (Matt. 28:19-20).

ST. JOHN THE BAPTIST SCHOOL FACULTY AND STAFF

2020-21 SCHOOL YEAR

Pastor: Rev. Jeffrey Kemper

Nurse: Susan Witte

Principal: Mrs. Nicole Herrmann
Herrmann_n@sjbharrison.org

School Secretary: Nickie Smith
schooladmin@sjbharrison.org

Director of Religious Education

Teresa Palmer

Preschool Rm 28 Carla Childers

Art Teacher Rm 114 Stacie Combs

Kindergarten: Rm 21 Judy Moehring
Rm.19 Michelle Hasselbeck

Computer Lab Dir. Lisa Mirizzi

Grade 1 Rm 29 Julie Post
Rm 26 Peggy Frey

Music: Christina Bingle

Phys. Ed Marla Ziegler

Counselor Dr. Jerry Darling

Grade 2 Rm 18 Amanda Wallace
Rm 17 Pam Fox

Intervention Spc. Cathy Callahan

Intervention Spc. Susan Ramsey

Intervention Aide: Angela Combs

Intervention Aide: Jennifer Barnes

Psychologist: Audrey Duran

Speech: Angela Knoop

Grade 3 Rm 25 Marilyn Walter
Rm 24 Kathy Dean

Reading/Title I Michelle Hines

Occup. Thera.

Enrichment/Explore Meri Donovan

Grade 4 Rm 14 Jana Anneken
Rm 15 Danielle Nash

Grade 5 Rm 214 Heather Pennington

Cafeteria: Mgr: Debbie Dole

Cafeteria Staff: Mindy Caldwell

Grade 6 Rm 113 Jeff Schalk

Auxiliary Secretary: Nickie Smith

Grade 7 Rm 212 Ashley Brodbeck

Grade 8 Rm 111 Karen Schwab
Rm 211 Jordan Puckett

Email addresses for school staff follow the same pattern as principal above:

last name_first letter of first name@sjbharrison.org

ST. JOHN THE BAPTIST SCHOOL TELEPHONE NUMBERS

School Office	513-367-6826
Fax	513-367-6864
Nurse's Office	513-367-0451
Preschool	513-367-0202
Cafeteria	513-367-9860
Supportive Services	513-367-4220
Psychologist – Audrey Duran	
Reading – Michelle Hines	
Speech Therapist – Angie Knoop	
Occupational Therapist –	
School Counselor – Dr. Jerry Darling	

ST. JOHN THE BAPTIST PARISH TELEPHONE NUMBERS

Parish Office		513-367-9086
Pastor	Father Jeff Kemper	Ext. 215
Business Manager	Michael Newton	Ext. 211
Office Staff/Tuition	Angie Land	Ext. 214
Secretary/Bulletin	Jessica Hollerman	Ext. 217
Dir. Religious Education	Teresa Palmer	Ext. 218
Youth Ministry	Teresa Palmer	Ext. 221
	Eric Barrow	513-349-1629
Pastoral Ministry	Eric Hollis	Ext. 221
Parish Council	Don Kuntz	513-312-6358
Maintenance	Mike Meyer	Ext. 212
Sacramental & Liturgical Ministry		513-367-9086
Baptismal Preparation	Dcn. Don Meyer	Ext. 303
First Communion, First Reconciliation, Confirmation Preparation	Teresa Palmer	Ext. 218
Marriage Preparation	Fr Jeff Kemper	Ext. 215
	Dcn. Don Meyer	Ext. 303
RCIA (Adults/Children)	Eric Hollis	513-367-9086
Children's Liturgy	Teresa Palmer	Ext 218
Liturgical Ministry	Eric Hollis	Ext 221
Communion Ministers		
Lectors		
Ushers/Greeters		
Sacristan		
Altar Servers	Jeff Schutte (Coordinator)	513-367-4379
Liturgy Committee	Michael Johnson	Ext. 223
Music Ministry	Michael Johnson	Ext. 223

Service	Contact	Phone Number
Boy/Cub Scouts	Joe Combs	513-367-1145
Brownies/Girl Scouts	Christine Barrow	513-349-1771
Children's Liturgy	Teresa Palmer	513-367-9086
Church Festival Steering Committee:		
Larry Kelhoffer		513-738-3072
Andy Klare		812-637-6129
Mike Murray		812-637-2713
Latchkey	YMCA	513-923-4466
Library	Julie Koors	513-367-9380
Southwest School District	Adam Lohbeck	513-367-4139
Vacation Bible School	Carrie Roell	513-367-5679
Daughters of Isabella	Julie Koors	513-367-6826
Knights of Columbus	Jeff Ruschke	513-
Substitute Teachers	Nicole Hermann	513-367-6826

Parish Committees:

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

Implementation Teams:

Faith Formation		513-367-9086 (O)
Outreach		513-367-9086 (O)
Communication	Jessica Hollerman	513-367-6826 (O)
Administration & Finance	Mike Newton	513-367-6826 (O)
Buildings & Grounds	Doug Lohman	513-367-6562 (H)
	Thomas Hoeffler	513-367-6826 (O)

PTC 2020-21 EXECUTIVE BOARD

President	Melissa Wood
Vice President	Michelle Hines
Treasurer	Michelle Haverbusch
Secretary	Lindsay Bybee

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

COMMITTEE CHAIRPERSONS

Art to Remember	Katie Lake
Book Fair	Tricia Rice
Catholic Schools Week	PTC Board
Grandparents Day	Susan Borgman
Lyndsey's Ice	Open
Promotions (Boxtops, etc.)	Open
Santa's Breakfast	Angela Ferguson
Santa's Workshop	Tara Dupuccio
	Kelly Boehringer
Scrip	Mindy Caldwell
Trivia Night	Mary Steelman
Walk-a-thon	
Yearbook	Chrissy McAlister

P.T.C. COMMITTEES AND PROJECTS

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

BOOK FAIR

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

GRANDPARENTS DAY

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

LINDSAY'S SHAVED ICE

This event is held in May to show appreciation to the students and staff.

PROMOTIONS – BOX TOPS, CAMPBELLS AND OTHER LABEL PROGRAMS

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

SANTA'S BREAKFAST

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

SANTA'S WORKSHOP/CRAFTS

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

WALK-A-THON

This is our primary fundraiser for the year and will take place sometime between the end of September and the first part of October. The students will obtain pledges from family, friends, neighbors and companies. The students will then walk for a period of time. The PTC will have special rewards for laps completed and the amount of pledges they collect.

Volunteers will be needed to tally pledges received and to work the day of the event.

YEARBOOKS

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

ST. JOHN THE BAPTIST ATHLETIC ASSOCIATION

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

The St. John the Baptist Athletic Association is sponsoring the following programs for the 2019-20 athletic seasons:

BOYS

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

GIRLS

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

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

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

ST. JOHN THE BAPTIST ATHLETIC ASSOCIATION OFFICERS FOR 2020-21

President

Denise Moeller 513-383-5489

Vice President

Mark Hoffman

Treasurer

Kelly Besl

Secretary

Amy Bibee

Boys Coordinator -

Football

Combine with St. James

Basketball

Mark Hoffman

513-845-4463

Baseball

Dave Sprague

Boys Volleyball

Cross Country

Track

Golf

Soccer

Linda Scott

stjbsoccer@gmail.com

Maria Haftertepen

Girls Coordinator -

Volleyball

Michelle Williams

jtwilliams83@yahoo.com

Basketball

Chuck Hulen

Softball

OPEN

Cross Country

Track

Golf

OPEN

Soccer

Linda Scott

stjbsoccer@gmail.com

Maria Haftertepen

GWAC Rep

Chuck Hulen



ST. JOHN the BAPTIST SCHOOL

Report Form for Hazing, Bullying, or Harassment

Complaint _____
(Your name)

Home address: _____

Phone: _____

Date of alleged incident(s) _____

Name of person(s) you believe hazed, bullied, or harassed you or another person:

If the alleged behavior was toward another person, identify that other person:

Describe the incident as clearly as possible, including such things as what force, if any was used, any verbal statements (ie, threats, requests, demands, etc.); what, if any physical contact was involved, and how many times has this occurred.

When and where did the alleged incident occur?

List any witnesses who were present: _____

This complaint is based upon my honest belief that _____

Has hazed, bullied, harassed me or another person. I hereby certify the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

(Complainant's signature)

(Date)

(Received by)

(Date)