

# St. John the Baptist Catholic School

Grades PK - 6



2024-2025

## Parent/Student Handbook



Revised: 8/12/2024

## **Mission Statement**

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

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

## **Spiritual Development**

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

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

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

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**Student Handbook  
2024/2025**

**Principal**

Mrs. Michelle Williams  
mwilliams@sjbnf.org

**Parish Clergy**

Rev. Mark T. Wilke, Pastor  
Rev. Sylvan P. Capitani, Pastor Emeritus  
Rev. Samuel E. Miller, Parochial Vicar  
Deacon Frederick Horn, Pastoral Associate

**St. John the Baptist Catholic School**

315 N. Constitution Avenue  
New Freedom, PA. 17349  
(717) 235-3525

[www.stjnschool.org](http://www.stjnschool.org)

(717) 235-2156 Church Office

**Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school.**

**Contents of the handbook are subject to alteration or modification by the school as circumstances may require. This handbook will be amended as needed. Any updates will be communicated to the families via email and will be posted in the online version of the handbook which is available on our website.**

## **Daily Schedules**

### **ELEMENTARY SCHOOL STUDENTS**

Arrival:	8:25 AM
Start Time:	8:40 AM
Parent Pick-up:	3:15 PM
Bus Riders:	3:15 PM

Elementary Early Dismissal: 12:00 PM  
Preschool PK4 Early Dismissal: 11:30 AM

### **PRESCHOOL STUDENTS**

PK4 - 5 Day:	M-F, 9 AM-1 PM
PK4 - 5 Day:	M-F FD Full Day 9 AM-3:15 PM
PK4 - 3 Day:	M/W/F, 9 AM-1 PM
PK3 - 3 Day:	M/W/F, 9 AM-11:30 AM
PK3 - 2 Day:	T/Th, 9 AM-11:30 AM
Time for Twos:	Tues., 9:00 AM-11:00 AM

**Little Angels Extended Care: 6:30 AM – 5:30 PM**

One of the most important dimensions of school is the warmth and patience of our staff.

Play is child's work. It is work to:

Learn that we are special in God's world

Learn to work and play with others in a group

Become accustomed to being separated from Mother and Father

Learn to use art materials to express ideas

Develop muscular skills and coordination through games, blocks and PE

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

## Code of Christian Conduct

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

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

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

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

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

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

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

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

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

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

## **Accreditation**

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

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

## **Administration**

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

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

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

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

### **Faculty**

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

## **Admission & Registration**

St. John the Baptist Catholic School does not discriminate on the basis of sex, disability, race, color and/or national or ethnic origin in the administration of its education policies, admission policies, scholarships, financial grants, and other school administered programs. SJB reserves the right to deny admittance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. SJB reserves the right to amend

the Parent/Student Handbook at any time. Parents and legal guardians will be notified of any changes.

### **Admission Priorities**

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

1. Currently enrolled students and their siblings. Families must be in good standing which includes but is not limited to fulfillment of financial obligations and consistent regular attendance.
2. Members of St. John the Baptist Parish in good standing which includes but is not limited to participating in the liturgical life of the parish and contributing regularly to the weekly collection.
3. Catholics from other parishes who are in good standing with their home parish.
4. Non-Catholics whose children come with a recommendation from their previous school's principal.

Please Note: Students who attend St. John's PK4 program will have the opportunity to enroll their children in St. John's kindergarten before registration is open to the public.

### **Nondiscrimination in Services**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to equipment redesign, the provision of aides, and the use of alternative services delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Mrs. Michelle Williams, Principal  
Fr. Mark Wilke, Pastor  
St. John the Baptist Catholic School  
315 N. Constitution Avenue  
New Freedom, PA 17349

Department of Human Services  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

PA Human Relations Commission  
Harrisburg Regional Office  
333 Market Street – 8th Floor  
Harrisburg, PA 17101

U.S. Dept. of Health & Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

### **Age Eligibility**

PK3 students must be 3yrs. old; PK4 students must be 4 yrs. old; Kindergarten students must be 5 yrs. old; and 1<sup>st</sup> Graders - 6 yrs. old, etc., on or before August 31<sup>st</sup> of the school year in which they are enrolling. Ages must be verified by a birth certificate and medical records.



## **Class Size**

To encourage maximum learning opportunities, we will make every effort to limit school class size. When necessary, a second classroom may be added or the grade will be closed to new students to maintain appropriate class sizes.

## **Required Immunizations**

Students entering the school need the required vaccines:

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

## **Necessary Documents for Registration:**

Parents/Legal Guardians must bring the following to school registration: Birth Certificate, Baptismal Certificate (unless baptized at St. John the Baptist Parish), and proof of immunizations. Preschool also requires submission of a Health Assessment signed by a physician.

## **Tuition Information & Policy**

**Registration Fees** (Non- refundable) Paid for each child upon registration/re-registration for each school year.

- Preschool - \$50 per student
- Elementary - \$100 per child, plus \$500 tuition deposit for new families
- Maximum of \$200 registration fee per family

## **Tuition Payments**

All tuition payments are submitted through the Simple Tuition Solutions website. Every family is required to create an account on the STS website: <https://app.simpletuitionsolutions.org/register?sc=20585> Several payment plans are available and may be made by credit card or direct debit. **Families are obligated to fulfill the entire year of tuition regardless of a withdrawal date.**

The tuition rates for the **2024/2025** school year are as follows:

### **Preschool Yearly Tuition Rates**

\$480	Time for Twos, Tuesday, 9 am – 11 am
\$1260	PK3, 2 Days on Tuesday & Thursday, 9 am – 11:30 am
\$1710	PK3, 3 Days on Monday, Wednesday & Friday, 9 am – 11:30 am
\$2250	PK4, 3 Days on Monday, Wednesday & Friday
\$3150	PK4, 5 Days, Monday – Friday, 9 am – 1 pm
\$4500	PK4 FD, 5 Days, Monday – Friday, 9 am – 3:15 pm

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

- Registered participating Catholic Parishioner- \$5,150
- Non-Catholic - \$5,900

Reduced rates are offered for multiple children from the same family. Each family is required to sign a tuition agreement upon registration for the school year.

If school is cancelled due to inclement weather, etc., there are 2 make-up days built into the school year calendar. If additional cancellation days occur, every effort will be made to schedule make-up days.

### **Policy for Delinquent Tuition Payment**

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

### **Scholarships**

#### **Neumann Scholarship/St. John's Scholarship Funds**

Our parish is committed to helping parents who struggle with the financial obligations of school tuition. Tuition assistance is available for both school and preschool students through the Diocese and our school. Forms **must** be submitted through Simple Tuition Solutions, no later than **March 30<sup>th</sup>**. Families who receive financial aid are expected to give back by volunteering 15 hours per year. NOTE: These are two different funds that are available to families. It is expected that all assistance options have been exhausted before resorting to extraordinary requests for aid.

**Raise Right:** Our Raise Right (formerly SCRIP) program is another way to receive financial assistance. Families who participate in the Raise Right program (purchasing shopping cards) are eligible to receive tuition assistance.

### **Extended Care: Please contact the principal or school office for information.**

The extended care program provides professional care, supervision, recreation, homework and enrichment activities. The schedule each day includes playtime, homework time, arts and crafts activities or videos, and recreational games. The program operates under the philosophy of the school and its families and is available to only currently enrolled students. A family atmosphere is encouraged, along with respect for authority, care of property, and a sense of cooperation. Extended care is available from 6:30 AM – 5:30 PM for students enrolled at St. John's School on days school is in session and the students attend classes.

St. John's Preschool is certified through the Pennsylvania Department of Education and Human Services Office of Child Development and Early Learning, 717-346-9320.

<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html>

The preschool staff receives training on prevention and detection of the signs of abusive head trauma also known as Shaken Baby Syndrome.

## Academic Policy

### Curriculum

The curriculum adopted by the Diocese of Harrisburg and aligned with the Pennsylvania Department of Education, can be found by going to the following web site: [www.hbgdiocese.org](http://www.hbgdiocese.org). Go to “Catholic Schools” and then proceed to elementary curriculum in the drop down menu.

Only major learning goals are included in the grade report. These are grouped in sections following the Diocesan Curriculum for each area which is required to be assessed: Religion, Integrated Language Arts, Mathematics, as well as Science, and History (grades 4-6). The subjects taught are based on the curriculum adopted by the Diocese of Harrisburg.

The **Religion curriculum** is of primary importance and permeates the day. The primary purpose is to assist parents in passing on to their children the faith that makes them People of God. It is not only a subject taught, but a way to live. Children participate in a variety of prayer services and liturgies, reach out to others in the parish/ neighborhood/world, and experience living in a caring family atmosphere. All children are expected to participate in all aspects of the religion program. Parents are expected to set the example for the religious education of their children by participating in the Mass/church each Sunday, praying with their children, etc. Catechesis of the Good Shepherd is offered to children in Pre-K through grade 6. This hands-on approach provides an environment in which the children learn to hear God’s word proclaimed and reflect on what they have heard.

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

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

**Science** is a “hands-on” learning experience. Our school provides an opportunity for students to apply their science knowledge by beginning the science fair process in the 5<sup>th</sup> grade. This enables students to showcase concepts learned, analytical skills and collaborative designs.

**History** is taught on all grade levels. It will also be integrated in our language arts program in reading. Students learn about a time period beginning with the start of civilization and how the Catholic Church was formed. Students in grades 4 - 6 will also participate in the Diocesan Geography Bee.

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

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

## **Foreign Language**

We offer students a chance to learn a foreign language. Presently the students have the opportunity to learn Spanish in grades K-6. Latin is taught to grades 3-6, with an emphasis on Latin Root words.

**Technology** is integrated across the curriculum in all subject areas. Chromebooks are available in every grade. As a school, students will be able to use these technologies as determined by the teacher and principal on a project and student need basis. Security and safety are an integral part of computer use. Firewalls and other blocking mechanisms are in place - and monitored - to help ensure students' safety when using the internet. We recognize that we exist in a digital global community. We embrace the use of technology as we offer opportunities for our students to learn how to safely and effectively use technology as we prepare them for God's world. Internet safety is a part of all content instruction as we prepare students for the 21<sup>st</sup> century.

## **Instructional Support**

Basic reading and math skills are reinforced through instructional support. Classes are scheduled, as much as possible during independent practice times so that children do not miss other direct instruction.

## **Homework**

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

## **Preschool**

Our preschool follows the curriculum outlined by the Diocese of Harrisburg. It includes a wide variety of academic, social, physical and emotional lessons.

## **IU Support**

Any service provided by the Intermediate Unit, IU #12 requires a form signed by the parent/guardian to initiate support. Reading, Language, Guidance and Math support are available as needed. Elementary students have guidance class once a week.

## **IU #12 Support Services**

Students who experience difficulty in understanding or completing grade requirements may be recommended by the teacher for a psychological evaluation. Prior to this step, the Instructional Support Team in consultation with IU staff will meet to formulate an educational plan. The IU non-public teacher support liaison will assist in determining a student's need and if an evaluation is necessary.

## **IU #12 Speech Therapy**

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

referred by teachers or parents for help in speech development and language.

## Attendance Policy

### Absences from School

Regular attendance is essential for good scholastic progress. Pennsylvania State's Attendance Law, Act 138, states that illness of the child, death in the family, and exceptional instances that affect the child are the **only** legitimate reason for absence from school. Absences should be communicated to the school by 9:00 am by phone or email. [Attendance@sjbnf.org](mailto:Attendance@sjbnf.org) should be used to communicate all student schedule changes, including absences for sickness, doctor appointments, unforeseen events such as a family emergency, as well as late arrival and early dismissal. The school office will call for verification of absence if a parent/guardian neglects to report an absence. **Upon returning** to school the child **must** bring a valid, hand-written excuse (as required by PA School Code 1327 no later than 3 days after illness), signed by the parent/guardian. This note must state the date and the reason for the absence. When we don't receive a note from you, your child will be marked as unexcused. Under the law, if your child has 5 unexcused absences, you will receive a letter from the school. At ten unexcused absences, we are required by PA State Law to report those absences to Child and Youth protective services as this is considered neglectful. A physician's certificate is required before readmission when a child has a communicable disease or when a student has been absent three or more consecutive days due to illness. Failure to submit such an excuse within 5 days will result in the absence being coded as unlawful.

The child is expected to make up any class work, or tests given during his/her absence. They have one day to make up work for every day they are out. For absences of more than one day, parents/legal guardians may call the school office and request that the child's books and assignments be made available for home use. The Principal will notify the child's parents/legal guardians when a PATTERN of multiple absences occurs. More than 10 days absent per year is considered excessive and the public school truancy officer may be contacted. A parent/teacher/principal meeting can be arranged to discuss ways to improve attendance. If there are excessive absences, promotion to the next grade level may be withheld.

### Doctor/Dentist Appointments

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

### Extended Family Vacations

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

**school office for this form. Only one extended vacation per year will be approved.**

### **Yearly School Calendar**

St. John the Baptist follows the general calendar of the Diocese of Harrisburg and coordinates schedules with York Catholic and the local public schools. A school calendar detailing holiday breaks, early dismissal days and school events is available on the school website: [www.stjnschool.org](http://www.stjnschool.org)  
If you are unable to access the website, a printed copy will be sent upon request.

### **Cancellation of School**

If it is necessary to cancel or delay school due to inclement weather, we will contact you directly through the Student Management System. For accuracy in contacting you, you must provide the school with the current phone number where you can be reached. It is also necessary for you to inform us as to your wishes in the event of an early dismissal – whether you wish your child/children to remain at school until you arrive, or if they will take the bus as usual. Weather related changes to the schedule will also be announced on WGAL News 8.

**Please Note:** We will follow the cancellation schedule of Southern School District most times. If Southern Schools close early due to inclement weather, we will close early also. For students outside of Southern, we will dismiss those students according to their home school district.

**Preschool** - If the school has a two-hour delay, we will follow a “modified schedule” for the Preschool classes. All classes will begin at 11:00 AM & dismiss at 1:00 for PK3 and 2:00 PM for PK4. Please pack a bag lunch on these days!

**Little Angels** - If school closes due to inclement weather, Little Angels will be closed. If school has a two-hour delay, Little Angels will open at 9:30 am. If school is dismissed early due to inclement weather, all children must be picked up within one hour of the elementary school dismissal or be subject to a late fee.

### **Carpools**

If your child is in a carpool please give a list to the secretary of those who may be driving your child. If your child is to be picked up by someone other than those in the carpool, please send written permission to [attendance@sjbnf.org](mailto:attendance@sjbnf.org) as this communication is required before your child can be released.

### **Tardiness**

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

### **Fire/Emergency Drills**

Fire drills are held once a month. All children will exit the appropriate doors. Other emergency drills are also practiced throughout the year. In the event of an emergency that requires us to leave the building/campus, parents will be notified through the Student Management System, if necessary, as to

the location for pick-up of their child/children.

### **Emergency Plan**

St. John the Baptist Catholic School has an emergency plan in place to identify and respond to incidents as well as all types of emergencies. Monthly emergency and fire drills are conducted and recorded on a drill log. Classroom teachers are equipped with emergency kits and these travel with the students when they are not in the classrooms.

Depending on the circumstance of the emergency, we will use one of the following protective actions.

- Immediate evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- Lockdown: In the event of this type of emergency situation, we do have a lockdown location within the school building
- A plan will be put in place for all students to meet the unique needs of children with disabilities and/or children with chronic medical conditions when these situations are applicable.

Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Relocation Facility at St. John Lutheran Church, 175 E. Main Street, New Freedom, PA.

If modified operation is necessary, it may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

Should there be a situation that requires information be shared with the families quickly, it will be communication via text, phone and email using our Notify system. Please do not call the school as the main line telephone will need to be available to make emergency calls and relay information.

The emergency contact information you provided on the registration forms ensures that only those persons you listed in your stead will be permitted to pick up your child. Do not attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, your understanding and cooperation is needed. Should you have additional questions regarding our emergency operating procedures contact the school office.

### **Recess**

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

### **Lunch**

Elementary students should bring their lunch in a lunch box or bag clearly marked with their name. Student’s packed lunches **cannot** be refrigerated or heated at school. Any utensils needed by the student to eat their lunch should be included in their lunch (plastic spoons/forks). Families in grades K-6 may complete order forms for their students to receive a large soft pretzel on Tuesdays, Subway on

Wednesdays and pizza on Fridays. Order forms and additional information will be sent home at the beginning of the year. As a Catholic School, we strive to maintain the custom of meatless Fridays as a communal act of penance. Lunch deliveries to the school students are not permitted from restaurants, Door Dash, Uber Eats, etc.

### **Custody**

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

### **Withdrawal**

Withdrawal of a student from St. John the Baptist Catholic School must be received in writing and signed by a parent. Request for student records must be in writing. Please allow 2 weeks to process the request for copy of records and/or transfer of student records to another school. All financial obligations must be fulfilled to process the request for student records. Families are obligated to fulfill the entire year of tuition regardless of a withdrawal date.

## **Communication**

### **Visiting the School**

For the safety of our children, all doors are locked. Visitors must ring the bell, identify yourself and purpose of visit. Upon entry to the school office, sign in, obtain a visitor's badge and remember to sign out when your visit is complete. This includes parents, volunteers and anyone entering the school between the hours of 6:30 AM – 5:30 PM. During the school day, **NO ONE** may go to a classroom without the prior permission of the Principal or his/her designee. **Parents may not go to any classrooms without first reporting to the office and signing the visitors' log. Additionally, proper clearances are required to travel throughout the school building unescorted.**

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

### **Elementary Parent/Teacher Conferences**

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

- Conferences are mandatory at the end of the first term for grades K-6<sup>th</sup>. These conferences will be scheduled in advance and by appointment only. All discussions of any problems and concerns must be held at an appointed conference. It is not appropriate to engage a teacher in a lengthy discussion when passing through or helping at school or a school event.
- Additional conferences should be scheduled in advance at a time convenient to both teacher and parent/legal guardian. To schedule a conference, please contact the teacher by email, handwritten note or a call to the school office.
- Conferences and/or telephone conversations with the teacher will not be held during class time. In consideration of the teacher's family life, speaking with a teacher on his/her "personal" telephone is not permissible.

**Preschool:** Conferences for preschool are held in February. However, our teachers are always



available for a conference. Call the school office to schedule a time or contact your child's teacher directly.

### **Confidentiality**

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

### **Problem Solving**

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

## **Conduct & Discipline Policies**

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

### **Self-Discipline**

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

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

### **Student Responsibilities**

The following are examples of infractions warranting disciplinary actions:

- disrespect to authority;
- fighting and name-calling;
- taking or destroying another's property;
- using abusive language or ridicule;
- interrupting classes by disruptive behavior;
- leaving class or school without permission;
- disregarding yard rules/indoor recess;

- disregarding the school dress code;
- disruptive, unsafe, or inappropriate behavior on the bus;
- failure to complete school and home assignments.

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

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

### **Loss of Student Privileges**

Elementary students are granted privileges including but not limited to, dress down passes, field trips, participation in special events, extra-curricular activities, after school clubs, and serving on student counsel. If a student has been issued a disciplinary referral, his/her privileges will be revoked during the time period applicable to the infraction.

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

### **Harassment**

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

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

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

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

- Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances.
- Displaying lewd visuals such as posters, photographs, cartoons, drawings, or gestures including derogatory and/or sexually oriented materials.
- Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance or which creates an intimidating, hostile, or

offensive environment.

- Threats or demands to submit to sexual requests as a condition of continued employment, grades, other benefits, etc, to avoid some other loss and/or offer of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report sexual harassment.

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

## **Suspension**

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

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

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

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

Out-of-school suspensions will be served at home. All make up work will be assigned upon return to be made up within one week. A student may not participate in any extracurricular activities including but not limited to school or PTO events and clubs during the suspension period. A student who has been suspended must be present with at least one parent or guardian to meet the principal on the day of return to classes. "In school" suspension consists of the student's removal from the classroom and from contact with classmates, and the completion of academic assignments in the school office or other supervised area. Reinstatement will not be granted until the principal and the student's teacher are satisfied that the reason for the misconduct has been effectively eliminated.

## **Expulsion**

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

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

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

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

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

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

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

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

## Field Trips

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

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

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

**Preschool:** Field trips may be planned during the school year. Parents will transport their children to and from the field trip location. All field trips are optional, and generally take the place of a regular school day. Staff members will meet you at the destination. If your child is in “Little Angels” a parent or relative must accompany the child on a field trip. They may return to “LA” at the end of the field trip.

## Photographs/Videos

Throughout the school year, SJB School may have the opportunity to share newsworthy information and/ or photographs of our students and classes with local newspapers, TV, church bulletins, parish newsletters, social media, etc. In addition, our school and parish have web sites in which we will be publishing photographs of various activities throughout the year. A form will be provided for the parent/guardian to provide consent/non-consent. Any change to the form must be communicated in writing, signed and dated by the parent/guardian.

## Student Responsibilities

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

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

### School-Wide Responsibility Code:

#### 1. Church rules:

NOTE: Elementary Students should arrive at the school on time to walk up with their classmates.

However, an occasional late arrival may occur and students are required to join their classmates in the pews.

- Upon entrance to the church dip a finger in the Holy Water Font and bless yourself in a reverent manor, putting yourself in the presence of our Lord. Genuflect facing the Altar and enter the pews, genuflect upon the close of the service.
- Raise and lower the kneelers using hands, not feet.
- Older students are to assist the younger students with kneeling, standing and sitting as needed.
- There is to be absolutely no talking unless answering a question from Father.
- All children will exit the pews to join the line for Communion. Those who have not received the sacrament of Holy Communion should proceed in the line with their arms crossed over their chest. They will receive a blessing from the Eucharist Minister.
- At the end of the celebration, students are to sit/kneel and wait for dismissal by the teacher. No talking is to take place until exiting the main doors of the church.
- Coats are not to be put on until after the Priest has exited the church and the music has stopped. Children may hug a parent upon exiting the church if the parent is standing nearby, but may not leave their class to do so.

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

- Follow directions the first time they are given.
- Raise your hand and wait to be recognized before speaking.
- Come to school prepared with all needed materials, ready to work.

- Keep hands, feet, objects, and belongings to yourself.
  - Leave your seat and/or classrooms only with the express permission of the teacher.
  - Respect the dignity of fellow students, volunteers, and faculty
- 3. Playground rules:**
- Follow the directions of the teachers or lunch parents.
  - Use all recess equipment properly.
  - Stay within your class' playground boundaries.
  - No aggressive behavior (verbal or physical) during recess play.
  - Stop playing and hold recess equipment when the whistle blows.
  - Line up quietly.
- 4. Lunch Rules:**
- Bring a water bottle and/or an additional beverage
  - Remain seated while eating
  - Talk in a quiet, inside voice
  - Leave your seat and/or classroom only with the expressed permission of the teacher or lunch parent.
  - Leave your area free of trash and leftover food.
  - Treat fellow students, lunch parents, and faculty with respect.
- 5. Hallway Rules**
- Maintain quiet at all times
  - Walk quickly and quietly from one class to another, without loitering in the hall.
  - Follow the established traffic pattern, walking on the right side of the hallway or stairway.
- 6. Technology**
- It is unacceptable to: send, display or download offensive messages or pictures; use obscene language; harass, insult or threaten others; damage computer or systems; violate copyright laws; submit documents under another student's name; use of network for commercial/personal purposes.
  - Students who do not comply with usage rules will forfeit their usage privileges.
- 7. Distance Learning Classroom Etiquette**
- Students will attend to the instruction on the screen and listen to one another, sitting quietly without creating distractions, including, but not limited to eating, siblings and pets in the meeting.
  - Students will only use chat to discuss content/classroom specific items, unless otherwise permitted by the teacher to do so.
  - Sitting at the computer is the expected posture during live online instruction. Laying down/ lounging doesn't show the highest respect for the teacher's efforts.
  - Students will dress appropriately in a uniform top/shirt that meets the current elementary school uniform guidelines in the student handbook.
- 8. Gum Chewing**
- Gum chewing is not permitted in the classroom or on the school grounds at any time or during any school related activity or trip.
- 9. Fighting**
- Fighting warrants immediate disciplinary action by the Principal including but not limited to detention or expulsion.
- 10. Disrespect**
- Disrespect will not be tolerated.
  - The teacher will handle the appropriate consequences.
  - The student may be referred to the Principal for disciplinary action.

## 11. Damaging school property

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

## 12. Leaving the grounds

- For the protection of all, students are not permitted to leave the school grounds during school hours without a written request from a parent/guardian and the direct approval of the Principal.

# Student Welfare

## Healthful Habits

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

## Snacks and Drinks

Please send a water bottle and snack with your child each day. We encourage nutritious snacks (vegetables, fruits, cheeses, pretzels, etc.) and less sugary treats. Because of the various allergies of the children, please do not bring in anything containing nuts. Teachers, aides and the school office must be made aware of any food allergies.

## Classroom Parties

Celebrations of any kind must be planned through the teacher, should be of limited duration of 30 minutes, and scheduled at the end of the day. Please consult with the classroom teacher when providing snacks due to student allergies. Please practice healthy choices when sending in food.

## Illness

### Illness at Home

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

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

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

### Illness at School

In the event of a medical emergency, 911 will be called and then Parents/Legal Guardians will be notified. The cost associated with an ambulance call is the responsibility of the parent. The school office keeps emergency forms on file. This form should list any pertinent medical information for each child as well as the name and telephone number of a responsible person to be called in your absence. **It is EXTREMELY important that this information be kept current!**



**Required Health Assessments:**

- MEDICAL EXAMINATION is required on original entry into PreK3, PreK4, K and Grade 6.
- DENTAL EXAMINATION is required on original entry into K and Grade 3.

**In School Health Assessments:**

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

**Insurance**

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

**Medication**

Please be sure to list any allergies, food allergies or medical conditions your child may have on the forms provided at registration. No medication shall be given except when all the following conditions exist:

- A form must be obtained from the school office and completed by the parent before it can be administered at school.
- The medication is prescribed by a physician and is in the original labeled pharmacy bottle with the student's name, dosage and the time the drug is to be given. (Upon request, pharmacies will give you a second bottle for school use.)
- Written permission is given by the parent/guardian to St. John the Baptist Catholic School requesting SJB to comply with the physician's order and releasing SJB personnel from any liability.
- Children must be on medication for 24 hours at home before medication will be administered at school.
- All medications shall be stored in the health room in the school office. Students may not carry medications with them or store them in their bookbag.

**Students with HIV/AIDS or Related Diseases**

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

## **Child Abuse and Neglect**

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

## **Preschool Adjustment**

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

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

## **Transportation**

### **Elementary School Bus Riders**

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

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

### **Car Riders**

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

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

At morning arrival for grades K - 6, car drivers should:

1. Enter from Reehling Road and proceed toward the school parking lot to join the carline. School personnel will direct and assist in the drop off area in the front of the school.
2. Children should have backpacks and lunch boxes ready, kisses, and goodbyes exchanged and exit the vehicle on the right (passenger) side promptly when safe to do so to the care of the designated staff member.
3. Please do not allow your child to exit your vehicle until the vehicle is in the drop off zone unless directed by school personnel.

4. Vehicles are to leave the drop off area promptly and safely by proceeding up the hill, past the Church, and exit onto Reehling Road. **U-turns in front of the school are not permitted.**
5. At no time should a vehicle park in the arrival or departure lane or block the cross walk or pull around a stopped vehicle to leave the area.
6. All students must be dropped off at the school before Mass on Fridays or Holy Days of Obligation and not just meet the class at the church, unless prior permission is received to do otherwise.

Dismissal procedures for K-6 car riders and full day PK4 students are as follows:

1. Students/siblings will be dismissed individually and directly to vehicle of their parent/legal guardian. Drivers are to remain in their vehicles and visibly display the carline sign in the window of your vehicle.
2. Vehicles arriving for dismissal should enter from Reehling Road and proceed toward the school parking lot to join the carline. School personnel will direct and assist in the pick up area in the front of the school. The N. Constitution Avenue entrance will be closed each day during dismissal.
3. Vehicles are to circulate through the parking lot in an orderly and safe manner. School personnel will direct traffic and facilitate the dismissal of the students.
4. Vehicles will exit using Reehling Road.

If an urgency causes a dismissal change late in the school day or you are going to be late to pick-up your child, please call the school office and talk to someone directly about the change.

### **Preschool**

**Arrival:** Please bring your child/children to the Father Capitani Social Hall upon arrival and wait in the atrium of the hall. Upon admission, please proceed to use the bathrooms in the social hall for your children to wash their hands and use the facility if needed. Lunch storage bins for PK4 students are in the back of the social hall for students to place their lunch boxes. Once your child is ready to go, they will line up with their class in the assigned line in the social hall. Please say good-bye at this time, so they are ready to begin their day. After the parents have left, the children will then proceed to their classrooms with their teachers.

**Dismissal:** Please arrive at the social hall no earlier than 5 minutes before the end of your child's class. The teachers will have the children lined up and ready for dismissal in the social hall. We will dismiss each child one at a time. **DO NOT PARK IN THE FIRE LANE!** Please notify us if you must pick up your child early. Also notify us if you are going to be late due to car trouble, etc.

**Late arrivals:** Please bring your child into the school office to sign your child in as late arrival. The office staff will take your child to their classroom.

**Early pick up:** Please notify your child's teacher and [attendance@sjbnf.org](mailto:attendance@sjbnf.org) of an early dismissal. Please come into the school office and the office staff will call your child's classroom to have your child brought to the school office.

## **Dress Code**

### **Elementary School Uniform Dress Code**

Uniform components may be purchased from Flynn & O'Hara Uniform Company, throughout the year, on-line or at the stores (Towson or Harrisburg). Families donate uniforms back to the school and are available to the current families.

At all times, students are to be:

- Neat and clean in appearance, no rips or tears in clothing.
- Girls' hair should be neatly arranged and not hanging in eyes.
- Girls' headbands, bows or barrettes, if worn, are limited to dark blue, dark green, white, yellow or the uniform print purchased through Flynn & O'Hara. No bright colors, designs or patterns are permitted.
- Boys' hair must be cut above the collar, above eyebrows and above the ears.
- All students' hair should not be dyed, colored, or highlighted. No extreme hairstyles are not permitted, included but not limited to mohawks, fauxhawks, mullets, shaved heads, etc.
- If a student is not dressed in the school uniform, parents/legal guardians are to send a note to the classroom teacher explaining the reason
- If the principal feels that a student's clothing is not appropriate, parents/legal guardians will be contacted to bring a change of clothing to school
- Please label everything your child wears to school. Lost and Found items not claimed will be donated.
- Necklaces of a religious nature may be worn. Girls may wear small post earrings only. Multiple piercings and facial piercings are not permitted for boys or girls. Boys may not wear earrings. Other jewelry is not to be worn including but not limited to rings, bracelets, pins, etc.
- Tattoos are to be washed off/removed before coming into school
- No nail polish, fake fingernails, makeup, or tattoos as they are distractors to learning
- Non-uniform sweatshirts are unacceptable
- No smart watches are to be worn by the students. Students may wear exercise tracking devices such as Fitbits only. Watches may be worn, if they are not a distraction to learning.
- A uniform violation slip will be given for non-compliance of school uniforms. After five violations, detention will be required to be served.

### **Boys K-6**

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

- Pants: Plain dress khaki or navy blue; long pants must be worn for the Middle trimester; shorts may be worn the first/last trimesters as long as the temperature is above 50 degrees. NO cargo pants, drawstring pants or khaki jeans.
- Shirts: MUST be tucked in at all times; Green polo with the school logo - long or short sleeve. White button-down shirt with navy blue or hunter green tie for Mass and special events.
- Belt: Brown or black (grades 1 - 6)
- Shoes: DRESS Brown or black with NON-MARKING SOLES, no boots, no sport shoes. Shoes should fit securely and laces should be tied at all times.
- Socks: White, black, navy blue or dark green only and must be free of logos. The socks must cover ankle bone and be visible at least two inches above the ankle.
- Optional Sweater: Hunter green or navy-blue cardigan or v-neck with SJB Catholic School logo

### **Girls Grades K-6**

#### **Daily Uniform should be neat and tidy**

- Grades K-4: Plaid jumper with white Peter Pan collar blouse - long or short sleeve. (Purchased from Flynn & O'Hara). The jumper may be no more than 2 inches above the knee.
- Grades 5-6: Plaid Skirt and navy blue polo shirt with the school logo, purchased from Flynn & O'Hara may be work with school logo sweater in the winter. This is for 5/6 grade

- girls ONLY. The plaid skirt may be no more than 2 inches above the knee.
- Slacks: Plain girls' khaki dress slacks with black or brown belt. Grades K-4 may wear khaki slacks with the white Peter Pan collar blouse. Grades 5/6 may wear khaki slacks with the navy blue polo shirt with the school logo.
- Shoes: DRESS Brown or black with NON-MARKING SOLES, no boots, no sport shoes. Shoes should fit securely and laces should be tied at all times.
- Socks: White, navy blue or dark green only and must be free of logos. The socks must cover ankle bone and be visible at least two inches above the ankle. Tights or knee socks must be worn during the middle trimester. They may be dark green, navy blue or white. Leggings worn with socks are not permitted. Footless tights are not permitted.
- Optional Sweater: hunter green or navy blue cardigan or v-neck with SJB Catholic School logo

### **PE Uniform is to be worn on school day on which your child has Gym class)**

- Tee shirt and sweatshirt: light gray with SJB Catholic School Logo
- Shorts and sweatpants: hunter green or navy blue (no gray and no leggings)
- Sneakers are to be NON-MARKING ONLY
- Socks: White, navy blue or dark green only and must be free of logos. The socks must cover ankle bone and be visible at least two inches above the ankle.

### **Non-Uniform Day Dress Code**

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

- **Any dress or skirt must be the required length or longer than the uniform jumpers and skirts, and “modest” in style. Shorts, if worn, should be similar to Bermuda style shorts and be the same length or longer than the required length of the uniform jumpers and skirts.**
- If leggings are worn, the student is to wear a shirt that comes to mid-thigh.
- All shoes must have NON-MARKING SOLES and be either school uniform shoes or sneakers. **No sandals, flip-flops, Crocs or high heeled shoes are to be worn.**
- Shirts must have sleeves, cover the shoulder and be long enough to cover the waistband of the pants that are being worn and must have appropriate logos and wording.
- Pajama pants may not be worn unless there is a specific pajama day event.
- Gym shorts may be worn under sweatpants.

### **Preschool**

Preschool students are required to wear a gym uniform and sneakers on the day their class has gym. Each preschool class has gym once a week and your child's teacher will let you know the day. The gym uniform is optional for the other days that your child attends school. The gym uniform consists of an ash gray tee shirt and/or ash gray sweatshirt with the St. John's logo along with hunter green or navy blue athletic shorts or sweatpants. The items are available for purchase from Flynn & O'Hara and from the PTO Spirit Wear sales.

Please be sure that your child wears simple, washable play clothes with button snaps and zippers that he or she can manage alone. Also, please have shoes that have quiet, NON-MARKING SOLES. Please, no flip-flops, Crocs, boots or sandals. Preschool students are not permitted to wear tattoos, extreme hair styles or jewelry to school. Kindly label all clothing items that can be removed such as

jackets, sweaters, etc. We cannot be responsible for lost items. The first cool day means extra clothing and the children cannot always identify that new jacket or sweater. A tote bag will be provided for your child which will contain a communication folder. Please check it often and send to school each day with your child.

## **Parental/Legal Guardian Involvement**

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

**IT IS EXTREMELY IMPORTANT THAT PARENTS/GUARDIANS PROVIDE THE SCHOOL WITH ANY UPDATES TO CONTACT INFORMATION SUCH AS PHONE, EMAIL, HOME ADDRESS, IN A TIMELY MANNER.**

### **PTO (Parent/Teacher Organization)**

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

**Volunteers** Our school welcomes volunteer help. Some of the volunteer activities include library aides and lunch aides. All volunteers are required to have clearances before beginning to aide in the school. Information about obtaining clearances can be found at: <https://www.stjnschool.org/volunteer>

### **Required Family Responsibilities**

- Meet your financial obligations in a timely manner and support the fund-raising efforts of the school when possible.
- Sunday Mass and Holy Days of Obligation (for Catholic families); and regular use of the Sacrament of Penance and Reconciliation.
- Establish a Simple Tuition Solutions account in a timely manner for tuition payments.
- Scholarship recipients are expected to volunteer a minimum of 15 hours in appreciation of the financial help received.
- Sign the handbook – (both parents and students) and return the last page to school. Report cards will not be made available until the signature page is returned.
- Notify the school immediately with any **change** of address, phone numbers, email, etc.
- Promptly complete and return to school any requested information.
- Read school notes and newsletters and show interest in the student's total education
- Support the goals of the school.

- Support and cooperate with the discipline policy of the school.
- Treat teachers with respect and courtesy in discussing student problems.
- See that all damages to school books or property due to carelessness or neglect on the part of the student is paid for by the student.
- Understand and support the religious nature of the school.
- All regular volunteers in our school are required to obtain the necessary clearances. The office staff will gladly assist you in obtaining them.
- Contact the office for immediate assistance. Teachers are busy teaching and may not check emails until the end of the day, which may be too late for your requests.
- Avoid discussing and comparing children outside of the classroom. PLEASE do not compare different methods of teaching, since there are as many different methods as there are teachers and there is no “best”. If you have a problem, please discuss it with us, not each other. Most of the problems are due to misunderstandings and incorrect information. It is magnified as it is passed on from one to another and could become extremely problematic by the time we become aware of a situation.
- Keep in mind that anything that is communicated in an email may be interpreted incorrectly. It's impossible to read the tone of an email. It's also possible that a statement made in anger may be forwarded to the wrong party, so be aware of written communication.
- Read, sign and comply with St. John’s Social Media Policy.

#### **Opportunities for Family Participation:**

- School Annual Fund
- Parent Teacher Organization (PTO)
- Online Auction
- Annual Fundraising Dinners
- RaiseRight formally, SCRIP program
- Lunch Supervision
- Other fundraising participation, as able.

#### **Special Programs, Services & Activities**

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

## **Handbook Acknowledgment**

I/We have read the St. John the Baptist Catholic School 2024/2025 Student Handbook and agree to support and follow the policies and procedures as set forth by the Catholic Diocese of Harrisburg and the School Board in the handbook. Furthermore, I/We understand and agree that I/we am/are responsible for knowing and understanding its contents and abiding by the procedures, rules, and policies set forth in the handbook.

I/We understand that the handbook does not create any contractual obligations, express or implied, on the part of the diocese or the school.

I/We understand that any amendment of the handbook will always govern and supersede any prior versions.