



## **Saint John School of Little Canada**

### **Parent-Student Handbook**

Saint John School of Little Canada

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# Saint John School of Little Canada

## Parent – Student Handbook

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# Saint John School of Little Canada

## Parent – Student Handbook

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

### **Mission Statement**

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

### **Philosophy**

In light of our mission statement, we:

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

Saint John School faculty and staff will strive to:

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

### **School Accreditation**

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

### **Important Numbers**

The following important numbers are listed for your convenience.

|                          |                |
|--------------------------|----------------|
| School Office            | (651) 484-3038 |
| School Fax               | (651) 481-1355 |
| School Registrar         | (651) 288-3223 |
| Eagle Club – room        | (651) 484-8913 |
| Eagle Club billing       | (651) 484-3038 |
| Parish Office            | (651) 484-2708 |
| Faith Formation          | (651) 288-3272 |
| Roseville Transportation | (651) 635-1638 |

Faculty and support staff members have their own phone numbers, which you will find on our website [school.sjolc.org](http://school.sjolc.org).

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### Admissions and Placement

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

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

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

Saint John School admits students of any gender, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. We accept students of any religious conviction. However, each student is considered part of the faith community and is expected to participate in all classes and activities. Students new to our school **must** complete the online application and enrollment through TADS, sign and submit their tuition agreement, and submit all required documents communicated to you through TADS before the student's first day of school. Reserving a spot in your child's classroom is determined by the date of completed enrollment and available spots at that time.

#### **Entrance to Kindergarten**

Saint John School requires children who enter kindergarten to be five (5) years old by September 1 of the year in which they will enroll. An exception to the age requirement can only be made if the child passes required public school district early entrant testing, parents/guardians meet with school personnel and an opening still remains. A notification of acceptance or non-acceptance will be sent to all applicants. Our Eagle Club Childcare Program is available before and after our all-day kindergarten class. Childcare information can be found on our website [school.sjolc.org](http://school.sjolc.org), under current parents/childcare. If you have childcare billing questions, please contact our billing person at 651-484-3038.

#### **Transfer Students**

We are always happy to work with families who would like their students to transfer to our school. Ideally this would take place between school years, however we do consider applications for mid-school year transfer students as well. We ask that you reach out to the principal to set up a tour of our school, and begin the process of applying to our school through our TADS online enrollment system. Students new to our school **must** complete the online application and enrollment through TADS, sign and submit their tuition agreement, and submit all required documents communicated to you through TADS before the student's first day of school. Reserving a spot in your child's classroom is determined by the date of completed enrollment and available spots at that time.

#### **Promotion/Retention**

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

#### **Teacher – Student Ratio**

The teacher- student ratio for:

- Kindergarten is no more than 1 teacher per 25 students. If the enrollment warrants a greater than 1:25 ratio, an aide will be added.
- Grade 1 – 8 are no more than 1 teacher per 30 students. If the enrollment warrants a greater than 1:30 ratio, an aide will be considered for the teacher.

#### **Code of Conduct**

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

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### **Positive Reinforcement/Rewards**

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

### **Discipline Procedures**

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

### **Infractions**

#### **Minor Misconduct**

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

Samples of minor misconduct include but are not limited to:

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

#### **Major Misconduct**

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

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

1. Theft.
2. Property destruction or vandalism.
3. Bullying
4. Leaving the school grounds without permission.
5. Fighting.
6. Inappropriate or profane language.
7. Any willful or repetitive behavior which violates or may violate any rules of conduct or school property.
8. Any **serious** willful conduct which disrupts or threatens to disrupt the ability of another to obtain an education.
9. Any willful conduct which endangers or has the potential to endanger the student or other students, faculty, administration or the property of the school.
10. Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment.
11. Cheating.

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12. Use of tobacco by a student at any time on the school grounds, in the building or on the school bus is prohibited.
13. Possession and/or use of alcohol, chemical or illegal drugs at any time by the student on the school grounds, in the building or on the school bus are prohibited.
14. False fire alarm.
15. Bomb threat.
16. Assault/violence.
17. Gambling.
18. Possession of weapons/explosives/dangerous items. ( Archdiocesan Policy #5610)

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

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

**Consequences for Major Misconduct**

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

**In school Suspension Process**

The school principal will:

1. Conduct an investigation, including an informal conference with the student to inform the student about the violation. The conference will not be held if it appears to the school that the student will create an immediate and substantial danger to himself, other persons or property.
2. Conference, in person or by phone, with the student and parent/guardian to discuss the incident as needed.
3. Communicate the suspension and needs during suspension with necessary staff.

**Out-of-School Suspension**

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

**Out -of-School Suspension Process**

The school principal will:

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

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2. Conference, in person or by phone, with the student and parent/guardian to discuss the incident as needed.
3. Communicate the suspension and needs during suspension with necessary staff.

#### **Expulsion**

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

#### **Expulsion process**

The school principal will:

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

Should the student be expelled, the parent will be responsible for the remaining tuition still owed for the school year per their TADS Tuition Agreement signed during the enrollment process.

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

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

#### **Definition**

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

Sexual harassment may include, but is not limited to:

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

#### **Procedure for Handling Harassment Incidents**

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

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

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

### Anti-bullying Policy

#### Purpose:

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

#### Definition:

Bullying is an individual or group abusing power by **repeatedly and intentionally** causing physical or emotional pain to others, especially without provocation. Examples can include but are **not limited** to:

| Emotional            | Physical                       |
|----------------------|--------------------------------|
| Shunning / Excluding | Hitting                        |
| Name calling / Slurs | Kicking                        |
| Ridiculing           | Spitting                       |
| Threatening          | Shoving                        |
| Spreading Rumors     | Taking or breaking possessions |

#### Policy:

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

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

#### Responsibility:

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

#### When an incident occurs:

The bullied person will:

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

Witnesses to bullying will:

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

Parents/trusted adult will:

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



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

1. Investigate the incident within 24 hours.
2. Take proper action as outlined in the consequence section below.
3. Communicate progress of investigation.

### **Consequences:**

Bullying behavior will result in the steps as outlined in the section above regarding discipline procedures. Repeated verbal and physical harassment and/or bullying will result in expulsion.

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

#### **Maximum Absence Requirements**

A student should not be absent for more than 15 days per school year. The only acceptable reason for absence from school is poor health or family emergency. If a student has been absent for more than three (3) consecutive school days or more than six (6) days in a trimester for a medical reason, the school principal must be provided with a **written** medical explanation from the health care professional (i.e.: doctor or dentist).

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

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

For the safety of all our students, children who are ill may not be brought to school. This includes children with the following symptoms: fever (of 100° or higher), diarrhea or vomiting within the last 24 hours, undiagnosed rash, inflamed eyes, severe cold or a sore throat in the absence of medicine. The child may be brought to school when they are symptom free for 24 hours with no medication administered.

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

A parent/guardian should call or email the school each morning of a student's absence 30 minutes prior to the official school start time. Please call (651) 484-3038 or email [saintjohnschool@sjolc.org](mailto:saintjohnschool@sjolc.org). Please leave your child's name, grade and reason for absence. Failing to communicate the absence with the office may lead to your child being marked with an unexcused absence. You may email your student's teacher **in addition to** notifying the school office.

#### **Illness/Injury During the School Day**

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

Additionally, students must attend a minimum of one half (1/2) of the school day in order to be eligible for participation in that day's events including practices, meets, games, scrimmages, tournaments, etc. This policy is in effect for all co-curricular activities. Off campus activities attended by students on regularly scheduled school days will not be considered absences if the activities are sanctioned by the school. For example, "Take Your Child to Work Day" and shadowing at high schools are not school sanctioned activities. Students will not be allowed to participate in athletics and co-curricular activities if they have not met the ½ day of school attendance requirement.

#### **Tardiness**

Students who arrive after the official school start time are considered tardy and are required to report with a parent/guardian to the school office to be signed in. The student will then receive a tardy slip for admission to class. Excessive tardiness (more than three (3) times per trimester) will result in parent/guardian notification.

Examples of unexcused tardy or absences:

- Oversleeping.
- Missing the bus.

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- Car trouble.
- Shopping.
- Visiting friends.
- Being needed at home. (i.e. babysitting)
- No call or note from parents regarding absence.
- Family vacation.
- Shadowing at high schools.
- extracurricular activities (sports, dance, theater, etc.)
- Take My Child To Work Day.

### **Make-Up Work for Absences**

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

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

## **Wellness Policy**

### **Purpose**

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

### **General Statements**

Saint John School:

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

### **Guidelines**

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

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

1. Foods and beverages made available to students during the school day will be consistent with the current USDA Dietary Guidelines for Americans.

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2. Foods and beverages sold through the hot lunch program are provided from CKC Good Foods. The meals all meet or exceed the National School Lunch Program guidelines as laid out by federal USDA policy under the Healthy Hunger Free Kids Act. This includes offering whole grains, lean proteins, low fat dairy, fruits and 100% juice, and vegetables across a variety of sub categories each week. The general guidelines are shown below.

| Meal pattern   | Breakfast meal pattern  |                         |                          | Lunch meal pattern |            |             |
|--|---|-------------------------|--------------------------|--------------------|------------|-------------|
|  | Grades K–5 <sup>a</sup>   | Grades 6–8 <sup>a</sup> | Grades 9–12 <sup>a</sup> | Grades K–5         | Grades 6–8 | Grades 9–12 |
| Amount of food <sup>b</sup> per week (minimum per day)                   |   |                         |                          |                    |            |             |
| Fruits (cups) <sup>c,d</sup>   | 5 (1) <sup>e</sup>  | 5 (1) <sup>e</sup>      | 5 (1) <sup>e</sup>       | 2½ (½)             | 2½ (½)     | 5 (1)       |
| Vegetables (cups) <sup>c,d</sup>   | 0   | 0                       | 0                        | 3¾ (¾)             | 3¾ (¾)     | 5 (1)       |
| Dark green <sup>f</sup>  | 0   | 0                       | 0                        | ½                  | ½          | ½           |
| Red/Orange <sup>f</sup>  | 0   | 0                       | 0                        | ¾                  | ¾          | 1¼          |
| Beans/Peas (Legumes) <sup>f</sup>  | 0   | 0                       | 0                        | ½                  | ½          | ½           |
| Starchy <sup>f</sup>   | 0   | 0                       | 0                        | ½                  | ½          | ½           |
| Other <sup>f,g</sup>   | 0   | 0                       | 0                        | ½                  | ½          | ¾           |
| Additional Veg to Reach Total <sup>h</sup>                               | 0   | 0                       | 0                        | 1                  | 1          | 1½          |
| Grains (oz eq) <sup>i</sup>  | 7–10 (1) <sup>j</sup>   | 8–10 (1) <sup>j</sup>   | 9–10 (1) <sup>j</sup>    | 8–9 (1)            | 8–10 (1)   | 10–12 (2)   |
| Meats/Meat Alternates (oz eq)  | 0 <sup>k</sup>  | 0 <sup>k</sup>          | 0 <sup>k</sup>           | 8–10 (1)           | 9–10 (1)   | 10–12 (2)   |
| Fluid milk (cups) <sup>l</sup>   | 5 (1)   | 5 (1)                   | 5 (1)                    | 5 (1)              | 5 (1)      | 5 (1)       |
| Other Specifications: Daily Amount Based on the Average for a 5-Day Week |   |                         |                          |                    |            |             |
| Min-max calories (kcal) <sup>m,n,o</sup>                                 | 350–500   | 400–550                 | 450–600                  | 550–650            | 600–700    | 750–850     |
| Saturated fat % of total calories <sup>n,o</sup>                         | < 10  | < 10                    | < 10                     | < 10               | < 10       | < 10        |
| Sodium (mg) <sup>n,p</sup>   | ≤ 430   | ≤ 470                   | ≤ 500                    | ≤ 640              | ≤ 710      | ≤ 740       |
| Trans fat <sup>n,o</sup>   | Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving. |                         |                          |                    |            |             |

<sup>a</sup> In the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013–14). In SY 2012–2013 only, schools may continue to use the meal pattern for grades K–12 (see §220.23).

<sup>b</sup> Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ½ cup.

3. School personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state and local laws and guidelines.
4. Saint John School will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
5. Saint John School will make every effort to provide students with sufficient time to eat and will schedule meal periods at appropriate times during the school day.
6. Saint John School will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
7. Saint John School will encourage school sponsored events and programs outside of the school day to be supportive of the Wellness Policy and guidelines.
8. Beverage and food vending machines are not available at Saint John School during the school day.

### B. School Nutrition Program/Personnel

1. Saint John School will provide a healthy and safe school meal program that complies with all federal, state, and local statutes and regulations.
2. The Saint John School principal will see to it that nutrition guidelines and procedures for the selection of foods and beverages are consistent with current USDA Dietary Guidelines for Americans.

### C. Nutrition Education and Promotion

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

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

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### D. Physical Activity

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

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

### E. Communication with Parents

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

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

### Implementation and Monitoring

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

This institution is an equal opportunity provider.

### Dress Code/Uniform Policy

All students, PS-8, are required to wear uniforms on school days, with any exceptions announced in the newsletter or by specific permission from the principal. Administration reserves the right to interpret and enforce the Uniform Code as necessary. Uniforms must be in good condition, clean, appropriate fitting, and free from visible rips, tears or stains. Logos on uniforms should not be faded or tattered. If a student is found to be in violation of the Uniform Policy they may receive an Out of Uniform Notification. Please see Appendix E for the notification. Uniform exceptions may be made for medical reasons only, with a signed note from a physician.

The following is the list of acceptable items to be worn as part of the uniform. Anything worn not on this list will be considered non-uniform.

#### **Grade PS – 8 Boys**

##### **Pants**

- Navy blue or khaki twill.
- Pants must cover boxers.
- Pants must have belt loops except PS and K.

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

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### **Shorts**

- Navy blue or khaki twill knee length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must cover boxers.
- Shorts must have belt loops except PS and K.

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

### **Polo Shirts**

- Navy blue or hunter green short or long sleeved polo shirt with approved Saint John School logo.
- Shirts must be tucked in, not bloused, at all times.
- No logos except the approved Saint John School logo.
- No turtlenecks.

### **Sweatshirts/Spirit Wear Apparel**

- ¼ zip navy blue pullover with approved Saint John School logo only.
- ¼ zip navy blue pullover sweatshirt with approved Saint John School logo only.
- Saint John School Spirit Wear sweatshirts, purchased through the school approved apparel store, are allowed to be worn on school days. No tie dye apparel.
- No hooded sweatshirts on Mass days.
- Polo uniform shirts, as described above, are to be worn under sweatshirt/sweater at all times.

### **Sweater Vests (optional)**

- Unisex navy blue with approved Saint John School logo

### **Socks**

- Navy blue, white, or black (small logos allowed)

### **Shoes (PS – 8)**

- Shoes must be close toed, no heels and to be worn with socks.

### **Belts**

- Brown, black or navy blue with a small buckle.

### ***Grade PS – 8 Girls***

### **Skirts (PS-8) and Jumpers (PS-5)**

- Uniform plaid only. Skirt must not be shorter than 2.5 inches above the knee.
- Skirt may not be rolled over at the waist.
- Shorts must be worn under skirts and jumpers.

### **Pants**

- Navy blue or khaki twill pants
- No stretch pants
- Pants must have belt loops except PS and K. .

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

### **Shorts**

- Navy blue or khaki twill knee length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must have belt loops except PS and K.

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

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- No hooded sweatshirts on Mass days.
- Polo uniform shirts, as described above, are to be worn under sweatshirt/sweater at all times.

**Sweater Vests (original)**

- Unisex navy blue with approved Saint John School.

**Socks/Tights/Leggings**

- Navy blue, white, or black socks. (Small logos allowed on socks.) Navy blue or black tights or ***ankle-length*** leggings only under skirts or jumpers. No cropped leggings.

**Shoes (PS – 8)**

- Shoes must be close toed, no heels and to be worn with socks.

**Belts (1 – 8)**

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

**Related Uniform Information**

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

***\*\*\*Socks must be worn at all times – including out of uniform days.***

**Hair/Head Covering**

- Hair should be kept neat and clean and not extend below the eyebrows.
- Boy's hair length should not extend over the shirt collar, ears, or eyebrows. No ponytail.
- No spiked hair.
- No colored/dyed hair.
- No glitter in hair is allowed.
- No hats or head coverings are allowed to be worn inside the school or church buildings during the school day.

**Makeup**

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

**Jewelry**

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

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

**No Uniform Passes**

- Passes may **not** be used on Mass days or other days that students are in church (i.e.: stations, rosary or reconciliation, etc.)

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- Neat and clean clothes only, i.e.: no holes/rips in clothing.
- Saint John Athletic or knee length shorts only.
- No midriffs exposed at any time.
- No spaghetti strap tops. Tank tops need to have shoulder straps that are 3 fingers wide.
- Shorts and pants must cover boxers.
- Cold shoulder shirts need to have shoulder straps that are 3 fingers wide.
- Must wear socks at all times.
- No hats or head coverings are allowed to be worn inside the school or church buildings during the school day.

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

- Need only tennis shoes that tie, zipper or Velcro.
- No open back and/or slip on styles or shoes with elevated heels for gym class.

#### **Athletic Wear/Gym Clothing: Grades 4 – 8**

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

### Health/Safety Policies

#### **Emergency Information**

Emergency information for each student is submitted every year through TADS enrollment by the parent/guardian. If changes occur during the school year, the parent/guardian must notify the school in writing.

#### **Health Records**

Health records are required for each student. Annual physical exams are recommended. We require a physical form to be completed and submitted to TADS for all new students as well as all students in Preschool, Kindergarten and 7th grade. Please visit your TADS account for copies of the appropriate form that is required for your student.

#### **Immunizations**

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

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Enter the dates for each vaccine your child has received to date. Specify the month, day, and year of each dose such as 01/01/2010.

### Immunization Form

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Immunizations required for child care, early childhood programs, and school.

| Vaccine                                       | Birth to 6 months    | 12 -24 months        | At Kindergarten      | At 7th grade         | At 12th grade        |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Hepatitis B                                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Diphtheria, Tetanus, Pertussis (DTaP, DT, Td) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Haemophilus influenzae type b (Hib)           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Pneumococcal (PCV)                            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Polio   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Measles, Mumps, Rubella (MMR)                 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Chickenpox (varicella)                        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hepatitis A                                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tetanus, Diphtheria, Pertussis (Tdap)         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Meningococcal (MCV4)                          | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Minnesota law requires children enrolled in child care, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt.

We require an immunization form to be completed and submitted to TADS for all new students as well as all students in Preschool, Kindergarten and 7th grade. Please visit your TADS account for copies of the appropriate form that is required for your student. You may also print off an immunization record from your child's online health chart (must have full name and dates of immunizations on records). All required immunization records are to be submitted to the school prior to your child's first day of school, if new. If you are a returning student, all required immunization records are due before the fall start date of the year enrollment is requesting the documents. The parent/guardian is responsible for providing this information by uploading the records to your TADS account, and to include additional immunizations each year. These may also be *faxed from the health clinic to the school at 651-481-1355*.

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

### **Medication during the School Day**

A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician; thereby releasing school personnel from liability should reactions result from the medication. Please see the appendix in this handbook for the form needed for medication dispensation.

Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label. In order to have your child receive prescription drugs during school hours, our school will need to have a written order by a licensed provider (NP, PA, MD, OD) and written permission from the parent giving us authorization to give the child medication. A form for this purpose will be provided by the school office. The medication to be administered must be received at school in a container appropriately labeled by the pharmacy or physician including student name, medication name and dosage. Medication must be brought into the School/Health Office by the parent/guardian.

This policy does not apply to over-the-counter medication, including pain inhibitors such as ibuprofen or acetaminophen. If you need to send this type of medication to school with your child, the parent must bring it in the original container, to the office, with written instructions as to the time your child needs to receive it and the purpose for distribution. Any medication brought in an unidentified container will not be administered. If an authorization is not included with the medication, the medication will not be given that day and parents will be notified. A student is not permitted to bring in and self carry their own medication. The exchange of medication must be between the parent and the school office.



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All medication will be kept in the health office. If a student needs to self-carry a medication (example, inhaler) there must be a written document from the provider and approval from the school nurse. All medication (prescription or over the counter) found to be in the possession of a student, will be taken away. Efforts will be made to notify the parent that the child will not receive their medication at school that day without written notification from the parent and if necessary, doctor.

If the medication needs to return home daily, please ask the doctor or pharmacist to divide the medication into two bottles. Please direct any question to the School/Health Office.

#### **Health Screening**

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

#### **First Aid**

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

#### **Blood Borne Pathogens**

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

#### **Communicable Diseases**

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

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

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

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

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

### **General School Policies**

#### **Computer Technology Policy**

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

# Saint John School of Little Canada

## Parent – Student Handbook

### **Personal Electronic Communication Devices (Adopted 2025)**

#### **I. GENERAL STATEMENT OF POLICY**

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school has determined the use of personal electronic communication devices by students during school hours should be limited.

#### **II. DEFINITIONS:**

A. “Cell Phone” means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smartphone that encompasses the above features.

B. “Instructional Time” means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.

C. “Personal Electronic Communication Device” means any personal device capable of connecting wirelessly to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the above mentioned characteristics.

D. “Stored” means a cell phone or personal electronic communication device not being carried on the student’s person, including not in the student’s pocket. Storage options may include, but are not limited to, in the student’s backpack, in the student’s locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

#### **III. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE**

##### **A. Personal Electronic Communication Device Use**

1. All students (preK-8) are prohibited from using personal electronic communication devices on school premises, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, Eagle Club, car line, or any other time during the designated school day.

2. All personal electronic communication devices shall be kept in designated areas and turned off.

##### **B. Off-Campus School-Sponsored Activities**

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

#### **IV. EXCEPTIONS**

A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student’s individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the the student.

### **Plagiarism Policy**

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

### **Locker and Desk Inspection**

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

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### **Student School Records**

The school shall collect and maintain the record of students while they attend the school. To transfer records, parents/guardians must inform the school office in writing as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school and receiving written communication of transfer from the parent. Parents/Guardians and students understand, acknowledge and agree that in the event the tuition or other financial obligations have not been paid in full, Saint John School has the right to withhold all records, grades and academic transcripts.

Only approved school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the former student who has reached legal age. In accordance with state and federal laws, parents/guardians are entitled to see their child/ren's records. Parents/guardians may ask to review the contents of records or data on their child. An appointment with the school principal should be made in advance. The school principal will respond to the request in a reasonable amount of time.

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

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

### **Field Trips**

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

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

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

### **Volunteers**

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

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

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

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

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website and look under the following tabs: About/Protection of Children & Youth/VIRTUS & Safe Environment or use the following link: <https://school.sjlc.org/virtus> to find out more about the volunteer requirements and get started on the process.

### Human Sexuality and Identity Policy

(From guidance by Catholic Bishops of Minnesota)

Saint John's is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given, irrevocable dignity of every human person.

Catholic teaching permeates and shapes the ethos of Saint John's. Therefore, we are guided by the following principles to ensure that the immeasurable dignity of every child is protected and respected, particularly as it relates to foundational beliefs of the Catholic Church.

#### Principles:

- God created each person, body and soul, "in His own image, in the image of God he created them; male and female he created them" (Gen. 1:27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).
- God uses the body to reveal to each person his or her sexual identity as male or female (Compendium §224). A person's embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (Laudato Si §155).
- The harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC 364-65).
- The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depends in part on how this complementarity and equality are lived out (CCC §2333-4).
- All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love (Deus Caritas Est §20).

#### Definitions:

The Catholic Church and Saint John's recognize that the way the wider culture understands terms regarding human sexuality and gender are quite fluid. The Catholic Bishops therefore have established the following definitions to assist in the understanding of what the Catholic Church teaches. (Not every definition is applicable to this document, but every definition is applicable to the topic in the wider culture today.)

1. "Sex" refers to a person's biological identification as male or female based upon physical characteristics present at birth.
2. "Sexual identity" refers to a person's identity as male or female that is congruent with one's sex.
3. "Sexual binary" or "sexual complementarity," refers to the God-given gift of the human family created male or female in the image and likeness of God.
4. "Transgender" or "gender non-conforming" are adjectives describing a person who perceives his or her sexual identity to be different from his or her sex and publicly presents himself or herself as the opposite sex or outside the sexual binary. Such public expressions that are intended to communicate a sexual identity different from one's sex include, but are not limited to, utilizing pronouns of the opposite sex, changing one's name to reflect the cultural norms of the opposite

## Saint John School of Little Canada

### Parent – Student Handbook

sex, wearing a uniform designated for the opposite sex, and undergoing surgery to change the appearance of one's reproductive or sexual anatomy.

#### Application of Principles:

1. All school policies, procedures, resources, employee training, and assistance given to families are consistent with the Church's teaching on the dignity of the human person, including, but not limited to, human sexuality.
2. Student's name and pronoun usage will correspond to his/her sex.
3. Student access to facilities and overnight accommodations will align with his/her sex, whether they perceive their sexual identity to be male, female, transgender or gender non-conforming.
4. Eligibility for same-sex curricular and extracurricular activities is based on the sex of the child.
5. Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality. Saint John's dress codes are intended to underscore the Church's teaching on the difference and complementarity of the two sexes.
6. Students and families at Saint John's can expect that the school acknowledges that God has created each person as a unity of body and soul, as male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
7. Schools will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

#### Legal References:

- Minn. Stat. ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.031 (Safe and Supportive Minnesota Schools Act)
- Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
- 20 U.S.C. § 1681 et seq. (Title IX)
- 20 U.S.C. § 1701 et seq. (Equal Educational Opportunities) Catholic Teaching Tradition
- Catechism of the Catholic Church (1997): (§364, 1907, 2297, 2333, 2393, 2521, 2522, 2523)
- Pope Francis: Laudato Si (2015) (§155), Amoris Laetitia (2016) (§56, 285, 286), Audiences (1/16/15; 3/23/15; 4/15/15; 6/8/15; 9/10/15; 7/27/16; 10/1/16; 11/27/16)
- Pope Benedict XVI: Deus Caritas Est (2005) (§5, 11), Address to the Bishops of the 15100 Schmidt Lake Road • Plymouth, Minnesota 55446-3722  
Phone: (763) 258-2500 • Fax: (763) 258-2501 • Email: info@providenceacademy.org  
Parent-Student Handbook 2020-2021
- United States of America (1/19/12), Audiences (9/22/11; 12/21/12)
- Pope Saint John Paul II: Letter to Families (1994) (§6, 19), Theology of the Body Wednesday Audiences (9/5/1979-11/28/1984)
- Congregation for the Doctrine of the Faith: Persona Humana (1975)
- Congregation for Catholic Education: "Male and Female He Created Them": Towards a Path of Dialogue on the Question of Gender Theory in Education (2019)
- Pontifical Council for the Family: Family, Marriage and "De Facto" Unions (2000) (§8)

### Formal Complaint Policy

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

1. The parent/guardian or a student (grievant) will obtain a formal complaint form from the school website, complete and submit it to the supervisor of the respondent within 15 days of the incident.

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

This form can be found on the school website under the current parents tab, procedures and policies, handbooks, and formal complaint. <https://school.sjclc.org/parent-resources>.

2. He/she should set up an appointment to meet with the teacher or principal (respondent) to discuss resolution of the grievance.
3. The parent/guardian or student (grievant) will meet with the teacher or principal (respondent) to discuss resolution of the grievance.
4. If the grievance is not resolved, the grievant will meet with the school principal (if the grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school principal).
5. If the grievance is still not resolved, the School Advisory Board hears the grievance.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate, after reviewing the committee's recommendation, will then decide the solution to the alleged grievance.
8. The grievance procedure should be completed within thirty (30) days of step 1.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

### **Budget Process**

The school's budget planning coincides with the parish's budgetary process. The School Principal works closely with the Parish Business Administrator in preparing the budget. This process shall include direction from the pastor/canonical administrator, the budget-audit committee, and parish finance council. Budget planning considers annual goals and objectives as well as the long-range plan.

### **Tuition**

Saint John's tuition policy outlines tuition rates, payment plans and delinquent tuition policies. When annual tuition is set, the Principal, Pastor, Business Administrator, School Advisory Board and Parish Finance Council review proposed tuition increases to set a yearly tuition rate as part of the budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish investment, fundraising and some state funds contribute to the remainder of the costs.

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

1. Tuition is collected through TADS. Payments for students in grades Kindergarten-8 can be set up as monthly, bi-annual or annual payments. Students in our Preschool programs only have the monthly payment option. An automatic withdrawal from your checking or savings account or credit card will be initiated by TADS. There is a \$40 charge for payments returned as NSF and an additional \$40 charge for late fees.
2. It is imperative to our school budget that payments are made on time. TADS will notify the family of any late, missing or returned payment.

#### **Late Tuition Payment Policies:**

1. The following actions will be taken for late payments
  - a. One payment overdue: The family must communicate immediately with the school office regarding a payment plan.
  - b. 30 days past due: If the family has failed to set up an appropriate payment plan with School Administration, the family will be asked to withdraw their children from school until such time as payments are paid in full. Administration may allow a one-week grace period before the withdrawal.

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- c. Student report cards will be held at the end of each trimester or school year until all tuition and fees are current. Graduating students will not be allowed to participate in graduation ceremonies.
  - d. Students will not be considered enrolled or guaranteed classroom placement for the next school year until all tuition, fees and penalties from the current school year are paid in full.
2. Past due accounts may become ineligible for current or future financial aid.
3. Past due accounts may be subject to additional charges, including collection fees and collection agency commissions. Collection could include court action and referral to outside collection agencies. You are responsible for any and all fees necessary for the collection of any amount not paid to Saint John's School or contracted Collection Agency.
4. Any check or e-payment returned by the bank as unpaid could result in your current and/or future registration being canceled.

### **Tuition Assistance**

Every effort is made to provide each qualifying child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families who are in need of assistance to offset their tuition costs, will be required to complete the Financial Aid Application through their TADS account on a yearly basis. This should be completed as early as the application becomes available to assure any aid you would qualify for would be considered. It is mandatory to apply for all scholarships available from the Archdiocese. The deadlines for the Archdiocese scholarships are normally in the fall of every school year. Communication regarding application deadlines will be sent out through school newsletters. All applications are processed by TADS and the results are evaluated by an independent, confidential Tuition Assistance Committee to determine the actual amount of aid our school can provide to each family. Applications must be completed, including all documents required by TADS through the application process, and your application must be in GOOD standing to be considered for aid. Tuition assistance may be affected by an outstanding tuition balance, incomplete enrollment, and incomplete tuition assistance submission. Distribution of funds is based on need and availability of funds. Confidentiality will be maintained.

The Tuition Assistance Committee follows a specific policy when dealing with information from TADS to ensure fair distribution of assistance to families in need. TADS assesses the family's qualifications for aid and determines the grant distribution based on available funds. Due to budget constraints, we may not be able to provide the full amount that each family qualifies for. For instance, if you are eligible for full tuition, you may receive only a percentage of that amount based on our available aid. Any external scholarships you receive will be considered in the aid calculation. If you receive a scholarship exceeding the amount determined by TADS, you will receive that full external amount. However, the aid from Saint John's would be adjusted accordingly to accommodate the additional funding you received. In the event of outside scholarships, our bookkeeper will update your TADS account to reflect where your aid is sourced from.

### **Fees**

In addition to tuition, some programs/extracurricular activities require an additional fee. These programs may include, but are not limited to: athletics, band, yearbook and field trips. All additional extracurricular fees will be added to the next billing cycle on your TADS account.

### **Parish Investment**

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

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

### **Fundraising**

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

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

## **School Organizations**

### **School Advisory Board (SAB)**

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

### **Auction Committee**

The Auction Gala is chaired and coordinated by volunteer parents with the help of school staff. The event is held at the school, and all parents are encouraged to volunteer and attend this event. The proceeds of our annual auction are used to provide for the future viability of the school and to advance the needs of the following school year with services, curriculum, technology or other products which will serve the students of our school.

## **About this Document**

This document is in compliance with the existing legal requirements and Archdiocesan policies. The handbook is updated every three years. If an update is warranted during this 3-year period, parents will be notified of the changes.

During yearly online enrollment, parents are made aware of how to access this document. The Saint John School "Parent/Student Handbook" and "Parent/Student Information Document" can be found on our website at [www.school.sjolc.org](http://www.school.sjolc.org) under the "Parent's Page" tab. If you do not have access to our website, please contact the school office for paper copies. Parents are asked in yearly enrollment if they have read and agreed to the terms of the Saint John School Parent/Student Handbook and Parent/Student Information Document. If there is a parent who does not agree, they will be directed to the principal for further discussion.



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**APPENDIX A**  
*Roseville Area Schools*

**DISPENSATION OF MEDICATION**

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

For the protection of students:

- all medications (**with some exceptions**) will be stored in the school health office;
- medications dispensed in other programs and outside the normal school day should be stored in a secure location in that program area;
- **If there are concerns about a prescription or nonprescription medication** the licensed school nurse will contact the Health Care Provider and/or request a Health Care Provider's order for an over-the-counter medication;
- a new medication permission form is required each and every school year.

**Procedure**

1. **Medication prescribed for more than two (2) weeks** and which must be taken at school must have this permission form signed by a Health Care Provider **and** the parent/guardian.
2. **Medication prescribed for less than two (2) weeks** requires written permission from the parent/guardian only.
3. **Over-the-counter medication** should have this permission form signed by the parent/guardian.
4. All medications should be in original containers labeled with the following:

1. STUDENT'S NAME 2. MEDICATION NAME 3. DOSE OF MEDICATION 4. TIME OF DAY TO TAKE MEDICATION 5. HEALTH CARE PROVIDER'S NAME.

**AUTHORIZATION FOR GIVING MEDICATION AT SCHOOL**

| Student Name            | Birth Date        | Grade         | School Year |   |
|-------------------------|-------------------|---------------|-------------|---|
| <b>Diagnosis/ ICD10</b> | <b>Medication</b> | <b>Dosage</b> | <b>Time</b> | <b>Discontinuation Date</b>                               |
|                         |                   |               |             | <input type="checkbox"/> End of year<br>Other Date: _____ |
|                         |                   |               |             | <input type="checkbox"/> End of year<br>Other Date: _____ |
|                         |                   |               |             | <input type="checkbox"/> End of year<br>Other Date: _____ |

\_\_\_\_\_  
Print Name of Health Care Provider

\_\_\_\_\_  
Clinic Name/Fax number

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Health Care Provider's Phone Number

I hereby authorize school personnel to give the above medication and contact the Health Care Provider with any questions:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Home or Cell Phone

- ☐ Send medication home with student at the end of the school year.

**-OR-**

- ☐ Parent will pick up medication from school at the end of the school year.

**APPENDIX B**

## Saint John School Acceptable Use Policy K-3

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

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

Student:

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

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

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

Parent or Guardian:

I have read and understand the Acceptable Use Policy.

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

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

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

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

## APPENDIX C

Saint John School of Little Canada  
Parent – Student Handbook

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

**Technology Resources**

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

**Introduction**

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

**Privilege**

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

**Privacy**

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

**Acceptable Use**

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

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

**Unacceptable Use**

The following are strictly prohibited:

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

**Security**

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

For example:

- Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others.

## Saint John School of Little Canada

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- The user should select an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive information.
- The microcomputer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being their victim or unwitting vector.

#### Legal Usage

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

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

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

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

#### Consequences

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

#### Student:

I have read and understand the Acceptable Use Policy.

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

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

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

#### Parent or Guardian:

I have read and understand the Acceptable Use Policy.

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

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

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

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

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## APPENDIX D

### Plagiarism Policy

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

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

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

Consequences will be consistent with the Saint John School Code of Conduct. When applicable, law enforcement agencies may be involved.

I agree to abide by Saint John School Plagiarism Policy.

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

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

Saint John School of Little Canada  
Parent – Student Handbook

**APPENDIX E**



Saint John's Catholic School of Little Canada

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2621 McMenemy St ♦ Little Canada, MN 55117 ♦ (651) 484-3038  
[www.sjolc.org](http://www.sjolc.org) ♦ [www.school.sjolc.org](http://www.school.sjolc.org)

**Out of Uniform Notification**

Your son/daughter \_\_\_\_\_ was out of uniform on \_\_\_\_\_.

Below is the specific area in which the uniform code is not being followed. Please refer to the Parent/Student Handbook for the correct uniform code. **This is a warning.** If your student is found to be in violation of the uniform code a second time, parent/guardian will be notified and the student will not be readmitted to school the next day until he/she is in the proper uniform attire.

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

- ☐ Improper use of a No Uniform Pass
- ☐ Incorrect pants
- ☐ Jumper/skirt length
- ☐ Make up/hair/body glitter
- ☐ Shirt untucked
- ☐ Uniform out of season
- ☐ Other \_\_\_\_\_

Teacher comments:

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

# **Parent-Student Information Document**



# Saint John School of Little Canada

## Parent – Student Handbook

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### School-wide Behavior Expectations

In order to provide a positive atmosphere of kindness, cooperation and learning, the following school-wide behavior expectations are provided to students, faculty, staff and parents:

- Show respect to all people.
- Use appropriate language.
- Resolve conflicts peacefully.
- Respect school and personal property.
- No alcohol, drugs, or tobacco are allowed.
- No possession of weapons is allowed.
- No vandalism of any kind is allowed.

Saint John's students are expected to behave in a responsible and mature manner. Behavioral problems may result in denial of activity privilege(s) as determined by the school principal, teachers and athletic director. An out-of-school suspension will result in the student being suspended or removed from the classroom, team or activity per the school principal.

### School Procedures

#### Parental Roles and Responsibilities

Parents/guardians are informed of the programs, regulations, and procedures of the school in this document, the *Parent-Student Information Document*. In assisting your child, we require the following:

Review and adhere to information contained in the:

- |   |   |
|---|---|
| • Parent-Student Handbook including Parent-Student Information Document | All School faculty, staff, parents and students.    |
| • Middle School Information Document                                    | Middle School faculty, staff, parents and students. |
| • Preschool Handbook  | Preschool faculty, staff, parents and students.     |
| • Eagle Club Information Document                                       | Eagle Club staff, parents and students.             |
| • Computer/Technology Usage Agreement                                   | All School faculty, staff, parents and students.    |
| • Dispensation of Medication Agreement                                  | All School faculty, staff, parents and students.    |
| • The Plagiarism Agreement  | All School faculty, staff, parents and students.    |

Communicate with the school regarding:

- Student illness or absence. (Please call the school office, at 651-484-3038, to report the absence. In addition to calling the school, you may email the teacher.)
- Messages received after hours will be forwarded to the appropriate teacher(s) by the office staff the next school day. (Calls received during the school day will be transferred directly to the teacher's voicemail.)
- Parental status and custodial constraints, in written form.
- Change in transportation routine, in written form.
- Change of email address, street address, phone number, emergency contact, child care, etc., in written form.
- Any other arrangement that might affect communication with the school.

Meet financial obligations of tuition, fees, lunch accounts and/or other accounts that apply.

Meet admissions standards as outlined in the *Parent-Student Handbook*.

#### Contacting the School

The school office hours are 8:15 a.m. - 4:00 p.m. Monday through Friday. Summer office hours are limited and will be communicated in the principal's newsletters as summer draws closer. Calls are forwarded to voicemail after office hours and when all school phone lines are occupied. Teachers have voice messaging activated during class periods. If a message is left, the call will be returned as soon as possible.

#### School Closing Due to Emergency or Inclement Weather

In case of emergency or severe weather, please check our website, Facebook page or watch WCCO TV for school closings. No announcement means that school is in session. Saint John School is closed if the

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

Roseville Public School District is closed because of severe weather conditions. **Please note:** Saint John School may be closed even though the Roseville School District is open. In that situation, Saint John School will be specifically named on the TV. All other times, we are considered to be part of the Roseville School District closings.

The phone numbers of emergency contacts listed during enrollment in TADS (designating alternative care for your child(ren) in the event of early dismissal or an emergency) will be used as necessary.

### **Attendance**

Please see the *Parent/Student Handbook* for attendance policies.

## **Arrival/Dismissal Procedures**

### **General Information**

#### **Entrances/Exits**

For safety purposes, the Gathering Space Entrance is the main entrance and the only entrance that you will be allowed to enter and exit during school hours. All building entrances are locked during the school day. To enter school during school hours, press the button located on the wall to the right of the wooden double doors in the Gathering Space. The door will be unlocked after you identify yourself. Please immediately report to the school's main office to sign in and/or conduct your business. Also, please be sure to sign out at the office before exiting the building.

#### **Transportation Changes**

For your child's protection, if more than one mode of transportation is used during the course of the year, a note stating the day, date and kind of transportation change is required prior to the change in transportation. Students will not be released to another mode of transportation without a written change notice from the parent.

#### **Authorizations**

When you enroll your child for school, please name all persons authorized to pick up your child as emergency contacts. In order for us to legally prohibit a non-custodial parent from taking a child, a copy of the court order must be on file with the school office. Parents must inform the staff, in advance, and in writing if someone other than a parent or guardian is to pick up your child. In order to ensure safety, the school staff will ask for a photo ID if they are unsure of the identity of the person picking up the student.

#### **Bikes**

Due to insurance liability concerns, bike riding is discouraged as a manner of transportation at Saint John School. **No roller blades, skateboards, scooters are allowed as a manner of transportation.**

#### **Parking**

During the school day, parking is available at the south side of the school in the parking lot. The extended parking lot by the basketball hoop (near the playground) should be avoided during the school day. If you will be parked until the end of the school day, try to park in such a way so as to not interfere with the car line and/or jeopardize the children's safety.

### **Morning Information**

#### **Early Entrance**

For security purposes, a staff member will welcome students into our Gathering Space entrance from 8:40 a.m. - 9:00 a.m. Please do not have children arrive prior to 8:40 as the school doors open at 8:40 a.m.

If you accompany your child into the building, you will be asked to sign in and receive a badge while you are in the building. Please sign out in the school office and return your badge.

### **During the School Day Information**

#### **Visitors/Volunteers**

Visitors must utilize the Gathering Space entrance during the school day to enter. Visitors will be asked to buzz in using the buzzer next to the wooden double doors, to identify themselves, and state their

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purpose for entering the building. Please do not be offended if you see students or adults inside the building, but they do not respond to you. Students and adults have been instructed not to let people into the building for safety reasons. All visitors must then proceed to the school office to sign in and receive a visitor/volunteer badge if they will be in the building.

All visitors are welcome for open house, special programs or observations and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and the school principal. Check in at the school office before going to the classroom. Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities.

Children who are friends or relatives of our students are discouraged from visiting, unless the visit is for the express purpose of registering for school at Saint John.

### **Student Pick-up during the School Day**

If a child needs to be excused early from school, a signed note is required. This procedure avoids disruption to the class and allows students to be ready when you arrive to pick them up. The note must be presented in the morning to the office to be signed, and then the student will return it to the homeroom teacher. The teacher will dismiss the child to come down to the office at the specified pick up time. When you pick up your child from school during the school day, please enter through the Gathering Space doors and go straight to the office to sign him/her out of the building. The child **MUST** be picked up from the school office, and the adult must sign him/her out.

### **Student Pick-up within 30 Minutes of the End of the School Day**

Due to the variety of dismissal procedures at Saint John's required to accommodate all different modes of transportation, it is highly discouraged to pick your child up later than 30 minutes prior to the end of the school day. If you need to pick your child up early, please ensure your child is picked up before 3:00 p.m. You can park in the main school parking lot off McMenemy, enter through the Gathering Space, and ring the buzzer. Early pickups must be communicated to the school office. As a safety and fairness precaution, please do not instruct your child to meet you at the Credit Union parking lot or elsewhere to avoid the car line. The child **MUST** be picked up from the school office and the adult must sign them out if your child is leaving within the school day hours.

### **After School Information**

#### **Dismissal Times**

School is dismissed at 3:10 p.m.

If you are unable to pick up your child in the car line by 3:30, you must call the school office to inform us of your whereabouts and ETA. After 3:40, we reserve the right to send the student(s) to Eagle Club Child Care where you would pick them up. You would be assessed the current drop in rate (\$25/child as of 2024) which would be billed in TADS.

#### **Bus**

Students taking Roseville bus will be released by a staff member to the Gathering Space exit at the end of the school day. Please see the section on BUSING later in this document for specific busing information and procedures.

#### **Car Line**

Saint John School has instituted a car line to facilitate an orderly and safe process for children arriving and leaving by car. Parents/guardians who pick up their children at school using the car line should line up in the parking lot off of McMenemy Street and stay in the car. If you are first, please line up along the sidewalk by pulling all the way forward along the curb. The rest of the cars will continue to follow in line, joining behind by pulling into the parking lot at the farthest south entrance. When there is no more room in the parking lot, cars will continue to line up by pulling as close as possible to the curb on McMenemy Street. As a safety and fairness precaution, please do not instruct your child to meet you at the Credit Union parking lot or elsewhere to avoid the car line. Students will be escorted outside to the end of the sidewalk by the basketball area and dismissed to the first four cars in line. Students will not be dismissed to "find you" within the car line. For the safety of all the children, please be patient. Cars should continue to pull forward in the line in an orderly fashion as cars exit.

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### **After School Activities**

Children staying after school for extra-curricular activities such as Girl/Boy Scouts, sports practices and games, Youth Group, etc. must make arrangements for a ride home ahead of time. The adults in charge of the activities should provide you with a schedule.

### **Eagle Club**

Students attending Eagle Club (child care) after school will be dismissed to that room by their teachers. Students in preschool (age 3) through grade 8 are able to attend the Eagle Club program. Eagle Club operates year round as needed based on a minimum of 3 children in enrollment.

## **General School Information**

### **Birthday and Special Occasions**

In consideration of our varied constituency, Saint John requests that no balloons, flowers, limousines, or other special presents be delivered to school for students. If something does arrive during the day for a student, it will remain in the school office until the end of the day and the student will be notified to retrieve it on their way out the door. Treats to share with classmates should be pre-arranged with the classroom teacher. Treats sent for these occasions must be store bought. We also have students with many allergies or other medical conditions. Please be respectful of these concerns if you are asked to avoid certain foods that you might be intending to bring to school. The school discourages parents from bringing restaurant (McDonald's etc.) food to the dining room for just one child's or a few children's lunch. If you wish to feed your child(ren) food other than a bag lunch from home or our hot lunch, it is preferred that you pick up the child(ren) and take him/her/them out to lunch.

### **Lost and Found**

Lost items will be kept within the dining room for a limited amount of time. Students are encouraged to check for lost items in the "Lost and Found" area when something is missing. Since we have no place to store large amounts of clothing or items in the lost and found, all lost and found articles will be sent to a charitable organization several times throughout the year. Notification of when the items will be donated will be publicized in advance in the school newsletter or email.

### **Money**

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money. You will be billed by TADS for most of your fees.

### **Recycling**

The concept of recycling focuses on important environmental and health issues. All who use the facilities are encouraged to utilize the recycling containers located throughout the building.

### **School Supplies**

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be communicated every year in the August newsletter and can also be found on the school website.

### **Valuables**

School insurance does not cover the loss of personal possessions. Therefore, students are to refrain from bringing expensive items to school. The school is not responsible for lost or stolen items. Personal items, regardless of value, are brought at your own risk.

## **Communication**

### **Communication with Parents/Guardians**

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

- The principal can be reached directly at 651-288-3220 or via email [dhurley@sjolc.org](mailto:dhurley@sjolc.org)
- Newsletters from the principal are emailed weekly directly to parent email addresses. Lunch

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menus are posted on the school website. Classroom notes and other pertinent notices will be sent home as needed with the youngest student from each family. Current information is emailed to parents as needed to keep parents up-to-date.

- Individually, teachers provide websites and weekly newsletters. Teachers may also provide homework trackers, etc.
- Parents of students in grades 5-8 may view academic information about their child on Educate, our student information service. A login is required. If you need assistance, please contact the school office, and we will be happy to help.
- Principal and teachers may provide information for the upcoming school year at the "Back to School Night" before school starts.
- We have a Parent Ambassador Program available to help new parents learn about our school.

As a rule, neither teachers nor students are called to the phone during the hours of class. Messages may be left with the teacher via their classroom phones or via the office if it is necessary to contact either a student or teacher. Teachers may also be reached via their email addresses. Emails are checked before school and during each teacher's prep period.

#### **Parent-Student Handbook**

The *Parent-Student Handbook* is located on our website. You will sign an agreement to be governed by handbook policies as a part of the online registration process. The handbook addresses **school policies** and is updated by the principal every three years.

#### **Parent-Student Information Document**

The *Parent-Student Information Document* is a portion of our handbook that states **all the procedures, programs and services** involved with the day-to-day operations of the school. The information will be updated as needed. You will sign an agreement to be governed by handbook policies, which includes this parent-student information document, as a part of the online registration process.

#### **Website:**

The school website will have much of the school related information available. Please consult the web site for communication regarding information, calendars, updates and notices.

[www.school.sjolc.org](http://www.school.sjolc.org).

#### **Report Cards**

Report Cards/Progress Reports are issued at the end of each trimester for students in grades K-8.

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

Parent/Teacher conferences are held twice a year. Parents/Guardians are notified through the monthly newsletter of conference dates and times. There will be an online sign up provided to you to schedule a conference time which will be communicated to you before conferences. Opportunities to see your child's teacher(s) will be available. A parent/guardian and/or teacher may request a special conference at any time as the need arises. Please contact the appropriate teacher to set up a special conference. Students are encouraged to attend conferences with their parents/guardians.

### **Programs**

#### **Religious Education**

The formal study of the Catholic religion, as well as curriculum which reflects our Catholic identity and values and traditions, are integral parts of our total education. At Saint John School all students participate in liturgies, prayer services, Stations of the Cross, rosary services and religion classes. Individual classes take turns preparing the liturgy for Mass. Day and time of Mass, and/or services are listed on the school calendar (website) and are posted in the weekly church bulletin. Parents/guardians are invited to attend the school Mass and services whenever their schedules permit. On holy days of obligation, the students attend Mass.

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### **Academics**

Membership on a team requires that a student maintain a "C-:" average of a 4.0 GPA throughout the playing season, with some modification for a student with educational disabilities. If a student falls below a C- and does not have any "F's", s/he may be placed on probation. Probation involves a written agreement between the student and homeroom teacher. The student may continue to participate in athletics and co-curricular activities as long as the agreed upon probation guidelines are met in the time frame indicated in the agreement. Failure to meet the agreed upon probationary goals will result in suspension from the team or activity. If a student falls below a C- and has at least one "F", s/he will be suspended from the team or activity until the C- requirements are met at the mid-term and/or trimester. The athletic director will notify parents/guardians of the suspension and/or reinstatement.

### **Homework**

Homework refers to tasks that the student is assigned to do on his/her own time after school hours.

**Homework assignments serve as a means of providing a bond of common effort between parent/guardian, student and teacher.** In order for homework to be effective, each participant - - teacher, student, and parent/guardian - - must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

#### **Homework Responsibilities of Teachers**

- Communicate to students and parents/guardians homework goals and expectations.
- Set clear and concise expectations concerning assigning, returning and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
- Assign appropriate homework according to the student's needs.

#### **Homework Responsibilities of Students**

- Know and understand the purpose of the homework assignment.
- Copy assignments into their assignment notebook, understand directions and know what is required for completion of the assignment.
- Complete and return assignments.
- Understand when some assignments are to be completed independently and when others are to be completed as a team effort.
- Complete assignments on time, neatly and do quality work.

#### **Homework Responsibilities of Parents/Guardians**

- Maintain a positive attitude toward learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements communicated to you at the beginning of the year.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for efforts made.
- If a child has trouble understanding directions, help him/her with explanations.  
**Please do not do the homework for the child.**
- Look over the assignment to affirm completion and quality.
- Praise your child.
- Support the teacher and the child. Get both sides of a story before making a judgment about the assignment.

### **Make-up Work**

See **Make-Up Work for Absences** found in the *Parent-Student Handbook* section.

### **Long-Term Assignments**

Due dates for long-term assignments will not be affected by a student's absence. For unusually long absences (one week or more) assignment due dates may be adjusted by the teacher if requested by the student.

### **School Extension Programs**

**The Student Council** is composed of middle school students, all of whom have the opportunity to

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### Parent – Student Handbook

participate in student council elections. Student council members must promote the mission of the school and also adhere to academic requirements. In addition, they may not receive any in-school or out-of-school suspensions. Failure to adhere to these requirements may permanently suspend the student from serving on the student council at Saint John School. Elections are held in the fall of each school year. Student officers (President, Vice President, Treasurer and Secretary) and two student representatives will be chosen for the sixth, seventh and eighth grade classes.

**Wolf Ridge** is an environmental learning center located near Duluth Minnesota. All middle school students participate in a field trip to Wolf Ridge E.L.C. each February or March. The trip is an integral part of our middle school curriculum. Our goals include building community among the middle school students and providing opportunities for personal growth. There is an additional charge for each student participant.

**Spelling Bee** is an in-house annual event held in winter for all students in grades 4-6.

**Choir** is offered to students in grades 3-8 which will meet outside school hours.

**Art Adventure** is a program designed by the Minneapolis Institute of Arts. The Art Adventure Program introduces K-5 students to works of art from a variety of cultures. Trained school volunteers visit classrooms with posters of art relating to a common theme, such as animals, celebrations, or relationships.

**Guitar Lessons** are offered to students in grades 3 through 8. Guitar is taught at the beginner and advanced level before school. There is an additional charge for each participant.

**Band Lessons** are offered during the school day to students in grades 4 through 8. A variety of instruments are taught at the levels of beginner, intermediate and advanced. There is an additional charge for each participant.

**Service Learning** opportunities are offered to all our students in grades preschool through grade 8. Students participate in a variety of ways giving back to the community and to the world through donation programs of their time, talents and treasure.

**Geography Bee** is offered to students in grades 6-8. All students are eligible to compete in the school level bee held between November and January. The school bee winner completes a written qualifying test that determines the top 100 students in the state. These top 100 students are invited to the state competition in April.

**Quiz bowl** is an academic competition put on by the local Catholic high schools. Each year 48 middle schools in the Twin Cities area participate in this program. Teachers at Saint John's nominate four (4) eighth graders to attend the Quiz Bowl at the University of Saint Thomas in December. Accompanied by a teacher, these students spend the day in competition with the other Catholic middle school students by answering questions from a wide variety of subject areas.

#### **Preschool**

Preschool for 3-5 year old children is held in multiple sessions: M-W-F or T-TH or M-F. We offer half day and all day programs for each session. We also offer year round preschool for the all day sessions. All of our preschool sessions follow the school year calendar for days in school. For year round preschool, the schedule follows the Eagle Club Child Care calendar. Parents/guardians are encouraged to register their child(ren) for preschool as soon as the enrollment period opens as space is limited. Further preschool information is available in the Preschool Information Document.

#### **Eagle Club Childcare**

Students attending Eagle Club (child care) before school are dismissed to the classrooms at 8:40 and after school, they will be dismissed to that room by their teachers. Students in grades PS-8 are able to attend the Eagle Club program. Eagle Club operates year round. For further information, please call 651-484-3038, or see the *Eagle Club Information Document*, or the website for more information.

#### **Eagle Club Summer Program**

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A summer program is also available at Saint John School. Enrollment for the summer program is not limited to students of Saint John's. Please see the *Eagle Club Information Document* or the website for more information.

### Government Programs

There are several state and federal programs that non-public students may participate in with public school children. These programs are administered through the local public school district. Saint John School receives state and federal entitlements allocated on a per pupil basis.

#### State Programs

##### Education Aids for Non-Public School Children

This program provides limited funds for textbooks and related individualized instructional materials, health services and secondary guidance and counseling.

##### Transportation

Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control and management of scheduling, routes, bus stop locations and discipline. Please refer to the section on busing found in this document.

##### School Lunch Program

State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one (1) serving of milk each school day.

##### State Income Tax Deductions

Please refer to your State Income Tax Manual's direction for individual details. You can access your tax information in your TADS account. If you have questions about education tax credits and deductions, please write to one of the following addresses:

Minnesota Department of Revenue  
Communications Division  
Mail Station 4300  
10 River Park Plaza  
Saint Paul, MN 55146-4300

Individual Income Tax Division  
Mail Station 5510  
Saint Paul, MN 55146-5510  
651/296-3781

#### Federal Programs

##### Special Education

In a joint venture with the State Government, districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The public school district in which the student resides must provide assessment, periodic observation, review of progress and establish an Individual Education Plan (I.E.P.), which generally involves tutoring by a special education teacher.

The special needs of students in the non-public school are addressed through the public school district as follows:

- Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to their building by the **Roseville School District**. Interventions must be conducted to meet the needs of the students. The needs may be in the areas of academics, behavior, speech, health or motor skills.
- If the interventions are not successful, the student may be referred for assessment by the parent/guardian. Once the assessment is complete, a meeting is set up to report on the results and the possible development of an Individual Educational Plan (I.E.P.).
- The I.E.P. may be written with the goals to help improve the areas of need. The services may be direct. Speech services may be provided in our building or off site with transportation provided by the public school. Learning disability services are done off site and transportation is provided by the public school. Elementary students (grades k-6) are usually serviced at Little Canada Elementary School and middle school students (grades 7-8) are usually serviced at Roseville Area Middle School.



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This program provides supplementary instruction in math and reading to students who have been identified as "at risk". Student's qualifications are determined (by the district) in accordance with his/her residential address. Assessments and services are provided by the Roseville district.

### **School Services**

#### **Athletics and Co-Curricular Student Services**

Opportunities are available for students to participate in various co curricular activities such as soccer, volleyball, basketball, hockey, swimming, baseball, softball, track, band, golf, and choir. Individual fees will be assessed per activity. The Catholic Athletic Association (C.A.A.) will charge a non refundable fee per CAA activity which will cover operation and administration costs of the programs.

#### **Lunch and Milk Program**

The school lunch and milk program is provided by limited state funds and set using CKC Good Food's established price. Lunch at school is part of the total learning situation and as such, good conduct and manners are to be expected. Table manners and other lunchroom etiquette are discussed as a regular part of respecting others. Rules are posted in the lunchroom and the classrooms.

#### **PayPams Payment System**

CKC Good Foods prepares and serves our school lunch program. Our school utilizes the PayPams electronic payment program for all lunch and milk purchases. If you have any questions regarding lunch payments, please contact the school office or PayPams at [www.PayPams.com](http://www.PayPams.com).

#### **TADS Payment**

Additional fees such as field trips, sports fees and miscellaneous fees will be billed through TADS.

#### **Educate**

Educate information system is our student data system which allows access for teachers and administration to information such as parent contact, birth dates, grades, attendance, report cards. The student demographic information is auto filled by what is entered into TADS enrollment for each student. Parents of students in grades 5-8 have access to their student's grades, assignments and attendance through Educate.

#### **School Pictures**

Individual pictures are taken once or twice each year. Notification and order forms will be given in advance of the photography session. The date(s) that school pictures will be taken can also be found in the weekly newsletter and calendar.

#### **Yearbook**

The school publishes a yearbook annually. Individual and classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place at Saint John. Notification regarding the cost and date when the yearbook is available is sent to the parents/guardians. Students who wish to purchase a yearbook must complete the form provided and return it by the set date. You will be billed by TADS for the yearbook.

#### **Guest Speakers/Assemblies**

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities. Invited guest speakers and topics discussed will be consistent with the mission, philosophy and objectives of the school.

### **Athletics**

#### **Athletic Mission**

The mission of the athletic program is to reflect the mission and philosophy of the school. In addition, the Saint John athletic program shall afford the students the opportunity to develop physical skills, knowledge of the sport and a sense of fair play while fostering teamwork and school spirit. Team sports at Saint John's are dependent on the availability of coaches and team members.

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### **Student Eligibility**

All students in middle school (grades 6-8) are eligible to participate in team sports at their appropriate grade levels. Students in fifth grade may have the opportunity to participate in team sports as the

numbers allow. The exception to this grade level participation policy is the sport of swimming. All students who attend Saint John School and can swim one length of the pool unassisted are eligible to participate in swimming. Three areas which determine the eligibility for team membership are academics, behavior and school attendance.

### **Participation and Playing Time**

Saint John School supports the inclusion of all students who wish to participate in a co-curricular sporting activity. No eligible student will be denied membership on any team.

The athlete will play in each competition (game, meet, and match) unless there is a disciplinary reason that has been discussed with the athlete by the coach. Disciplinary reasons may include poor attendance at practices or behavior problems.

Any student wishing to be a member of a team who meets all standards identified for team membership (i.e.: age, grade, academic and behavior standing, participation at practice sessions, demonstrated sportsmanship, proper school attendance) will be considered a member of the team. Attendance at practice and effort put forth at practice are crucial aspects of athletics and may determine athletic participation in a game.

Any student absent from school more than 1/2 of the school day will be excluded from activities after school. This includes athletic practices and games.

If the number of students requesting membership on a specific team should overwhelm the possibility of maintaining an equitable operating team, another option will be determined, including the addition of a second team at that grade level. **Team sports at Saint John are dependent on the availability of coaches and team members.** If we are unable to secure enough coaches or team members for a specific sport, teams will not be formed.

## **Busing**

### **Role of the Public School District**

Bus arrangements are handled by the local public school district. Bus transportation is a privilege as well. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order and ensure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school. Parents/guardians whose children do not follow the bus rules, will be notified as to the inappropriate behavior of the child. Termination of bus privileges may occur as a result of misconduct. Parents/guardians are notified when such action is necessary. The safety of the people riding on the bus is of utmost importance. Please see the Safety Procedure listed below.

### **Bus Service**

The Roseville School District provides free bus service to K-6 students who live in the district and have a residence located east of Rice Street only. There is no transportation service for our school families who live west of Rice Street. For 7th and 8th-grade students living within 2 miles of the school, busing may be available for an additional fee. Please contact the transportation office for further information at [transportation@isd623.org](mailto:transportation@isd623.org). For PS students with older siblings at Saint John's who qualify for free busing, please contact the transportation office to request bus transportation for your PS/PK student.

Please contact the [Roseville School District Transportation Office](#) for all busing questions.

Please contact the Transportation Department of your home school district for detailed information pertaining to your needs. **Roseville Transportation Department: (651) 635-1638**

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### **Safety Procedures**

The following procedure has been established to provide a safe ride for everyone riding on the bus:

- **Report of the first incident** of the school year on the bus will be discussed between the student and the school principal. A verbal warning is issued. The parents/guardians are notified of the incident.
- **Report of a second incident** of the school year on the bus will be discussed with the student. The student will ride to and from school in the front seat of the bus for the rest of the year.
- **Report of a third incident** of the school year on the bus will be discussed with the student. A suspension of three (3) days to and from school is issued. The parents/guardians are notified and will need to make arrangements for transportation to school or utilization of the Eagle Club program (if age appropriate) and costs that are incurred.
- **Report of a fourth incident** of the school year will be discussed with the student. A suspension of six (6) days to and from school is issued. The parents/guardians are notified and will need to make arrangements for transportation to school or utilization of the Eagle Club program (if age appropriate) and paying the costs that are incurred.
- **Report of a fifth incident** of the school year will be discussed with the student. An expulsion from the bus to and from school for the remainder of the school year is issued. The parents/guardians are notified and will need to make arrangements for transportation to school or utilization of the Eagle Club program (if age appropriate) and paying the costs that are incurred.

Note: Teachers are not responsible for student's behavior on the bus.

### **Instruction and Training for Bus Safety**

Instruction/review in bus and pedestrian safety is performed twice a year, in the fall and the spring. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

### **Restrictions**

- Only bus students are permitted to ride the bus.
- Students are to go home on their assigned bus and get off at their assigned stops. If your child is to go home by a different means of transportation than usual, a note with the date on it giving your permission for the change is required. The note must be brought to the office to be signed by an office staff who will then give it to the child to bring to his/her teacher. If we do not get a note, the child will be sent home in the usual manner.

## **School Emergency Procedures**

Saint John School has established the following procedures regarding school emergencies in each situation.

### **Fire Drills**

The school population participates in five (5) fire drills annually with varied circumstance drills according to agreed upon procedures. Each homeroom is to have the procedure posted within the classroom the school's overall plan is to:

- leave rooms at the sound of a fire alarm
- walk single file in hallways with no talking
- go to places farthest **away** from the building
- line up with the teacher

The teacher will use class lists and count all her/his students as they arrive at the designated outside location.

### **Tornado Drills**

A tornado drill is held annually. A safe location is specified within the building for each class in the event of an actual tornado warning.

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### **Inside Procedures**

The students and teachers proceed, without talking, to the underground shelter area behind the library, a lower level classroom, or inside the hallway going to the lower church.

### **Outside Procedures**

If students are outside, a designated person will blow a whistle blast to alert students and staff to seek emergency shelter if possible. Everyone will be instructed to stay away from buildings, trees and power lines.

**Note:** There is an emergency radio in the school office, which provides an audio signal when there is an emergency situation for a tornado watch and/or warning. If there is a tornado warning issued by the National Weather Service, the Civil Defense alarm for the area will sound. Tornado procedures listed above will be followed.

### **Safety Drills**

#### **Strangers on the Grounds /Within the Building**

The school population participates in (5) safety drills annually according to agreed upon procedures.

The school building will be locked during the school day. Students in k-8 have been instructed to let no one in. Please do not be offended if you see students inside the building, but they do not respond to you. Visitors must utilize a buzzer system outside the door to enter. Visitors will be asked to identify themselves and state their purpose for entering the building. All visitors must then proceed to the school office to sign in and receive a visitor/volunteer badge. Any non-student or non-staff member without a visitor badge visibly showing will be questioned as to the destination and the purpose of the visit. If school personnel deem it necessary, 911 will be called.

#### **Outside the Building**

The playground supervisor will have a cell phone to call the school office or 911. The supervisor will act on the directive given by office personnel. The lead supervisor on the playground will have a whistle in his/her possession. All students are instructed to listen for the whistle and respond to it. The lead supervisor will blow the whistle to alert students to an emergency situation. The lead supervisor will then direct the students to enter the school building. Depending on the severity of the emergency situation, 911 will be contacted.

#### **Suspicion of Intruders**

Depending on the severity of the emergency situation 911 will be called.

### **Bomb Threat**

Saint John School has a reciprocal agreement with Roseville transportation and Little Canada School to transport and house either group of students in the event of a bomb threat. Parents will be notified of this occurrence via email.

## **Volunteer Opportunities for Parents**

Volunteering is an integral part of who we are at Saint John School. The benefits one gains from working side-by-side with the school community will only be realized as a volunteer. Please understand that as we follow Archdiocesan policy, all volunteers are required to complete the 'Essential 3' which includes providing information for a background check, signing a Code of Conduct, and receiving VIRTUS training. Additional background information may be required if you plan on working with money. The 'Essential 3' is updated as directed by the Archdiocese. No one may volunteer until the 'Essential 3' is completed.

#### **Opportunities that may be available:**

School Advisory Board  
Marathon - September/October  
Conference Food (and Clean-up) - October and February  
Family Fun Night - January  
School Spirit Wear Coordinator/Distributor - Fall and Winter  
Box Tops/ milk lids - year round  
Coach-contact our Athletic Director

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

### Lunch

- Kitchen help - speak to cook regarding needs
- Dining room help - speak to office staff regarding needs
- Playground supervisor-speak to office staff regarding needs

Classroom assistants - speak to teachers regarding needs.

Work from home -There are many projects throughout the year that can be done at home. Please contact us if you are unable to be present during the day and or evening, but would still like to volunteer. We will be happy to direct you.

Field Trip Assistant -speak to teachers regarding needs

Middle School Dance Supervisor -speak to teacher regarding needs

Annual Dinner-Gala Auction-speak with our Gala auction chair

### What a New Parent Might Want To Know

**Attendance:** Daily attendance is recorded by the homeroom teacher on the Educate online system. Parents, please call the office (651-484-3038) if your child will not be at school. You can leave a message on our attendance line.

**Auction Gala:** Saint John School has an annual dinner/auction in the spring. Parents are encouraged to participate in the auction and/or volunteer.

**Catholic Schools Week:** CSW occurs near the end of January. It begins on a Sunday with a parish Mass, followed by Open House and preschool and kindergarten registration for the following school year. Many other fun activities are a part of this week.

**Chapel:** It is located in the Lower Church.

**Advent Music Program:** It is usually held the first or second Thursday of December. This involves the whole school and is held in the evening.

**Conferences:** Conferences are held twice a year for the whole school. Conferences are held in the gym. Conferences will be communicated to you in the principal's newsletter and there will be a link to electronically sign up for conferences about 2-3 weeks prior to conferences.

**Dining Room:** The students eat lunch and/or snacks here.

**Dismissal:** Students in Eagle Club are dismissed first. All other students will be dismissed through the Gathering Space. That includes those riding the Roseville bus, those who walk home or go home in a car. Please do not come into school to pick up your child. The car line is first come, first serve. Please enter the lot through the south entrance of the parking lot on the gathering space side of the building. The line will wind through the parking lot and around the circle in front of the Gathering Space. Please follow carefully for the safety of all the children.

**Eagle Club:** This is the name of our childcare program. It is available for care before and after school, on many non-school days as well as the summer months. The room is located next to the preschool room on the top floor at the west end of the building. Please check our website under Child Care for more information on this program.

**Field Trips:** Per our insurance carrier, we must travel by bus.

**Halloween Party:** Our school-wide party is held on a Friday nearest Oct. 31. The 8<sup>th</sup> graders are in charge of this event.

**Lunch Procedures:** Students come to the dining room in a single-file line. They proceed to either a table to eat the cold lunch or the lunch line by the kitchen to purchase a hot lunch or milk. We utilize PayPams electronic deduction system. Each student uses his/her assigned number to pay for milk and/or hot lunch. Teachers assist the students to verify that the student ID number and the amount charged is correct. Teachers wait with their class until all students are through the lunch line. You will receive additional information this summer as to how to set up your account.

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

**Marathon:** The Marathon is usually held the last Saturday in September, in conjunction with the Parish Fall Festival. This is a very important school-wide fundraising event. All families are strongly encouraged to participate in this event. Please check the school calendar for the specific date.

**Mass:** Weekly Mass, prayer services, rosary, and Stations of the Cross are offered on Wednesdays for the whole school or specific grade/grades. Kindergarten students usually attend weekly masses. Classroom teachers take turns planning the Masses.

**Nurse:** The district nurse is here once a week. If the nurse is not here, all accidents, aches, temperatures, are taken care of in the office. All teachers and administrative staff are trained in CPR.

**Parking:** Please use the south parking lot and the south door during the day. There is a buzzer system located between the double doors. Press the buzzer which will notify office staff. Identify yourself. The door will then be unlocked so you can get in. Please always come to the school office once you are in the building.

**Report Cards:** are given out at the trimester for grades k-8.

**Security:** All doors that are accessible to the school directly are locked on school days. Please use the buzzer system when entering the building.

**Sick/Injured Students:** Sick or injured students are sent to the office. If it is a small injury, we keep band-aids in the classroom. As determined by the school faculty and staff, if any serious injury occurs, an injury report will be filled out and sent home.

**Show And Tell:** Please do not bring animals to school as many of our children have allergies, and we cannot allow them in the building.

**Snack Time:** Kindergarten snacks are eaten in the afternoon so as not to spoil their lunch.

**Website:** Access to school information is available on the school website. [www.school.sjlc.org](http://www.school.sjlc.org).