



**Saint John School of Little Canada**  
**Parent-Student Handbook**

Saint John School of Little Canada  
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Saint John School of Little Canada  
Parent – Student Handbook

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# Saint John School of Little Canada Parent – Student Handbook

Welcome to Saint John School. In order for us to work together to serve each student's educational needs, we ask that you become familiar with and adhere to the following policies and information.

## **Mission Statement**

Saint John School provides students with a strong Catholic foundation and an excellent academic program, with the support and involvement of the family.

## **Philosophy**

In light of our mission statement, we:

- Teach and live the values of the gospel message.
- Create an atmosphere of prayer and worship.
- Provide opportunities for students to be contributing, productive and responsible members of our school, family, parish and world communities.
- Have a curriculum designed to include mastery of basic skills while fostering higher level thinking.

Our goal is that each student will reach his/her highest potential.

Saint John School faculty and staff will strive to:

- Develop our Catholic faith through common worship and prayer, and to study scripture, Catholic doctrine and social teachings.
- Work closely with parents/guardians in the education of their children.
- Help students develop a love of learning and the power to think constructively and reason independently.
- Lead students to a mastery of skills in specific subject areas.
- Foster a love of God, all human life, family, country, and the natural world.
- Offer student leadership and guidance in developing a responsible moral life.
- Encourage students to recognize and enhance individual abilities.
- Provide opportunities for students to give witness to their Christian faith by acts of service to others.
- Lead students to respect themselves and others, as well as understand and appreciate other cultures and people.

## **School Accreditation**

Saint John School is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA). MNSAA is the largest accrediting association for elementary schools in the state, accrediting more than 200 non-public schools. Accreditation provides an outside validation that we meet certain academic standards, provide a quality education program, make ongoing school improvements, and conduct regular evaluations of how we educate. The accreditation process ensures that Saint John's is a quality school with a clear and focused vision. Each year annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an ongoing process at our school. Programs are selected after careful study and consultation on the part of the faculty.

## **Important Numbers**

The following important numbers are listed for your convenience.

School Office	651.484.3038
School Fax	651.481.1355
Eagle Club – room	651.484.8913
Eagle Club billing and administration	651.288.3223
Parish Office	651.484.2708
Faith Formation	651.484.0048
Roseville Transportation	651.635.1638
White Bear Transportation	651.407.7538

Faculty and support staff members have their own phone numbers, which are available in the Parent-Student Information Document. Please use their lines when you call them. A Parent-Student Directory is published yearly and made available only to school families.

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### Admissions and Placement

#### **Non-Discrimination Policy**

It is the policy of Saint John School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, creed or age.

#### **Saint John's Acceptance Policy**

Students are accepted in the following priority: All students entering kindergarten must be five years of age by **September 1st of the upcoming year.**

1. All students presently attending the school grades K-8.
2. Brothers and sisters of students currently enrolled at Saint John's.
3. The next consideration will be given to children who currently attend Saint John's Preschool.
4. If additional openings are available, priority will be given to children whose parent/guardians are registered in the parish for the longest period of time. Parishioner status alone does not guarantee admittance and/or acceptance at Saint John School.
5. Non-parishioners will be accepted only after all registered parishioners have been accepted.

Parents will be notified through TADS of application acceptance. A letter of orientation will be sent within one month of registration.

#### **Entrance to Kindergarten**

Saint John School requires children who enter kindergarten to be five (5) years old by September 1 of the year in which they will enroll. An exception to the age requirement can only be made if the child passes required public school district early entrant testing, parents/guardians meet with school personnel and an opening still remains. A notification of acceptance or non-acceptance will be sent to all applicants. Childcare is available before and after our all-day kindergarten class. Childcare information can be found on our website sjolc.org. If you are interested in this program or for childcare billing questions, please contact Mary Tyler at 651-288-3223. Students may start this program during the summer months.

#### **Transfer Students**

In general, students will not be accepted at the school after the beginning of the school year unless there has been a change of residence or other extenuating circumstances. Admissions to the school are contingent upon having met all financial obligations at a previous private school. Prior to admission, the school and the parents/guardian of the student(s) should agree on the tuition and other expense obligations, and other expectations concerning completion of that school year. A transfer student will be accepted at Saint John School only after a parent/student interview with the principal.

All students in grades k-4 transferring to Saint John's during the school year will be on a probationary period of (2) weeks. All students in grades 5 – 8 transferring to Saint John School will be on a probationary period of thirty (30) days. After said time, the student's academic and behavior standing will be reviewed and a determination made as to whether the probationary period will be extended. After one (1) month, another determination will be made as to whether the student is able to abide by the rules of the school and whether his/her academic needs can be met by the school.

#### **Promotion/Retention**

Promotion/retention will be based on academic achievement and physical, emotional psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians sign a written acknowledgement of the school's recommendation.

#### **Teacher – Student Ratio**

The teacher- student ratio for:

- Kindergarten is no more than 1 teacher per 25 students. If the enrollment warrants a greater than 1:25 ratio, an aide will be added.

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- Grade 1 – 8 are no more than 1 teacher per 30 students. If the enrollment warrants a greater than 1:30 ratio, an aide will be considered for the teacher.

### **Code of Conduct**

In order to maintain a Catholic learning environment, it is necessary to have a “Code of Conduct” which provides a safe and secure setting for students, faculty, staff and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences of their actions. Age appropriate policies are in place. Teachers will provide parents/guardians and students with age – appropriate policies for their classes at the beginning of each school year.

### **Positive Reinforcement/Rewards**

It is important to have avenues in place, which promote and celebrate good behavior and student success. Positive reinforcement for appropriate behavior and academic progress/success may include but are not limited to the following: ticket to success card signatures, award certificates, stickers, honor lists, plaques, hallway banners, field trips, point systems, etc.

### **Discipline Procedures**

Saint John’s faculty members believe each student is responsible for his/her own behavior and for maintaining a Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of Saint John School philosophy of discipline. Students are to behave in a manner, which is morally responsible and brings credit to themselves, their families and Saint John School. Parental support is an important part of the school’s discipline policy. We reserve the right to withhold class privileges to students who do not follow school rules of responsible discipline and/or behavior.

### **Infractions**

#### **Minor Misconduct**

Guidelines for classroom behavior will be established by teachers and discipline for minor misconduct or infractions will be managed by the classroom teacher. Discipline for minor misconduct may include verbal warnings, written warnings, removal from the classroom or activities, and detention and/or confiscation of cell phones or other electronic devices.

Samples of minor misconduct include but are not limited to:

1. Coming unprepared for class.
2. Being out of uniform without a uniform pass.
3. Chewing gum/candy during class.
4. Bringing and using music that does not support the mission of the school, including those with lewd or otherwise inappropriate language. This will be based on the discretion of the faculty member in charge of the student at the time.
5. Disruptive behavior.
6. Disrespectful behavior toward anyone.
7. Not following directions.
8. Using cell phone or other electronic device during school hours.

#### **Major Misconduct**

Student behavior, which constitutes major misconduct, will result in removal of student from class or activities, in-school suspension, out-of-school suspension or expulsion. The faculty and staff reserve the right to make the determination of severity based on the information received during the investigation of the matter.

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Major misconduct includes, but is not limited to the following:

1. Theft.
2. Property destruction or vandalism.
3. Bullying
4. Leaving the school grounds without permission.
5. Fighting.
6. Inappropriate or profane language.
7. Any willful or repetitive behavior which violates or may violate any rules of conduct or school property.
8. Any **serious** willful conduct which disrupts or threatens to disrupt the ability of another to obtain an education.
9. Any willful conduct which endangers or has the potential to endanger the student or other students, faculty, administration or the property of the school.
10. Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment.
11. Cheating.
12. Use of tobacco by a student at any time on the school grounds, in the building or on the school bus is prohibited.
13. Possession and/or use of alcohol, chemical or illegal drugs at any time by the student on the school grounds, in the building or on the school bus are prohibited.
14. False fire alarm.
15. Bomb threat.
16. Assault/violence.
17. Gambling.
18. Possession of weapons/explosives/dangerous items. ( Archdiocesan Policy #5610)

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at the bus stop, on school busses, school vehicles, or school contracted vehicles, or entering upon or departing from school premises, property or events. Students who have violated this policy will be subject to mandatory expulsion. Non-student (with the exception of law enforcement officers) and students who violate this policy will be reported to the local law enforcement agency. Saint John's takes the position of zero tolerance on real and look-alike weapons, including, but not limited to:

- a. All firearms (whether loaded or not), firearm muffler or firearm silencer.
  - b. Other guns of all types including pellet, starter or BB.
  - c. Switch blades or pocket knives.
  - d. Explosives including firecrackers or live ammunition.
  - e. Any other destructive devices.
19. Plagiarism – Plagiarism is defined as: “to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source”. (2009 *Merriam-Webster Online Dictionary*.)
  20. Inappropriate internet use. (Failure to follow the school's technology policy.)
  21. Sexual harassment. (Refer to the archdiocesan policy #3750 located below under Harassment Policy.)
  22. Repeated offenses of any/all minor misconduct.

### **Consequences for Major Misconduct**

Time spent in the school as a disciplinary consequence within the regular school day. In school suspension is served, as directed by the teacher, during the lunch hour of the following two (2) school days and during special area classes and/or special events held during those two (2) days.

### **In school Suspension Process**

The teacher will:

1. Conduct an investigation, including an informal conference with student to inform student about the violation. The conference will not be held if it appears to the school that the student will create an immediate and substantial danger to himself, other persons or property.

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2. Prepare written notice of suspension that outlines grounds for suspension and period of suspension.
3. Provide student with written notice of suspension at or before the time of the suspension is to take effect, parents/guardians will be notified in writing of the student's violation and resulting suspension.
4. Conference with the student and parent/guardian to discuss the incident as needed.
5. Notify the principal of the nature of the misconduct.

### **Out-of-School Suspension**

Out of schools suspension is an action taken by the school to prohibit a student from attending school for a period not more than 10 days. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school until the parents/guardians have a conference with the school principal.

### **Out-of-School Suspension Process**

The school principal will:

1. Conduct an investigation, including an informal conference with the student to inform the student about the violation. The conference will not be held if it appears to the school that the student will create an immediate and substantial danger to himself, other persons or property.
2. Prepare written notice of suspension that outlines grounds for suspension and period of suspension.
3. Provide student with written notice of suspension at or before the time of the suspension is to take effect.
4. Notify parent/guardian in writing of the student's violation and resulting suspension.
5. Schedule a conference with the student and parents/guardians to discuss the incident.
6. Work in conjunction with the faculty and staff regarding the student misconduct.

### **Expulsion**

Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school.

### **Expulsion process**

The school principal will:

1. Conduct a prompt investigation.
2. Notify the student and the student's parents/guardians in writing of the punishable violation, proposed expulsion and date, time and place of hearing on expulsion. (Must be scheduled within ten (10) days of notice.)
3. Arrange a consultation with appropriate school personnel. (Teachers, counselors, etc.)
4. Record statements; examine witnesses and documents at a hearing. The student will not be required to testify. Make recommendation(s) to pastor or canonical administrator.
5. Take action or recommendation within two (2) days of hearing.

### **Harassment Policy (Archdiocesan policy #3750)**

Saint John School shall maintain learning and working environment that is free from harassment. This policy applies to all students, faculty, staff, principals, members of the school advisory committee, parents/guardians, vendors, volunteers, coaches, guests and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program take place. Anyone who violates this policy is subject to appropriate disciplinary action.

### **Definition**

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, age, sex, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender and sexual orientation. One particular category of harassment – sexual harassment – consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature, which substantially interferes with an individual's working or learning

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environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to a member of the same or opposite sex.

Sexual harassment may include, but is not limited to:

- a. Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors or making derogatory or dehumanizing sexual remarks.
- b. Subtle pressure for sexual activity.
- c. Intentional brushing against a person's body.
- d. Display offensive pictures, posters or other graphics.
- e. Leering, inappropriate patting or pinching, and other forms of unwelcome touching.
- f. Otherwise creating a hostile, intimidating, or offensive environment.

**Procedure for Handling Incidents**

Any member of Saint John School community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to the appropriate official (school principal) or in the case of a complaint against the school principal, to the pastor.

The school principal will assume responsibility for investigations of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings or other disciplinary actions, will be taken. An investigation report documenting interviews, conclusions and recommendations will be completed.

The complainant, the alleged harasser, and their parents/guardians (if either is a minor) will be advised of the outcome of their investigation, in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by the state law. The alleged harasser will be warned, in writing, that retaliation or intimidation directed toward anyone who makes a complaint or assists in the investigative process will not be tolerated.

**Anti-bullying Policy**

**Purpose:**

At Saint John School, we strive to eliminate bullying by creating a safe environment for all. It is understood that this policy is part of the discipline policy for the school, and, as such, progressive consequences will be used to improve behavior. Bullying carries a lasting impact on everyone involved. To ensure the best long-term results, parents should become involved at the earliest possible time, and teachers should be notified of bullying incidents immediately.

**Definition:**

Bullying is an individual or group abusing power by **repeatedly and intentionally** causing physical or emotional pain to others, especially without provocation.

Examples can include but are **not limited** to:

**Emotional**

Shunning / Excluding  
Name calling / Slurs  
Ridiculing  
Threatening  
Spreading Rumors

**Physical**

Hitting  
Kicking  
Spitting  
Shoving  
Taking or breaking possessions

**Policy:**

In order to protect and respect each child, we will promote and support respectful, Christ-like behavior, self-worth, social skills, peace, safety, and responsible behavior.



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**Bullying will not be tolerated under any circumstances. It will evoke an immediate consequence, with a consistent response and follow through for all involved.**

#### **Responsibility:**

The community will be trained in effective methods to report and respond to bullying behavior. The entire school community: students, parents, teachers, staff, and administration, will be responsible for implementing and enforcing this policy.

#### **When an incident occurs:**

The bullied person will:

1. Tell a trusted adult or friend every time it happens.
2. Honestly report the details to a trusted adult immediately.

Witnesses to bullying will:

1. Support the targeted person, and if it is safe, try to stop the bullying.
2. Honestly report the details to a trusted adult immediately.

Parents/trusted adult will:

1. Ask questions: What happened? What have you said to the person who has bullied you? Who have you told?
2. Report to homeroom teacher, even if the child does not want them to report.
3. Praise the child for being brave enough to tell.

#### **The school personnel will:**

1. Investigate the incident within 24 hours.
2. Take proper action as outlined in the consequence section below.
3. Communicate progress of investigation and outcome of action taken back to involved children's parents/guardians and school personnel involved in the child's education.

#### **Consequences:**

Bullying behavior will result in the steps as outlined in the school discipline policy, including receiving of a Major Misconduct Notice (Blue Slip) for abusing power and/or for repeatedly and intentionally causing physical or emotional pain to others. In addition to the discipline policy steps for a Blue Slip, the following actions will take place.

- A student engaged in bullying behavior will present a letter of apology to the targeted student, which states an understanding of how the behavior hurt the student and demonstrates an understanding of how the targeted student felt.
- The letter of apology must show accountability for the behavior, and reflect an age-appropriate response and understanding.
- A meeting will be held where the letter will be presented in person to the student, if the targeted student is willing.
- A student who receives a blue slip for bullying behavior must attend a meeting with all of the following: his or her parent(s), all relevant teachers, and the principal. An individual positive behavior support plan must be developed together at the meeting, with a plan to change the behavior.
- Repeated verbal and physical harassment and/or bullying will result in expulsion.

### **Absence/Illness/Tardy Policy**

#### **Maximum Absence Requirements**

A student should not be absent for more than 6 days per trimester and/or 18 days per school year. The only acceptable reason for absence from school is poor health or family emergency. If a student has been absent for more than three (3) consecutive school days or more than six (6) days in a trimester for a medical reason, the school principal must be provided with a **written** medical explanation from the health care professional (i.e.: doctor or dentist).

It is Saint John School policy to adhere to all State of Minnesota regulations concerning school attendance. The name of truant children must be referred to the designated public school official or Ramsey County Department of Truancy official.

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- **Illness before school (Can my child come to school?)**

For the safety of all our students, children who are ill may not be brought to school. This includes children with the following symptoms: fever (of 100° or higher), diarrhea or vomiting within the last 24 hours, undiagnosed rash, inflamed eyes, severe cold or a sore throat.

- **What should I do if my child will be absent?**

A parent/guardian should call the school each morning of a student's absence 30 minutes prior to the official school start time.

**Illness/Injury During the School Day**

If a student becomes ill or injured during the school day, the staff will have the child rest separated from the other children. No over-the-counter medication, including aspirin, can be given to a student for any reason without an authorized form. A phone call will be made to the parent/guardian to come and pick up the child. If the parent cannot be reached, the staff will contact the emergency contact(s) listed on your child's emergency form. Students will only be sent home with a parent/guardian or an authorized person

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named on the student's emergency contact form. No other person may take a student home unless it is authorized in writing by a parent.

**Tardiness**

Students who arrive after the official school start time are considered tardy and are required to report with a parent/guardian to the school office to be signed in. Upon arrival to school from a medical appointment, the student must also present a signed health care professional appointment form in order to be considered excused. The student will then receive a tardy slip for admission to class. Excessive tardiness (more than three (3) times per trimester) will result in parent/guardian notification. After that, each time a student is tardy, s/he will serve a fifteen (15) minute make-up time for each occurrence.

Examples of unexcused tardy or absences:

- Oversleeping.
- Missing the bus.
- Car trouble.
- Shopping.
- Visiting friends.
- Being needed at home. (i.e. babysitting)
- No call or note from parents regarding absence.
- Family vacation.
- Shadowing at high schools.
- Take my child to work day.

**Make-Up Work for Absences**

It is the student's obligation to procure and complete work missed during an absence. If your child is able to do homework while absent, please inform the teachers as to how you will obtain the homework for your child. All work missed by absent students must be made up as soon as possible after returning to school. When an absence is necessary these steps are to be followed.

1. All homework should be requested in the morning before classes begin. We will make every effort to arrange for the pick-up of the materials. However, there will be cases when the teachers will not be able to provide the materials due to other responsibilities in the teaching day.
2. Student will make immediate plans to do all the make-up work due to absence upon return to school. The make-up work procedure is that students receive one make-up day for each day the student was absent due to illness. However, exceptions may be made at the teacher's discretion for illness longer than two (2) days.
3. Vacations during school days are highly discouraged. Students taking a vacation during planned school days must consult with the teacher as to the individual requirements. If the absence is due to work, travel, or some other reason, the parent/guardian should notify the

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school prior to the absence. School work may not always be issued ahead of time for students who anticipate being out of school. Check with individual teachers. In any case, the work will need to be made up in a timely manner upon the student's return as per teacher's instruction.

### Wellness Policy

#### **Purpose**

The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity.

#### **General Statements**

Saint John School:

- A. Recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. Believes that the school environment should promote and protect students' health, well being, and ability to learn by encouraging healthy eating and physical activity.
- C. Encourages the involvement of students, parents, employees and other interested persons in implementing, monitoring, and reviewing its nutrition and physical activity policies.
- D. Believes that children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive.
- E. Provides all students with opportunities, support and encouragement to be physically active on a regular basis.
- F. Provides students access to affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. (Students will be provided adequate time to eat in a clean, safe and pleasant setting.)

#### **Guidelines**

##### **A. Foods and Beverages**

Students' lifelong eating habits are influenced by the types of food and beverages available to them. Schools have a responsibility to help students establish and maintain lifelong healthy eating patterns.

1. All foods and beverages made available to students during the school day will be consistent with the current USDA Dietary Guidelines for Americans.
2. Foods and beverages sold individually during the school day will meet the following guidelines:
  - Have no more than 9 grams of fat per serving. (excluding entrees, nuts, seeds, peanut butter and other nut butters)
  - Contain 15 grams or less of sugar per serving excluding sugars occurring naturally in fruit, vegetables and dairy products.
  - Milk will be 1% or fat free.
  - Juices will contain 50% or more real fruit or vegetable juice.
3. School personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state and local laws and guidelines.
4. Saint John School will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
5. Saint John School will make every effort to provide students with sufficient time to eat and will schedule meal periods at appropriate times during the school day.
6. Saint John School will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
7. Saint John School will encourage school sponsored events and programs outside of the school day to be supportive of the Wellness Policy and guidelines.
8. Beverage and food vending machines are not available at Saint John School during the school day.

##### **B. School Nutrition Program/Personnel**

1. Saint John School will provide a healthy and safe school meal program that complies with all federal, state, and local statutes and regulations.

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2. The Saint John School principal will see to it that nutrition guidelines and procedures for the selection of foods and beverages are consistent with current USDA Dietary Guidelines for Americans.

### C. Nutrition Education and Promotion

The primary goal of nutrition education is to positively influence students' eating behaviors.

1. Saint John School will ensure that students in k through grade 8 receive nutrition education that provides the knowledge they need to adopt healthy lifestyles. Nutrition education should include instruction that helps students learn about the importance of various food groups; caloric sugar and fat intake; healthy cooking methods; recognition of the role media play in marketing and advertising foods and beverages; and the relationship of a balanced diet and regular exercise to a healthy lifestyle.
2. Saint John School will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold at concession stands, student stores, etc.
3. Saint John School discourages the use of food or beverages as reward or punishment for academic performance or good behavior.
4. Saint John School will provide educational information and encourage healthy eating and physical activity for families. Family members should be engaged as a critical part of the team responsible for teaching children about health and nutrition.
5. Nutrition concepts are reinforced by all school personnel.

### D. Physical Activity

The primary goal for a school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities; maintain physical fitness; regularly participate in physical activity; and understand the short and long term benefits of a physically active lifestyle.

1. Students in kindergarten through grade 8 will receive scheduled, developmentally appropriate physical education.
2. Physical education classes are designed to guide interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle. It includes providing information, fostering a positive atmosphere, encouraging self-discipline, developing motor skills, and promoting activities that can be carried over the course of students' lives.
3. Students are encouraged to participate in physical activities outside of the school day.

### E. Communication with Parents

It is important that students receive consistent messages throughout school, home, community and media regarding good nutrition and healthy lifestyles.

1. Saint John School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well being. Saint John School will support this role and provide educational materials that will assist families in making healthy choices related to nutrition and physical activity.
2. Saint John School will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Saint John School will encourage parents to pack healthy lunches, snacks, treats and beverages. Parents will be provided with information that will offer suggestions for healthy snacks and lunches.
4. Saint John School will provide information about physical education and other physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.
5. Saint John School will make its wellness policy available in the office and on the website for parent review.

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**Implementation and Monitoring**

- A. The wellness policy will be implemented and annually reviewed.
- B. The principal of Saint John School will ensure compliance with the wellness policy and will provide a report of its compliance to parish leadership as requested.

\*This institution is an equal opportunity provider.

**Dress Code/Uniform Policy**

**Uniform Information**

**Grade K – 5 Boys**

**Shorts**

- Navy blue twill knee length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must cover boxers.

Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

**Pants**

- Navy blue twill or pinwale cords.
- Pants must cover boxers.

Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

**Polo Shirts**

- White or hunter green short or long sleeved polo shirt. (No pockets or trim.)
- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

**Turtlenecks**

- White or hunter green turtlenecks. (No pockets or trim.)
- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

**Sweatshirts/Fleece wear**

- Uniform navy blue crew neck with eagle logo only. (**Order through Donald's.**)
- Athletic sweatshirts are not to be worn as part of the school uniform.

**Sweater Vests**

- Unisex navy blue. (Optional.)
- No logos except the Saint John School logo.
- No sweaters.

**Belts (GR 1 – 5)**

- Brown, black or navy blue.
- Small buckle.

**Grade 6 – 8 Boys**

**Shorts**

- Navy blue or khaki twill knee length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must cover boxers.

Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

**Pants**

- Navy blue or khaki twill or pinwale cords.

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- Pants must cover boxers.

Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

**Polo Shirts**

- White or hunter green **short or long sleeved** polo shirt. (No pockets or trim.)
- Shirts must be tucked in. (Not bloused.) at all times.
- No logos except the Saint John School logo.

**Turtlenecks**

- White or hunter green turtlenecks. (No pockets or trim.)
- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

**Sweatshirts/Fleece wear**

- Uniform navy blue crew neck with eagle logo only. (**Order through Donald's.**)
- Athletic sweatshirts are not to be worn as part of the school uniform.

**Sweater Vests**

- Unisex navy blue. (Optional.)
- No logos except the Saint John School logo.
- No sweaters.

**Socks**

- Navy blue or white. (Small logos allowed.)

**Belts**

- Brown, black\_or\_navy blue.
- Small buckle.

**Grade K – 5 Girls**

**Skirts**

- Uniform plaid only. Skirt must not be shorter than 2.5 inches above the knee.
- Skirt may not be rolled over at the waist.

**Skort**

- Uniform plaid only. Skort must not be shorter than 2.5 inches above the knee.
- Skort may not be rolled over at the waist.

**Jumper**

- Uniform plaid only. Jumper must not be shorter than 2.5 inches above the knee.

**Shorts**

- Navy blue twill knee length dress shorts only.
- Shorts can only be worn from March through October.

Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

**Pants**

- Navy blue twill or pinwale cords.
- \*Navy or white leggings added in 2015
- No stretch pants.

Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc.

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and should be worn at the waist in the correct size.

### **Polo Shirts**

- White or hunter green short or long sleeved polo shirt. (No pockets or trim.)
- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

### **Turtlenecks**

- White or hunter green turtlenecks. (No pockets or trim.)
- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

### **Sweatshirts/Fleece wear**

- Uniform navy blue crew neck with eagle logo only. (**Order through Donald's.**)
- Athletic sweatshirts are not to be worn as part of the school uniform.

### **Sweater Vests**

- Unisex navy blue. (Optional.)
- No logos except the Saint John School logo.
- No sweaters

### **Socks/Tights/Leggings**

- Navy blue or white. (Small logos allowed on socks.) Navy blue ankle-length leggings only under skirts or jumpers

### **Belts (1 – 5)**

- Black, brown or navy blue with a small buckle.

### **Grade 6 – 8 Girls**

#### **Skirts**

- Uniform plaid only. Skirt must not be shorter than 2.5 inches above the knee.
- Skirt may not be rolled over at the waist.

#### **Skort**

- Uniform plaid only. Skort must not be shorter than 2.5 inches above the knee.
- Skort may not be rolled over at the waist.

#### **Shorts**

- Navy blue or khaki twill knee length dress shorts only.
  - Shorts can only be worn from March through October.
- Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

#### **Pants**

- Navy blue or khaki twill or pinwale cords.
- Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denims, etc. and should be worn at the waist in the correct size.

### **Polo Shirts**

- White or hunter green short or long sleeved polo shirt. (No pockets or trim.)
- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

### **Turtlenecks**

- White or hunter green turtlenecks. (No pockets or trim.)

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- Shirts must be tucked in (Not bloused.) at all times.
- No logos except the Saint John School logo.

**Sweatshirts/Fleece wear**

- Uniform navy blue crew neck with eagle logo only. (**Order through Donald's.**)
- Athletic sweatshirts are not to be worn as part of the school uniform.

**Sweater Vests**

- Unisex navy blue. (Optional.)
- No logos except the Saint John School logo.
- No sweaters.

**Socks/Tights/Leggings**

- Navy blue or white. (Small logos allowed on socks.) Navy blue ankle-length leggings under skirts only.

**Belts**

- Black, brown or navy blue with a small buckle.

**Related Uniform Information**

**The Following Applies To All Students: Grades K – 8:**

**Hair**

- Hair should be kept neat and clean and not extend below the eyebrows.
- Boy's hair length should not extend over the shirt collar, ears, or eyebrows.
- No spiked hair.
- Hair may be colored or highlighted within 2 shades of the natural color.
- No glitter in hair is allowed.

**Makeup**

- Girls, K-5: **No makeup is allowed.**
- Girls, 6-8: Use of makeup in moderation only.
- Boys, K-8: **No makeup is allowed.**

**Jewelry**

**NOTE: Teachers reserve the right to have students remove distracting jewelry.**

- For the safety of all students, **no jewelry is allowed during gym classes.**
- Girls K-5: May wear post earring. These earrings may not extend below the earlobes.
- Girls 6-8: May wear post earring and small hoop earrings (less than ½ inch diameter).
- Boys, K-8: **No earrings are allowed.**

**No Uniform Passes**

- **Passes may not be used on Mass days or other days that students are in church (i.e.: stations, rosary or reconciliation, etc.)**
- Neat and clean clothes only, i.e.: no holes/rips in clothing.
- Saint John Athletic or knee length shorts only.
- No midriffs exposed at any time.
- No spaghetti strap tops. Tank tops need to have shoulder straps that are 3 fingers wide. **10-3-2017**
- Shorts and pants must cover boxers.
- Cold shoulder shirts need to have shoulder straps that are 3 fingers wide. **10-3-2017**

**Athletic Wear/Gym Clothing: Grades K-1-2-3**

- Need only tennis shoes that tie, zipper or Velcro.



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- No open back and/or slip on styles or shoes with elevated heels for gym class.

**Athletic Wear/Gym Clothing: Grades 4 – 8 \*2016**

- White socks.
- Shirts, shorts and pants should be one of the following colors: hunter green, navy, black or grey.
- No advertising/sayings/logos allowed.
- Items should be plain or Saint John’s Athletic Wear.
- Students need tennis shoes that tie, zipper or Velcro.
- No open back and/or slip on styles or shoes with elevated heels for gym class.

**\*Saint John’s Spirit Wear will be sold on-line. 2016**

**Out of Uniform Notification**

When a Saint John the Evangelist student is out of uniform the consequences are:

- First Time: The student will receive a verbal warning.
- Second Time: The Out of Uniform Form/detention form will be sent home to notify the parent/guardian. (See below)
- Third Time: Parents/Guardians will be notified, and the student will receive a 15- minute detention to be served the following day.
- Students with shirts un-tucked will result in a 15-minute detention without warning.

**Out of Uniform Notification Detention Form**

Your son/daughter \_\_\_\_\_ was out of uniform on \_\_\_\_\_. Below are the specific areas in which the uniform code is not being followed. Please refer to the Parent-Student Handbook for the correct uniform code. This is a warning. If the student is found in violation of the uniform code a third time, the parent/guardian will be notified and the student will receive a 15 minute detention to be served the following day.

Please sign this form and return it the next school day upon receiving this notice.

- Improper use of a No Uniform Pass.
- Incorrect pants.
- Jumper/skirt length.
- Makeup/hair/body glitter.
- No belt.
- Shirt un-tucked.
- Uniform out of season.
- Other: \_\_\_\_\_.

Teacher comments:

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**Emergency Information**

An emergency form for each student is completed and signed by parent/guardian at the beginning of each year. If changes occur during the year, the parent/guardian must notify the school in writing.

**Health Records**

Health records are required for each student. Annual physical exam are recommended, please have your health provider make a copy for the school file.

**Immunizations**

Saint John School follows the requirements of the Minnesota School Immunization Law (Minnesota Statutes Section 121A.15). Immunizations required by law are as follows:

Requirements	DTaP	Polio	MMR	Varicella/ Chicken Pox	Hepatitis B series (3)	Meningococcal
Kindergarten	5 (4*)	4 (3*)	2	2 (or disease)	3	---
1 <sup>st</sup> - 6 <sup>th</sup> grade	3	3	2	2 (or disease)	3	----
7 <sup>th</sup> -8 <sup>th</sup> grade	Tdap booster	3	2	2 (or disease)	3	1 (new 9/2014)

\*May require one fewer if most recent was after age 4

All immunization dates are to be submitted to the school prior to the fall start date of the school’s present school year. The parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year. These may be *faxed from the health clinic to the school at 651-481-1355*.

If there is an objection to immunizations for personal or medical reasons, a legal notarized statement from the must be on file at the school. Please contact the school nurse regarding completion of the paperwork.

**Medication during the School Day**

A medication policy, procedure and authorization form is included at the end of this handbook and on the school website under “forms” for your convenience. A new form must be filled out each school year for each child.

All medications at school must be in **original** containers. **All medications are kept in the health office.** Administration of the medication during school hours shall be by qualified personnel only and in a manner consistent with instructions on the label.

**Prescription Medication**

If a student requires prescription medication for long-term use to be given at school, a medication permission form is completed and signed by the *parent and the physician*.

If a prescription medication is for short-term use (less than 2 weeks), such as an antibiotic for a few days, a note from the parent is adequate.

**Over-the-Counter (OTC) Medication**

If a student requires over-the-counter medication for long-term use to be given at school, such as Tylenol, a medication permission form must be completed and signed by the parent. Short-term use of over-the-counter medications requires a note from the parent.

**Health Screening**

Vision and hearing screenings is coordinated by the school nurse according to recommendations by Minnesota Department of Health (MDH). Scoliosis screening is completed for 6<sup>th</sup> grade girls. Parent volunteers are solicited to assist with screenings.

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### **First Aid**

Each year, the school office staff is instructed in basic first aid procedures by the public school district. Students with special health needs are to be identified and encouraged to meet with the school nurse prior to or early in the school year. The public school health nurse is to notify the respective homeroom teachers accordingly.

### **Blood Borne Pathogens**

Saint John School follows universal precautions and faculty/staff have goals available to use for protection from body fluids. Saint John School faculty and staff are trained annually on the precautions of blood borne pathogens.

### **Communicable Diseases**

If your child comes down with a communicable disease such as chicken pox, strep throat, or other communicable diseases contact the school immediately. When an occurrence of a communicable disease is brought to our attention, we notify the school nurse, who, in turn, will make a determination as to whether parents/guardians need to be notified. At such time, a note will be posted to inform other parents of possible exposure.

### **Reporting of Child Abuse/Neglect**

The faculty/staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse, which may be summarized as follows:

Staff members are required to immediately (within 24 hours) verbally report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse, or that there had been within the past three (3) years. A written report must be filed within seventy-two (72) hours of the verbal report per the recommendation of the agency contacted.

- Neglect is defined as failure to provide food, clothing, education, shelter or medical care and prenatal exposure to controlled substance.
- Abuse can be physical, sexual, or mental injury.

## **General School Policies**

### **Computer Technology Policy**

Two technology policies are in place for k-3 and 4-8. They are sent home for parents/guardians and students to sign annually. The signed policy document is kept on file at school. See Appendix B and C

### **Plagiarism Policy**

Plagiarism is defined as: “to steal and pass off (the ideas or words of another) as one’s own : use (another’s production) without crediting the source”. (2009 *Merriam-Webster Online Dictionary*) A plagiarism policy is in place and is sent home for all parents/guardians and students to sign annually. The signed policy document is kept on file at school. See Appendix D

### **Locker and Desk Inspection**

Lockers and desks are school property. Authorized school personnel may inspect the contents within the interiors of lockers and/or desks at any time, for any reason, without notice and without student consent.

### **Student School Records**

The school shall collect and maintain the record of students while they attend the school. To transfer records, parent/guardians must inform the school office in writing as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school. Parent/guardian must sign a written release authorizing the transfer of records to the student’s new school.

Parents/Guardians and students understand, acknowledge and agree that in the event the tuition or other financial obligations have not been paid in full, Saint John School has the right to withhold all records, grades and academic transcripts.

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No one except appropriate school personnel, parents/guardian in minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case if a minor student), or from the former student who has reached legal age. In accordance with state and federal laws, parents/guardians are entitled to see their child/ren's records. Parent/guardians may ask to review the contents of records or data on their child. An appointment with the school principal should be made in advance. The school principal will respond to the request in a reasonable amount of time.

"Records or data" is defined by any or all of the following:

- Identification data.
- Academic work completed.
- Level of achievement. (Grades, standardized achievement test scores.)
- Attendance data.
- Health data. (Separate records kept in nurse's office.)
- Family background information.

### **Field Trips**

Field trips are part of the educational program at Saint John's. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and the parent/guardian will be notified of the schedule field trips. Cost may vary depending upon the field trip. You will be billed for the field trip through TADS. Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form, **each time** the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. **Phone calls to or from parent/guardian do not fulfill authorization requirements for participation. If you choose to have your child not attend the fieldtrip, you also agree to have your child stay home as there is no supervision available for students not attending field trips.**

Field trip participants travel by bus or walk. A chaperone's responsibilities are to:

- Be aware of children's presence and conduct while in your care.
- Follow teacher's direction regarding discipline to ensure safety and good behavior.
- Report safety and behavior problems to the classroom teacher.

### **Volunteers**

#### **(Archdiocese Requirement)**

All employees and individuals who graciously choose to volunteer to work with the children (parents/guardians, grandparents, aunts, uncles....) anyone who has regular or unsupervised contact with minors are required to complete The 'Essential 3' which are:

1. Provide information for a volunteer background check through the McDowell Agency, used by the Archdiocese of Saint Paul/Minneapolis.
2. Sign the 'Code of Conduct' on-line.
3. Attend a training provided by several churches throughout the archdiocese. For information regarding the training, please consult the locations for available dates and times. If you have already attended a training session, you may view the on-line training.

Positions include, but are not limited to, tutors, coaches, Wolf Ridge chaperones, and field trip chaperones, anyone who is alone with students and/or volunteers on a regular basis. Additional background check documents are also required for persons who will be working with money. The Information stays on record from year to year. The 'Essential 3' can be found on the "Virtus" website. You will need to register. Then go to the 'toolbox' and follow the prompts.

### **Grievance Policy**

If a grievance between parent/guardian or a student and a teacher or school principal should arise, the following grievance procedure shall apply.

1. The parent/guardian or a student (grievant) will obtain a grievance form from the school office, complete and submit it to the supervisor of the respondent.
2. He/she should the set up an appointment to meet with the teacher or principal (respondent) to discuss resolution of the grievance.

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3. The parent/guardian or student (grievant) will meet with the teacher or principal (respondent) to discuss resolution of the grievance.
4. If the grievance is not resolved, the grievant will meet with the school principal (if the grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school principal).
5. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
6. The Grievance Committee will be made up of three (3) persons: one (1) designated by the pastor, one (1) designated by the respondent and one (1) designated by the grievant.
7. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, verbal or both.
8. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
9. The pastor or his designate, after reviewing the committee's recommendation, will then decide the solution to the alleged grievance.
10. The grievance procedure should be completed within thirty (30) days of step 1.
11. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

### **Budget Process**

The school's budget planning is a process that coincides with the parish's budgetary process. The school principal is responsible for the budget preparation process. This process shall include direction from the pastor/canonical administrator, the budget-audit committee, parish finance committee and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

### **Tuition**

Saint John's has an established and published tuition policy. The policy includes tuition rates, payment plans and delinquent tuition policies. The school principal sets a yearly tuition rate as part of the budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish investment, fund raising and state funds provide the remainder of the costs.

#### **Saint John School Tuition Payment Policies:**

1. Monthly, quarterly, bi-annual or annual payments, tuition will be collected through an automatic withdrawal from your checking or savings account using the services of TADS. There will be a \$29 charge if the draft comes back NSF. .In addition, there will also be a \$29 charge for late fees.
2. Tuition balances must be current in order to register for the next school year and/or to have student records transferred, unless a written payment plan, agreed to by the principal or pastor and caught up by the end of the current school year, is developed. This will involve participation in the automatic withdrawal from the checking or savings account, or payment by VISA/MasterCard. Past due tuition from previous years will be carried forward on the current school year's tuition statement with preexisting arrangements, per pastoral intervention using TADS automatic withdrawal program.
3. If any tuition is outstanding at the end of the current school year and there is no written payment plan, after pastoral intervention and an attempt at automatic withdrawal, the unpaid balance will be turned over to a collection agency.
4. If any tuition is still outstanding at the start of the next school year and there is no written payment plan, after pastoral intervention and an attempt at automatic withdrawal, students will not be allowed to start school unless a payment plan is agreed to and followed.

### **Tuition Assistance**

Families should seek the advice of their school principal or pastor if a financial problem arises. Every effort is to be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Tuition assistance may be available to parish families who have been registered and active at the school for at least one year. The school utilizes the services

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of a private financial analysis company to perform a financial analysis for each family who applies. No tuition assistance will be given without family parish membership of 1 year, no other outstanding tuition balance, a completed registration form and completion of a tuition assistance form with the agency used by the school. Forms must be completed and sent to the agency by the parent by April 15<sup>th</sup> in order to meet Saint John's June 1st deadline. Forms are available on line and can be accessed through our school web site. Distribution of funds is based on need and availability of funds. Confidentiality will be maintained.

### **Fees**

In addition to tuition, some programs/activities require an additional participation fee. These programs may include, but are not limited to: athletics, band, yearbook and field trips. TADS will bill you for payment of these fees in your next billing cycle. Students who do not have their activity fees paid will not be allowed to participate in their given activity.

### **Parish Investment**

Since the entire parish benefits from Catholic educational programs, the entire parish shares in the financial responsibility for the education of children. Parish investment is the amount contributed by the parish annually to the school. The parish investment level is determined by the budget-audit committee, finance committee and the pastor.

### **Fundraising**

All fund raising efforts require prior approval by the school principal. This process eliminates scheduling conflicts and ensures compliance with the parish/school's mission statement and philosophy. Solicitation of donors for any school fundraising must be pre-approved by the school principal

Archdiocesan and legal regulations will be considered when planning fundraising programs and events. Saint John School families are expected to participate in fundraising activities during the year. Major fund raising projects include the Marathon for Non-Public Education in the fall and the annual Dinner Auction in the spring.

## **School Organizations**

### **Home and School Association**

Saint John School has a parent/guardian group, the Home and School Association, which is responsible for the following activities: parent/guardian education, socials and fund raising. It is the Home and School Association's responsibility to support the school principal, teachers and overall school program. The handbook of the Home and School Association is followed by the Home and School executive committee. This information is available in the school office.

The Home and School Association has three (3) events per school year in August, January and May. This is a casual setting and a time for parents/guardians to socialize and work on future projects of the school. All parents/guardians of students enrolled in Saint John School are automatically members of this group and are welcome to attend the meetings. The Home and School Association has three (3) elected officials:

- President - serves a one-year term. (The prior year is served as vice-president; and the year following the presidency is served in a consultative manner to the current president.)
- Vice President - serves a one-year term then becomes the president.
- Secretary - serves a three-year term.

### **School Advisory Committee (SAC)**

The Saint John School Advisory Committee serves in an advisory and consultative capacity to the school principal. The purpose and role of the committee is stated in the advisory guidelines. The committee meets monthly September through May and is open to members of the Saint John's community. Look for meeting dates in the Saint John's Church Bulletin.

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### **Auction Committee**

Saint John's Auction Committee is chaired by a school faculty member. Sub committees are chaired by volunteer parents. The event is held at the school and all parents are encouraged to volunteer and attend this event. The proceeds of our annual dinner/auction are used to provide for the future viability of the school and to advance the needs of the following school year with services, curriculum, technology or other products which will serve the students of our school.

### **About this Document**

This document is in compliance with the existing legal requirements and Archdiocesan policies. The handbook is updated every three years. If an update is warranted during this 3-year period, parents will be notified of the changes. Please sign the statement on the approval form when you receive it.

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**APPENDIX A**  
**Roseville Area Schools**  
**Dispensation of Medication Form**

This procedure was developed to comply with School Board Policy JHCD, Dispensation of Medication, and state mandates. It is designed to protect students, parents/guardians and school personnel.

**For the protections of students:**

- all medications will be stored in the school health office
- the licensed school nurse at her discretion, may require a physician's order for over-the-counter medications, such as aspirin, antihistamine, cough medicine
- a new medication permission form is required each school year

**Procedure**

1. Medication prescribed for more than (2) weeks and which must be taken at school must have this permission form signed by a physician or dentist and the parent/guardian.
2. Medication prescribed for less than two (2) weeks requires written permission from the parent/guardian only.
3. To be administered by school personnel, over-the-counter medication should have this permission form signed by the parent/guardian.
4. All medications should be in original containers labeled with the following:
  - A. Student's name.
  - B. Medication name.
  - C. Strength of medication.
  - D. Time of day to take medication.
  - E. Doctor's name.

**Authorization for Giving Medication at School (9/17)**

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

Reason for giving medication \_\_\_\_\_

Name of Drug \_\_\_\_\_ Dosage \_\_\_\_\_ Time of Day \_\_\_\_\_

Discontinuation Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Doctor or Dentist

\_\_\_\_\_  
Phone Number

I hereby authorize school personnel to give the above medication.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone



**APPENDIX B**

## Saint John School Acceptable Use Policy k-3

1. I will only visit assigned sites that my teachers have approved.
2. I will never give out any personal information about myself.
3. I will ask an adult if I accidentally get off of the assigned web site.
4. When in doubt, ask my teacher.
5. I will not change computer settings.

I realize that the Internet is a privilege and by not following the rules,  
I lose the right to use the Internet.

Student:

I have read, or it has been read to me, and I understand the Acceptable Use Policy. I agree to follow by the terms of this policy. I understand and agree that

- any use of the internet or related technology is a privilege
- no internet or computer use is private
- my access privileges may be revoked at any time
- violation of the policy may result in disciplinary action, up to and including expulsion from Saint John School, and may constitute a criminal offense

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

Parent or Guardian:

I have read and understand the Acceptable Use Policy.

I understand that Saint John School cannot restrict student access to all inappropriate or offensive materials, which can be used, reviewed or acquired on the internet, and I hold Saint John School harmless for such actions.

I agree to be responsible for any financial obligation incurred by my child through internet use and release and hold Saint John School harmless from any such obligation.

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

Please sign and return to your child's computer teacher.

## APPENDIX C

### Technology and Internet Acceptable Use Policy Grades 4-8 Saint John School of Little Canada

#### Technology Resources

Although faculty and staff members make every effort to select appropriate resources and guide student learning, each student must be held accountable for the ethical use of the Internet and all other technological resources available for his/her learning experience. Parent/Guardian and student(s) must read the Saint John School Technology and Internet Acceptable Use Policy, which defines student responsibilities when using technological resources. **This signed acknowledgment of the school policy and agreement to abide by its stipulations must be on file at school before the student will be granted computer access.**

#### Introduction

Computer technology is an integral component of today's education. The internet is a vast resource that enables students to access thousands of files of information. Access to such vast information presents both opportunities and problems. After reading the guidelines, please complete this form. The signatures of both the student and a parent/guardian are required before access of the internet is permitted.

#### Privilege

The use of the internet, local area networks, hardware, software, or other related technology is a privilege, which may be revoked at any time. It is not a right.

#### Privacy

No user should have any expectation of privacy regarding information in any computers or communications. Saint John School reserves the right to monitor all technology resources, to inspect and review all files and messages and to use all such information in conjunction with any disciplinary matters or as part of any investigation of inappropriate or illegal activities, or use not in compliance with Saint John School policies.

#### Acceptable Use

Acceptable use requires every user to act in a responsible, ethical, and legal manner and in a manner that respects and protects the rights of others. Acceptable use includes:

- conducting research for school-based projects
- exploring computer systems
- displaying a high level of computer ethics and etiquette

#### Unacceptable Use

The following are strictly prohibited:

- providing assisting in or gaining access to unauthorized systems or information
- using another's password, account or information
- using, searching, distributing, or collecting fraudulent, obscene, threatening or inappropriate material
- using technology for commercial, political, advertising, or profit making enterprise
- making or distributing unauthorized or illegal (pirated) copies of licensed software
- transmitting or copying copyrighted material without permission of the author
- electronic vandalism of equipment or software
- posting inappropriate material on the internet and/or social network sites
- posting videos or other group work on the internet without the permission of teachers and staff
- changing computer settings unless authorized by the teacher.

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**Security**

The user is responsible for correct and sufficient use of the tools each computer system provides for maintaining the security and confidentiality of information stored on it.

For example:

- Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others.
- The user should select an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.
- The microcomputer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being their victim or unwitting vector.

**Legal Usage**

Computing resources and network capacity may not be used for illegal purposes. Examples of illegal purposes include:

- Intentional harassment of other users.
- Intentional destruction of or damage to equipment, software, or data belonging to Saint John School or other users.
- Intentional disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyrighted material.

**A fire wall is in place at Saint John School to minimize access to objectionable material.**

However, I understand that Saint John School cannot restrict student access to all inappropriate or offensive materials which can be used, reviewed or acquired on the Internet, and I hold Saint John School harmless from any such activities.

**Consequences**

Consequences will be consistent with the Saint John School Code of Conduct, and will result in the loss of computer privileges for a period of time to be determined by the teacher and principal. When applicable, law enforcement agencies may be involved.

**Student:**

I have read and understand the Acceptable Use Policy.

I agree to abide by the terms of this policy. I understand and agree that

- any use of the internet or related technology is a privilege
- no internet or computer use is private
- my access privileges may be revoked at any time
- violation of the policy may result in disciplinary action, up to and including expulsion from Saint John School, and may constitute a criminal offense

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

**Parent or Guardian:**

I have read and understand the Acceptable Use Policy.

I understand that Saint John School cannot restrict student access to all inappropriate or offensive materials, which can be used, reviewed or acquired on the internet, and I hold Saint John School harmless for such actions.

I agree to be responsible for any financial obligation incurred by my child through internet use and release and hold Saint John School harmless from any such obligation.

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

Please sign and return to your child's computer teacher.

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**APPENDIX D**

**Plagiarism Policy**

*(Note: This section on plagiarism is taken directly from the syllabi of Bruce Terry.)*

Plagiarism is the presentation of another person's work as your own, whether you mean to or not. Copying or paraphrasing passages from another writer's work without acknowledging that you've done so is plagiarism. Translating passages from another writer's work in another language without acknowledging that you've done so is plagiarism. Copying another writer's work without putting the material in quotation marks is plagiarism, even if credit is given. Allowing another writer to write any part of your essay is plagiarism.

Plagiarism is a serious crime. Simply acknowledge the source of any words, phrases, or ideas that you use. While you can *(and in fact should)* seek the help and advice of friends, classmates, and tutors, be sure that your written work is completely your own. (Dr. Robert Young, Ohio Valley Bible College, September 2002).

Consequences will be consistent with the Saint John School Code of Conduct and will result in the loss of computer privileges for a period and time determined by the teacher and principal. When applicable, law enforcement agencies may be involved.

I agree to abide by Saint John School Plagiarism Policy.

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

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