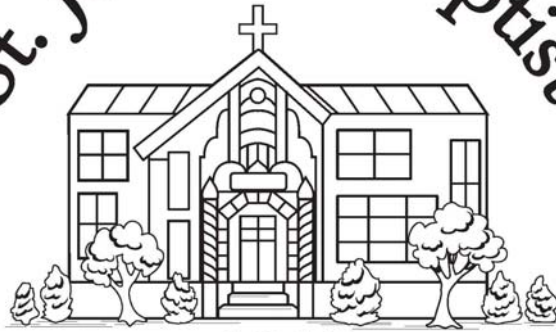


St. John the Baptist



1912  
Catholic School

## **Parent/Student Handbook**

**2009 - 2010**

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August 2009

Dear Parents/Guardians,

The Faculty, Staff, Administration and Pastor welcome you to St. John the Baptist Catholic School! We believe you have chosen to join our school community because our school reflects your commitment to Catholic values and a high quality of education for your child. We view our work as a shared responsibility between home and school and are dedicated to supporting you in your role as the primary educators of your children. Our desire is to provide you with the proper tools to assist you in your role.

St. John the Baptist Catholic School is a co-educational school with kindergarten through eighth grades. We firmly believe that every person is created in the image and likeness of God and is therefore, one of His children, regardless of race, gender, economic standing or age. As a child of God, each person is given equal dignity and treatment. Therefore, all qualified students will be offered admission to the school. St. John the Baptist Catholic School does not discriminate on the basis of sex, race, color or national origin.

This handbook is designed to provide you with important information regarding St. John the Baptist Catholic School, its philosophy, goals, policies, procedures, and expectations. The handbook is intended to benefit you, your child(ren), and the school by providing guidelines through which we can all fulfill our shared responsibility for our children. Please help solidify this partnership by reviewing this handbook as a family. If clarification is needed on any policy or procedure, or if you have any questions, please contact your child(ren)'s teacher or the principal.

In Peace,

Fr. Gordon Kalil, Pastor

Nancy Jordan, Principal

and our St. John the Baptist Catholic School Faculty and Staff

## **HANDBOOK CHANGES**

This handbook serves as a summary and delineation of the policies and procedures of St. John the Baptist Catholic School. The school may find it necessary during the course of the year to amend the handbook for clarity or other just cause. As a living document, it is subject to review and change. If amendments are necessary, parents will be given a prompt notice of changes by way of the school newsletter, the website or by a special flyer.

## **MISSION AND PHILOSOPHY**

### ***“With One Voice”***

#### **Mission**

St. John the Baptist Catholic School is an educational ministry of St. John the Baptist Catholic Parish in Napa, California. We offer a challenging academic program in a safe, stimulating and Christ-centered community. Our faculty, in cooperation with parents and parish, provide our students with opportunities, values, and experiences to become faith-filled, responsible and contributing citizens in the 21<sup>st</sup> century.

#### **Philosophy**

We believe parents are the primary educators of their children. All students enrolled in St. John the Baptist Catholic School are chosen by God to fully live out their baptismal calling. Through attention to the intellectual, spiritual, social, physical, emotional, and artistic dimensions of each child, students will be poised to become personal reflections of Jesus Christ in their daily lives.

## **STUDENT LEARNING EXPECTATIONS**

### **An active person of Faith who:**

- Has a personal relationship with Jesus
- Knows basic Catholic teachings
- Applies Gospel values to personal and community life
- Respects and appreciates nature, culture and other people as part of God's creation
- Is educated in the Sacramental life of the Catholic Church
- Demonstrates a spirit of service in Church, family, school and community

### **A life-long learner who:**

- Demonstrates a strong foundation in academics and applies knowledge in a variety of situations
- Uses technology for learning and communication
- Demonstrates initiative and a continuing curiosity for learning
- Understands how to access and utilize information and resources

### **A competent communicator who:**

- Reads critically, writes coherently and expresses opinions persuasively
- Speaks clearly and confidently with respect to others
- Uses diverse methods including art, music and technology to convey opinions

### **An effective problem-solver who:**

- Applies subject matter to real life situations
- Works collaboratively with others
- Manages conflict and adverse situations with empathy and sensitivity
- Thinks critically by strategizing, planning and gathering information from a variety of sources
- Weighs possibilities and considers consequences when making decisions

### **A responsible citizen who:**

- Values and exercises self-respect and self-discipline
- Makes decisions that foster a healthy emotional and physical well being
- Exemplifies good sportsmanship at all times
- Works cooperatively, demonstrating acceptance and respect
- Understands and actively participates in civic responsibilities

## **BELL SCHEDULE**

### **Monday, Tuesday, Wednesday (full day), Thursday, Friday Schedule**

7:00am – 7:50am	Extended Day Care Program open
7:50am – 8:10am	Playground supervision
8:08am	1 <sup>st</sup> bell – students line-up by grade for morning assembly
8:10am	2 <sup>nd</sup> bell - morning assembly begins. No assembly on Wednesdays
8:30am – 9:15am	Wednesday Student Mass (students must wear full uniform, w/ sweater)
9:30am – 10:00am	Recess – Kindergarten and 1 <sup>st</sup> grade
10:00am – 10:15am	Recess – 2 <sup>nd</sup> grade through 6 <sup>th</sup> grade
10:15am – 10:30am	Recess – 7 <sup>th</sup> grade and 8 <sup>th</sup> grade
11:15am – 12:00pm	Lunch – Kindergarten and 1 <sup>st</sup> grade
11:45am – 12:25pm	Lunch – 2 <sup>nd</sup> grade through 6 <sup>th</sup> grade
12:15pm – 1:00pm	Lunch – 7 <sup>th</sup> and 8 <sup>th</sup> grade
1:45pm – 2:00pm	Recess – Kindergarten and 1 <sup>st</sup> grade
2:55pm	Closing prayer/dismissal
3:00pm	Napa Street gates open for pick-up
3:00pm – 6:00pm	Extended Day Care Program open

### **Wednesday (12:30pm dismissal) Schedule**

7:00am – 7:50am	Extended Day Care Program open
7:50am – 8:10am	Playground supervision
8:08am	1 <sup>st</sup> bell – students line-up by grade
8:10am	2 <sup>nd</sup> bell – students enter school building
8:30am – 9:15am	Student Mass (students must wear full uniform, including sweater)
9:30am – 10:00am	Recess – Kindergarten and 1 <sup>st</sup> grade
10:00am – 10:15am	Recess – 2 <sup>nd</sup> grade through 6 <sup>th</sup> grade
10:15am – 10:30am	Recess – 7 <sup>th</sup> grade and 8 <sup>th</sup> grade
12:25pm	Closing prayer/dismissal
12:30pm	Napa Street gates open for pick-up
12:30pm – 6:00pm	Extended Day Care Program open

# **ADMISSION PROCEDURES**

## **Application Forms**

Parents or guardians who are interested in their child(ren) attending St. John the Baptist Catholic School may acquire application forms from the Principal's Assistant's office. Completed application forms must be returned before a meeting with the principal and teacher can be scheduled. Transferring students are required to include a copy of their most recent report card and standardized test scores with the application..

## **Records Required**

- Birth Certificate
- Immunization Records [Including immunization of 7th Graders for hepatitis B (CA Law AB 381)] and Kindergartners for Varicella (SB 741)]
- Health Exam (CA H & S Code Sec. 324.2)
- Baptismal Certificate (if student is baptized)

## **Age Requirement**

- Kindergarten: 5 years by December 1<sup>st</sup>

## **Entrance Assessment**

An entrance readiness assessment will be administered for all students. Satisfactory performance is necessary for admission and grade level assignment. Parents/guardians shall be notified of the screening results within one week of the screening.

## **Acceptance Policy**

Acceptance to St. John the Baptist Catholic School will be based upon the following priority criteria:

- Siblings of current St. John the Baptist Catholic School students
- Registered and active St. John the Baptist Parishioners
- Catholics
- Non-Catholics

## **Non-Discrimination Policy**

St. John the Baptist Catholic School in the Diocese of Santa Rosa, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

The Catholic schools in the Diocese of Santa Rosa do not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, sex or disability in the administration of educational policies, admissions, policies, scholarship and loan programs, and athletic and other school administered programs.

### **Probationary Status**

Enrollment is probationary during the first grading period after admission. The following points will be evaluated during the probationary period: a) student achievement, attitude and behavior, and b) parental support and cooperation as expressed by telephone, in letters, in conferences, and in compliance with the Agreement to Cooperate & Participate form. If results of the probationary period are unsatisfactory, the probationary period may be extended or the student will be transferred out of the school at the end of the grading period.

## COMMUNICATION AND ATTENDANCE

### General

Communication is a vital component of a Christian Catholic Community. As parents/guardians, students, and faculty, it is important that the lines of communication be kept open through:

- Contacting your child's teacher via email or written note if there is any question, information, idea, or concern regarding academic progress, behavior, classroom procedure, or the child/teacher relationship
- Following the chain of command by speaking with the teacher first, then addressing higher levels of administration. This communication effort is consistent with Gospel message of Mathew: 18: *"If anyone sins against you, go and show them their fault, just between the two of you. If they listen to you, you have won them over."*
- Scheduling appointments with the teacher or principal in advance: avoid spur of the moment chats on the schoolyard. Teachers need to be supervising the students
- Taking all deliveries or messages for students to the school office, thus avoiding class disruptions
- Marking lunches, clothing, or other items with your child's name
- Remembering and reminding your student that the telephones in the school are for emergencies only
- Using the web-site, voice mail system, as well as checking the monthly calendar and daily student planner
- Listening as well as speaking
- Signing the family "Wednesday Envelope" and returning it to school the next day

### Homework/General Communication

Check the school website at grade level for postings of assignments at [stjohnscatholic.org](http://stjohnscatholic.org). A family "Wednesday Envelope" is sent home with the youngest child every other Wednesday (with a few exceptions for holidays, etc). Please sign as indicated and return to school the following day. Please be sure to return the envelope to the school office so that you are sure to receive all information that is sent home.

A **Parent Notification Form** will serve to inform parents of important information about the child's school day. This form can be used to notify parents of minor rule violations but it is not considered a disciplinary notice. One copy of the Parent Notification Form should be signed by a parent/guardian and returned to school the following day.

### Lunch

Students need to bring a lunch each day except on minimum days. **NO GLASS CONTAINERS ARE ALLOWED.** Sodas and candy are strongly discouraged. Students should bring their own reusable spoons, forks and napkins.

Each Friday, unless otherwise noted, there will be a pizza fundraiser lunch provided. Each class and the different school groups will be responsible for the pizza fundraiser lunches. The cost of the lunch is \$5.00, which includes two slices of cheese pizza, salad and a treat.

Students who forget their lunches should have their lunch delivered to the table set aside for this purpose in the main hallway with the child's name and grade clearly printed on the lunch. **PLEASE DO NOT TAKE LUNCHES DIRECTLY TO THE CLASSROOM.** A phone call will be made to parents notifying them to make arrangements for a lunch to be delivered to the school office. If a parent cannot be reached or if you are unable to make arrangements for your child's lunch, a small *Lunchable* will be provided (if available) for your child and you will be billed \$6.00.

### **Attendance**

Students are expected to be in school every scheduled school day. Students are to be on the playground **NO EARLIER THAN 7:50am**. Students who arrive prior to this time must be taken to the Extended Day Center and a charge will be made in accordance with Extended Day Center policies and procedures. Once on school grounds, students become the responsibility of the school and as such, no student is allowed to leaving school grounds without parent/guardian permission.

### **Absences and Tardies**

Regular attendance is essential to a student's success in school. If a student is absent for **ANY** reason, a parent/guardian **MUST** telephone the school office before 9:00am on each day the student is absent. An excused absence will be granted for illness, medical/dental appointments, and family emergencies. **ALL** other absences, including those that are not reported to the school office, will be recorded as unexcused. Students are required to bring a note explaining the absence to the school office on the morning that they return to school. If a student is absent due to illness five or more days in a row, a note from your doctor is required. If a student is ill and misses three or more excused days of school, a parent/guardian may request assignments from the classroom teacher.

If a student will be out of school due to a vacation, parents/guardians are to notify, in writing, the Principal and the teacher of the time and duration of the absence. Parents/guardians who choose to have their children miss school due to family vacations that do not coincide with the school's vacation breaks may not request work to be pre-assigned. Class work and assignments missed due to unexcused absences can be made up only at the discretion of the classroom teacher.

Students who arrive at school after 8:10am are tardy. Students who leave school before the school day is over will be marked with an early dismissal tardy. An excused tardy will be granted for medical/dental appointments (an official medical office note is required when the student returns to school) or major traffic congestion where all students from that area are late. **ALL** other tardies will be reported as unexcused.

Five (5) unexcused tardies (both beginning of school day and early dismissal tardies will be counted) will equal one (1) unexcused absence). Ten (10) or more unexcused absences during the school year may put the student at risk of non-promotion at the end of the school year.

### **Removing a Student During the School Day**

- Students will be signed out at the school office by means of the “Sign-Out” form and shall obtain an admit slip upon returning.
- **If someone other than those listed on the emergency card is to pick up the student, the parent/guardian shall notify the school beforehand that the person is authorized to pick up the child PRIOR to the student’s leaving school.**
- Special concerns or situations regarding the removal of a student from school should be immediately reported to the administration.

## **EXTENDED DAY CARE**

Extended Day Care is available to all students. Our Extended Day Care program is open 7:00am – 7:50am and 3:00pm – 6:00pm (12:30pm – 6:00pm on minimum days). Students who arrive before 7:50am must be taken to Extended Day Care. Students who are not picked up by 3:15pm (12:45 on minimum days) will be taken to Extended Day Care. If a parent/guardian is not present upon release of an after-school activity, such as choir, homework hour, student council meetings, etc, students must go to Extended Day Care.

The charge for use of Extended Day Care is \$5/hour. There is also an annual fee of \$25 per family. Billings will be sent home monthly. Pick up after 6pm will be billed at \$1 per minute. It is mandatory that a parent/guardian sign students in and or out when they arrive at Extended Day Care before school and when they are picked up after school. If a child is not signed in or out, an estimate will be made of the time of drop off or pick up and you will be billed accordingly.

Students attending Extended Day Care should bring a healthy snack each full day and a healthy snack and lunch on each minimum day. Play clothes that follow the free dress guidelines are strongly encouraged.

## **VISITOR/VOLUNTEERS**

All visitors/volunteers must sign in at the school office and obtain and wear a visitor's pass. As a courtesy to staff, visitors/volunteers are not to go directly to any classroom.

## **SECURITY CLEARANCE/FINGERPRINTING**

Per the Diocese of Santa Rosa policy, all school faculty, staff, administration, clergy, and all volunteers, including room parents and field trip drivers, must be fingerprinted, complete training in sexual misconduct, and register on the Diocese of Santa Rosa Safe Environment Database. Instructions and forms for clearance and online training are available from the Principal's Assistant.

## DRESS CODE

The school dress code shall be strictly adhered to. Students shall be properly groomed and attired at all times. The school administration and staff makes the final decision regarding student attire and grooming. **Uniforms are to be worn as they are intended to be worn and in good repair. Students may be sent home if they do not arrive at school properly dressed.**

- Jackets other than the official St. John the Baptist Catholic School apparel shall not be worn in the school buildings or classrooms. They may be worn outside at recess or lunchtime only if the student is wearing a uniform sweater or sweatshirt underneath. The hood of a jacket may not be pulled up at any time during morning assembly.
- **Full uniform, which includes; sweaters for both boys and girls, long pants for boys, and the plaid skirt or skort for girls, are to be worn to all school church services. School church services are every Wednesday at 8:30am, unless otherwise noted.**
- Shirts and blouses must be tucked in at all times during the school day, with the exception of the girl's overblouse offered by Dennis Uniform Company.
- Black or brown leather belts must be worn with pants or shorts (canvas belts are not allowed).
- Socks must be no shorter than "ankle crew" length (they must completely cover the ankle-bone at all times) Socks must be white, gray, red or black in color. Black, gray, red, or white tights are permitted for girls.
- No cargo pants are permitted. All pockets of pants must be on the inside.
- Hair shall be neatly trimmed and combed; boys' hair shall not cover the eyebrows, ears or neck.
- Spiked hairstyles, hairpieces, hair coloring or hair bleaching are not permitted for boys or girls.
- All hair adornments will be non-distracting and in school colors only.
- Make-up and/or nail polish may not be worn at any time. Artificial nails are not permitted.
- Post earrings only are permitted for girls. No earrings are permitted for boys.
- Jewelry of a Christian nature is allowed, no other type.
- No temporary tattoos are allowed.

### Uniform Purchases

School uniforms may be purchased from Lands'End or Dennis Uniform Company.

Lands'End orders may be placed by phone at 1-800-469-2222 or on the internet at [www.landsend.com/school](http://www.landsend.com/school). Our preferred school number is 9001-1890-2. P.E. uniforms for grades 4 – 8 may be purchased from Lands' End.

Dennis Uniform orders may be placed by phone at 1-510-763-0967 or on the internet at [www.dennisuniform.com](http://www.dennisuniform.com). Our school code is NCESJN.

## Uniform Requirements

### Girls - Grades K - 8

- McDonald plaid skirt or skort (NO SHORTER THAN 2" ABOVE THE CREASE AT THE BACK OF THE STUDENT'S KNEE), uniform khaki pants, or walking shorts. Khaki pants or walking shorts may not be worn at church services. Cargo pants are not allowed. All pant pockets must be on the inside.
- Grades K – 3<sup>rd</sup> – optional McDonald plaid jumper (NO SHORTER THAN 2" ABOVE THE CREASE AT THE BACK OF THE STUDENT'S KNEE).
- Uniform, white, short-sleeved blouse with a collar, short or long-sleeved polo shirt, or long-sleeved turtleneck shirt. No logos are permitted.
- Solid black or solid white **flat**, rubber soled shoes only (this includes stitching and logos). Shoelaces and accents must match the color of the shoe. Boots of any kind are not allowed.
- Black or brown belts must be put through belt loops and may not have raised brads or other ornaments. Canvas belts are not permitted.
- Lands'End logo'd cap in khaki or red are permitted to be worn outside only during the school day.

### Boys - Grades K - 8

- Uniform khaki pants or walking shorts. Khaki walking shorts may not be worn at church services. Cargo pants are not allowed. All pant pockets must be on the inside.
- Uniform, white short or long-sleeved polo shirt with a collar or long-sleeved turtleneck shirt.
- Solid black or solid white flat, rubber soled shoes only (this includes stitching and logos). Shoelaces and accents must match the color of the shoe. Boots of any kind are not allowed.
- Black or brown belts must be put through belt loops and may not have raised brads or other ornaments. Canvas belts are not permitted.
- Lands'End logo'd cap in khaki or red are permitted to be worn outside only during the school day.

### Sweaters/Sweatshirts and Vests

- **Grades K – 6** Red uniform approved sweaters/sweatshirts, or vests
- **Grades 7 – 8** Gray uniform approved sweaters/sweatshirts, or vests
- Only sweatshirts/vests with the St. John the Baptist logo that have been purchased at the school vendors may be worn.
- Red and gray jackets with the school logo may also be purchased from the school vendors. No other jackets may be worn in the school building during the school day.

## **Physical Education Uniforms**

The P.E. uniform for grades 4 – 8 shall consist of a gray St. John’s or Jog-a-thon t-shirt and uniform or solid black shorts. In cold weather, PLAIN or official St. John the Baptist Catholic School logo’d black or gray sweatpants and uniform sweatshirts or fleeces are allowed. Students who arrive at P.E. in partial P.E. uniform will be marked as out of uniform.

## **Lost Clothing**

Please label clearly all articles of clothing, book bags/backpacks, lunch containers, etc., with your child’s name and grade directly on the garment or item being marked. Clothing that is found which is not marked will be donated to the uniform sale.

## **Free Dress Guidelines**

Free Dress is allowed on the last Friday of each month or as otherwise noted. If any student receives 2 or more dress code violations (Uniform Notices) he/she will not be allowed to have Free Dress.

## **Boys**

- Shirts depicting vulgarity, gore, skulls and the like are not allowed
- Plain white under T-shirts and tank tops are not allowed
- Pants sagging below the waist and exposing underwear are unacceptable. Pants must hold at natural waistline without a belt
- Cut-off jeans or torn pants are not allowed
- Flat closed-toe and closed-back shoes must be worn at all times.
- Hats are allowed but must be removed inside the building and the classroom

## **Girls**

- Dresses, skirts, and shorts must be of modest nature and not must be no shorter than 2” above the crease at the back of the student’s knee.
- Short mini-skirts, slit skirts, strapless dresses, backless dresses, spaghetti straps and halter style tops or dresses are not allowed
- Cut-off or torn jeans or pants are not allowed
- Sleeveless style tops are allowed; straps must be 3 or more inches wide
- Tops must be of appropriate length and not expose the midriff when the arms are raised
- Necklines need to be modest in nature
- All shirts will have appropriate depictions and expressions
- Flat, closed-toe and closed-back shoes must be worn at all times. No heels.

## ACADEMIC EXCELLENCE

St. John the Baptist Catholic School seeks to provide the highest quality curriculum and is continually reviewing and updating its academic programs, using the California Content Standards and recommendations for the Diocese of Santa Rosa as our guide.

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary measures.

### Standardized Testing

The Iowa Test of Basic Skills (ITBS) is a national achievement test administered to students in grades two through eight throughout the Diocese of Santa Rosa. The ITBS is used to guide school-wide instructional planning. Administration dates will be published on the school calendar.

### Homework

Homework is assigned for the purpose of reinforcing classroom lessons, extending the curriculum beyond the school hours, mastering the School wide Learning Expectations and fostering independent study habits. Assignments are determined and given by the individual teacher depending on the subject and/or skill being taught and for making up missed assignments due to absence.

The average time allotted for homework each night on a grade level basis shall be:

- 1<sup>st</sup> and 2<sup>nd</sup> Grades-----30 minutes average
- 3<sup>rd</sup> and 4<sup>th</sup> Grades-----30-60 minutes average
- 5<sup>th</sup> and 6<sup>th</sup> Grades-----60-90 minutes average
- 7<sup>th</sup> and 8<sup>th</sup> Grades-----60-120 minutes average

Times will vary depending on the night of the week and demand of the assignment. Teachers will coordinate assignments to address potential overloads.

### Progress Reports & Report Cards

Progress reports at the approximate mid-point of each grading period are sent home to inform parents/guardians of their child's progress. Report cards are distributed each grading period to all students. End of year report cards will be mailed home.

## **Parent/Guardian Conferences**

Frequent communication between parents/guardians and teachers is important to assure the best progress in a child's education. Formal parent/guardian conferences are scheduled and dates are published in the school calendar. Additional conferences may be scheduled at any time by contacting the teacher. Parents/guardians who would like to visit a classroom or meet with a teacher are asked to first make an appointment with the teacher. Teachers are available one-half-hour after school on most school days except when staff meetings are held. It is NOT appropriate to approach any teacher on the playground before or after school. Their responsibility at this time is to supervise students.

## **Honor Roll**

Students in Grades 7 – 8 are eligible for honor roll status for each report card period. “Principal’s Honor Roll” is awarded to students who maintain a grade point average of 4.0 in all subjects. “High Honors” are conferred on students with a grade point average of 3.9 -.3.7. “Honors” is awarded to students with a grade point average of 3.6 –3.3. Grade point averages are calculated using the core curricular subjects; religion, language arts, math, social studies and science. Students receiving a four (4) in any of the conduct categories will not be eligible for honor roll.

## **Grading Scale**

The grading scale used by St. John the Baptist Catholic School is as follows:

A	=	95 – 100%
A-	=	90 – 94%
B+	=	87 – 89%
B	=	83 – 86%
B-	=	80 – 82%
C+	=	77 – 79%
C	=	73 – 76%
C-	=	70 – 72%
D+	=	67 – 69%
D	=	63 – 66%
D-	=	60 – 62%
F	=	Below 60%

## CAMPUS LIFE

### First Eucharist and Reconciliation

Students in Second Grade are given the opportunity to receive their First Reconciliation and First Eucharist.

### Extra-Curricular Activities

Students who wish to participate in school sponsored extra-curricular activities are encouraged to do so. Extra-curricular activities in which students may become involved include:

- Altar Server (Grades 4 – 8)
- Choir (Grades 4 – 8)
- Athletics (Volleyball/Basketball Grades 5 – 8, Track & Field Grades KG - 8)
- Student Council (Grades 7 – 8)

Students receiving a Conduct Referral may be excluded from participation in, or practice for, extra-curricular activities. In order to be eligible for student council, a student must have received no D's or F's in ANY class and have their teacher sign off that they are eligible for student council. The student is expected to maintain these grades throughout his/her term of office. Any student who receives a four (4) in any conduct area will not be eligible for student council. Should standards not be upheld, students may be removed from student council.

St. John the Baptist Catholic School is an active member of the North Bay Catholic Schools League and abides by its laws and policies. Volleyball, basketball and track and field are available to our students as after-school sports for boys and girls in fifth through eighth grades.

#### Athletic Activities Participation:

- Excused absences from school are accepted as excused absences from practice or a game.
- Unexcused absences from school will be considered unexcused for practice or games and will result in loss of playtime.
- Students must have at least a 2.0 average at the end of the previous grading period in order to be eligible to play on any team. Players receiving a letter grade D or F or a conduct grade of 4 will not be eligible to participate in athletics during the trimester following the grading period.

### Room Parents

All parents are considered room parents. There will be one coordinator who will work directly with the classroom teacher to coordinate classroom and Family Club activities and that coordinator will contact other room parents as necessary. Room parents are encouraged to contact the Family Club president if they are interested in serving as a coordinator. Opportunities for parent involvement will be presented at Back to School Night and throughout the year.

## **Field Trips**

Classroom teachers schedule field trips. Permission forms are sent home for the signature of parents/guardians before scheduled trips. Field trips are a privilege and may be denied if a student fails to meet behavioral requirements. Parents/guardians wishing to go on field trips must comply with school and diocesan policies regarding security clearance, mandatory fingerprinting, driving rules, insurance and procedures. If the field trip requires adult drivers, each year drivers must fill out a Volunteer Driver Form and present their driver's license and valid proof of current automobile insurance certificate and declaration page with limits of coverage to the school. Copies of the Criteria for Volunteer Driver and Vehicle (DSRT2), Volunteer Driver Form (DSRT3), and Field Trip Parental Consent Form (DSRT4S) are provided in the back of this handbook. Eligibility to go on class field trips is at the discretion of the classroom teacher.

**Per Diocesan regulation, no siblings are permitted to accompany adults on field trips. Also, drivers are not allowed to make unscheduled stops while driving students on a field trip, such as stopping to buy drinks, treats, etc.**

## **Social Activities**

According to diocesan policy, elementary schools may sponsor parties and dances for our seventh and eighth grade students. Seventh and eighth grade students from St. John the Baptist Catholic School and other nearby Catholic Schools and private schools may be invited to attend. These events are sponsored at the discretion of the school staff and depend on the amount of parental support available. They are school-sponsored activities, and students will be held to the same behavioral requirements as if they were at school.

## **Birthdays**

Some parents wish to provide treats on their child's birthday. Parents should ask the teacher to make appropriate arrangements. ***No party invitations should be passed out at school.***

## **Student Records**

Only authorized St. John the Baptist Catholic School personnel have access to student records. Student records are maintained in a locked file cabinet. Parents/guardians may request to review these records by making an appointment to do so with the principal. Only the official file containing academic transcripts, academic testing, health records, and emergency information is forwarded to a new school. When transferring, parents/guardians authorize the new school to request student records. The official file is always mailed to the requesting school.

## **Guidance Services**

In accordance with the Diocesan guidance and counseling policy, information regarding referral services is available through the principal's office.

### **Yearbook/Student Pictures**

Yearbooks are distributed at the end of the year to students who have ordered them. Ordering information will be sent home. Students' pictures are taken in the fall and spring each year. Parents/guardians will be notified of the date, time, and cost. In addition, arrangements are made for graduating eighth graders to have special photographs taken close to the time of graduation.

### **Internet Access**

Internet access is available to teachers and students in the classroom, computer lab, and the library. Despite all precautions, it is possible a student could inadvertently or intentionally bring up objectionable sites. All students in grades 4-8 are required to read and sign an Internet Use Contract. See back of handbook.

### **Lost and Found**

All clothing and lunchboxes found on campus are placed in the Lost and Found bin, which is located in the hall next to the school office. **ALL** sweaters, sweatshirts, jackets and vests should be clearly marked with the student's name. Other articles of value are turned into the office where the student may claim them. At the end of each month the Lost and Found bin is checked for unlabeled clothing. Uniform clothing is turned over to the Family Club to sell as used uniforms and all other unlabeled clothing items and lunchboxes are taken to the Goodwill.

### **Cell Phones and Electronic Devices**

No electronic devices, including cell phones, iPods, Game Boys, laser pointers, etc. are to be used by students during the school day.

### **Messages**

You may leave messages for the faculty/staff on their voice-mail or messages for students with the school secretary. Please provide your daytime and evening telephone numbers.

### **Use of Office Telephone**

The office telephone is not to be used by students without the permission of a staff member.

### **No Pets/Animals**

Please do not bring animals on campus. Animals are not allowed on campus due to allergies and the dangers created by interactions with stray animals.

# DISCIPLINE

## Philosophy

St. John the Baptist Catholic School seeks to provide the necessary framework to guide our students in developing the self-discipline that will serve them throughout their lives. We believe that the effectiveness of the learning process at our school is directly related to the quality of the environment, along with positive discipline at our school. Such an environment requires regulations that focus on the safety, dignity and well-being of our students, faculty, staff, and the entire school community.

It is important to be mindful that the disciplinary process can be sensitive. To achieve our goal of positively forming all children, patience and thoughtful processing are necessary, along with an understanding that all involved parties (staff, students, parents) are human and can occasionally, error in judgment or action. Ultimately, we must work in partnership, within the mission of our school.

**Our standards of enrollment depend upon the cooperation of student and parent/guardian with school faculty and staff, along with the adherence to all school policies.**

## Harassment

Harassment shall be defined as: to annoy persistently, or to create an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct. Consistent with maintaining a Catholic environment, St. John the Baptist Catholic School shall not tolerate the harassment of any student, employee or volunteer by any student, parent or person at any time. Anyone found guilty of harassment shall be subject to the school's disciplinary procedures.

The following types of conduct are examples of prohibited activities that may constitute harassment. This list is NOT all-inclusive:

- Bullying (Bullying is persistent unwelcome behavior, mostly using unwarranted or invalid criticism, nit-picking, fault-finding, also exclusion, isolation, being singled out and treated differently.)
- Unwelcome sexual flirtations or propositions
- Graphic, degrading, verbal or written comments about an individual's appearance, ethnic, religious or family background
- Any act of retaliation against an individual who reports a violation of the school's Harassment Policy or who participates in the investigation of a harassment complaint
- "Cyberbullying" which is defined by [StopCyberbullying.org](http://StopCyberbullying.org) as "a situation when a child, tween or teen is repeatedly "tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted" by another child, tween or teen using text messaging, email, instant messaging or any other type of digital technology." Cyberbullying upsets the harmony of the school environment and therefore, can be subject to disciplinary action.

Teachers shall discuss this policy and appropriate procedures with their students in age-appropriate ways and should assure students that they need not endure any form of harassment, sexual or otherwise.

Any student who feels that he/she is being harassed in any manner should immediately contact a teacher or the principal. The principal or designee shall take the appropriate disciplinary action that may include suspension or expulsion. If the principal at an informal level does not promptly remedy a situation involving sexual harassment, a complaint of student harassment should be filed with the Superintendent of Catholic Schools for the Diocese of Santa Rosa.

If a complaint of student harassment is alleged to have been perpetrated by a staff member or volunteer at the school, then the procedure outlined in the Diocesan Administration Handbook for Schools shall be followed. Students and parents are required to submit their signed and dated concern in writing (emailing is unacceptable in these cases) to the Principal or Pastor.

In accordance with Diocesan Policy 5780, no parent/guardian nor any other person shall insult or physically or verbally abuse any teacher or member of the school personnel on the school premises or the public sidewalks, streets, or other public places adjacent to school premises or at any other place if the teacher or school personnel member is required to be at such place in connection with assigned school activities.

No parent/guardian or other person shall engage in disruptive behavior of any kind that threatens the harmony of school procedures or communication between parents and school personnel, or is detrimental to the school in any manner. Violation of this section or of Section 5770 of the Diocesan Policy may lead to dismissal of a student as provided in Section 5260 of the Diocesan Policy.

### **Misconduct**

The following are examples of student misconduct that violate school policy when they occur at school or during school activities. This behavior will result in disciplinary action. This list is not intended to be all-inclusive.

1. Failure to obey classroom or school regulations
2. Disrespectful speech or behavior (irreverent, immoral, ethnic slurs, obscene gestures, harassment, threatening, intimidating, bullying, cyberbullying, etc.)
3. Showing disrespect to teachers, staff, principal, pastor or any authority figure
4. Vulgar language or profanity
5. Destroying, damaging, or stealing property belonging to the school or to any person at the school
6. Cheating or plagiarism

The following behaviors may result in expulsion:

1. Possessing, selling, and/or using drugs, alcohol, or tobacco on school property or at any school-sponsored function.
  - Substance will be confiscated
  - Police will be called.

- Parent/guardian will be called
- 2. Possessing firecrackers, "stink bombs," matches, or lighters
- 3. Possessing weapons or dangerous instruments, including but not limited to guns (including toy guns and toys that look like weapons) and knives or other sharp instruments either at school or at any school-sponsored function
- 4. Sexual harassment of students or adults
- 5. Acts of assault, violence, intimidation, extreme antagonism, or sexual assault
- 6. Receiving more than three suspensions during a single semester

St. John the Baptist Catholic School is co-tenant to all desks and reserves the right to search them at any time without notice.

### **Discipline Process**

Each teacher has a posted list of classrooms expectations and rules with an established classroom behavior management system in accordance with our overall school standards for safety and discipline. The breaking of classroom rules will be handled according to the age-appropriate classroom behavior management system.

If a child repeatedly breaks classroom rules or breaks a school rule, as defined below, the school behavior management system takes effect.

Consistent violation of any rule or a major infraction of school or civil regulations may result in suspension or expulsion. This process is defined and outlined completely in the following document.

A **Conduct Referral** will serve as parental notification and documentation of violation of school rules. The conduct referral will contain details of the misconduct and resulting consequences. A given conduct referral must be signed by a parent/guardian and a copy returned by 8:30am on the day following the misconduct. The student will not be allowed to return to class until the signed Conduct Referral is returned.

### **Implementation of School Disciplinary Action**

The school disciplinary process can either be cumulative, as described below or, in the case of a serious behavioral offense, the progressive disciplinary process above may be forgone and suspension or expulsion may be considered per Diocesan Administrative Handbook Policy 5700.

**Detention:** Detention refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school.

**Detention will occur before school on Wednesdays beginning at 7:00am and ending at 8:00am.**

- The detention will be served on the Wednesday following the misconduct.
- Notification of detention will be given on a conduct referral.
- Detention may be given to a student by the principal or any teacher.
- Detention will occur in the room of the supervising teacher.

- There will be no eating or drinking during detention.
- No excuses will be accepted for serving.
- Detentions cannot be made up at lunch time or any other time.
- Students will not be allowed to work on school or homework.
- Students arriving at detention will be met at the front door to the school at 7:00am. If a student is late, he/she must proceed to Extended Care, serve the given detention and an additional detention.
- If, after a student receives 3 detentions, the student displays a behavior that would result in a 4<sup>th</sup> detention, he/she may receive a 1 –day suspension.

**Suspension:** Suspension refers to the removal of students from the school’s educational program. It is a drastic consequence that will be used only in response to an action of a very serious nature or after other remedial measures have been employed without success.

- Suspension shall not exceed five days, except in extraordinary circumstances.
- Suspension extends to extracurricular activities including school or Diocesan-sponsored events, dances and sports teams.
- Suspension will occur immediately following infraction.
- Parents will be informed of the reasons and decision for the suspension.
- A conference must be held with the parents, teacher and principal before the student’s return to his/her classroom.
- During the conference, a behavior plan will be developed and/or revisited.
- A written record of the suspension, including date, reasons, and conference with the parents, will be kept on file at school.
- Students will not be provided school or homework to complete while on suspension.
- Upon return to class, student will be provided and expected to complete missing assignments so as to stay up-to-date on class work. However, he/she will not receive credit for completed work.
- The decision to suspend a student must be made by the principal.

**Expulsion:** Expulsion refers to the permanent dismissal of a student from school.

- Expulsion is an extreme measure taken only as a last resort, after all other efforts at discipline have failed and where attendant circumstances of immorality or disruption constitute a threat to the physical or moral welfare and progress of other students and the school community.
- A record will be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions.
- A conference will be held with the parents and student at which time the grounds for dismissal will be presented.
- The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor.
- Once the decision has been made to expel a student, written notification of the decision will be provided to the parents.
- Tuition for remaining days of school, after expulsion, will be refunded.

## **Discipline Process Summary**

Parental notification of student misconduct and documentation will be conducted via a **Conduct Referral**.

If a student breaks a classroom rule, consequences are handled by the classroom teacher through a classroom management system. If this system proves ineffective in re-mediation or if the behavior justifies, the student will receive detention. If, after a student receives 3 detentions, he/she displays a behavior that would result in a 4<sup>th</sup> detention, he/she will receive a 1-day suspension. If, after a student receives an additional 3 detentions, he/she displays a behavior that would result in a 4<sup>th</sup> detention, he/she will receive a suspension of more than 1-day. If an additional infraction occurs or if the behavior justifies, the student will be expelled.

In the case of a serious behavioral offense, the progressive disciplinary process above may be forgone and suspension or expulsion may be considered per Diocesan Administrative Handbook Policy 5700.

Our goal is to avoid dire consequences and instruct proactively. It is our hope that, working together with parents, we can bring about positive behavioral changes if misconduct occurs.

## **HEALTH AND SAFETY**

### **Student and Personnel Safety**

The following guidelines have been established to ensure the safety of all students and personnel at St. John the Baptist Catholic School:

- Safety drills are held monthly.
- A written earthquake emergency plan exists and is in place.
- Earthquake drills are held quarterly.
- The Napa Health and Fire Departments hold regular inspections in accordance with state law.
- Game and playground equipment are monitored, permitted, or limited by St. John the Baptist Catholic School staff.
- The Safety Committee meets regularly to review safety issues and develop long-range and short-range efforts to ensure a safe environment.
- A crisis intervention plan is in place.
- Fire escape on second floor is for the sole purpose of emergencies and safety drills only. Students and staff are prohibited from using them for any other reason.

### **Emergency Forms**

Each student is required to have an emergency card on file at the school office, and Extended Day Care if attending. If any of the data on the card changes during the year, the parent/guardian is asked to call the school office. Please keep your child(ren) informed as to where you can be reached in an emergency. This information is also used to notify parents in the case of school or district wide emergencies.

### **Illness or Injury**

In case of illness or injury, school personnel will care for a child temporarily. First aid treatment only will be rendered. If emergency medical treatment is necessary, the parent will be contacted. If unable to contact parents, the school personnel will follow the information on the emergency card.

### **Immunizations**

Each student must have proof of all immunizations required by the State of California (Health and Safety Code Sections 120325-120375, formerly Sections 3380-3390, of California Administrative Code, Title 17, Sections 6000-6075) prior to admission to St. John the Baptist Catholic School. All health and immunization records shall be complete, accurate, and current.

## **Communicable Diseases**

Cases of communicable diseases, such as chicken pox, measles, strep throat, pink eye, impetigo, lice, etc., must be reported to the school office immediately. Notices will be distributed to other students who may have contracted or been exposed to the disease. Certain diseases require a doctor's release before the student may return to school.

## **Medications**

State law prohibits students from carrying medication on their person and from administering it to themselves. If a student needs to take medication (including aspirin, cough drops and inhalers) at school, it shall be brought to the school office where it will be kept and distributed. In order for medication to be administered, these procedures must be followed:

- Parents/guardians assume full responsibility for the supply of medications.
- Medications must be delivered to the school by the parent/guardian or by an authorized employee of a pharmaceutical supplier.
- A request form for each medication, completed by the student's physician and signed by the parent/guardian shall be placed on file with the school office.
- Each medication will be in a separate container. It will be labeled with the student's name, the physician's name and telephone number, the name of the medication, the dosage to be administered, the schedule by which it is to be administered, the dose form, and the date of expiration of the prescription.
- Authorized school personnel will assist students in taking their medications, and a log of distribution will be kept.
- All medications will be kept locked in a secure place.

## **Non-Smoking Policy**

To protect and enhance indoor and outdoor quality and contribute to the health and well being of all staff, students, and employees, St. John the Baptist Catholic School shall be entirely smoke-free/tobacco-free, in effect since August 20, 2003.

Smoking will be strictly prohibited within all schoolwork areas and public spaces: including classrooms, offices, restrooms, conference rooms, reception areas, break-rooms, lunchrooms, stairwells, hallways, workstations, playgrounds, parking lots, and any other places where people gather together.

Smoking will be strictly prohibited in all vehicles owned, leased or under the control of St. John the Baptist Catholic School. This policy applies to all staff, students, employees, contractors, parents and visitors.

# **DIOCESE OF SANTA ROSA**

## **CRITERIA FOR VOLUNTEER DRIVER AND VEHICLE – DSRT 2**

### **1. Driver Criteria:**

- be at least 25 years of age
- have driven in the United States with a valid driver's license for at least 5 years
- have no physical or mental health condition that would adversely affect their ability to safely drive a vehicle

### **2. Vehicle Criteria:**

- designed to carry 10 or fewer occupants including driver
- owned or leased by the driver
- primary insurance with the following minimum coverage:
  - \$100,000 bodily injury per person
  - \$300,000 bodily injury per accident maximum
  - \$50,000 property damage per accident
- be in good running condition (tires, seat belts, inside cleanliness, etc.)
- have a seat belt available for each occupant
- child restraints are available as required by law

### **3. Paper Work to be submitted by driver:**

- completed driver's information form
- copy of valid driver's license
- written proof of vehicle primary insurance with current coverage as noted above

### **4. Driver will attest to the following:**

- that they are 25 years of age or older
- that they have no physical or mental health condition that would adversely affect their ability to safely drive a vehicle
- that they have been driving in the United States for 5 years or more with a valid driver's license
- that their vehicle is in good running condition
- that their vehicle is designed to carry 10 or fewer occupants
- that their vehicle has a seat belt available for and will be used by every occupant and
- that child restraints will be used as required by law
- that all children 12 years and younger will ride in the back seat
- that there will be no smoking or alcohol in the vehicle during this trip
- that they have received a written emergency plan in case of accident of what to do and who to contact
- that they will follow the written route plan if one is provided
- that they will not make detours or additional errands or destinations a part of this trip
- that they understand in the event of an accident while on this trip, any claims will be tendered to their personal automobile insurance company and their insurance is primary

# DIOCESE OF SANTA ROSA

## VOLUNTEER DRIVER FORM – DSRT 3

### THANK YOU

for volunteering to drive others for our school (parish or other diocesan entity) sponsored activity

To insure the highest safety for all making this trip, please review the criteria for driver and vehicle and, if you and your vehicle meet all the criteria, complete this form and return it to our office. Please provide a copy of your driver's license and your vehicle insurance certificate or declaration page with limits of coverage and attach them to this form.

**August 24, 2009 through June 9, 2010.**

**St. John the Baptist Catholic School**

### *DRIVER AND VEHICLE INFORMATION*

**NAME OF  
DRIVER** \_\_\_\_\_

**VEHICLE  
YEAR/MAKE/MODEL/COLOR** \_\_\_\_\_ **LIC#** \_\_\_\_\_ **ST** \_\_\_\_\_

Please respond to each item with a **yes** or **no** answer.

### **YES/NO**

\_\_\_\_\_ I am 25 years of age or older.

\_\_\_\_\_ I have a valid California driver's license.

\_\_\_\_\_ I have been driving in the United States with a valid driver's license for 5 years or more.

\_\_\_\_\_ I have no physical or mental condition which would adversely affect my ability to safely drive a vehicle.

\_\_\_\_\_ I have had no moving violations or at-fault accidents in the past 3 years.

\_\_\_\_\_ I own or lease the vehicle I will be driving for this trip.

\_\_\_\_\_ I have primary insurance on my vehicle with minimum coverage of

\$100,000 bodily injury per person  
\$300,000 bodily injury per accident  
\$ 50,000 property damage per accident

\_\_\_\_\_ I understand that, in the event of an accident while on an (parish, school, etc.) related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

**YES/NO**

\_\_\_\_\_ My vehicle is designed to carry 10 or fewer occupants.

\_\_\_\_\_ My vehicle is in good running condition.

\_\_\_\_\_ My vehicle has a seat belt available for each occupant and seat belts will be used by every occupant and child restraints as required by law will be used.

\_\_\_\_\_ No child 12 years of age or younger will ride in the front seat.

\_\_\_\_\_ Child restraints will be used as required by law.

\_\_\_\_\_ There will be no smoking and no alcohol in the vehicle during this trip.

\_\_\_\_\_ I will not make detours or additional errands or destinations a part of this trip.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(Volunteer)

**Reviewed for completeness by administrator or designee:**

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(Administrator or Designee)

# DIOCESE OF SANTA ROSA – DSRT 4 S FIELD TRIP PARENTAL CONSENT FORM

I/we the undersigned request that my/our child be permitted to participate in the activity named below.

SCHOOL NAME AND ADDRESS: ST. JOHN THE BAPTIST CATHOLIC SCHOOL, 983 NAPA ST., NAPA, CA 94559

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_ MODE OF TRANSPORT: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

EDUCATIONAL PURPOSE \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

VOLUNTEER DRIVERS ARE NEEDED FOR THIS ACTIVITY: YES \_\_\_\_\_ NO \_\_\_\_\_

***ALL VOLUNTEERS MUST BE FINGERPRINTED AND COMPLETE THE SAFE ENVIRONMENT TRAINING.***

SPECIAL INSTRUCTIONS:

Yes, I can drive \_\_\_\_\_ I have room for \_\_\_\_\_ students in my car.  
Please Check Enter Amount

**Please note that siblings are not allowed to accompany the class on field trips.**

## MEDICAL RELEASE

I understand that every effort will be made to contact me in the event of any accident or injury to my child, but in the event that I cannot be reached, I hereby authorize the school representative to consent to whatever medical or surgical treatment may be considered necessary or advisable by the physician or nurse in attendance and treating such injuries.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of my agent to give specific consent for any and all such diagnosis, treatment or hospital care which the aforementioned physician or nurse in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to the applicable provisions of the Family Code of California and the Health Code of California.

## RELEASE OF CLAIMS AGAINST THE DIOCESE OF SANTA ROSA AND ST. JOHN THE BAPTIST CATHOLIC SCHOOL

As Parent/Guardian, I have voluntarily applied, on behalf of my child, to participate in the above-identified field trip. I understand that there are risks in my child's/ward's presence, transportation, and participation in this school-sponsored program. I HEREBY AGREE ON BEHALF OF MY CHILD TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY CHILD'S/WARD'S PRESENCE AND PARTICIPATION IN THIS FIELD TRIP. I HEREBY RELEASE THE SCHOOL, DIOCESE OF SANTA ROSA, AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT MY CHILD, MY CHILD'S HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY CHILD'S PARTICIPATION IN THIS FIELD TRIP.

I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF ON BEHALF OF MY CHILD, AND THE SCHOOL/DIOCESE OF SANTA ROSA AND I SIGN IT OF MY OWN FREE WILL.

## BEHAVIOR EXPECTATIONS

I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to direct my child to cooperate and conform with directions of the supervising personnel.

## SIGNATURES

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_ Phone: \_\_\_\_\_

August, 2009

Dear Parents,

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all our school buildings was done during the summer, 2003. This inspection was conducted by EPA accredited inspectors in accordance with the guidelines established by the EPA.

The asbestos-containing materials located at this school are all non-friable condition.

If you have any questions or concerns, please do not hesitate to contact the school.

A copy of the school's asbestos management plan, including the inspection report is in the school office.

Sincerely,

Nancy Jordan  
Principal

# **ACCEPTABLE INTERNET USE POLICY AND CONTRACT**

## **INTRODUCTION**

Internet access is available to teachers and students in each classroom, the computer lab, and the library at St. John the Baptist Catholic School. Like encyclopedias, books, and video/audio tapes, the internet is a valuable resource for accomplishing the instructional goals of the school.

With internet access, however, comes the danger that some materials may not be appropriate for a school setting. We take precautions to prevent access to objectionable materials. Our technology infrastructure includes a security firewall and regular monitoring by our support personnel to block undesirable information or images from being accessed through our system. Also, we do not allow students to use the internet in unsupervised situations. Students are not allowed to use search engines such as Yahoo and Excite because of the danger of inadvertently bringing up objectionable sites. We use only those search engines designed for children. Primary teachers also research topics before instruction, allowing young children to view only those sites that have been pre-selected.

Despite such precautions, it is possible for students to access material that is objectionable for racist, sexist, political, sexual, or other reasons. Therefore, it is important that parents read the following contract and review it with their child before access to the internet is permitted.

# INTERNET USE CONTRACT

As a student at St. John the Baptist Catholic School, I will:

**1. Use the internet only for educational purposes.**

I understand that access to the internet is allowed only for **instructional** purposes and only with permission from and under the supervision of a parent or a school staff member. Use of the internet for personal purposes (for example, checking personal email, gaming sites, and all other sites not authorized by supervising staff) are strictly forbidden. St. John the Baptist Catholic School reserves the right to monitor any online communications for improper use.

**2. Be considerate of others.**

When you are on the internet, regardless of your physical location, you are a representative of St. John the Baptist Catholic School on a non-private system. The following are not permitted:

- Sending messages which contain inappropriate or offensive language.
- Destroying data of another user.
- Reading, copying or modifying another user's mail.
- Copying information off the internet and using it as your own.
- "Cyberbullying" which is defined by [StopCyberbullying.org](http://StopCyberbullying.org) as "a situation when a child, tween or teen is repeatedly "tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted" by another child, tween or teen using text messaging, email, instant messaging or any other type of digital technology

**3. Be careful when using the internet.**

Do not reveal any identifying information including your full name, home address or phone number, or the identifying information of others when communicating on the internet.

**4. Report misuse of the internet to the teachers.**

If you find yourself in an internet site that is morally inappropriate, leave immediately. If you receive a message that is inappropriate, report it to your teacher or other school staff member.

**5. Not hold St. John the Baptist Catholic School responsible for damages or inaccuracies on the internet.**

St. John the Baptist Catholic School is not responsible for damages such as the loss of data due to computer failure or service interruptions caused by the Service Provider. St. John the Baptist Catholic School disclaims any responsibility for the accuracy of information on the internet.

**6. Use network appropriately.**

Do not alter other student's data.

**I understand that if I do not follow the above rules, I will be subject to the school's disciplinary procedure and/or lose access to school computers for a period to be determined by the teacher/principal.**

**INTERNET USE AGREEMENT**  
**PLEASE REVIEW, SIGN AND RETURN TO SCHOOL – THANK YOU**

Use of the internet is a privilege, not a right, and inappropriate use as outlined in the above rules will result in a cancellation of those privileges. Students will be trained by teachers as to proper behavior on and use of the internet. The principal of St. John the Baptist Catholic School will decide what is appropriate use and his/her decision is final.

**Contract Signatures**

*Please provide the necessary signatures and return this contract to St. John the Baptist Catholic School as soon as possible. Your child will not be able to take advantage of the school's resources on the internet until this contract is signed and returned. If you want a copy of this contract for future reference, you may request one from the office.*

**Student Signature**

I understand and will abide by the rules outlined in this contract. I also understand that any violation will result in loss of my privilege to use the school computers in the computer lab, library, and classrooms and could result in disciplinary action. I also agree to report any misuse of the internet to a school staff member.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please Print

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please Print

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please Print

**Parent or Guardian Signature**

As the parent or guardian of this student, I have read this contract and understand that St. John the Baptist Catholic School is providing the internet for educational purposes only. I also understand that it is impossible to restrict access to all controversial materials, and I will not hold the Bishop of the Diocese of Santa Rosa or any of its employees responsible for any damage or injury from internet use. I also agree to report any misuse of the internet to the principal when I become aware of it.

I hereby give my permission for my child to use the internet at St. John the Baptist Catholic School.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ST. JOHN THE BAPTIST CATHOLIC SCHOOL  
AGREEMENT TO COOPERATE & PARTICIPATE  
2009/2010**

***PLEASE SIGN, MAKE YOURSELF A COPY, AND RETURN  
THE SIGNED ORIGINAL TO THE SCHOOL OFFICE.***

***IN ACCORDANCE WITH OUR MISSION STATEMENT, WE ARE PARTNERS IN YOUR CHILD(REN)'S EDUCATION. FAMILIES OF ST. JOHN THE BAPTIST CATHOLIC SCHOOL MUST BE MINDFUL THAT THEY ARE REPRESENTATIVES OF ST. JOHN THE BAPTIST CATHOLIC SCHOOL AT ALL TIMES AND MUST CONDUCT THEMSELVES ACCORDINGLY.***

Date \_\_\_\_\_

To the Administration, Faculty, and Staff of St. John the Baptist Catholic School:

The \_\_\_\_\_ Family has read the contents of the 2009-2010 St. John the Baptist Catholic School Parent/Student Handbook. We understand that this handbook endeavors to keep communication open, procedures clear, and the spirit of cooperation a priority. With a sense of commitment and good will, we agree to cooperate and participate as active and supportive partners of St. John the Baptist Catholic School.

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

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

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

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

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