

PARENT – STUDENT HANDBOOK

★ SCHOOL HOURS

7:45: ARRIVAL TIME. Please do not drop your child off at the door before this time. This is a safety issue. If you must have an earlier drop-off time, please call the office.

8:05: Start time!

8:15: Mass every Wednesday (grades K-6) and Friday (grades 1-6).

11:30 – 12:25: Lunch and recess times

2:43: Dismissal

All students will be sent home on their regularly scheduled bus unless we have a note from home with other arrangements. Students MUST have a note from home if arrangements have changed.

★ VISITORS

Visitors are welcome anytime. **Please sign in at the office**, and pick up your “Visitor” badge. If you, or other family guest, wish to eat lunch with your child, please call the office in the morning so that the kitchen has an accurate headcount for lunch.

★ HOT LUNCH PROGRAM

SJAS offers hot lunch in accordance with all state and federal guidelines. The kitchen is inspected and the staff are certified and licensed. Applications are available for free and reduced lunches. Each family will have a single lunch account. A family may choose, for instance, to pay \$50 into the family lunch account. When the account reaches \$10, the family will be notified that the account is getting low.

* Milk may be purchased in conjunction with cold lunch.

* Don't hesitate to take advantage of the free and reduced lunch program. This important program helps both families and the school lunch budget!

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★ MILK PROGRAM

Morning milk is offered to all students payable in two equal installments. Students may choose white or chocolate, but may not change their request. (A standard count is needed for weekly deliveries.) Kindergarten students receive morning milk free of charge. *If your child has a milk allergy – we must have that in writing from your child's doctor. (Forms are available in the office.) This allows the kitchen to substitute juice for milk.*

★ PLAYGROUND POLICY

Students go outside to recess each day – unless it is raining or the wind chill factor is in the “danger” zone. Students should come dressed for the day's weather! In the winter, students will need snowpants (or an extra pair of ‘over’ pants), boots, hat, coat, and mittens or gloves. *Please label coats, boots, and snowpants with your child's name. It is surprising how many of these items are similar and children are often not sure if an item is theirs.*

★ DRESS CODE

Our appearance does matter. Children should come to school clean, neat, and dressed for the weather. During snow and mud season, BOOTS must be worn.

Clothing should not carry slogans for alcohol, tobacco, or other products not suitable for young children.

Clothing should cover the body – no tank tops, spaghetti straps, or muscle shirts. If your daughter is wearing a skirt, or a dress on Phy-Ed day, please send along a pair of shorts or pants to wear during Phy-Ed. (May be worn under skirt/dress).

Tennis shoes are required for Phy-Ed class. Participation points will be docked for children not wearing tennis shoes.

Students are not allowed to wear hats in the building unless there is a special fun day event such as “Hat Day”.

★ ATTENDANCE

1. Attendance is an extremely important part of a child's education. When absences occur, please call the school. If communication isn't made, the school will try to call the parents.
2. Students will be marked 'tardy' if they arrive after the 8:05 bell.
3. Work missed during absences must be made up. Please contact the classroom teacher for information.
4. If a student is frequently absent, or tardy, parents may be called in to conference.
5. Attendance cards are kept on each individual child. These cards become part of the child's permanent records.

★ FAMILY VACATIONS AND HOMEWORK

There has been a growing trend to remove children from school to take family vacations during the school year. Days missed cannot be made up. A teacher cannot recreate the learning experience by giving written assignments to do before, or during the trip. It is misleading to think that if a child does the written assignments, that he/she had 'done the work'. The truth is that the final written work is only a small part of the classroom learning time.

If you do decide to take a vacation during the year, please let the school and the classroom teacher know as soon as possible. Your child's teacher will then be able to decide how to handle missed work and assignments. Absences due to vacation time are recorded on the attendance records.

★ WHEN YOUR CHILD IS SICK OR INJURED

When a child is injured, care will be given by the school staff, or the district nurse, whichever is most appropriate. Parents are notified of potentially serious injuries, such as a fall. Emergency services (911) will be used whenever a situation calls for that response.

When a child comes to the office complaining of being sick, the child's temperature will be taken. Parents will be called to come and pick up a child that is vomiting or running a temperature. If parents cannot be reached, the school will call the alternate number given on the emergency card.

★ MEDICATION

All prescription medications must be in the correct container with a current medical label. All medications must be delivered to the office for distribution. Teachers do not administer medications and students may not self-medicate.

★ PROGRAM GRIEVANCE PROCEDURE FOR PARENTS

When parents, or families, have a grievance, or difficulty, with a program at SJAS, or an employee of SJAS, the following steps are recommended to help resolve the problem.

1. Speak directly to the employee concerned, if possible.
2. Contact the principal – in person, by phone, letter, or email (sjasfm@cloudnet.com)
3. The School Board is there to represent you – feel free to contact a Board member. Check your parish bulletin or the School Board section on our website for the name and number of your representative.
4. Your pastor is a member of the SJAS Corporate Board – they are also available to help with difficulties.

★ PROGRAM DRUG AND ALCOHOL POLICY

When directly responsible for persons served by SJAS, employees and volunteers are prohibited from abusing prescription medication or being in any manner under the influence of any chemical that impairs the individual's ability to provide services or care.

★ STATEMENT OF NON-DISCRIMINATION

Children are welcome at SJAS regardless of race, creed, or ethnicity. If a class reaches capacity, there is a policy which will be followed.

This policy has an order of registration beginning with:

- * current families
- * families that are members of one of the supporting parishes
- * transfers from other Catholic schools
- * outside parishes are on a 1st come, 1st served basis

★ DISCIPLINE POLICY

Students have an obligation to do their best - to respect themselves and to respect others. Please read over the behavior expectations (described in the following pages) which are rooted in the belief that God expects us to be respectful – not perfect.

★ CONSEQUENCES

1. Time out – the student will be removed from the group for a short period of time until he, or she, is able to participate appropriately.
2. Time owed – a student may lose recess privileges.
3. Principal's Office – a student may be sent to the office for a brief discussion. The student will be expected to state the problem and to offer ideas on more appropriate behavior. A phone call home may follow depending on the severity of the problem.
4. Violent activities will result in immediate removal from the situation and parents will be notified.

★ REPEATED PROBLEMS

If a student chooses to repeat inappropriate behavior(s), in-school suspension will be assigned and the parents will be notified.

In case of severe problems, a parent will be called to pick up the student and to meet with the principal to work out goals and a plan of behavior.

When all efforts are unsuccessful, and problems continue, a student may be expelled from SJAS. This action would take place at the recommendation of the principal and the approval of the School Board.

★ ANTI-BULLYING POLICY

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

Our school defines *bullying* as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, pushing, and so on.
- Hurting someone verbally by teasing, "put-downs", spreading rumors, etc.
- Stealing or damaging another person's things
- Ganging up on someone.
- Insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing body parts.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- Retaliating against students who report bullying.

Staff at SJAS will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all area of school and playground
- Watch for signs of bullying and stop it when it happens
- Teach the *Steps to Respect* program.
- Respond quickly and sensitively to bullying reports.
- Take seriously families' concerns about bullying
- Assign consequences for bullying based on the discipline policy of SJAS.

Students at SJAS will do the following things to prevent bullying:

- Treat each other with respect.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

★ BUS POLICY

Foley Public School District 51 owns the buses and transports students to and from SJAS. Students are responsible for following the district bus policy which follows:

DISTRICT SCHOOL BUS POLICY

Students of St. John's Area School are transported through the public school bus service. They are bound by the same bus policy as the public school students. In the event of a problem, please feel free to call the SJAS office (968-7972) or the bus garage (968-8618).

BUS TRANSPORTATION

The 1994 State Legislature made significant changes in the laws and rules governing pupil transportation in Minnesota. One of the most significant changes is the statement that riding the bus is a privilege, not a right. This privilege can be suspended when students do not comply with policies, rules, or laws.

First Offense: Driver writes up school bus incident report. Student will be disciplined in school by the principal and may lose riding privileges for one day.

Second Offense: Driver writes up school bus incident report. Student will conference with principal and bus driver. Parent will be notified in writing of offense and action taken. Students may lose riding privileges for three to five days at the discretion of the principal.

Third Offense: See above – plus – student will lose riding privileges for an extended number of days as determined by the transportation director and the building principal.

If a student is removed from the bus service for the remainder of the year, a meeting will be held to determine the student's eligibility to return to school transportation. This meeting will include principal, transportation director, parent/guardian, and student.

If you are planning a birthday, or other party, involving a number of other students, you must provide transportation. Only in the case of an emergency, will a student be allowed to ride a bus other than his/her assigned bus. In those cases, a student must have a note signed by the office.

Students will not be allowed to get off of the bus at locations other than their designated stop unless parents have provided the office, in writing, with a request to change the drop-off location. An example would be – a change in day care providers, or moving to a new location.

The bus garage has one final note to share...oftentimes parents, or other family members like to celebrate a birthday or other special event by sending flowers or balloons to their child at school. Unfortunately, these items are not welcome on the bus and must be picked up from school.

★ BEHAVIOR EXPECTATIONS

Be prompt and prepared

Be prepared, for you don't know what day your Lord is coming. Matthew 24:42

- come on time
- come with needed materials
- come with your homework completed

Respect authority

I would have you learn this great fact; that a life of doing right is the wisest life there is. If you live that kind of life, you will not limp or stumble as you run. Proverbs 4:11, 12

- listen
- follow directions
- accept responsibility for your behavior

Respect the rights of others

Your strong love for others will prove to the world that you are my disciples. John 13:35

- use appropriate voice and language
- be a good listener
- respect the work and opinions of other students and adults
- do not tease, harass, or embarrass others

Respect property

The Earth belongs to God! Everything in all the world is His! Psalms 24:1

- take care of your school
- respect your property and the property of others

Display a concern for learning

Have two goals; wisdom – that is, knowing and doing right – and common sense. Don't let them slip away, for they fill you with living energy, and are a feather in your cap. Proverbs 3:21,22

- remain on task – finish the job!
- allow other students to do their work

Display appropriate social skills

Your own soul is nourished when you are kind; it is destroyed when you are cruel. Proverbs 11:17

- be courteous – say 'please', 'thank you', 'excuse me'
- be considerate at all times – school, home, and elsewhere
- cope with disagreement, teasing, and failure without violence

Display appropriate character

The character of a child can be known by the way he or she acts – whether what is done is pure and right. Proverbs 20:11

- be positive in thought, word, and deed
- be productive and constructive