



Saint John School of Little Canada Parent-Student Handbook

Saint John School of Little Canada
2621 McMenemy Street
Little Canada, MN 55117-1699
School Website: school.sjolc.org

Important Numbers

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

Faculty and support staff members have their own phone numbers, which you will find on our school website.



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Welcome

Welcome to Saint John School of Little Canada! We are a Preschool through Grade 8 Catholic school, committed to partnering with families to educate children academically, socially, and spiritually.

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.

Statement of Catholicity

At Saint John School, our Catholic identity is not just an aspect of who we are, but the very essence of our mission and purpose. Rooted in the teachings of Jesus Christ and the rich traditions of the Catholic Church, our educational approach is holistic, nurturing the spiritual, intellectual, and moral development of each student. Every aspect of our curriculum, activities, and community life is infused with Catholic values, guiding our students to grow in faith, knowledge, and love. We are dedicated to fostering an environment where the Gospel message is lived and witnessed daily, creating a foundation for lifelong discipleship.

As Pope Benedict XVI said, "First and foremost, every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (Benedict XVI, Address to Catholic Educators, 2008). This profound understanding underscores our commitment to excellence in education, while also ensuring that our students experience the love and truth of Christ in every aspect of their school life. At Saint John School, our Catholic faith is the heart of all we do, inspiring us to cultivate a community where each person is valued, and every student is prepared to contribute meaningfully to the world.

Accreditation

Saint John's School of Little Canada has been accredited by Lumen since 2024. Every 5 years, Saint John's renews its accreditation by meeting or exceeding accreditation requirements.

Nondiscrimination

At Saint John's School, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, Saint John's School, prohibits discrimination based on race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status about public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

Purpose of Handbook

This handbook is designed to help parents, teachers, staff, and students partner together for success, and to provide a general framework for policies and procedures at our school. It is not all-inclusive, and when unique circumstances arise, administration will provide direction on a case-by-case basis.

Saint John School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. The provisions of this handbook do not, and should not be construed to, constitute a contract between any applicant, student, or parent, and Saint John School.

Application of Policies

School policies are enforced year-round, for the duration of a student's enrollment. Saint John School may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct or policy violation at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

General School Information

Daily Schedule - School Year Hours (Summer Hours are limited)

8:15 Office opens

8:40 Students may enter school through the Gathering Space

9:00 School day begins. Students not in their classrooms at this time are considered tardy/absent. Tardy students must stop in the office to secure a tardy slip.

3:10 School day ends. Students are dismissed.

4:00 Office closes

School Calendar

The school year generally runs from September to June. The school calendar can be found on the school webpage, showing school days as well as non-attendance days, parent transportation days, and holidays. Calendar information is also available in weekly newsletters from the principal.

Attendance

When students are tardy or absent, this causes interruptions and hinders learning for both the individual student and the classroom. The purpose of this policy is to encourage punctuality and regular school attendance.

Illness and Staying Home

We believe it is important that children are in school as often as possible in order to provide the best opportunity for learning and development. However, it is everyone's responsibility to help stop the spread of contagious conditions and communicable diseases. We ask that parents refrain from bringing children to school if they are sick or displaying symptoms of illness in the absence of medication, such as fever (99° F or higher), vomiting or diarrhea within the last 24 hours, rash, inflamed or red eyes with or without drainage, uncontrolled coughing, severe cold, or a sore throat. The student may return to school when they are symptom-free for 24 hours with no medication administered.

If a student develops these symptoms during the school day, the staff will have the child rest separated from the other children, and parents will be called to pick up their child and bring them home. No over-the-counter medication, including aspirin/ibuprofen, can be given to a student for any reason without an authorized form. Please see the section on Medication During the School Day in this handbook for more information. If the parent/guardian cannot be reached, the staff will contact the emergency contact(s) listed in your TADS account. 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 by a parent.

A parent/guardian must inform the school office by 8:30 am on or before the day of the absence if a child is to be absent or tardy for any reason. This can be done via email at SaintJohnSchool@sjolc.org or by phone call/voice message to the main office at 651-484-3038. Please provide your child's name, grade, and the reason for the absence. You may email your student's teacher in addition to notifying the school office.

If we are not contacted by 9:30 am, families will receive a call from the school.

- Students arriving before 11:00 am will be counted as present all day but marked tardy.
- Students arriving between 11:00 and 1:00 will be marked 0.5 days absent.
- Students leaving between 11:00 and 1:00 will be marked 0.5 days absent.

- Students leaving after 1:00 will be early dismissal.

Students who are tardy must stop by the office to secure a tardy slip. Excessive tardiness may result in parent/guardian notification.

Excused and Unexcused Absences/Tardies. There are two types of absences/tardies – excused and unexcused. School administration, not parents, has the final determination regarding which type of absence applies. Please note that the school is required to report excessive tardies and absences to the county truancy office.

Excused Absences/Tardies include: illness, doctor/dentist/orthodontist/medical appointment, family emergency, funerals

Unexcused Absences/Tardies include, but are not limited to: oversleeping, car trouble, shadowing at high schools, missing the bus, vacation, refusing to go to school, attending, participating in a sporting event/ activity, or no call/note from parents regarding absence.

Absence due to illness. If a student misses one day due to illness, the student will receive any missed work the following day. If a student will be absent longer than one day, families should contact the student's teacher by email regarding make-up work. Teachers will decide which items may be given during the absence and which will be made up after the absence.

Additionally, students must attend a minimum of one-half 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 extracurricular 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.

Absence due to vacation. Vacations taken while school is in session are strongly discouraged. If a family takes a vacation while school is in session, the school office must be informed as far in advance as possible, and at least 48 hours before the planned absence. Teachers are not expected to prepare assignments in advance to accommodate vacation plans. When the student returns to school after a vacation, the assignments will be given out together with a deadline for their completion.

A student should not be absent for more than 15 days per school year. If a student has been absent for more than three (3) consecutive school days 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).

Communicable Diseases

If your child comes down with a communicable disease such as chicken pox, strep throat, head lice, 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.

Arrival and Dismissal

Students may arrive at school from 8:40 am - 9:00 am. The school provides supervision of students at the school beginning at 8:40 am and ending at 3:30 pm.

Students arriving in the morning before 8:40 am or after 3:30 pm may be sent to Eagle Club Child Care for safe supervision. Parents would be assessed the current drop in rate, which would be billed in TADS.

Late Arrival/Early Dismissal

Students who arrive or depart during school hours are required to report with a parent/guardian to the school office to be signed in/out.

Transportation to and from School

Authorizations for Pick-Up

When you enroll your child for school, please name all persons authorized to pick up your child as emergency contacts. Students will only be released to parents or an authorized pick-up person. 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. If there will be another person picking up your child on a specific day, parents must inform the staff in advance, by written note sent to school, email to SaintJohnSchool@sjolc.org, or phone call/voice message to the main office at 651-484-3038. In order to ensure safety, the school staff may ask for a photo ID if they are unsure of the identity of the person picking up the student.

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 change notice from the parent, either by written note to the school office, email to SaintJohnSchool@sjolc.org, or phone call/voice message to the main office at 651-484-3038.

Car Procedures

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 drive their children to school will enter the parking lot using the farthest south entrance from McMenemy.

- 8:40 AM: Carline drop-off begins at the Gathering Space entrance. Parents will pull up to the Gathering Space and drop off kids. For security purposes, a staff member will welcome students into our Gathering Space entrance from 8:40 a.m.- 9:00 a.m. If you accompany your

child into the building, you must park in the lot, and you will be asked to sign in and receive a badge while you are in the building. When leaving, please sign out in the school office and return your badge.

- No early drop-offs allowed. Children must not be unattended in the Gathering Space. Unattended students will be sent to Eagle Club; drop-in charges will apply.
- 9:00 AM: Classes begin; students who arrive past this time are marked as tardy.
- 3:10 PM: Classes end; carline pick-up begins. Line up in the parking lot off of McMenemy Street and stay in the car displaying your windshield sign. 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 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 called outside and dismissed to the cars in 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.
- Please use the student name windshield sign at pick-up to facilitate a quicker and more efficient process.
- For everyone's safety, do not park in any parking lot and walk up to the door to pick up your student(s).
- 3:30 PM: Carline ends; students who are not picked up by this time are moved to Eagle Club.
- 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 3:30, 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, which would be billed in TADS.

PLEASE NOTE:

- Preschool and PreK students are dropped off and picked up at the preschool entrance. Parents should use the parking lot off of Little Canada Rd.
- Eagle Club students use the Gym entrance and should be dropped off and picked up there. A parent or guardian must sign the student in and out.

CARLINE MAP



Bikes

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

Student Pick-up during the School Day

If a child needs to be excused early from school, a signed note, email, or phone call from the parent 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 up your child 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.

Busing

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. 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. Information and sign-up forms are sent out annually. Families who intend to use the bus must complete the necessary forms.

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**

Parents will be notified by the district transportation office when and where the bus will stop for their children. The public school has sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

Riding the bus is considered a privilege. The bus is not a place to be rambunctious, and each student must do his/her part to keep the bus quiet, orderly, and clean. Students should remain seated at all times, except to board or leave the bus. The driver is in complete control and has the authority to enforce all rules of safety and conduct. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from home to school. Parents/guardians whose children do not follow the bus rules will be notified of the inappropriate behavior of their 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 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 pay 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 pay the costs that are incurred.

Note: Teachers are not responsible for students' 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 the preferred means of communication. The note must be brought to the office to be signed by an office staff member who will then give it to the child to bring to his/her teacher. Parents may call (651-484-3038) or email (SaintJohnSchool@sjolc.org) the front desk if a note was not

sent. If we do not receive communication, the child will be sent home in the usual manner.

Childcare Program

Eagle Club is the name of our childcare program. It is available for care before and after school, on many non-school days, as well as in the summer months. The room is located at the back of the dining hall on the lower level. Please check our website under Child Care for more information on this program.

Eagle Club Before and After School Care

Students attending Eagle Club child care before school are dismissed to their classrooms at 8:40 am. Those attending after school are dismissed by their teachers at 3:00 pm for preschool students and 3:10 pm for K-6 grade students. Eagle Club is available for students 33 months to 12 years of age (Preschool to 6th grade). For more information, please call 651-288-3234 or check the school website.

Eagle Club Summer Program

The Eagle Club summer program is also available for students 33 months to 12 years of age. Students do not need to attend Saint John's to attend. Please call 651-288-3234 or check the school website for more information.

Meal Program

Saint John School offers a breakfast and hot lunch program on school days. K-8 students may choose to select a free breakfast in the Gathering Space from 8:40 am-9:00 am, order a free hot lunch, or bring lunch from home. K-8 students may also purchase milk only during lunch using PayPams. Lunch orders must be ordered during daily attendance. Our preschool students will pay for breakfasts, lunches, and milk through the PayPams online payment system. If you have any questions regarding meal payments, please contact the school office or PayPams at www.PayPams.com. The school lunch and milk program is provided by limited state funds and set using CKC Good Food's established price. State funds are matched with federal funds to assist families who qualify for free or reduced lunch. 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.

Lunch Procedures: The 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 are correct. You will receive additional information on how to set up your account.

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 the 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.

After School Events

When a student participates in a school activity that does not begin immediately after school, it is necessary that parents make arrangements for their children in the interim. Unless specifically arranged for, Saint John School does not supervise children after school. Generally, students should leave school grounds and return at the appropriate time for the event. Parents must also make prior arrangements for a ride home after the event has occurred.

Building Use

Any person or group can request to use the school facility during non-school hours. Requesters will be required to complete an application for use, must certify that their use will not violate our policies or contravene Catholic doctrine, and may require a fee and proof of insurance. Please contact the parish office (651-484-2708) to inquire about building use.

Lost and Found

The school maintains a lost and found for misplaced items. It is located in the school Dining Room. Please check the lost and found if you are missing an item. Saint John School is not responsible for lost items, and the lost and found is periodically cleaned out. Items that remain in the lost and found for more than one month may be discarded.

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.

Directory

A family directory may be published. The directory includes family information (family names and contact information) unless a parent specifically requests, in TADS, not to have that information included.

Photo Release

Throughout the year, there are many occasions to share photos and details about what is happening at our school, through newspaper articles, social media posts, and school communications. We ask families, through TADS enrollment, each year to opt in or out of the

photo and academic work release. Families who opt out of the release will be noted, and their children's photos/academic work will not be published.

Admission/Enrollment Policies

Enrollment for New Students

Saint John School accepts applications for new students year-round through TADS, our online enrollment program. Should more applications for admission be received than spaces are available, applications will be considered in the following priority:

- Siblings of students already enrolled at Saint John School
- Children of Catholic families who are members of our parish.
- Children of non-parish families.

Saint John School may admit students who are not Catholic, provided they understand that participation in Catholic religious instruction and school religious activities is required, and that our faith is a part of everything we do at the school.

Preschool Enrollment

Preschool for 3-5-year-old children is held in multiple sessions: M-W-F or T-TH or M-F. We offer various sessions, which are listed on our website and in TADS. All of our preschool sessions follow the school year calendar for days in school. Parents/guardians are encouraged to register their child(ren) for preschool as soon as the enrollment period opens, as space is limited.

Enrollment for Current Students

Current students should enroll within the enrollment period for the next school year, which is communicated through newsletters and emails from TADS. Enrollments received after the enrollment period will not receive priority and will be considered alongside applications for new students.

Registration Requirements

To complete registration, each family must pay all registration fees and submit all required online paperwork, including a completed application (for new students), enrollment, and tuition agreement through TADS. All required documents must be submitted before the first day of classes.

Students entering Kindergarten must be 5 years of age prior to the first day of September of the Kindergarten year.

Financial Policies

Tuition and Fees

The school relies on the tuition from families to fulfill our budget obligations. 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 the parish finance council. Once tuition rates and fees are set each year, they will be communicated to families in conjunction with annual enrollment.

Tuition payments are handled through TADS, a third-party vendor. Information about how to set up an account and make payments is provided during enrollment.

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. 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, the finance committee, and the pastor.

Saint John School Tuition Payment Policies:

1. Tuition is collected through TADS. Cash and personal checks given to the school to pay tuition will not be accepted. 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 late charge for payments returned as NSF and an additional charge for late fees. Please visit your TADS account for fee information.
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.

- 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 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.

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.

Financial Assistance

While we strive to keep tuition at an affordable rate, we understand that private school tuition can be a major expense for families. With this in mind, Saint John School has financial assistance funds available. Distribution of funds is based on financial need and availability of funds.

Families who need 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 ensure 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 the availability of funds. Confidentiality will be

maintained. Applications are due no later than February 28. The Financial Aid Committee strives to communicate results by May 15.

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.

Families who experience a change in financial circumstances during the school year that makes fulfilling their tuition obligation difficult should contact the school office for assistance.

Academic Policies

Integrated Curriculum

Saint John School is dedicated to providing an integrated curriculum that is academically excellent but also instills strong Catholic moral values. The curriculum is presented with a coherent vision of reality through the lens of the Catholic intellectual tradition. This comprehensive approach encompasses intellectual, physical, social, and spiritual development, honoring the truth of what it means to flourish as a human person. The impact of this holistic formation is mature young men and women who are able to engage the civic, spiritual, moral, and professional challenges of their society and, assisted by God's grace, use their success to transform our world for the good.

Homework

Homework is a part of the learning process, and generally expands on or reinforces classroom objectives and teaching. Homework can include reading, memorizing, reviewing, studying, researching, and working on long-term projects. Whatever type of homework is assigned, the student must accept responsibility to be prepared for the upcoming class and do their best to complete the assignment. It is the student's responsibility to turn in completed work as assigned.

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.
- **Students are responsible for all assignments given in class during any absences.**

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 the 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.

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.

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 in grades 4-8 to sign annually. The signed policy document is kept on file at school. See Appendix C

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, and report cards. The student demographic information is auto-filled by what is entered into TADS enrollment for each student. Students and parents of students in grades 6-8 have access to their students' grades, assignments, and attendance through Educate. See our website under current parents and Educate Parent Portal for more information.
<https://school.sjolc.org/educate-parent-portal>

Assessment

An essential part of educating students in the academic dimension of the curriculum is assessing their progress in learning rigorous academic standards. To this end, Saint John School will administer NWEA (grades K-8), 3 times a year, and Aimsweb (grades K-3) throughout the year to measure student achievement and growth in the academic curriculum. Saint John School will ensure that all parents receive their child's standardized test scores, understand the purpose of the standardized test, know how the school uses the information about student performance, and understand how they can use that information to help their child. Standardized testing is one of multiple measures Saint John School uses to ensure a comprehensive evaluation of academic performance.

Report Cards and Student Progress

At the end of each trimester, K-8 students receive report cards. These are intended to inform parents and students regarding the student's progress. This is an opportunity to assess how a student is progressing and to set goals for the year. Report card grades are final. If a student or parent has questions or concerns about report cards, they should contact their teacher.

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 in the newsletters to schedule a conference time. 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.

Promotion/Retention

Promotion and graduation take place when a student demonstrates satisfactory completion of grade-level work. The decision to retain a student at the current grade level will be made only after an evaluation has been made, which indicates the student would benefit from retention.

Student Records

Saint John School maintains and manages student records following its policies and practices and in accordance with federal and state law. Student records may include identifying data, academic work completed, level of achievement (grades, standardized achievement test scores, IEP, 504), attendance data, scores on standardized tests, health data (maintained as separate records), teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Parents can make a request with the school office to review their child's record. Such requests will be responded to in a reasonable amount of time.

No one except appropriate school personnel, parents of minors, and students who have reached legal age shall have access to student records without either a subpoena or appropriate written authorization from the parent.

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 receipt of 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.

Academic Services for Students with Special Needs

Saint John School is committed to fostering an inclusive environment that supports the diverse needs of all learners. When a student is identified as potentially having special educational needs, Saint John School follows a collaborative process involving parents and, when appropriate, other professionals to develop a tailored support plan. This plan is distinct from those offered by local public schools and is designed to address the students' unique needs within the scope of the school's available resources.

The plan may encompass accommodations for diverse learning styles, mental and physical health needs, and social and emotional development. When deemed necessary and beneficial, Saint John School may also collaborate with the local public school district to access additional supports that enhance the student's academic progress.

School Culture Policies

Extracurricular Activities

All student programming should direct students to be formed in the virtues. Enrichment and extracurriculars should cultivate in students a strong character so that they can grow into adulthood living responsible, productive, and holy lives. Virtues acquired by education are purified and elevated by grace, and with God's help, allow each child to become the person God has made him or her to be. Therefore, it is necessary that all curricula, programs, experiences, athletics, extracurricular activities, and other school activities be deeply grounded in the Church's virtue tradition, and designed and operated so as to form students in Catholic virtue.

Saint John School is proud to offer a range of extracurricular activities in which students may choose to participate, including, but not limited to, athletics, Middle School student council, Middle School Dances, and band. 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 the operation and administration costs of the programs.

Students who are not present for half a school day are not eligible to participate in extracurriculars on that day. Students who have at least one grade that is a D or lower may be restricted from participating in extracurricular activities, at the discretion of the administration, to allow the student to focus on academic success.

All school policies apply at extracurricular events (including practices), whether on or off campus.

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.

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 that 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 for 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.

Field Trips

Field Trips are part of the educational curriculum and are designed to support the curriculum and introduce students to learning opportunities beyond our campus. Since field trips are learning situations, they are counted as a school day, and attendance is required. Cost may vary depending on the field trip. Field trip participants travel by bus or on foot. 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 will be sent home.** This would be considered an unexcused absence. Phone calls to or from parents/guardians 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.

Chaperones may be needed for field trips; all chaperones must comply with all volunteer requirements. Chaperones may not bring other children to attend the field trip if they are not part of the student group that is going.

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.
- Be VIRTUS trained before signing up to chaperone.

Dress Code

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, appropriately 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 D for a sample of 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 uniform pants.
- Pants must cover boxers.
- Pants must have belt loops except for 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.

Shorts

- Navy blue or khaki knee-length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must cover boxers.
- Shorts must have belt loops except for 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 at Mass.
- Polo uniform shirts, as described above, are to be worn under a uniform sweatshirt/sweater at all times.

Sweater Vests (optional)

- Unisex navy blue with the approved Saint John School logo

Socks

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

Shoes (PS – 8)

- Shoes must be closed-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 uniform pants
- No stretch pants
- Pants must have belt loops except for 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.

Shorts

- Navy blue or khaki knee-length dress shorts only.
- Shorts can only be worn from March through October.
- Shorts must have belt loops except for PS and K.
- Shorts must not be shorter than 2.5 inches above the knee.

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.

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 at Mass.
- Polo uniform shirts, as described above, are to be worn under a uniform sweatshirt/sweater at all times.

Sweater Vests (original)

- Unisex navy blue with the 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 closed-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/Hood/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 colored/dyed hair.
- No glitter in hair is allowed.
- No hats, hoods, 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 in the ear lobes. These earrings may not extend below the earlobes.
- Girls 6-8: May wear post earrings in the ear lobe and small hoop earrings (less than ½ inch diameter).
- Boys, PS-8: No earrings are allowed.

No Uniform Passes/Free Dress Days

- Passes may not be used on Mass days
- Neat and clean clothes only, i.e., no holes/rips in clothing.
- Saint John Athletic or knee-length shorts only. Spandex shorts, or any shorts that are excessively tight or short, are not acceptable attire for school. This does not meet our standards for appropriate dress. Any student seen wearing inappropriate shorts will be asked to contact their parent or guardian immediately to bring a change of

clothing. Repeated or severe violations may result in disciplinary action, including after-school detention.

- No midriffs exposed at any time.
- No spaghetti strap tops or open shoulder tops. Tank tops need to have shoulder straps that are 3 fingers wide.
- Shorts and pants must cover boxers.
- Must wear socks at all times.
- No hats, hoods, or head coverings are allowed to be worn inside the school or church buildings during the school day.
- Clothing and other items or grooming in a manner that represents and/or promotes politics, political candidates, inappropriate messages, drugs, alcohol, tobacco, marijuana, or other illegal substances, violence, threats, gangs, hate groups, or any messages that are immoral or contravene the teachings of the Church, are prohibited.

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

- Tennis shoes with athletic support that tie, zip, or Velcro.
- No open back and/or slip-on styles, slipper-type shoes, 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 with athletic support that tie, zip, or Velcro.
- No open back and/or slip-on styles, slipper-type shoes, or shoes with elevated heels for gym class.

If a student violates the schoolwide/gym dress code policy, they will be informed, and the student's parents may be notified. Students will be sent to the school office for violations that are substantial, relate to modesty, or create a distraction to the academic environment. Options to address the violation may include turning clothing articles inside out, being provided replacement clothing (when possible), parents bringing other clothes, or being sent home. Dress

code violations may result in disciplinary actions as listed in the discipline section of the handbook.

Technology and Acceptable Use Policy

Saint John School offers students access to the internet and other technology resources, which are essential learning tools in 21st-century education. Our school is committed to improving students' educational experience using technology. Student use of technology is a privilege and must be consistent with the school's mission and values. Using digital tools correctly and responsibly is very important. All student policies, including this policy, apply to all students using school technology resources, including computers, tablets, and the internet.

Given the well-documented risks of internet-capable devices, the school maintains a responsibility as an educational institution to teach students how to become discerning users of the internet and Smart Devices to bring about God's glory, and is taking steps to minimize these risks. We believe the best way to prepare children to flourish in a digital world is to teach them the intellectual and moral virtues, skills, and habits that our children need to have so that they can use digital tools in a way that makes them more human, not less.

Parents are encouraged to discuss this policy with their children and to monitor their technology use at home. Ensuring that students understand and adhere to these guidelines is a shared responsibility between the school and families.

Violations of this policy may result in disciplinary action, including but not limited to loss of technology privileges, detention, suspension, or expulsion.

General Guidelines

- **Educational Use:** Technology must be used to support learning and adhere to Catholic values. Students must follow all school policies when using technology, including appropriate language and respectful communication.
- **Behavior:** Users are expected to act respectfully, responsibly, ethically, morally, and legally. Respect for others is paramount.
- **Internet Safety:** Filtering software may be installed to block inappropriate content. Users must report access to inappropriate sites immediately.
- **Equipment Care:** Treat all technology equipment with respect. No food or drink near devices.
- **Supervision:** When possible, staff will supervise student use of technology to ensure it is appropriate for their age and aligned with educational goals.
- **Personal Information:** Do not share personal addresses, passwords, or phone numbers.
- **Privacy:** Users have no expectation of privacy in their use of school technology. The school reserves the right to monitor and review all technology use to ensure compliance with this policy or in conjunction with any disciplinary matter or investigation.

Unacceptable Uses

- **Illegal or Unethical Behavior:** Engaging in activities that are illegal or violate school policies.
- **Inappropriate Content:** Accessing, downloading, or distributing material that is inappropriate, offensive, or immoral.
- **Off-Task Use:** Using technology for non-educational purposes during instructional time.
- **Inappropriate Communication:** Sending or receiving messages that are harassing, threatening, obscene, or that use offensive language.
- **Plagiarism and Cheating:** Using others' work without proper attribution or engaging in academic dishonesty.
- **Unauthorized Access:** Attempting to access restricted areas or other users' accounts.
- **Tampering, Security:** Disabling filtering software, altering device settings, or installing unauthorized software. Attempting to bypass or undermine network security measures, including unauthorized access to restricted areas of the network, the introduction of malware, and other activities that could compromise network integrity.
- **Privacy and Misuse Violations:** Sharing personal information or accessing others' information without permission or using another person's password or device.
- **Misuse of Resources:** Misusing or damaging technology resources. This includes physical damage to devices and tampering with software or hardware configurations.
- **Personalization:** Altering school devices without explicit permission from staff.
- **Harassment:** Using technology to harass, bully, or mistreat others.
- **Commercial Use:** Using school technology for commercial or political purposes.
- **Malware:** Introducing or spreading viruses or other malicious software.
- **Copyright Infringement:** Copying or distributing copyrighted material without permission.
- **Violations:** Engaging in activities that violate laws or school policies.
- **Encouraging Misconduct:** Helping others violate these guidelines.

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 A and B.

Smart Device Policy - 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 a 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 during the school day will be in a designated place in the classroom, as determined by school administration and/or the teacher. Storage options outside of the school day may include, but are not limited to, in the student's backpack or in a designated place in the school, 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 student.

Prayer and Worship

Formation in the spiritual life leads children to deepen their relationship with Jesus Christ and his Church. A robust and intentional program of spiritual formation encourages the life of grace through daily personal and communal prayer, regular opportunities for reception of the sacraments, and participation in the liturgical life of the Church. With a strong faith that continues to grow, Catholic school students find in God the ultimate meaning and purpose of their lives. Students participate in daily prayer, seasonal prayer services, retreat experiences, vocational information, and liturgical celebrations. Students also attend mass weekly. We invite parents to join us for mass and liturgical celebrations throughout the year.

Sacramental Preparation

In coordination with our parish, Saint John School provides a preparation program for students in second grade for receiving the sacraments of Reconciliation and First Communion and eighth grade for the sacrament of Confirmation. Parental involvement is important in a child's preparation, so we ask parents to work at home with their children and to attend parent meetings relating to sacramental preparation.

Guiding Principles Concerning Human Sexuality and Sexual Identity

Saint John School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides 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. Saint John School will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex.

Behavior Policies

Student Conduct Guiding Principles

Each student is responsible for behavior that maintains a respectful, welcoming, and joyful learning environment within the school. Respect for oneself, others, authority, and property is expected from each student. Students are to behave in a manner that is morally responsible and brings credit to themselves, their families, and the school community, and to maintain a safe

and healthy learning environment. Parental support is an important part of the school's discipline policy.

Saint John School provides every student with an opportunity to pursue excellence consistent with the school's mission and the teachings of the Roman Catholic Church. Through personal example, teaching, and the written policies stated in this handbook, faculty and administration at Saint John School strive to encourage right order through true freedom for every student. True freedom rooted in the growth of virtue cultivates confidence, strength, and success in all aspects of life, including work, school, athletics, relationships, and most importantly, faith. For children and young adults, especially, it gives them the power and inner strength needed to overcome many of life's major challenges.

In addition to promoting the three theological virtues of faith, hope, and love, special attention is paid to the cardinal virtues of prudence, temperance, justice, and fortitude. Saint John School strives to develop the virtues of sound judgment, responsibility, and self-control. The school promotes and encourages human virtues like punctuality, diligence, and organization. In doing so, Saint John School faculty and administration make every effort to maintain a respectful environment that fosters a commitment to doing what is right, because it is right.

As a Christ-centered school, we value safety, ownership, acceptance, and respect. Our S.O.A.R. expectations are as follows:

Safety

- Follow school rules
- Use materials appropriately
- Avoid any type of conduct that could hurt someone else
- Seek an adult if you see anyone being unsafe

Ownership

- Be prepared and ready to learn
- Complete work carefully and punctually
- Arrive to school and classes on time
- Be in control of your own words and body

Acceptance

- Be kind to others
- Include others and make everyone feel welcome
- Be a peacemaker
- Be willing to forgive
- Treat others as you would like to be treated

Respect

- Show respect to everyone and all property
- Follow directions in a timely manner and without argument
- Speak respectfully at all times, even when in disagreement
- Be attentive and respond appropriately when greeted or spoken to

Discipline Policy

Discipline Guidelines

The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the discretion of the teacher or administration. The school has the right to discipline, withhold class privileges, or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

Minor Misconduct

Consequences for minor misconduct will typically be managed by the classroom teacher. Generally, minor misconduct or policy violations will result in lighter discipline. This may include, but is not limited to, a verbal warning, reset time, written warning, call to parents, reparation of damage, loss of privilege, detention, confiscation of cell phones/electronic devices, or being placed on a behavior plan. Continued infractions, aggravating factors, or more severe behavior may result in more substantial discipline. Because each child and situation is unique, in determining the appropriate response to a disciplinary situation the school may consider contextual factors such as the age of the student, the type of misconduct, the frequency of the student's misconduct, and the severity of the problem.

Examples of minor misconduct include (but are not limited to):

- Inappropriate language
- Not following directions promptly
- Arriving late to class and/or unprepared
- Dress code violations
- Teasing, insulting, or otherwise being unkind to others
- Turning in homework late
- Using a cell phone or other unauthorized electronic device during school hours
- Disruptive behavior
- Chewing gum/candy during class.
- Bringing and using music that does not support the mission of the school, including that 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.
- Other minor policy violations

Major Misconduct

There are certain behaviors where, due to the severity of the action, more substantial and immediate consequences are necessary. Discipline may include any minor misconduct disciplinary actions, as well as immediate removal of the student from the classroom, meeting with parents, in-school or out-of-school suspension, and expulsion. Disciplinary actions for major misconduct are determined by the principal. If necessary for the safety of other students or to avoid significant disruption to the school's social or academic environment, the student may be placed on a temporary out-of-school suspension pending appropriate resolution.

Examples of major misconduct include (but are not limited to):

- Continued misconduct
- Assault/Violence
- Bullying/Harassment
- Disrespect for authority, refusing to follow directions
- Lying, cheating, plagiarism, or academic dishonesty
- Inappropriate internet use. (Failure to follow the school's technology policy.)
- Threat, possession, or use of tobacco, alcohol, drugs, or weapons/explosives/dangerous items on school property, bus, or at school events
- Abusive behavior (verbal or physical)
- Inappropriate language or actions
- Sexual misconduct
- Theft, property destruction, or vandalism
- False Fire Alarm
- Leaving school grounds without permission
- Any willful or repetitive behavior that violates or may violate any rules of conduct or school property.
- Any **serious** willful conduct that disrupts or threatens to disrupt the ability of another to obtain an education.
- Gambling
- Any willful conduct that endangers or has the potential to endanger the student or other students, faculty, administration, or the property of the school.
- Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment.
- Other major policy violations

Students, employees, or volunteers who are aware of major misconduct should report it to the principal as soon as possible.

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 the 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.
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 the 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 may be responsible for the remaining tuition still owed for the school year, per their TADS Tuition Agreement signed during the enrollment process.

Behavior On & Off Campus

The school may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance

or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Harassment

Saint John School, in partnership with families, strives to create and maintain a positive learning environment where students are treated with dignity and respect so that they can celebrate and grow in their faith, discover their academic potential, and become concerned, respectful, and responsible young people. This philosophy is the foundation of our harassment policy.

Harassment Definition

Harassment is any unwelcome repeated behavior (verbal, physical, written, or electronic) which has the intention or effect of intimidating, degrading, humiliating, or offending another person, or that interferes with another person's academic performance or participation in school activities. Whether an action constitutes harassment is determined by school administration, and not by the intentions of the accused.

Harassment includes, but is not limited to:

- **Bullying:** Intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- **Cyber-Bullying:** Bullying performed using technology or other electronic communication.
- **Hazing:** Any activity undertaken by a student or group of students towards another student or group of students with the purpose of "initiation" into the school, a student organization, a team, or a social group, including but not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing anyone as a "rite of passage."
- **Physical:** Unwelcome physical force or unwanted touch that shames, hurts, alienates, threatens, intimidates, or attacks another person, or stealing, damaging, or destroying another's property.
- **Psychological:** Humiliating or abusive behavior that lowers a person's self-esteem or causes torment or emotional harm.
- **Sexual:** Includes unwelcome sexual advances, gestures, jokes, comments, actions, or symbols, unwelcome sexual questioning, remarks, or touching, pressuring for sexual activity, displaying sexual images, videos, or sounds, and/or promoting rumors of a sexual nature
- **Verbal:** Face-to-face or otherwise spoken harassing action, including the use of offensive speech, taunts, name-calling, put-downs, intimidation, slander, and threats of any kind toward another person or group.

- Written: Written statements that taunt, name-call, put down, intimidate, slander, or threaten another person or group.

Harassment Resolution Procedure

Any student who is a victim or witness of harassment is encouraged to deal with the situation immediately by politely and 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, the harassment is severe, or if a request to stop is not respected, the student should report the incident to the principal, or any teacher or staff member.

Teachers and staff members who witness harassment or receive a report of harassment should make reasonable efforts to promptly address the harassment and must inform the principal as soon as possible.

The school will promptly initiate an investigation into any reports of harassment. The investigation may include interviews with the complainant, the alleged harasser, and others who may have knowledge of the alleged incident. The investigation will be conducted in a confidential manner to the extent possible, but confidentiality cannot be guaranteed.

The school may take immediate steps, at its discretion, to protect the victim, complainant, or others pending completion of an investigation of alleged harassment.

The school will determine, based on the preponderance of the evidence (“more likely than not”), whether the alleged conduct occurred and was a violation of this policy, and if so, will take appropriate disciplinary action. If appropriate, an investigative report documenting interviews, conclusions, and outcomes will be completed. The complainant, victim, alleged harasser, and their parents will be informed of the outcome of the investigation, to the extent permitted by law. However, the school may not disclose private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school.

No Retaliation

Retaliation of any form against any person making a good faith report of harassment or participating in an investigation regarding harassment will not be tolerated.

Weapons/Dangerous Items

The school strictly prohibits the unauthorized carrying or possession of weapons on its premises for students and non-students including adults and visiting youth. For the purpose of this policy, the term “weapon” shall include, but not be limited to, firearms, ammunition, knives, explosives, or any device, material, or substance that is used for, or readily capable of, causing death or serious injury or any other object that can reasonably be considered a weapon (including replicas).

Any student violating this policy will be subject to discipline, up to and including detention, suspension, and/or expulsion. Local law enforcement may be contacted for student or non-student violations of this policy.

Drug Use Policy

The use, possession, sale, purchase, transfer, or being under the influence of tobacco, nicotine, alcohol, mood-altering chemicals, or any other illegal or controlled substance by students on school grounds, or at any school event, is strictly prohibited.

When it is determined that a student has violated this policy, the following actions may be taken:

- Parents notified
- Law enforcement officials notified
- Required drug screening at a facility approved by the school, with results of the screening shared with the school
- Chemical use evaluation
- Referral to an outside agency for treatment/counseling options
- Detention/suspension/expulsion
- Parent-student conference with the principal is required before the student can resume attendance at school

Theft, Vandalism, Destruction of Property

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment, or property.

Property Searches

Saint John School is committed to maintaining a safe learning environment. To help ensure the safety of students and compliance with school policies, the school reserves the right to inspect and search student lockers, desks, and any other school property provided for student use (including electronics) at any time, with or without notice, to ensure compliance with school policies. The school reserves the right to search students' personal property, including backpacks, purses, other containers, and electronics, when there is reasonable suspicion that the search will uncover evidence of a violation of school rules or laws. Students should not expect privacy for personal belongings brought onto school premises.

Safety and Well-Being Policies

Entry Information and Visitors

All entrances to the school are locked during the day, except during designated arrival and dismissal times.

All visitors (including parents) must park in the south parking lot (along McMenemy Street) and utilize the Gathering Space entrance during the school day to enter. The extended parking lot by the basketball hoop (near the playground) should be avoided during the school day. 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. 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 identifying yourself and the purpose for entering the building. Please immediately report to the school's main office to sign in, receive a visitor's badge, and/or conduct your business. Also, please be sure to sign out at the office before exiting the building.

Visitors are welcome for open house, special programs, or observations, and are encouraged to attend. Check in at the school office before going to the classroom. Persons not reporting to the school office will be considered trespassers and may 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.

Students should not open an exterior school door to anyone, even if they know the visitor. Visitors must ring the bell and be buzzed in by the main office.

Emergency Response Plans

Saint John School has an emergency management plan in place should a crisis situation occur. These plans are reviewed annually with all employees. Safety drills are practiced in accordance with state laws. The school will use alarms or coded signals through the PA system to alert staff of situations. The crisis plan includes procedures for severe weather, fire emergencies, hazardous spills, safety threats, lockdown procedures, and bomb threats.

Fire, Tornado, Lockdown, and Safety Drills

Saint John School participates in fire, tornado, lockdown, and safety drills. When an alarm sounds or other emergency alerts are raised, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of teachers and staff.

School Closing

In case of an emergency or severe weather, the school will notify families by email, our social media (Facebook and Instagram), and on TV (WCCO, FOX, and KSTP) of school closings. No announcement means school is in session. Saint John School is closed if the 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 TV. All other times, we are considered to be part of the Roseville School District closings. In the event of an early dismissal or emergency, the phone numbers listed in TADS during enrollment will be used as necessary.

Emergency Contact Information

To ensure that the school can contact families should the need arise, and especially in case of emergency, families are responsible for keeping their contact information current. During enrollment for each school year, emergency information must be completely filled out in TADS for each child, including parent phone numbers and emergency contact phone numbers. Parents must notify the school office of any changes in address or phone number throughout the school year.

Health Services

The school nurse (usually on campus one day a week), secretary, or principal may approve the dismissal of a student who becomes ill or hurt during the school day. Parents will be contacted, using contact info in TADS enrollment, when a student reports to the office or school nurse with an illness. Emergency contacts listed in TADS will be contacted if a parent is unable to be reached. If a parent is contacted but unable to come for the student, arrangements for a relative or other authorized person must be made to pick up the student. No student will be sent home due to illness if no one is at home to be with the student. The district nurse will coordinate vision screenings using the recommendations of the Minnesota Department of Health (MDH). Hearing screenings will be conducted by request only.

Accidents/Injuries

If a student is injured at school, our first concern is to care for the student's comfort and safety, followed by contacting the parents. If it is determined that the injury requires immediate emergency health care, 911 will be called for emergency vehicle transportation to the hospital or to the urgent care center identified by the parents.

Health Records

Health records are required for every student and are listed in TADS enrollment. This may include such items as birth certificate, health exam summary, early childhood screenings, and immunizations. Health records are maintained and managed as confidential documents.

Medication During the School Day

Medications, both prescribed and over-the-counter, should be taken at home if at all possible. If medication must be taken during the school day, we follow the procedures given to us through our nurse at the Roseville Area School District. Forms for medication administration can be secured from the school office or on our website under Current Parents/Procedures & Policies/Handbook.

1.0 PURPOSE

For the protection of students:

1.1 Medications, both prescription and over-the-counter, will be stored in the school health office.

1.2 Exceptions would be when parents/guardians and the school have a written agreement to the contrary, for example, when an IEP, IHP, or 504 plan states otherwise, or where the student may carry a prescription or over-the-counter medication as permitted by state law.

1.3 Students who self-administer inhalers must be given approval by the school nurse and health care provider based on the student's competency to use the medication correctly.

1.4 A new *Dispensation of Medication* form is required each school year, or whenever a change in the prescription or requirements for administration occurs.

2.0 PROCEDURES

2.1 Prescription medication prescribed for more than two (2) weeks and which must be taken at school must have a *Dispensation of Medication* form signed by a health care provider and the custodial parent/guardian.

2.2 Prescription medication prescribed for less than two (2) weeks requires a *Dispensation of Medication form signed by* the custodial parent/guardian. A healthcare provider's signature may also be required in the instance of controlled substances, and at the school nurse's discretion.

2.3 Over-the-counter **pain** medication requires a *Dispensation of Medication form signed by* the custodial parent/guardian. If a child is exhibiting symptoms of **viral illnesses (fever, coughing, sneezing)**, Saint John's reserves the right to refuse to administer OTC medication to treat these symptoms.

2.4 All medications must be in original containers and must be labeled with the manufacturer's instructions. Prescription containers should be labeled with the following information:

- 2.4.1 Student's name
- 2.4.2 Medication name
- 2.4.3 Dose of medication
- 2.4.4 Time of day to take medication
- 2.4.5 Name of health care provider

2.5 Following a completed *Dispensation of Medication form*, the school nurse will:

2.5.1 Verify that the medication is given for the correct purpose it was intended, that the medication permission form has the proper authorization, and that it clearly indicates the route, dose, and time of day or circumstances the medication is to be given, and that the medication comes to school in the original container and is properly labeled.

2.5.2 Set up a system in the health office that ensures the student receives their medication in a safe and timely manner.

2.5.3 Ensure that all controlled medication is kept in a locked cabinet. Ensure that emergency medications are kept in an unlocked cabinet.

2.5.4 When it is appropriate and necessary, inform other staff members about the purpose of the medication and under which conditions it needs to be taken.

2.5.5 When it is appropriate and necessary, train other staff/designee on the procedures of safe administration and delegate such administration.

2.5.6 Ensure that medication errors are reported to the school district nurse and inform the custodial parent/guardian of such errors.

2.5.7 Develop an Emergency Care Plan (ECP) for students who are prescribed medications for emergency reasons. The plan will specify where the medication can be found and under what circumstances it will be given. Asthma Action Plans and anaphylaxis plans will be requested from the student's health care provider on an annual basis.

2.5.8 Set up a documentation system that clearly indicates the time, date, and person who gave the medication.

2.5.9 Clearly package and label medications that are sent on field trips with the name of the student, the name of the medication, dosage, and the time the medication is to be given.

2.5.10 The student's privilege of self-administration will be revoked if it is determined that the student is abusing the privilege.

2.5.11 The school nurse may refuse to administer any medications not found in a "formulary" (i.e., supplements or non-FDA approved medications).

2.5.12 Nebulized medication will not be administered in the school setting unless indicated in a student's IEP/504/ECP.

2.5.13 At the end of each school year, over-the-counter medications will be sent home with students during the last week of school. Emergency medications will be placed in student backpacks within the last 2 days of school. Controlled substances will be picked up by a parent/guardian whenever possible. Any medications left at school (following the last school day) may be destroyed.

Reporting Child Maltreatment

Out of concern for the care of children and to abide by legal requirements, staff and members of the clergy are required to report a suspected case of child maltreatment to the local law enforcement agency or local welfare agency within 24 hours. This must be done if they know or have reason to believe maltreatment is occurring presently or has occurred within the past three years. If the report is made verbally, a written report must be filed within 72 hours of the verbal report.

Maltreatment is defined by Minnesota Statutes Section 260E.03 and includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, mental injury, and maltreatment of a child in a facility.

Background Check Requirements

School policy requires that all employees and volunteers, as well as any vendor who interacts with students, must successfully undergo a background check, complete safe environment training (VIRTUS), and sign a Code of Conduct before beginning employment, volunteering, or providing services. This is also an ongoing requirement, and must be completed at least once every three years. Please visit our school website and look under the following tabs: About/Protection of Children & Youth/VIRTUS & Safe Environment or use the following link: <https://school.sjolc.org/virtus> to find out more about the volunteer requirements and get started on the process.

Asbestos Disclaimer

St. John's school building was constructed in the year 2000, and asbestos-containing materials were not used. Therefore, St. John's does not have an Asbestos Management Plan in place for the school building.

Wellness Policy

Saint John School is committed to promoting the health and well-being of all students by supporting healthy eating, physical activity, and a positive school environment.

- Nutrition Standards: All meals provided through the National School Lunch Program will meet or exceed federal nutrition standards. Foods sold outside the meal program will comply with USDA Smart Snacks standards.

- Nutrition Education: Students will receive nutrition education as part of the curriculum to encourage lifelong healthy eating habits.
- Physical Activity: Saint John School will provide regular opportunities for physical activity, including physical education classes and daily recess, to support students' physical and mental health.
- School Environment: Celebrations, rewards, and events will align with wellness goals. Staff will model healthy behaviors to reinforce these values.
- Policy Monitoring: The principal, or a staff person designated by the principal, will oversee the implementation of this policy, conduct periodic reviews, and communicate to the community about this policy.
- Community Involvement: Parents, students, and staff are invited to participate in the development, implementation, and review of the wellness policy.
- Assessment: Every three years, the school will measure the extent to which the school complies with this policy, the extent to which our policy compares to model policies, and the progress made in attaining the goals of the wellness policy.

Leadership and Governance

Head of School

The principal is the head of the school and is responsible for the day-to-day operations and management of the school and its activities. The principal has decision-making authority on all matters related to students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

PARISH SCHOOLS:

School Structure

Saint John School of Little Canada is a parish school. This means that we are an integrated mission of the Saint John Church of Little Canada, and the school does not have a separate corporate identity.

Pastor

The pastor is responsible for governing the school, providing high level oversight of all school operations and ensuring the Catholic identity of the school now and well into the future. Daily management and decision-making authority are generally delegated to the principal; however, the pastor remains the final authority on all school matters. Parish councils provide consultative support to the pastor in his role governing the school.

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.

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.

Title I

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

Title II

Title II funds are utilized by our school to support high-quality instruction through ongoing professional development and the recruitment of effective, diverse educators.

Parent Involvement, Roles, and Responsibilities

Parents are the primary educators of their children. Parents possess the right and obligation to educate their children and select a school that best matches their vision for their child's flourishing. Parents are invited to cooperate closely with teachers in the growth and maturation of their child's total development.

Parent/Guardian

For purposes of this handbook, the term parent includes both parents and legal guardians of a child.

Parent Conduct

Our school community is a special place, rich with opportunities for learning, growth, and belonging. It takes all members of our community, working together, to maintain our strong school environment. We expect all parents of our students to commit to supporting the faith, supporting the school, being respectful and positive, and following school policies. Parents sign a partnership agreement in TADS during enrollment.

If the partnership is no longer viable in the principal's opinion, the school reserves the right to ban the parent from school grounds/events, require the parent to unenroll their child, or not accept registration for the next school year.

Non-Custodial Parents

It is the school's policy to comply with federal and state laws regarding parental rights. If a court order exists which limits a parent's access to a student or to student or school information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to records and other school-related information regarding the child upon request.

If a legal document is on file for a student limiting non-custodial access to the child, but arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must inform the school.

Volunteer Policies

Our school is kept going daily through the efforts of many volunteers, and we are so grateful to parents who volunteer their time and talent to help make our school a special place! There are many opportunities throughout the year to volunteer. Please watch school newsletters for volunteer opportunities.

Confidentiality

Volunteers at Saint John School are expected to treat student matters that they happen to observe or be involved in confidentiality, to refer all discipline matters to school employees, and to follow all applicable employee policies while serving as a volunteer.

Safety Requirements

All volunteers at our school must follow the Archdiocesan requirements for school volunteers. This includes undergoing a background check, completing safe environment training, and signing a Code of Conduct every three years. All volunteers are also required to complete the Reporting Suspected Child Abuse training module.

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

Family Grievance Policy

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise due to human nature. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions.

Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful should concerns be brought to the principal. *Note: if at any time concerns exist regarding student safety or mistreatment, such concerns should be immediately brought to the principal's attention.*

When a concern is brought to the principal in accordance with this policy, the principal will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue.

Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

Communication Between Home and School

As parents are the primary educators of their children, we place great importance on open and frequent communication between the school and home. These are just some of the many ways we communicate with parents: school website, student/parent handbook, weekly school

newsletter, weekly classroom newsletter, phone calls, email, social media, conferences, and school events.

When parents have questions or concerns about anything happening at the school, they should communicate respectfully and openly at the appropriate level – teacher, staff, or leadership. As a community, we assume the goodwill of others and work together to address issues with the appropriate parties, and refrain from gossip.

APPENDIX A

Technology and Internet Acceptable Use Policy Saint John School of Little Canada Grades 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 the assigned website.
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 school.

APPENDIX B

Technology and Internet Acceptable Use Policy

Saint John School of Little Canada

Grades 4-8

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

APPENDIX B (continued)

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

Unacceptable Use

The following are strictly prohibited:

- providing assistance 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 enterprises
- making or distributing unauthorized or illegal (pirated) copies of licensed software
- transmitting or copying copyrighted material without the 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 the correct and sufficient use of the tools each computer system provides for maintaining the security and confidentiality of information stored on it.

For example:

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

Legal Usage

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

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

A firewall 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.

APPENDIX B (continued)

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

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 school.

APPENDIX C

Plagiarism Policy Grades 4-8

(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's Plagiarism Policy.

Student Signature _____ Date _____

Parent Signature _____ Date _____

APPENDIX D



Saint John's Catholic School of Little Canada

2621 McMenemy St ♦ Little Canada, MN 55117 ♦ (651) 484-3038
www.sjolc.org ♦ 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 _____