

St. John Nepomucene Catholic Community

Parent / Student Handbook

2023 – 2024



328 Grand Avenue
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(920) 788-9082 / www.stjn.org

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INTRODUCTION

Dear Parents/Guardians and Students,

Our goal at St. John Nepomucene School is to build a Catholic faith community as a part of St. John Nepomucene Parish that fosters the students' abilities to act as people of faith, character, responsibility and academic integrity. We believe by developing policies centered around our mission statement and our core values, we may help our students to grow and mature into young men and women capable of living up to the highest standards as members of the church, the community, the nation and the world.

This handbook is updated each year so that each student and parent knows the policies we use in order to achieve our goals. It sets the framework from which we work in order to provide the best education for our students. Please read the handbook very carefully; it explains procedures and practices for academics, student behavior and communication with faculty, staff and administration.

Parents will be given prompt notice of any revisions of this handbook. The handbook can be found on the St. John website under [“Family Resources”](#). If there are any questions, please feel free to contact the school at any time.

Sincerely,

The SJS Administration

MISSION STATEMENT

At St. John Nepomucene School we strive to educate our faith community in an atmosphere of acceptance, service and unity with Jesus Christ as our center. The message we promote at St. John School is: FAITH

Follow Christ’s example

Accept challenges and responsibilities

Inspire wisdom

Thank God by sharing our gifts

Help others

Together we: Love, Serve, and Share our Faith!

GENERAL INFORMATION

ACADEMIC CALENDAR

The academic calendar will be posted on the website each spring tentatively and finalized over the summer.

ADMINISTRATION

The Pastor(s) of St. John Nepomucene Parish are the spiritual leaders of St. John Nepomucene School. Direction of the school and its administration is delegated to the Parish Administrator, Principal and the [Board of Total Catholic Education](#). This board is made up of seven selected members of the parish community. The board approves policy and is advisory to the Pastor and the School Administrator. Board meetings are held the first Tuesday of the month (except in July) and are open to the public.

SCHOOL OFFICE

School Office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. The office is closed on school holidays. Summer hours vary and will be posted on the door by entrance #1 and on the school website.

School Office: schooloffice@stjn.org Phone: (920) 788-9082

WHOM TO CALL

Emergency phone calls and emergency messages for students, from parents/guardians only, should be directed to the Main School Office: (920) 788-9082 or schooloffice@stjn.org. Email addresses for all faculty and staff are located on the school website. www.stjn.org

For information on contacting the school office when a student is absent, see "Attendance" on page 13.

SCHOOL HOURS

3K – AM: 8:00 am – 10:55 am with drop-off at 7:45 am

3K – PM: 12:00 pm – 2:55 pm with drop-off at 11:45 pm

4K: 8:00 am – 2:55 pm with drop-off at 7:45 am (full day programs)
8:00 am -11:00 am with drop-off at 7:45 am (half day program)

Kindergarten: 7:45 am – 3:00 pm

Grades 1-5: 7:45 am – 3:05 pm

Grades 6-8: 7:40 am - 3:15 pm

School Mass: Friday 8:00 am (unless otherwise noted in the family envelope)

CANCELLATION OF SCHOOL / EMERGENCY CLOSINGS

When Little Chute Public Schools close due to inclement weather, St. John will also close. Announcements will be made on local radio stations, television channels, and a Parent Notify will be sent out.

In the event of school cancellation or an unscheduled early dismissal, all school sponsored activities and events including athletic contests and practices will be canceled or postponed at the administrators discretion.

It is absolutely necessary that you listen to a local radio/television station for more information about emergency weather closings. When Little Chute Public School closes for weather related emergencies, St. John School closes also. If the school were to close for any other reason, please listen to the radio or television stations listed under "Cancellation of School".

FORMS THAT MUST BE COMPLETE AND ON FILE IN SCHOOL OFFICE

New Family Registration Form

Emergency Contact Information

Immunization Record

Medication Consent Form – if child is using medication at school

Media Release Form

Food Allergy Form

Acceptable Use Policy for Technology

EMERGENCY INFORMATION

Parents are required to fill out an emergency contact form and verify the emergency contacts listed in PowerSchool each year. Required information includes parent/guardian names, addresses, phone numbers, e-mail addresses and work contact information. Emergency contacts other than parents are also required. Medical information will also be collected through PowerSchool, and *all information is treated confidentially*.

CHANGE OF ADDRESS / TELEPHONE / EMAIL

It is VERY important that every parent maintain an up-to-date address, working telephone number, and email address recorded in the school office. Please notify the school office immediately if you have any changes. Parents must also provide two alternative phone numbers to call when parents are not at work or home.

ACCESS TO STUDENT RECORDS

Student records are kept in the school office. The records include academic, health and attendance information. Custodial parents who wish to view their child's records may do so by giving the school a 48-hour written notice. Original records may not be removed from the school office.

NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, St. John School will provide the non-custodial parent access to the academic records and to other school-related information regarding the child upon the written request of the non-custodial parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TRANSFER

When transferring to another school, records will be issued to the new school upon receipt of written request from the new school.

COMMUNICATION

Parents are encouraged to communicate often with their children's teachers. We ask that should a problem arise, parents first contact the child's teacher. Please understand that teachers will not be able to take phone calls during teaching hours unless it is an emergency.

All St. John School Staff members have access to email. Their individual addresses can be found on the school website, www.stjn.org. As with all technology, sometimes e-mail may not work. If you do not receive a response to your email within two school days, please contact the staff member by telephone.

A newsletter will be published monthly and posted to the website. Weekly communication will be sent out via email to families each week during the school year.

A parent packet containing items of importance to parents and students may also be sent home on Wednesdays if there are forms that we need parents to sign. The envelope will be sent home with the youngest child (K-8) in your family who attends St. John School. It is very important that you read all information in the family envelope and return all necessary items in the same envelope the following day. Your help in making this system work is greatly appreciated.

All school communications must be approved by the principal/administration and will be distributed appropriately.

BUSING

There is currently no busing available through St. John Nepomucene School.

GENERAL SCHOOL RULES

In accordance with our mission statement and our message, students are expected to:

Respect the rights of others

Maintain proper behavior

Respect property

- 1) Students writing on furniture, walls or in any way vandalizing property will be held responsible for the restoration of the item or financing the cost of replacement.
- 2) Matches, weapons, toys designed like weapons or any other items that could endanger the safety of others are not permitted on the school premises.
- 3) Work from absentee days must be made up. This is the responsibility of the students and parents. Typically, one day is allowed for each day absent; work due on the day the student is absent should be complete upon their return unless extenuating circumstances apply.
- 4) Students attending extracurricular activities are NOT permitted to enter the school building more than fifteen minutes prior to the scheduled arrival or start time for an event unless requested by and supervised by a coach/advisor. Supervision of students before, during and after these activities lies with the parents.
- 5) St. John Parish and school buildings and grounds are private property. School day supervision outside is provided 7:30 a.m. - 3:30 p.m. or 11:45 a.m. on early dismissal days. Inside supervision is provided during school hours. Students should not be present at unauthorized times.
- 6) Regular attendance is essential to a student's success in school. Subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. After three days of excessive absenteeism a note from a medical doctor may be requested.
- 7) Classroom visits are welcome, but please contact the office to set up a convenient time. All guests must register in the office before visiting any areas of school.
- 8) Students are not allowed to leave the campus during scheduled education sessions for any reason without written consent of their parent. Students must be signed out of school in the main office upon leaving and returning.
- 9) Students are expected to respect each other's property and encouraged not to bring anything breakable or of value to school. This includes electronics, expensive toys, jewelry, dolls, etc. St. John School is not responsible for damage or loss of personal items.
- 10) A student may be dismissed from St. John School due to serious misconduct at the discretion of the staff, the administration and the Total Board of Catholic Education.
- 11) Students are not allowed in the building prior to 7:40 without a pass from their teacher. Any middle school student who enters the classroom after 7:50 will be marked tardy. Elementary student will be marked tardy after 7:55.
- 12) The dress code is to be observed on all days except when special announcements state otherwise.

- 13) Obedience and respect for all staff and volunteers are expected within and outside of the building. Offenders will be referred to the homeroom teacher and the administrator.
- 14) Winter boots are not to be worn in the classroom during the winter months. Please send shoes to wear indoors with your child.
- 15) Abusive language will not be tolerated.
- 16) All work must be turned in on time.
- 17) Possession of drugs/alcohol/cigarettes or other dangerous items will not be allowed.

DRUGS / ALCOHOL / SMOKING

(D/B Code 6144.2 Alcohol/Drugs Education)

The possession, sale, or use of alcohol, drugs or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies. Use on school grounds or at any school functions will result in parents being contacted immediately and possible suspension. Counseling will be recommended and in some cases mandatory counseling will need to take place if a student is to stay at St. John School. Every effort will be made to work cooperatively with families in crisis.

PLAYGROUND RULES

Playground rules are posted in classrooms and are discussed with students. They are to be adhered to whenever students are playing outside.

- † Stay on the playground blacktop or within the fenced area of the green space
- † While on the blacktop, stay away from coned-off areas and areas such as electrical boxes and around the garbage and recycling bins
- † Use all equipment as intended
- † Play all sports in a fair manner; aggressive behavior is forbidden
- † Balls are the only things that should be thrown; snow, rocks, and sticks are to be kept on the ground
- † Share equipment
- † Be respectful of supervisors
- † **Dress for the weather (students will be kept indoors if it is raining or the temperature or wind chill is less than 0 degrees.)**
- † Leave your superballs at home
- † Hold the door for others when entering or leaving the building
- † Allow only one person at a time on the log roll and slides
- † Have fun and be respectful of others
- † Baseballs and bats are not considered safe equipment
- † Finish eating before going outside; food is not safe outside
- † Playground balls should be used on the blacktop, not on the cement area or the building; balls for four-square and volleying are allowed on the cement area
- † Clothing with ties or other choking hazards near the neck should not be worn near slides or other equipment

WHEN THE WHISTLE SOUNDS

- † Stop playing
- † Line up
- † Quiet down
- † Put equipment away
- † Wait to go in until you are told

CONSEQUENCES: Dutchmen Difference policies apply to all areas of school.

SUSPENSION / EXPULSION

Diocesan Codes 5080 and 5090

Suspension is a short-term dismissal of a student from the school:

1. In response to an action of a very serious nature.
2. After other remedial measures have been employed without success.

Students may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct.

Expulsion is the long-term dismissal of a student from school and is an extreme measure to be taken only as a last resort.

1. After all other efforts of motivation and counseling have failed.
2. Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons.

Suspension and Expulsion of Students

- † Students shall be informed of school rules and regulations; offenses of such rules and regulations for which there are consequences should be explained. Classroom and school rules should be posted for students and made available to parents.
- † Suspensions may be recommended by teachers but must be implemented by the principal only after a conference with the teacher occurs and the principal has contacted parents. Teachers are to refrain from telling a student that they are suspended until such a conference occurs. A student may be suspended for no more than three school days.
- † The principal will advise the student and parent of the reason for the suspension prior to suspension. Before suspension occurs, there must be a determination that the student is guilty of the charged violation of rules and that the suspension is reasonably justified. The school must provide the student with opportunities to complete all necessary school work

or any missed examinations. The student and parent will be afforded an opportunity for a conference with the principal within five days following the beginning of a suspension.

- † Due process procedures must occur. The student and parent must be given oral or written notice of the charges against the student. The student is entitled to know the basis for the accusation and an explanation of the evidence which the school possesses. The student must be given an opportunity to present his/her side of the story before the suspension; however, the decision of the principal is final in determining suspensions.
- † Expulsion will begin with a suspension by the principal with recommendations to the Total Board. A prior suspension removes the student from school until the recommendation to expel is acted upon. Before expulsion occurs, the student and parent are notified of the accusation and explanation of the evidence which the school possesses. The student and parent are also notified of their right to appeal to the Total Board in writing within five days of the recommendation of expulsion. This period of five days will be upheld even in the inability to contact within those five days. Notification is given that the expulsion will take place automatically if the parent does not appeal.
- † If the student or parent fails to appeal the recommendation of expulsion, it is considered a withdrawal from the school, and the principal will immediately inform the pastor and Total Board of the suspension with recommendation of expulsion. If the student or parent files a petition for a hearing within five days, the hearing shall be set as soon as possible. The Total Board or designated representatives shall conduct the hearing. The student and parent are informed of the date, time, and place of the hearing, of their right to be represented by counsel, and of their right to an open or closed hearing.
- † During hearing procedures, the principal will state the reasons for the recommendation for expulsion and provided documentation. The student or parent presents their case and the hearing panel then asks whatever questions are necessary to their understanding of the facts and circumstances. Cross examinations are allowed. When the hearing panel decides it has enough information to judge the appeal, the panel will convene in executive session to make their decision. The student, parent, and principal are informed of the panel's decision in writing.

The authority of a school to suspend and/or expel a pupil is found under s. 120.13 (1) (b), Wis. Stats. The law permits a school administrator, any principal, or teacher designated by the school administrator to suspend and/or expel a pupil:

- A. For disobeying school rules.
- B. For conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by explosives.

- C. For conduct while at school, or under the supervision of a school authority, which endangers the property, health or safety of others.
- D. For conduct while not at school, or while not under the supervision of school authority, which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member in the pupil's district. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
- E. The law requires suspension if the student possessed a firearm while at school or under the supervision of the school authority, s. 120.13 (1)(bm), Wis. Stats.

Prior to suspending a student, the student must be told the reason for the proposed suspension. The parent or guardian of a suspended minor student must be given prompt notice of the suspension and the reason for the suspension, s. 120.13 (1) (b) 3, Wis. Stats.

A parent or pupil may, within five school days following the commencement of a suspension or expulsion, have a conference with the school administrator or his/her designee. The designee may not be the principal, an administrator, or a teacher in the child's school. If the school administrator or his/her designee finds that the child was suspended unfairly or unjustly, or the suspension/expulsion was inappropriate given the nature of the offense, or the child suffered undue consequences or penalties as a result of the suspension/expulsion, reference to the suspension/expulsion must be removed from the child's records. The finding must be made within 15 days of the conference, s. 120.13 (1) (b), Wis. Stats

ATTENDANCE

ABSENTEE PROCEDURE

When students are absent, they miss valuable classroom instruction and interaction. Please make every effort to attend school unless there is an illness or a death in the family.

Students are required to give two weeks advanced notice to school in order to be excused for any other type of absence than illness, sudden tragedy or appointments. [Pre-excused absence forms](#) are located on the school website and need to be complete and submitted prior to the absence.

Guidelines:

- 1) Please email schooloffice@stjn.org, telephone the office (920) 788-9082, or send a note to the office with a reason for the absence and signed by the parent or guardian. ****The Office must be notified by 8:30 AM or as soon as possible.**
- 2) Requests for early dismissal must be approved in the school office before school begins.

- 3) Medical appointments during school hours will be excused with written permission of the parents, guardians or doctor.
- 4) Students must be signed in and out of the school office for ALL appointments by the designated adult taking the student to each appointment. This is to ensure the safety of all students. In the event that a special day (i.e. concerts) causes school to end early, students will be dismissed from their classrooms at a time designated by the principal.
- 5) Students cannot be released to a different bus or car without written parental permission.
- 6) Students must be in attendance during the entire afternoon in order to participate in a game or a practice on the day of a morning absence.
- 7) Students are responsible for work assigned or covered during absence. When possible, the teacher may make assignments prior to vacations. It is the student's responsibility to meet with the teacher regarding assigned work. In the case of family vacation, teachers are not required to provide special tutoring. All make-up work must be completed in a timely manner at the discretion of the teacher.

TARDINESS

Any student who arrives in the classroom after the designated time is considered tardy. Tardiness will be documented on the attendance record.

LEAVING SCHOOL DURING THE DAY

Students are not allowed to leave the school campus during school hours for any reason. If a student has an appointment they must be "signed out" in the school office by a designated adult authorized for pick up. Students should bring a note, signed by a parent, to the office to obtain an Early Dismissal slip. Parents may also send an email to schooloffice@stjn.org.

MEDICAL AND DENTAL APPOINTMENTS

Parents/guardians are encouraged wherever possible, to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for appointments. A written excuse must be submitted to the office. Parents/guardians must report to the school office to sign the student out, as well as to sign in upon return.

ADMISSION

Classes are filled on a first come, first serve basis. When a class reaches the capacity determined by administration, it will be closed and a waiting list will be started.

KINDERGARTEN

St. John Nepomucene School offers a four-year-old pre-kindergarten in addition to the five-year-old program. Children entering kindergarten are required to be four by September 1 for the four-year-old program and five by September 1 for the five-year-old program. Registration takes place in January.

PRESCHOOL

Preschool at St. John Nepomucene is available for students who have turned three and are completely toilet trained by September 1. Classes meet on Tuesday and Thursday mornings. Registration takes place in January. If the morning program reaches its capacity and there is enough interest in this program, we will open an afternoon session and will be re-evaluated each year.

SCHOOL SERVICES AVAILABLE AT ST. JOHN

School Counselor

Speech and Language Teacher

Learning Specialist / Interventionist

Specialized testing available through Little Chute Public Schools for students with suspected exceptional educational needs.

ACADEMICS AND CURRICULUM

St. John School offers a complete religious and academic education program taught by degreed and state certified teachers. Through integration of religion into all academic areas, we offer faith every day. In addition, educators are required to meet standards for Diocesan Religion Certification. Our curriculum is consistent with the mandates of the Green Bay Diocese and in keeping with the state guidelines.

RELIGIOUS INSTRUCTION

Religion is taught in each grade. Students help plan and participate in Liturgy. Sacramental preparation is a parish responsibility and is coordinated with the parish Director of Faith Development.

In accordance with our mission of FAITH and keeping Jesus Christ as our center; we strive to:

- † Help students understand the ways in which Christ lived by studying His life and living as He did.
- † Look at challenges as a gift from God, and using prayer to rise to those challenges.

- † Create an atmosphere that encourages questioning and lifelong learning of the life and ways of Christ.
- † Use daily prayer to express our gratitude to the Lord, and to help students see the value of prayer in their own lives.
- † Promote service to others not as a requirement, but as a way of life.

Here at St. John Nepomucene School we live our FAITH – EVERY DAY!

BOOKS

Books are included in the tuition fee. Fines will be issued for lost and/or damaged texts. Books generally cost between \$50-\$100 per copy. Occasionally there is a true need for a student to have a second copy of a textbook at their home. This need shall be determined by the school staff, in consultation with the parents. A doctor's note explaining any medical reason for requiring additional texts may be requested prior to the school granting the additional text.

GRADING SCALE AND GENERAL ACADEMIC POLICIES

St. John Nepomucene School

Grade Scale

Primary Grade Scale – Grades K – 2

<u>Grade</u>	<u>Description</u>	<u>Percent</u>
S+	Very good, exceeds basic requirements	90 – 100
S	Satisfactory progress	80 – 89
S-	Having difficulty meeting basic requirements	70 – 79
P	Progress shown but below grade level	0 – 69

Intermediate Grade Scale: Grades 3 – 5

Grade	Description	Grade Points	Counts in GPA	Percent
A+	Outstanding mastery of subject goals	4.000	Yes	99-100
A	Outstanding mastery of subject goals	4.000	Yes	95-98
A-	Outstanding mastery of subject goals	4.000	Yes	93-94
B+	Very good mastery of subject goals	3.000	Yes	91-92

B	Very good mastery of subject goals	3.000	Yes	87-90
B-	Very good mastery of subject goals	3.000	Yes	85-86
C+	Satisfactory mastery of subject goals	2.000	Yes	83-84
C	Satisfactory mastery of subject goals	2.000	Yes	79-82
C-	Satisfactory mastery of subject goals	2.000	Yes	77-78
D+	Experiencing difficulty in mastery of subject area goals	1.000	Yes	75-76
D	Experiencing difficulty in mastery of subject area goals	1.000	Yes	70-74
D-	Experiencing difficulty in mastery of subject area goals	1.000	Yes	69
P	Progress shown but below grade level	0.000	Yes	68
U	Unsatisfactory progress toward mastery of subject area goals	0.000	Yes	0-67

Middle School Grade Scale: Grades 6 – 8

PowerSchool – Green Bay Diocese

Grade	Description	Grade Points	Counts in GPA	Percent
A+	Outstanding mastery of subject goals	4.000	Yes	99-100
A	Outstanding mastery of subject goals	4.000	Yes	95-98
A-	Outstanding mastery of subject goals	4.000	Yes	93-94
B+	Very good mastery of subject goals	3.000	Yes	91-92
B	Very good mastery of subject goals	3.000	Yes	87-90
B-	Very good mastery of subject goals	3.000	Yes	85-86
C+	Satisfactory mastery of subject goals	2.000	Yes	83-84
C	Satisfactory mastery of subject goals	2.000	Yes	79-82
C-	Satisfactory mastery of subject goals	2.000	Yes	77-78
D+	Experiencing difficulty in mastery of subject area goals	1.000	Yes	75-76
D	Experiencing difficulty in mastery of subject area goals	1.000	Yes	70-74

D-	Experiencing difficulty in mastery of subject area goals	1.000	Yes	69
F	Unsatisfactory progress toward mastery of subject area goals	0.000	Yes	1-68
I	Incomplete	0.000	Yes	0

REPORT CARDS

Term grades are posted in PowerSchool at the end of each trimester for Kindergarten through grade eight. Copy of report cards will be provided upon request only. Parents are encouraged to monitor student progress and grades throughout the term at any time via PowerSchool. A link to PowerSchool is on the school website. Each new family is given instructions on how to create their PowerSchool Parent account as part of the registration process.

HONOR ROLL

GPA Honor Levels Effective September 2012

Top Honors: 3.66 – 4.00

High Honors: 3.33 – 3.65

Honors: 3.00 – 3.32

Grades for each class are weighted in calculation of the GPA based on the number of days students are enrolled.

The following classes meet 5 days per week and have a full weight: Math, Social Studies, Religion, Literature, Language, and Science.

The following class meet 4 days a week and have a 0.6 weight: Spanish (6-8)

The following classes meet 2 days per week: Art and Physical Education.

The following classes meet 1 day per week: Health and Music.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on each student's academic, physical, social and emotional growth. Retentions involve consultation with parents, teacher(s), principal(s) and any other personnel involved with students.

STANDARDIZED TESTING

Students in grades one through eight take the standardized test Renaissance START Assessments in the fall and spring of the year. Results of these tests are used by the school in evaluating and planning curriculum and specific student intervention needs.

AWARDS

There are a variety of school awards that are presented at various appropriate times during the school year in grades Pre-K to eight. The teachers will make every effort to keep you informed of these awards through email notification or the weekly family envelope as they happen.

8TH GRADE AWARDS

The 8th grade awards and guidelines are as follows:

- † All awards are discussed at the end of each year with the seventh graders
- † All 8th grade awards listed are presented during the graduation ceremony
- † Honor roll is cumulative reflecting grades 6-8

GOOD CITIZEN AWARD (Kiwaniis 8th Grade Only)

This award is presented to two students in five different Little Chute Schools. Nominations are from classmates, teachers, administrators, and school personnel.

It is presented to students according to the following guidelines:

- † Positive and cheerful attitude
- † Respect for their school and community
- † Willingness to put forth a sincere effort in helping others
- † Grades are not a factor

The school administrators and guidance personnel select the winners of the award. Honorees will receive a \$50 savings bond.

ST. JOHN NEPOMUCENE AWARD

The St. John Nepomucene Award is presented to students that embody the St. John Nepomucene School mission statement. These students:

Follow Christ's example with their positive attitudes

Accept challenges and responsibilities by showing progress academically and/or socially

Inspire wisdom by being good role models for others

Thank God by sharing their gifts through their leadership, and

Help others by showing kindness and compassion.

This award is voted on by the entire St. John Nepomucene staff and is given as part of the awards ceremony at graduation.

LIGHT OF CHRIST AWARD

As Jesus taught in Mark 5:16, “Let your light shine before others so that they may see your good works and give glory to your Father in Heaven.”

The Light of Christ Award is a special award voted on by only the 8th grade students. They are asked to think of their classmates that they’ve known and how many of these individuals represent the light of Christ to them. This award is not for the most popular student in class, or the one with the best grades, but the one who most represents what it means to be a follower of Jesus: kindness, compassion, others-centeredness, faith, gentleness, self-control, patience and above all that they do things with love.

This award is given as part of the awards ceremony at graduation.

ST. JOHN MIDDLE SCHOOL SERVICE AWARD (OPEN TO GRADES 6 – 8)

Students in middle school at SJS have the opportunity to earn an award through service. Service is one of the core values of the St. John School Community and the community of Little Chute. Younger students begin learning about service through classroom projects like recycling, delivering school mail, straightening books in church, and other projects. Once students are in middle school, it is expected that service will become a more active and intrinsic part of their lives. Service may be performed in the areas of family, school, parish, and community.

- † Service to family – This includes any babysitting, yard work, housework or errands done for extended family.
- † Service to school – This includes any activity that directly benefits St. John School.
- † Service to parish – This includes any activity that benefits St. John Parish.
- † Service to community – This includes anything that benefits any community. Any work done for relatives does not fall under this heading (if a relative is in charge of a community project, that is acceptable).

Students must have some service in each area listed above to qualify for the service award. A student may petition to do all of their service in one area. This must be approved by the principal in ADVANCE of the service being started. The request should be in the form of a letter and given to the principal as soon as the student is able. The principal will then either approve it or disapprove it and will place it in the service file.

Students may begin accumulating service hours as of May 15 of their fifth grade year. While awards will be given each year, the hours earned do accumulate through the three years a student is in middle school at SJS. If a student joins St. John Middle School mid-year or after sixth grade, the principal will work out a pro-rated system for that individual child for awards.

Hours shall be awarded as follows:

6 th Grade: 24 hours (Service Award)	60 hours (Outstanding Service Award)
7 th Grade: 48 hours (Service Award)	120 hours (Outstanding Service Award)
8 th Grade: 72 hours (Service Award)	180 hours (Outstanding Service Award)

The Service Awards will be given at the last school liturgy of the year, or an appropriate time as determined by school administration.

- † Students must not be paid or rewarded for their service.
- † Students must do the service on their own time. If service is done on school time, it must be approved by the service coordinator or the principal.
- † All service MUST be recorded on the [approved service sheet](#). The service sheets must be filled out correctly in order to receive credit. If a service sheet is not available, the student should document the service on a different sheet and then transfer the information to a service sheet (and attach the other documentation to it).
- † Service hours will be accepted until May 15. At this time the hours will be tabulated.

Any questions regarding service should be directed to the administration.

PARENT – TEACHER CONFERENCES

Parent/guardians are encouraged to keep in close contact with the teachers concerning the progress of their children. Contact can be made through notes directed to the teacher, phone calls, email, or conferences with the teacher after school. Scheduled Formal Parent/Teacher Conferences are scheduled for the first and second trimester of the school year for grades K-8.

HOMEWORK

Homework is an important extension of the teaching/learning that takes place in school. The amount and kind of assignments depend on the grade level and subject matter. A general guideline for the amount of time expected per night is:

Grade 1: 10-20 minutes	Grade 5: 50-60 minutes
2: 20-30 minutes	6: 60-70 minutes
3: 30-40 minutes	7: 70-80 minutes
4: 40-50 minutes	8: 80-90 minutes

If a student is in school on the day an assignment is given, they are responsible for that assignment upon their return. In the event that a student is too ill to complete said assignment, that student may contact the teacher PRIOR to the assignment's due date to discuss possible options for that student. It is the responsibility of the student to contact the teacher.

As a general rule, students are given one additional day to make up any work assigned when they are absent. This, however, is not a school rule. If you are unsure as to the specific rule in your teacher's room, please contact them directly.

CO-CURRICULAR POLICY FOR ATHLETICS AND OTHER CLUBS / ACTIVITIES

Co-curricular activities are defined to include any activities or sports when the student represents the school but in which the school does not require such involvement. These can include athletics, clubs, or teams such as forensics.

1. A student may not participate in the co-curricular program without the consent of his or her parent or legal guardian.
2. Students involved in smoking, drinking or drug abuse will be subject to suspension from the program and any recognition from that program for a period of 30 calendar days. A second involvement subjects the student to total removal from the co-curricular program.
3. Students displaying unsportsmanlike conduct, use of improper language, lack of cooperation, excessive behavioral issues, unexcused absence or tardiness --in the activity or in school-- could be subject to suspension from participation. When exclusion takes place no awards or recognition related to the activities will be forthcoming.

Incidents with students could include, but are not limited to:

- † Excessive honor marks or major Office Disciplinary Referrals
 - † Single severe incident discretion, approved by principal
4. When student removal from an activity or suspension from involvement is to take place, parents/guardians must be informed.
 5. Every participant is expected to have adequate insurance coverage through the school or provided by his/her parents/legal guardians. St. John Nepomucene School will not be responsible for any medical charges incurred by a student.

First time co-curricular procedure offenders for behavior will be suspended for one week or as determined by the Athletic Director. Second time offenders will be suspended for an additional week to be determined by the Athletic Director.

In addition to the co-curricular code of conduct, the following code applies:

ACADEMIC ELIGIBILITY – ALL CO-CURRICULAR ACTIVITIES

The Athletic Director and/or coordinator of a co-curricular program will submit a list of enrolled participants to the Principal for review of their academic eligibility status. This is the process:

- † By the third week of the trimester, grades will be checked weekly, typically on Friday.
- † Any student with a G.P.A. below 2.0 or a grade of 'F' in any subject is placed on probation for one week. Student may still practice and perform/play.

- † Next grade check: if student(s) on probation has raised his/her grade(s) or made satisfactory progress she/he is removed from probation. If grade has not been raised student is declared ineligible beginning the first Saturday following the latest grade check and remains ineligible for one week. The student may not participate in practices or games during this week.
- † At the next grade check, if an ineligible student has raised their grade(s) she/he is reinstated. If not, the student remains ineligible for an additional week. The student may not participate in practices or games during this week. Should a student remain ineligible for two consecutive weeks, she/he is dropped from that activity for the remainder of the season.
- † Consideration will be given to those students with identified academic needs. School administration reserves the right to determine eligibility in all cases.

School administrators will notify coaches/supervisors of student status.

Students participating in SJS athletics or activities must be in attendance at least one-half day of school immediately preceding an after-school or evening practice or contest. Serious illness or death in the immediate family, medical or dental appointment which cannot be avoided, and special situations which arise occasionally and for which an excuse has been secured beforehand from the administrator are exceptions to this rule. It should be noted that a student who is too ill to attend class is considered too ill to perform in athletics or activities.

FIELD TRIPS

Field trips broaden the educational experience of the students. Through field trips, students experience learning unavailable to them within their classroom, yet highly supportive of the curriculum. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and are an extension of classroom activity. All such activities must have the approval of the administration. Field trip expenses are often paid by the child's family. Students will not be allowed to attend a field trip unless the signed permission slip is in the school office. Students who do not take part in a scheduled field trip are required to be in school. A student may be denied participation in a field trip if she/he does not meet the behavioral requirements of the staff and the administrator. No student will be denied participation in a field trip based on ability to pay. Please contact the office in the event that you have difficulty with payment regarding a field trip. All such requests will remain confidential.

MIDDLE SCHOOL INFORMATION

HOMEWORK

Due dates for assignments are firm. If you do not have your assignment (or it is incomplete) at the beginning of the class in which it is due, then a **Homework Warning** ([see example on page 26](#)) is given when it is first time in this subject this school year.

Form requires Parent signature.

The Homework Warning must be returned the next day with the missing/late/incomplete assignment.

For all subsequent times, a 30 minute **More After School Help (MASH)** session is required. If the assignment is not completed before or during that time, students will receive another MASH until it is complete. Students will lose 10% of grade each day an assignment is not turned in after MASH is served. After 5 days (50%), score will be zero. *If students are absent part of the day for an appointment, service, etc., they are responsible for the class work missed and homework assigned as if they were present.*

MASH Form notifies Parent of date and time and requires Parent signature.

MASH form must be returned the next day.

The homework may be returned at the end of the MASH session.

If the homework is not completed, then multiple sessions will be required until it is completed.

Extra help sessions may be scheduled at the request of student, parent, or teacher. The Teacher may require extra help sessions based on grades.

BEHAVIOR

Honor Card – Each student is given an Honor Card with 5 honor points for the month. If the student’s behavior is not honorable as defined by following the Dutchmen Difference guidelines of Responsible, Respectful, Safe, and Faithful, then points are lost. Examples of behaviors that result in the loss of an honor point (not a complete list):

Responsible	Respectful	Safe
Not prepared for class	not following line/voice/body basics	using equipment inappropriately
Not on Time	using others’ things without permission	not in correct location
Off Task	Disrupting class	physical actions resulting in concern
Food, gum, candy*	language	

*where not allowed

Loss of 3 points results in a conference with your advisor.

Loss of all 5 points results in a Detention/Office Disciplinary Referral and conference with student and guidance counselor.

A 2-point card is then used. If those points are lost, then a detention and conference including student, parents, guidance counselor, and principal results.

Lost points accumulate for the month. Each month begins with a new 5-point card.

Detention/Office Disciplinary Referral – This is a consequence of a serious infraction of rules. 45 minutes after school are required. The form notifying Parent of date and time requires parent signature. Return the form the next day to the assistant to the principal/office.

Three Detention / Office Disciplinary Referrals within one month will result in an in-school suspension.

Four or more Detention/Office Disciplinary Referrals within one month will result in an out-of-school suspension for one day.

Examples of behavior that results in a Detention/Office Disciplinary Referral are given below:

- 1) Loss of 5 honor points within the month
- 2) Loss of 7 honor points (original 5 plus 2 more) within the month
- 3) Loss of 9 honor points (original 5, plus 2, plus 2 more) within the month
- 4) Not returning forms; not attending Detention or MASH Session that have been scheduled
- 5) Any serious behavior, for example (not a complete list):

Responsible

Cheating

Lying

Plagiarism

Respectful

Vulgar Language

Insubordination

Vandalism

Safe

Fighting

Threats

Bullying

St. John Middle School
Homework Warning

Name: _____

Subject: _____ Teacher: _____

Assignment: _____

Due Date: _____

Parent Signature Required: _____

Homework is an integral part of the learning process. Incomplete, Inadequate, or missing assignments do not show reasonable effort and will not be accepted. It is expected that all work be completed by the beginning of the class on the due date.

This form must be returned with the completed assignment the next school day. Failure to do so will result in a Detention.

Failure to complete and/or turn-in future assignments will require attending a More After School Help (MASH) session.

St. John Middle School
More After School Help (MASH)

Student's Name: _____ Date of Session: _____

Reason

Teacher Assigning Session: _____ Today's Date: _____

Parent Signature

More After School Help (MASH) sessions are for Middle School students only. The goal is to maintain an atmosphere of learning for all students. A parent signature is required. The teacher will contact the parent if the form is not signed and returned or a call is not made by the next school day. Sessions are held based on the supervising teacher's meeting and supervision schedule. The signed form must be returned the next day. The missing homework must be returned at the end of the MASH session or at the end of multiple sessions required to finish the assignment.

2015-16

St. John Middle School

5 Point Honor Card

Name _____ Advisory _____ Date Issued _____

<i>Date</i>	<i>Teacher Initial</i>	<i>Circle Guideline</i>	<i>Explain</i>
<input type="checkbox"/>	<input type="checkbox"/>	Responsible Respectful	Safe Faithful
<input type="checkbox"/>	<input type="checkbox"/>	Responsible Respectful	Safe Faithful
<input type="checkbox"/>	<input type="checkbox"/>	Responsible Respectful	Safe Faithful
Conference with Advisor Required		<input type="checkbox"/>	Parent Notification
<input type="checkbox"/>	<input type="checkbox"/>	Responsible Respectful	Safe Faithful
<input type="checkbox"/>	<input type="checkbox"/>	Responsible Respectful	Safe Faithful

2 POINT Honor Card

<i>Date</i>	<i>Teacher Initial</i>	<i>Circle Guideline</i>	<i>Explain</i>
<input type="checkbox"/>	<input type="checkbox"/>	Responsible Respectful	Safe Faithful
<input type="checkbox"/>	<input type="checkbox"/>	Responsible Respectful	Safe Faithful

St. John Middle School
Detention/Office Disciplinary Referral

Student's Name: _____ Date of Detention: _____

Reason:

Teacher Assigning Detention: _____ Today's Date: _____

Student Response: Complete this part of the form and return to the **guidance counselor** before classes begin the next school day. Failure to do so will result in another detention.

Explain the incident(s) and the related guideline(s)

Explain one alternate way of acting for a more positive result:

Student Signature: _____

Parent: To indicate that you have read this form and discussed it with your child, please sign and have your child return the form to the guidance counselor before the beginning classes the next school day.

Parent Signature: _____

DUTCHMEN DIFFERENCE

If a child doesn't know how to read, *we teach*.

If a child doesn't know how to swim, *we teach*.

If a child doesn't know how to multiply, *we teach*.

If a child doesn't know how to drive, *we teach*.

If a child doesn't know how to behave, *we... ..teach? ...punish?*

Why can't we finish the last sentence as automatically as we do the others? -Herner, 1998

BE RESPECTFUL

BE RESPONSIBLE

BE FAITHFUL

BE SAFE

Character Education is "the deliberate effort by schools, families, and communities to help young people understand, care about, and act upon core ethical values." Utilizing the traits of character education: responsibility, trustworthiness, respect, fairness, caring, citizenship and faith students at SJS are provided with multiple avenues and opportunities to receive instruction in character education.

What Outcomes are Associated with Implementation of the Dutchmen Difference?

- † Less reactive, aversive, dangerous, and exclusionary
- † More engaging, responsive, preventive, and productive
- † Address classroom management and disciplinary issues
- † Improve supports for students whose behaviors require more specialized assistance
- † Most importantly, maximize academic engagement and achievement for all students

Four Elements of the Dutchmen Difference:

Systems: Policies, procedures, and decision-making processes that consider school-wide, classroom, and individual student systems.

Data: Guide decision-making processes and measure outcomes.

Practices: Strategies and programs that are used to enhance student learning outcomes and to strengthen teacher instructional approaches.

Outcomes: Academic and behavioral targets that are measured using the gathered data.

WHAT IS THE MATRIX?

All-School Teaching Matrix: St. John School created an all-school matrix of 3-5 positively stated, school-wide expectations with rules providing specific descriptions of what students and staff are expected to do in all specific settings. The matrix is also supported by developed routines for all non-classroom settings. Classroom matrices are also developed within the PBIS framework within the first year of implementation and classroom matrices rules and routines are tied to the all-school wide expectations.

All-School Office Disciplinary Referral Form (ODR) : St. John School created an all-school office discipline referral (ODR) form that manages minor and major infractions in the school setting. The ODR form allows for providing all students who display problem behaviors with a clear, consistent, and educative response to behavior violations. The consistent utilization of the ODR form allows for increased communication between school personnel and the home. It also allows for the site to track and monitor student behavior to more effectively guide proactive plans of staff members.

DD Cool Tools/Behavioral Lesson Plans: During the initial kick-off of the Dutchmen Difference implementation and during the entire school year, school-wide behavioral cool tools are developed and taught to students to ensure that they have a strong foundation in identifying skills that have been targeted to support the all-school matrix expectations, rules, and routines. Additionally, “booster” lessons are taught after natural breaks in the school year (winter break, spring break, etc.) or when all-school behavioral data collected identifies student behaviors that need to be corrected.

All-School Acknowledgement System: Our school has created a positive acknowledgement system that supports staff and students in the school settings. Dutchmen Dollars are just a few of the many positive incentives that have been created and provided to staff and students when all-school expectations are practiced at the school. Our school determines what students and staff can do with their earned tickets from buying things at the school store to having their names picked in monthly drawings from the principal. SJS also developed monthly incentives, quarterly celebrations and a positive, caring, and supportive environment that encourages and celebrates student social competence in the school setting.

BULLYING AND CYBER BULLYING

It is the policy of St. John Nepomucene School to provide a safe, positive, productive, and nurturing educational environment for all of its students. Bullying toward a student, whether by other students, staff, or third parties is prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. Gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. This policy applies if it takes place at school, during a school-sponsored activity, on school buses, through the

use of school equipment in the case of cyberbullying, or if the behavior in question has a negative impact on the school environment.

Bullying is deliberate or intentional behavior using words (or through use of technology) or actions intended to cause fear, intimidation, or harm. Bullying is a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being.

Every student and volunteer is expected to report any situation they believe to be bullying behavior directed toward a student including bullying from an adult.

All employees who observe or become aware of acts of bullying are required to report these acts to the principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made to the principal or guidance counselor.

All complaints about behavior that may violate this policy shall be investigated promptly by the principal or counselor. The person investigating the report of bullying shall interview the victim(s) of the alleged bullying and any witnesses, and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Retaliation against a person because the person has filed or is assumed to have filed, a bullying, harassment or hazing complaint or because a person assisted or participated in an investigation or proceeding is prohibited. An individual who knowingly files a false complaint or who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to disciplinary measures up to, and including, suspension and/or expulsion.

USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES DURING SCHOOL

Cell phones or other personal electronic devices are not to be on the person of any student during school hours. Phones may be kept turned off in their lockers.

Students are officially discouraged from bringing personal electronics to school. St. John Nepomucene School is not responsible for any lost, stolen or broken personal items.

ASSOCIATIONS

HOME AND SCHOOL

Every family at St. John Nepomucene School is automatically a part of the Home and School Association! The purpose of the Home and School Association is to create a successful partnership between parents and school so that together we can help to provide a quality Catholic Education for all of the children at St. John School. Each year, Home and School sponsors monthly hot dog days, holds the Annual Hometown Christmas Craft Sale, sponsor Santa's Secret Shop for the students, provides dinner for the teachers during conferences, holds a pizza/ice cream social during Catholic Education Week, operates a food booth at the annual Cheesefest, and hosts the staff appreciation and Christmas luncheons. Home & School also helps support classroom projects and supplies and supplements our fine arts budget. A fee will be collected in the beginning of the school year. Parents are encouraged to participate by attending monthly meetings (typically on the third Wednesday at 6:30 PM) or volunteering to help. Home and School can be contacted via email at homeandschool@stjn.org.

ATHLETICS

St. John Nepomucene School has a wonderful and supportive Athletic Association that supports sports teams in grades 5-8 as well as our physical education classes. Sports include girls volleyball (6-8), Girls basketball (5-8), Boys basketball (5-8) and track (6-8).

For eligibility for sports, please see "Co-Curricular Policy"

GUIDELINES

- 1) The athletic program is under the direction of the Athletic Director and the Athletic Committee who are governed by the principal and the Total Board of Catholic Education.
- 2) Diocesan rules, league rules and Athletic Committee guidelines regulate practice times, play etc.
- 3) Students may not participate in athletic events unless academic standards are maintained (see Academic Eligibility).
- 4) A medical examination is highly recommended before participation.
- 5) Players must be covered by family or student insurance for both travel and competition.
- 6) Drivers under the age of 21 are strongly discouraged.
- 7) Those wishing to participate in athletics during the school year MUST have all forms completed and turned in to the school office prior to the start of the sport in which they are participating. Coaches and/or the athletic director will provide those forms.

ATHLETIC PROGRAM

Formalized in 2005, the SJS Athletic Committee is comprised of parish members selected at random from all nominated persons. The group of seven exists to govern athletics at SJS, in conjunction with the Athletic Director and school principal. This committee reviews rules, safety, grievances and coach selections. The [Athletic Program Structure](#) is posted on the website.

CAMPUS SECURITY / CRISIS RESPONSE PLANNING

CHILD ABUSE

According to Diocesan Policy Code 5060, all suspected child abuse or neglect will be reported.

BUILDING ACCESS CONTROL

All doors to St. John Nepomucene School are locked at all times; the main doors facing Grand Avenue have a doorbell and office staff will buzz in visitors. **All** visitors are required to sign in the main office at the top of the stairs to the right. Visitors needing assistance or accessibility are asked to call the office so we can meet you at a more accessible door location, and we appreciate your patience.

PARENTS / GUARDIANS ENTERING SCHOOL

Any parent/guardian entering the school building during school hours is required to register in the school office. This is to ensure your safety and the safety of your children. If anyone other than a parent is to meet the child at the school, please inform the school office in writing. If the child is to be picked up during the school day due to illness or an appointment, the child is to wait in the school office. The parent/guardian or designee from school emergency form must sign the child out. All legal custodial arrangements will be adhered to by the school. For the safety of the children, the school may request a copy of any such agreement.

VEHICLE AND PEDESTRIAN SAFETY

PLEASE NOTE THAT DURING SCHOOL HOURS THE GRAND AVENUE SIDE OF THE PARKING LOT IS AN ENTRANCE ONLY, AND THE PINE STREET SIDE IS AN EXIT ONLY.

Students should not arrive at school before 7:30 am and should leave for home promptly after being dismissed. We are concerned for student safety and these are the only times supervision is available. If a student needs to stay after school, they must be supervised by an adult. For safety reasons, the following rules will be enforced:

- 1) Please do not drive cars within the school parking lot area when the safety cones are in place. These cones mean that students are or will be present in the parking lot.

- 2) Cars traveling within the parking lot must drive at a slow speed at all times for the safety of all those walking.
- 3) Cars may drop students off in the morning along the sidewalk area, remembering to move as far up the line as possible. Any parent parking in the lot for drop-off or pickup must escort their child, Kindergarten through grade four, to and from the sidewalk area of the school building.
- 4) No student should ever walk across the street without a parent escort.
- 5) Bikers should walk bikes to the northeast corner of the parking lot or on sidewalks and to the bike racks. They must then use the sidewalk to walk to the doors of school (or the cement area outside of school). Bikes should be locked in the racks provided.

GENERAL CAMPUS SECURITY

The safety of our students is the first concern at SJS. If you see anything that seems unsafe, please contact the school office immediately. All school doors are locked during hours of operation. Visitors and guests are required to enter through the main entrance (door #1).

SAFETY DIRECTIVES

- 1) Check in at the school office when you are in the building.
- 2) DO NOT prop or key open any doors to the building. If you must have a door held open, contact the office for a staff member to assist.
- 3) Talk with your children about safety. Students should be aware that they are to work in pairs. This includes using the bathroom during church services.
- 4) Use the proper drop off and pick up procedures. The Grand Avenue entrance is designated as ENTER ONLY and all vehicles should exit onto Vandebroek Street. Follow the speed limit around school and be sure to follow the traffic flow. If you need to leave your vehicle, please park in the designated parking areas. Do not park in the drop-off line of traffic. DO NOT use the parking lot unless you are staying for liturgy or dropping children off in the lot. Cutting through the lot while children are present will be reported to the authorities.
- 5) Do not undermine school rules with your children. If you are unhappy with a rule, please address it with administration, but encourage your child to follow the rules as they stand. They are there for the safety of ALL the children at SJS.

PETS

Pets of any kind are ordinarily not allowed at school unless first discussed with administration. Teachers may give special permission for pets to be brought to school as part of a special program or activities providing that no child's health is endangered by the presence of the pet. Under no

circumstances is a potentially dangerous pet to be brought to school. We also ask that parents not allow pets in the parking lot before and after school during busy drop off/pick up times for the safety of all.

EMERGENCY, TORNADO, AND ALICE DRILLS

Emergency procedures for fire drills and tornado drills are on file in the office and posted in the classrooms. Both the State of Wisconsin and the Diocese of Green Bay require that schools participate in fire and tornado drills on a regular basis.

Other emergencies, including Alice, lockdown/lockout, evacuations, and how to reunite with family members are also practiced by students and staff during the year. Should an evacuation, lockout, or hold at school become necessary, parents will be notified as soon as possible. For the safety of our students, exact details of procedures will not be published here.

MANAGEMENT PLANS FOR ASBESTOS

Inspection for asbestos has been completed and the school is safe.

TECHNOLOGY ACCEPTABLE USAGE POLICIES

Students and parents are expected to read and sign electronically an Acceptable Use Policy each year. The policy was developed by the Total Board of Catholic Education and is as follows:

It is the policy of St. John School to maintain harmony within the community and ensure technology use by students and staff is consistent with the values of our faith community.

It is the purpose of this policy to ensure acceptable practices by students and staff in regards to computer facilities, hardware and software, networks, servers, and the Internet. Computer access is a privilege, not a right.

- A. Inappropriate or unacceptable use of resources include, but are not limited to, violations of the law; failing to follow the rules of network etiquette; or hampering the integrity or security of any network connected to the Internet.
- B. Parents are advised that a determined user may be able to gain access to services on the Internet that St. John School has not authorized for educational purposes. It is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate or offensive. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents are responsible for setting and conveying the standards that their children should follow when using the Internet.
- C. Network and Internet access is provided as a tool in education. St. John School reserves the right to review electronic transactions to ensure that the system is being used properly.

- D. Students may not access another student's account or files.
- E. Users who maliciously access, alter, delete, damage, or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by St. John School. This includes, but is not limited to, changing or deleting another user's account; damaging or deleting school files; altering the system; destroying, modifying, vandalizing, defacing or abusing hardware or software.
- F. St. John School discourages students from bringing personal computing technology or other technology equipment with the purpose of connecting to St. John School infrastructure.
- G. St. John School assumes no liability for any personally owned technology that is brought into the school particularly if it is connected to the school's owned technology.
- H. Any damage done to St. John School technology or property due to unauthorized use of personal equipment will become the liability of the owner of the personal equipment.
- I. Users who disregard this policy and its guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

PRINCIPAL'S OFFICE – PROCEDURE FOR CONCERNS

If a concern arises in the school, please observe the following steps:

- 1) Talk to your child to make sure you have clearly understood the concern from your child's viewpoint.
- 2) Contact the teacher/teachers/staff involved and set up a conference to discuss the concern from the teacher's viewpoint.
- 3) If a solution cannot be worked out, contact the principal and set up a meeting to resolve the situation. This meeting should include the parent, teacher, child, and principal.
- 4) Failing a resolution with the principal, a parent may choose to bring an issue to the next regularly scheduled Board of Education meeting. The parent must, in writing to the Board president, describe the situation at hand, and inform the principal and staff member of their intent to address the Board at least two weeks in advance of the meeting.

In the event that a parent chooses to begin the process by speaking to a party other than the staff member or teacher, they will be redirected to speak with that individual before the concern will be addressed at a higher level.

UNIFORM, DRESS, AND APPEARANCE POLICIES

UNIFORM GUIDELINES

St. John School has a uniform policy. This is to promote our Catholic Identity as well as a spirit of acceptance and unity. Students in grades K through 8 are required to be in proper uniform every day. Shirts must be tucked in at all times. **The 1/4 zip SJS logoed athletic shirt does not have to be tucked in.** At this grade level the parent/guardian is responsible for ensuring that the child is in compliance with our uniform/dress code when they are brought to school. Parents' taking the responsibility for their child's following of the dress code will form the implementation and success of these standards. If in doubt about the acceptability of an item of clothing, please contact the principal **before allowing** your child to wear the item to school. In all cases the administration will make the final decisions determining if a student's attire is in compliance with the uniform guidelines. Each subsequent time a student continues to show up to school not in proper uniform, the parent or guardian will be notified.

Uniforms can be purchased through our online store throughout the year. Parents will be notified when the store will be opened. Uniform skorts, jumpers, and skirts can be purchased through the [Schoolbelles website](#).

	K-8
Shirts	All students must have SJS blue logo shirt and the shirt must be tucked in at all times. White, light blue, gray, black or navy short or long-sleeved collarless shirts may be worn underneath. There should be <u>no visible pattern</u> on any undershirt.
Sweatshirts	SJS blue logoed long-sleeved sweatshirts or ¼ zip SJS logo pullover.
Sweaters	Navy sweaters or vests (no hoods allowed) or SJS navy fleece are permitted.
Jumpers/Skirts	SJS green/Blue plaid jumpers/skirts are allowed at all grades but typically worn in grades K-2. Solid navy and khaki jumpers/skirts are also permissible. The SJS collared logo shirt must be worn with a jumper/skirt.
Pants	Navy, black or tan khaki pants are acceptable. NO tight-fitting stretch, denim, low rise, oversized, sweatpants, or embellishments (i.e. sequins or stitching) allowed. Leggings are not permitted as pants, and may only be worn under jumpers or skirts.

Middle School Physical Education Uniform	All middle school students must wear the required physical education uniform as approved by the Board of Education.
Skorts/Shorts/Capris	Skorts, shorts, and capris are allowed Apr. 1 – Oct. 31 in the same color choices as pants. Length must be no shorter than 4” above the knee with no large embellishments or logos.
Belts	Must be worn if the pant has belt loops (Grades 4-8)
Socks	Must be worn at all times
Tights	Navy, tan, black or white may be worn in place of socks
Shoes	Clean, tied, good condition. Sandals with socks allowed Apr. 1- Oct. 31. Backs are required on all shoes.
Jewelry/Make Up	Visible body piercings other than the ear are unacceptable. Males may not wear earrings; females may wear no more than three per ear. Make up should be used sparingly and by girls only. Extremes in make-up and jewelry will not be allowed.
Hair	Hair must be clean, neatly combed, out of eyes and of reasonable style and natural shades. Males’ hair must be no longer than the bottom of the ear at the sides and above the collar in the back. Hair may not be shaven into designs, symbols or shapes. Head coverings will not be allowed unless special permission is given by administration.
Athletic Clothing	On game days or on the day preceding a weekend game, those students participating in SJS Basketball, Volleyball, or Track may wear their SJS Administration approved team shirt or jersey. Those members of Little Chute public school or Little Chute Recreation Department Programs (LC Jets, Cross Country, Wrestling, Dance, etc.) may also wear their team jersey or shirt. If sleeveless, they must have a white or gray t- shirt underneath. All other team or activity shirts are prohibited unless approved by administration prior to game day.

Throughout the year we have non-uniform days (hot dog days)/casual attire. Hair paint and face paint are not allowed unless specifically mentioned below. All shirts must be long enough that when arms are raised, midriff does not show. Sleeveless shirts must be worn with a t-shirt

underneath. No holes in jeans or shorts are allowed. Shorts should be no shorter than 4 inches above the knee. Leggings are not permitted as pants, and may only be worn under jumpers, skirts, or shorts.

DRESS DOWN VIOLATIONS: ENFORCEMENT POLICY

St. John School, as a private educational institution reserves the right to establish and require a norm of appearance for its students. The primary concern is that the student's appearance is modest and appropriate to allow focus on education.

The administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. All clothing with wording must be in good taste, free from offensive or inappropriate language.

Sloppy clothing or extreme styles in clothing, hair, or accessories are not appropriate and will not be permitted. If any questions should arise as to what is appropriate, the clothing should be brought (NOT WORN) in for consideration. In general, SJS relies upon the good judgment and cooperation of both students and their parents in the implementation of the dress code rules.

If a student is in violation of the code, parents will be called for a change of clothes. During special events, there may be some deviations from the dress code. This will be communicated prior to the event. Expectations on non-uniform days still include a tidy appearance, appropriate messages and appropriate length of clothing. Unless specified otherwise, hats/caps/scarves, hair/face/body paint (including temporary tattoos) are not allowed.

Please call the office or check the field trip form to review required dress for such events.

SPECIAL EVENTS AND OCCASIONS

During special events (Catholic Schools Week, October Cancer Awareness, etc.) non-uniform days or special exceptions may be allowed (e.g. pink hair extensions during October) at the discretion of administration.

GUEST SPEAKERS OR PROGRAMS

Guest speakers and programs enhance the curriculum and expand horizons, opportunities and experiences at SJS. All guest speakers and programs must be arranged in consultation with the administration. We ask that calendar dates be approved by the office and cleared with the master calendar.

EIGHTH GRADE GRADUATION

Approximately 1-2 months prior to graduation we will host a parent meeting to relay the specifics of the celebration and encourage sign up for parent committees. The staff of St. John School will plan the liturgy. Parents are responsible for planning the graduation celebration. Fees will be

collected based on the event planned. Graduation fees vary from year to year, but typically range about \$120/student, including class trips, retreats, event fees (meal, decorations, etc.) Every year can be different, but some past traditions have included:

- † 8th grade class drama performance (at Xavier High School), typically the last week of April/first week of May
- † Retreat at Camp Nan-A-Bo-Sho
- † Class trip to Madison
- † Graduation Mass, dinner and dance at St. John Nepomucene Church

SPIRIT WEAR

Spirit wear is not a part of the school uniform. Spirit wear may be worn on dress down days and other functions that may apply, and outside of school. Spirit wear can be purchased online during the open store hours which occur periodically throughout the school year.

HEALTH AND MEDICAL POLICIES / PROCEDURES

HEALTH

In an effort to gain a non-medical indication of the children's vision and hearing, we do an informal screening with the help of volunteer parents.

State law requires that all students be immunized against certain diseases. Immunization records are kept in each student's health file and should be updated as needed. These requirements may be waived for medical, religious or personal reasons if the signed waiver is filed with the school.

A consent form is necessary for prescription medication that must be taken during the school day. These forms are available in the school office or on the website. Non-prescription medicine may not be given to any student without written permission from a parent. All medication must be kept in the school office unless specified (please see "Medication").

MEDICATION

The following procedures and guidelines will be used when school personnel are requested by parents to administer prescription and/or over-the-counter medication:

- 1) A copy of the STUDENT MEDICATION PROCEDURES will be provided to parents requesting school administered medication times.
- 2) The parent/guardian shall complete the [Medication Consent Form](#). The doctor prescribing medication shall complete the Medication Consent Form. When both sides of the form are complete, the principal and his/her

designee shall make a determination if the school can accommodate this request.

- 3) Once approved, the medication must be stored in an original pharmacy container for the prescription with the student's name and directions for dosage clearly printed on the container. The medication will be stored in a locked medicine cabinet.
- 4) An individual student medication log will be kept for logging the daily dispensation of the medication. The date, time and initials of the person dispensing the medication will be recorded.
- 5) Should the student need to be reminded to take medication, all attempts will be made to provide this reminder as inconspicuously and confidentially as possible.
- 6) Medication will be administered according to the directions given by the doctor and/or pharmacist.
- 7) When the quantity of prescription is within two (2) days of being depleted, the principal and/or designee shall notify the parent/guardian to replenish the prescription. Notification may be accomplished via phone call, voice mail and/or a completed school document. The remainder will be documented on the individual student medication log.
- 8) A new individual student medication log will be kept for each different prescription being dispensed.
- 9) Any change in medication dosage will require a new prescription form to be completed by the physician and the parent.

INSURANCE

If your child/children are not covered under a health insurance plan, please call the school for further information.

ILLNESS OR INJURY

In case of illness or injury, the children will be cared for temporarily by the school office staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

For students who are too ill to remain in the classroom, parents will be called to pick up their child from school. For your child's wellbeing, we ask that there be full recovery from any illness before sending him/her back to school. Staying indoors during recess or noontime is not permitted.

There are however, some medical exceptions that require a student to stay inside at times. In this event, the classroom teacher will make arrangements for supervision.

A written notice from your child's doctor is required if your child is not able to participate in regular physical activity.

Typically, we expect students to be symptom free (including vomiting, diarrhea, and fever) for **24 hours** prior to returning to school. Fevers are considered any temperature above 100.5°F.

LUNCH PROGRAM

St. John School offers a daily hot lunch program with a wide variety of healthy options for students to enjoy. Menu items include whole grains, fruits, vegetables and selections that are low in fat and sodium.

Three meal plans are offered to reflect the diverse ages and appetites of the children.

Small (½) Entrée-\$2.75 Regular Entrée-\$3.75 Large (Double) Entrée-\$5.75

Each meal includes a choice of one entrée, vegetable, fruit, and starch (as appropriate). A sandwich will be offered each day as an alternative.

Through funding from the State of Wisconsin, we are able to offer milk at a cost of \$.10 to each student daily whether they take hot or cold lunch. Options include: White – 1% or Skim; or Chocolate - Skim.

Water is also available at a cost of \$.30 per bottle.

The following items are offered daily (as available):

Jelly Sandwich

Fresh Fruit: Apples, Bananas, Grapes, Oranges, Peaches, Pineapple, Pears, Applesauce, Watermelon

Fresh Vegetables: Celery, Carrots, Cucumber, Broccoli, Cauliflower

Homemade Soups: Soups will be available October - April

Lunch menus will be posted at www.stjn.org on the [Family Resource](#) page prior to the start of the next month.

Over the years we made many positive strides in improving the quality and healthfulness of the hot lunch program and the students learned to try new foods and make better choices. Our goal is to continue to improve the program by offering nutritional, yet tasty selections.

Parents are expected to maintain a positive balance in their family accounts. Families with a balance due of \$25 or greater will be restricted from utilizing the lunch program until the account is paid in full. Payments can be made directly to the parish office or by Venmo@stjohnnepomucene-LC. Please check PowerSchool frequently for your child's lunch account balance.

Please contact the school office with any questions or concerns you have about the hot lunch program.

While in the Cafeteria:

- 1) Students must sit in the assigned area and eat with their own grade.
- 2) The noise level in the cafeteria should be kept to a minimum silence will be imposed.
- 3) Proper manners for eating are expected.
- 4) Skipping in line is not allowed.
- 5) If a student needs assistance in the lunchroom, they are to raise their hand until a supervisor is free to help them.
- 6) Students may use the restroom only with permission. The only restrooms to be used are those on the lowest level of school NOT in the parish center.
- 7) The floor and tables are to be left clean.
- 8) Students are to bring their outside clothing to the lunchroom.
- 9) All adults (staff and volunteers) are to be treated with respect.
- 10) When dismissed to go outside, students are not to walk back into school or to restrooms.

FOOD ALLERGIES

It is the policy of St. John Nepomucene School to provide a safe, positive, productive, and nurturing environment for all of its students. It is our intention to make our handling of food as safe for all students as is feasible, in particular students with allergies. When possible, we will follow recommended Center for Disease Control (CDC) guidelines for food handling.

In every way possible, school programs and staff will foster a climate that promotes positive psychological and social development, actively promoting safety, respect, and acceptance of differences. Children with food allergies need an environment where they feel secure and can interact with caring people they trust. A positive climate coupled with food allergy education and awareness for all children, families, and staff members can help remove feelings of anxiety and alienation among children with food allergies. [Severe Allergies Plan](#)

To that end, we will work with all staff, volunteers and parents to do the following:

- A. There will be a school-wide “no food sharing” rule. No one should be trading or sharing food in the cafeteria or in the classrooms to be certain that no accidental passing of allergens happens.
- B. The school lunch program will no longer serve desserts or main dishes that include peanut butter. All peanut butter/ sandwiches containing peanut butter will be prepared in a separate area from the rest of the food and/or in closed containers.
- C. Allergen-free tables or areas will be set up based on parent request, and encouraged in the early grades. Separate cleaning cloths will be used just for those tables to prevent the spread of contaminants per the CDC recommended guidelines.
- D. When bringing in home-made birthday treats, teachers will encourage parents to provide ingredient lists and/or choose treats without the foods that a student or students may be allergic to whenever possible. Officially we will encourage healthy treats as a school whenever possible.
- E. Since 80% of allergic reactions in schools occur in the classroom, not the cafeteria, we officially discourage the use of food as incentives unless it is cleared with administration first. Any candy, treats, or project ingredients that contain common allergens should not be used in the classroom.

Staff will be provided training (including AED and CPR certification) to increase their knowledge about food allergies and how to respond to food allergy emergencies. This training will focus on reducing the risk of an allergic reaction, responding to allergic reactions, and supporting the social and academic development of children with food allergies.

In addition, all cafeteria staff will use the CDC guidelines for cross-contamination where appropriate.

Other groups that use the common school spaces (i.e. cafeteria) will be made aware of and comply with policies on food, cleaning and sanitation procedures. School personnel should be notified when outside groups are using the facilities.

CHURCH / LITURGY

Liturgy is central to our faith, and our students and faculty participate in a weekly mass held every Friday at 8:00 am. All are invited and encouraged to participate in our school liturgies! Occasionally St. John Nepomucene School will have liturgy on a holy day in lieu of a Friday mass. Mass schedules will be provided.

LIBRARY

The media center is available on a regularly scheduled basis. Students are financially responsible for lost or damaged books or materials.

LOCKERS

Students are expected to keep their lockers and desks orderly. Locker checks will be routinely performed to ensure organization. Students are considered co-tenants of their desk and locker. The school reserves the right to search this property if an occasion to do so becomes necessary.

LOST AND FOUND

Items that are lost will be kept for one month. Lost and Found is located in the hallway by the gym on the first floor. Items not claimed by the end of the year will be given to a charity.

STUDENT STORE

As a part of our Dutchmen Difference program, students have the opportunity to spend their “Dutchmen Dollars” in the school store throughout the school year. Items include school supplies, special pens, pencils and erasers, etc.

SCRIP

Scrip may be purchased in the Parish Office or online at <https://stjn.org/church/scrip/>. By using Scrip you earn credit that can be applied toward your child(ren’s) tuition or can be applied toward others tuition if you choose. For more details about scrip, please contact parish office.

TUITION PAYMENT AND FEES

Tuition statements generally mailed or emailed to families in mid-August. All payments are collected through the FACTS agency. Contact the Parish finance office for more information.

FINANCIAL ASSISTANCE

St. John School uses the FACTS agency for both tuition collection and financial assistance evaluation. Links to FACTS are found on the school website, www.stjn.org. These forms are kept highly confidential. Only the principal, assistant to the principal, and the business administrator are privy to the information provided. After review, families are contacted in regard to how the parish can or cannot assist them. St. John School will work with anyone wanting a Catholic education for their child.

FUNDRAISING

All fundraising activities must have the approval of the Parish Administration. Fundraising at St. John School is minimal and either helps families directly with their tuition costs or helps reduce the general school expenses and tuition costs.

PICTURES

The dates for picture day will be communicated to families via an Parent Notify email. Picture day is offered as a service to families. Purchase of pictures is optional. The school will use a photograph furnished by the photographer for the school memory book.

SCHOOL SUPPLIES

An updated list is supplied to families at the end of the school year for the following year. Lists are also available on the school website.

STATEMENT OF NON-DISCRIMINATION

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382(TTY). USDA is an equal opportunity provider and employer.

VOLUNTEERS

Volunteers are welcome to participate in a wide variety of school functions. Please call the school office if you are interested in volunteering to set up a schedule. All volunteers must submit an online [Diocesan Background Check and be compliant with Virtus](#). **Volunteers must be approved prior to any volunteer work, including student field trips.** For questions contact the LoSec Coordinator at the Parish (788-9061).

ST. JOHN SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, OR RELIGION WHEN IT COMES TO ADMISSION OF STUDENTS OR THE HIRING OF FACULTY.



ST. JOHN NEPOMUCENE SCHOOL
Little Chute, Wisconsin

HANDBOOK VERIFICATION FORM

Family Name: _____ Date: _____

We have read and reviewed the SJS handbook for the 2023-24 school year. We understand that the school principal retains the right to amend the handbook for just cause. We also understand that we will be given notice in the event that there are changes to any portion of this handbook. By signing this form, we are agreeing to adhere to school rules and policies as outlined.

Signatures of family members:

Parent/Guardian: _____

Parent/Guardian (Print name): _____

Parent/Guardian: _____

Parent/Guardian (Print name): _____

Child 1: _____

Child 2: _____

Child 3: _____

Child 4: _____

Child 5: _____

Please note that children in grades PreK-3 need not sign this form. Parents will inform these students of the contents in this handbook that apply to them.