

Saint John the Baptist Catholic School
Family Handbook
2009-2010



Expect More

Achieve More

Saint John the Baptist Catholic School
114 East Third Street
Waunakee, WI 53597-1494
608-849-5325
<http://www.stjb.org/school>

Dear Families of Saint John the Baptist Catholic School,

**"What greater work is there than
training the mind and forming the habits of the young?"
-Saint John Chrysostom**

Welcome to Saint John the Baptist Catholic School. In choosing Saint John School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. This year we will discover that in partnership with our families, parish and community all us can; **Expect More and Achieve More!**

Together, let us pray to God, who has begun this good work in us, may carry it through to completion.

God Bless You,

Conni Stark
Principal

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Welcome to Saint John School!

Saint John the Baptist Catholic School on the campus of Saint John the Baptist Catholic Church in Waunakee, Wisconsin is a PK-6 grade Catholic elementary school under the Diocese of Madison Office of Catholic Schools.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers and staff. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At SJBS, we are attempting to 'teach as Jesus did'.

The Diocesan Curriculum Standards, that exceed the Wisconsin State Standards, are followed for the teaching of all subjects. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program, which makes use of many sources of materials, including a wide variety of technology tools.

HISTORY

For over 125 years, Saint John the Baptist Catholic School has served the people of the Waunakee community and surrounding areas, providing academic instruction and helping to develop the religious faith of generations of Catholics. Beginning with the nineteen founding families, who sacrificed to build the first school, parents have continuously recognized the

value of providing a Catholic education for their children. Many parish pastors, religious and lay teachers have toiled to assist them in this work.

Today, the school proudly upholds the traditions of the past while preparing students to meet the challenges of the 21st century. The school's excellence is recognized, in part, through its accreditation through the Wisconsin Council of Religious and Independent Schools.

Striving always to emphasize faith development and the formation of sound values under the challenging conditions of our times, SJBS will continue its tradition of service long into the future.

OUR MISSION

To foster Catholic spiritual growth and prepare students to the highest academic standards by by strengthening our Catholic faith community, by providing educational excellence, and by nurturing a positive self concept and a commitment to social justice.

OUR GOALS

Catholic Faith Community

- To provide a positive Catholic environment by communicating Christ's teachings and displaying Christian symbols.
- To foster active faith development in students, faculty, and parents by encouraging service to each other, their parish, and their community.
- To allow each student the opportunity to develop his/her prayer life and relationship with Jesus
- To support one another by fostering communication and cooperation among teachers, students, parents, staff, and administration.

Educational Excellence

- To meet and exceed State of Wisconsin and the Diocese of Madison Educational Standards
- To provide students with all the core skills needed for advanced education,
- To continually update our written, sequentially progressive curriculum,

- To provide students with opportunities to develop their creative capabilities.
- To provide for our students' individual needs.

Self Concept and Social Justice

- To foster acceptance and respect for oneself and others, as children of God created in His image
- To be respectful of the school, community, resources and tools provided by God.

SCHOOL POLICIES

Accreditation

Saint John the Baptist Catholic School is accredited through the Wisconsin Council of Religious and Independent Schools.

Admission

Saint John School respects the dignity of the child and his/her right to an education. No child is to be prevented from being accepted into this school because of race, sex, nationality, ethnic origin, or religious affiliation. Saint John School reserves the right to assess and place new students, as staff and administration deem appropriate. See also *Kindergarten Admission*.

As openings become available, the following priorities will be used to accept students:

1. Members of Saint John the Baptist Parish in Waunakee and Saint Mary of the Lake in Westport
2. Members of other parishes
3. Non-catholic students

Students entering Preschool must be three (3) years of age by September 1st and be potty trained.

Students entering Kindergarten must be five (5) years of age by September 1st.

Arrival and Dismissal Procedures

School supervision on the back playground will begin at 7:20 AM. Students are admitted to the classrooms beginning at 7:30 AM.

Students should be dropped off and picked up from the drop off circle in front of the main church entrance. Students then can follow the paved path for entry into the school building through the central courtyard doors. For the safety of all students, all families dropping their students in the morning are asked to use the following procedures:

- a. Cars must enter the parking lot from Second Street. Follow the one-way driveway to the circle Drop-Off Area. Proceed through the driveway to re-exit onto Second Street.
- b. There is ample parking available in the parking lot. If you choose to park, please escort your child safely through the parking lot.
- c. At the end of the day cars may park anywhere on the surface parking lot. After the buses have left, the teachers will walk the students to the parking lot. Please take care when leaving the lot, and exit onto Second Street only.
- d. Please do not use the alley by the Parish Offices for entry or exit from the parking lot during pick-up or drop-off times.
- e. Students are not to be dropped off in front of the school by the cafeteria entrance. That is a designated no stopping or parking zone during school hours.

Asbestos Annual Notification

Saint John School is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) and has retained Environmental Management Consulting, Inc to perform the required three-year asbestos re-inspection. The inspector conducted a room-by-room survey inspecting each building material and assessing known and assumed asbestos containing building materials.

The management plan and all asbestos records are available for inspection during regular school hours. There is no restriction as to who will be allowed to review the plan, and there are no costs involved. The extreme size and complexity of these documents may require assistance of a staff member familiar with the plan during your examination of the copy.

Operations and maintenance activities are and will be performed as needs arise over the years. Scheduled six month surveillance inspections will take place in and by Environmental Management Consulting.

Athletics

Saint John School students have the opportunity to participate in interscholastic sports at the fifth and sixth grade levels - volleyball, basketball, and softball through the school's membership in the Madison Area Interscholastic Sports League (MAISL). Students must have current

health forms and parent permission slips on file at the school in order to participate.

Attendance

a. Absence

When a child is absent from school, a phone call is to be made to the school office by the parent between 6:45 - 7:45 A.M. In case of extended illnesses - i.e. chicken pox, measles, etc. it is not necessary to call each day but advisable to notify the office when the child will return.

If the office is not notified, the school will contact the parent to verify absence.

Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day's of absence to make up the missed assignments, quizzes and tests.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during those times as to eliminate the need to interrupt a child's learning process. When family circumstances other than illness necessitate children being absent from school, principal and teacher must be notified in advance.

b. Homework Policy Regarding Vacations

We understand families may need to take a vacation during scheduled school days, but for the best interest of our students we would like to keep vacation days to a minimum. Homework is available upon request at the teacher's discretion based on the individual needs of the student. We ask that you notify the school and homeroom teacher of the dates in advance. (Please give two weeks notice if possible). Homework that is requested should be completed upon return. Any work that is sent home and not completed will be considered late. Please be aware that homework assigned may not be all-inclusive, and some missed work may need to be made up upon return to school.

c. Appointments

The administration strongly suggests appointments be made either in the summer months or outside of school hours. However, when it is necessary to remove children during school hours, please make an effort to schedule appointments either first thing in the morning or towards the end of the school day so that disruptions to the classroom are minimal. Children who have appointments during school hours that cannot be otherwise scheduled outside of class time must be signed out/in, in the office before leaving/entering the building. A parent note or phone call must precede the appointment time before the child leaves school.



Bicycles

Children who ride bicycles (or scooters or skateboards) to school are to wear a bike helmet, obey traffic rules and specific rules designated by the school. Children may be denied the privilege of riding their bicycles if repeatedly disobeying rules. Bike riders are asked to walk their bikes when passing the Waunakee Public Schools when buses are present. Bikes are to be locked to bicycle racks while at school.

Birthdays

Passing out invitations to only a few in the classroom has always been a sensitive issue for many students. Therefore, if you intend to invite your child's entire class to his/her party you may pass out invitations in school. However, if only a few are invited, kindly send the invitations through the mail. It is also appreciated if these few invitation recipients are picked up off school grounds.

Bus Transportation

Eligible Saint John School students are bussed by the Lamer's Bus Company (850-5253). Shuttle buses are provided for our students. Information about bussing will be available at the Gear Up For School Day scheduled in



August and through the local paper.

Cars may not park in the bus lanes during school hours. Please use the parking lot across from the school.

Afternoon bus students are to board the buses in front of Saint John. Bus rules are to be obeyed as explained by the drivers. Necessary transferring of students to other buses will take place at the discretion of the local school district.

Students who ordinarily ride the bus must have written permission from their parents when they are riding a different bus or are being dropped off at places other than what is usual. This is very important. The school issues bus passes to the students in these situations. The bus driver **MUST** receive a bus pass. Likewise written parent notification to the school office is required for riders who will not be riding the bus on a particular day for a

particular reason. **Students without parental permission will be sent home on the bus as usual.**

Class Size

The number and size of classes will be reviewed annually due to fluctuating enrollment numbers from year to year. Normally, class size shall not exceed twenty-five students. The administration reserves the right to make decisions regarding class arrangements.



Communication

Periodic administrative newsletters are sent to parents by way of the youngest child enrolled in school. Newsletters include notices of school activities, calendar items or changes, times of dismissal, and other items of interest. Teachers also send home frequent parent communications. These newsletters are also available on-line.

All staff members have an active e-mail address that is checked daily by all staff members. In addition, each classroom has a phone. During the school day, your phone call will be forwarded to the classroom teachers voice mail as to not interrupt the school climate and teaching atmosphere.

We have implemented a Student Information System called Churchwerks allowing families 24 hour access to monitor daily student progress, track assignments and grades, view tuition payments and account history, access attendance records and view school communications. Information about each family's access and passwords will be included in your Gear-up packet.

Conferences between parents and teachers are encouraged **WHENEVER** necessary. In consideration of each other's time and convenience, the administration requests that advance planning be made for such a meeting. Scheduled parent-teacher conferences are held at the end of the first and third quarters.

Please do not confer with teachers or the principal when students are arriving or leaving for the day or while the principal or teacher is engaged in supervisory duties, including the lunchroom and playground. Meetings or conferences may be scheduled at a more appropriate time.

Daily Hours

All students are to go to the back playground when they arrive where they will be supervised. Students should not arrive before 7:15 A.M. Rules for morning supervision from 7:15-7:30 A.M. are:

1. Follow directions the first time at ALL TIMES.
2. No ball playing at this time.
3. The field is off limits during this time.
4. When the bell rings, come immediately and line up quietly.

7:30 A.M. - First Bell: Students may go to classroom

7:40 A.M. - Second Bell: Classes begin. Students arriving AFTER this bell must obtain a late pass from the office before going to the classroom and will be marked tardy.

9:30 AM - 9:45 A.M.: Recess for Grades K-3. Grades 4-6 will not have a set recess time. This will be at the discretion of the classroom teachers.

11:00 - 11:40: Lunch and recess for students grades K-1.

11:15 - 11:55: Lunch and recess for students in grades 2-3

11:30 - 12:10: Lunch and recess for students in grades 4-6.

2:30 P.M.: First Bell - Bus students are dismissed.

2:35 P.M.: Second Bell - Walkers and car riders are dismissed.

Students who walk from school are dismissed when the buses are gone. Walkers will be escorted to the parking lot side of the street. Parents are to wait for and meet their children on the parking lot.

Drivers are asked to exit via the Second Street exit when picking up students at dismissal time. Parents or drivers picking up students, including preschoolers, are to use the designated walkways and are not to cross in front of, between, or behind the school buses.

Preschool Sessions

3 & 4 year old session:

Tuesday and Thursday - 8:30 - 11:00 AM

Tuesday and Thursday - 12:00 - 2:30 PM

4 & 5 year old session:

- Monday, Wednesday, and Friday - 8:30 - 11:00 AM

- Monday, Wednesday, and Friday - 12:00 - 2:30 PM



Morning preschool students may take advantage of the Early Learning Time (7:30 - 8:30). Families must sign up their preschooler for this time by the 15th of the previous month. The fee for this service will

be \$8.00 per day, and families will be billed at the end of the month. Failure to pay within two weeks of statement will result in non-eligibility for this service.

Dress Policy

Christian dignity in a Catholic School is often shown in the way students dress. Parents are responsible for what their children wear and we ask cooperation in the following simple guidelines.

- Students are to wear appropriate school clothing that is neat, clean, and modest. The dress code is also in effect on school days when children participate in field trips away from school. If a child arrives in questionable attire, the parents will be notified and may be required to pick up their child or bring appropriate clothing. Students may not be admitted to the classroom until appropriately dressed. **Students are expected to "dress up" for weekly liturgies.**
- Appropriate tops must be worn and should be long enough to be tucked in. No bare midsections are allowed. Tank tops, spaghetti straps, and oversized basketball jerseys are allowed only if T-shirts are worn under them. Tops with inappropriate messages printed on them are not to be worn.
- Shorts may be worn from April 15 to October 15 only. Shorts and skirts must be mid thigh in length or longer. Nylon spandex bike shorts or pants, cutoffs, or jeans with holes or ragged hems are not allowed. Shorts are not to be worn to Mass; students will be allowed to change afterwards.
- Caps, hats, or other head coverings are not to be worn in the building.
- Appropriate, sensible footwear is encouraged. Due to safety concerns flip-flop type sandals, clogs, and backless shoes are not allowed.
- Students must have a pair of tennis shoes for PE classes.
- Good Rule: If you think you shouldn't wear it, you shouldn't.



Field Trips

Field trips are planned to supplement the curriculum and to meet educational objectives. All grades do not have the same number of field trips. The principal approves all field trips.

Parent permission forms are required for all field trips. Parents are responsible for



sending field trip money by due date stated on the permission slip. All monies collected for the field trip are non-refundable.

Students participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

Field trips within walking distance of the school require one parental permission slip at the beginning of the year.

Teachers reserve the right to refuse any student a field trip privilege whenever necessary.

Student dress and conduct are expected to reflect the values as set forth in this handbook.

Chaperones for field trips are responsible for the safety and discipline of the children entrusted to them. Chaperones must be on our approved volunteer list and have met all the Diocesan requirements of the Protecting God's Children Program.

Chaperones responsibilities begin the minute that you leave the building and do not end until all students arrive safely back at school. For this reason, **all chaperones must take the provided mode of transportation.**

Chaperones are coached by the teachers before field trips regarding their expectations. Younger siblings are not allowed on field trips.

While we would like to take as many chaperones as we can on trips, sometimes the destination or bus capacities limit the number that can go on the trip. Please be aware that although you volunteer for the trip, you may not always be chosen to chaperone.

Field trips are a wonderful way for teachers to enhance what their students are learning in the classroom. They also provide parents an opportunity to be directly involved in their child's education. Here are some tips to help you, and your child, get the most out of field trips:

Volunteer if you can: Taking a day off from work to chaperone a field trip is a great way to see what your child is learning and what your child and his/her friends are really like at school. Research shows that children whose parents are involved in school do better than those whose parents are not. So, if you can, take the time to chaperone a field trip.

Save conferences for later: Avoid the temptation to discuss your child's progress with the teacher during a field trip. As a chaperone, you have responsibilities and the teacher needs to stay focused on the details of the field trip. Schedule another time where both you and the teacher can focus on your child.

Leave the siblings at home: Field trips are designed to reinforce what the students have been studying in class. Therefore, the field trip won't be as meaningful to younger siblings. Besides, other children could distract you from your role as chaperone. If the destination is truly wonderful, plan a second trip, with the whole family.

Be a model: How students behave is a reflection on the school. Therefore, principals and teachers expect students' behavior to be exemplary. Chaperones should model good behavior by listening to and following the rules laid out by the teacher. Let the students see you paying attention when the teacher, principal, or featured speaker is talking.

Be in Charge: As a chaperone, you're not along to be the students' buddy. You're the boss. Enforce the rules consistently, right from the beginning. Be stern, if necessary and make sure the students understand the consequences for any misbehavior.

Be Discreet: The teacher may need to divulge private information to you about one of the students (e.g. medical condition), or you may overhear private conversations about the students. In either case, keep the information to yourself unless there's an emergency.

Keep to the schedule: Field trips are carefully orchestrated, with set times for arrival, departure, lunch, and events. It's important that all the chaperones follow the schedule precisely and keep the kids on time all day long.

Focus on the children: Although chaperoning may be a good opportunity to meet other parents, you need to stay focused on keeping your group of students together and on task. If you want to meet other parents, organize a get together or attend a PTO meeting.

Be honest with the teacher: Don't wait until the end of the field trip to "vent" serious frustrations. Immediately report to the teacher if the children in your group behave in an unsafe or disrespectful manner.

Pass along compliments: Let the teacher know if you get compliments about your group's behavior while on the trip. Congratulate the children, as well, for being excellent ambassadors for our school.

One last thought - if you're not one of the "official" chaperone, please don't

be an "unofficial" one. When other parents show up at field trip destinations, it causes problems for the teacher and school. Remind yourself that the field trip is a learning opportunity for the class, not a family outing. The best thing non-chaperone parents can do is to be eager listeners when their children return from the field trip.

Homework

It is the responsibility of each parent and child to understand the homework policy as designated by the teacher and complete assignments as directed.

In addition to the required class work assignments, homework is an important segment of all students' work in grades 1-6. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be immediately contacted.

Homework Policy Regarding Vacations

We understand families may need to take a vacation during scheduled school days, but for the best interest of our students we would like to keep vacation days to a minimum. Homework is available upon request at the teacher's discretion based on the individual needs of the student. We ask that you notify the school and homeroom teacher of the dates in advance. (Please give two weeks notice if possible) Homework that is requested should be completed upon return. Any work that is sent home and not completed will be considered late. Please be aware that homework assigned may not be all-inclusive, and some missed work may need to be made up upon return to school.

Homework Policy Regarding Illnesses

In the case of shorter absences parents who would like work sent home should notify the homeroom teacher by phone by 10:00 A.M. to be picked up after school.

Instruction

Students at Saint John are instructed in the Catholic faith and in the following core academic subjects: reading, language arts, math, science, and social studies. In addition, students will participate in technology, music,

physical education, library and foreign language classes. Band is available to sixth grade students at the Waunakee Intermediate School.

All subject areas exceed the curricular standards developed by the Wisconsin Department of Public Instruction and the Diocese of Madison. Specific curricular outlines for each grade and subject matter are available and will be distributed at the beginning of each year.

Kindergarten Admission

Saint John School follows Wisconsin guidelines for admitting kindergartners. Students must be five on or before September 1 of the present school year. Saint John School provides a developmentally appropriate curriculum and strongly discourages early entry to kindergarten.

Saint John School may admit students to kindergarten early based on the following criteria using these procedures:

- Parents request from their home school district an evaluation for early admittance to Kindergarten. These results are forwarded to the school for consideration.
- Early entry may be granted to a student demonstrating exceptional development socially, emotionally, and academically according to the comprehensive test results.

Kindergarten Programming

Saint John the Baptist Catholic School provides a comprehensive full day academic program to those students who are 5 years old by September 1st of the year that they enroll.

The Kindergarten children spend the morning engaged in the core curricular areas of Religion, Language Arts and Math. We have determined that these are the essential classes for the child's academic success.

After the lunch and recess break, the curriculum is expanded to include the subjects of Science, Social Studies, Physical Education, Technology, Library, Music and World Language.

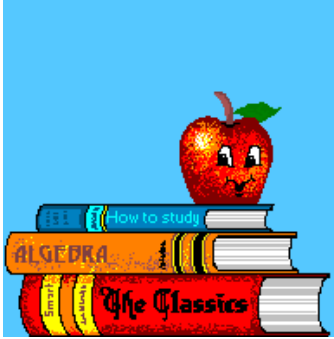
Recognizing that parents are the primary educator of their child, Saint John the Baptist Catholic School will offer an early release option for those families who chose a 'half-day' Early Release option.

For the 2009-2010 school year, the Early Release time will be at the lunch/recess break time of 11:00 AM. Families are to pick up their child in the school office. In addition:

1. Students enrolled in the Early Release option will have modified curriculum. The core academic subjects of Language Arts, Religion and Math will be provided.

2. Early Release students may occasionally be invited to participate in full day activities at the discretion of the teacher/administration.
3. Families enrolling in the Early Release option will have the opportunity to enroll in the Full Day program at the beginning of each month of the year.
4. Regular tuition costs will apply with no discount for Early Release.

Library



Books are checked out for one week and may be renewed. Students sick on library day may return their books their first day back to school. Videos are available to grades 2-6 for weekend use only. A fine of \$.25 per day, with a maximum of \$2.00, is charged for overdue videos. Students are responsible for the replacement cost of a lost/damaged book or video.

Lunch Program

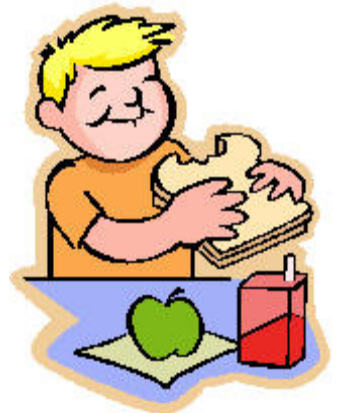
Children may participate in the hot lunch program sponsored by the school as designated by the Federal Lunch Program or bring their lunch from home. Lunches may be purchased on a weekly, monthly, or occasional basis. Price of lunch per day is \$2.25 and includes milk. The charge for cold lunch milk is .35/carton.

Money for lunches should be made in advanced and banked into your Churchwerks lunch account. Checks should be made out to "Saint John Hot Lunch Program". At the end of the week, any charges against this account will be debited. It is the responsibility of the parent or guardian to maintain a positive balance in the family account. Please be reminded that students with a zero or negative balance may no longer be able to receive a meal.

Your child will be offered milk and a sandwich.

Provision is made for free or reduced price lunches. All information concerning families taking free or reduced price lunches will be kept strictly confidential. The government subsidizes this free lunch program so there is no extra cost or expense to the school. Families may request a form at the beginning of the school year, and are expected to return the form with an indicated response.

Parents are invited to have lunch with their children. Please call the office before 10:00 A.M. to make arrangements. Adult lunches are \$3.25 and can be paid on the same day.



Liturgy Attendance

Students in grades 1-6 attend Mass at 8:00 A.M. one day per week, usually Fridays, on a regularly scheduled basis. Kindergarten students join us on the first Friday of the month, Holy Days of Obligation and other special days.

Teachers and students prepare the liturgies on a rotational basis. Taking pictures during the liturgies is discouraged, since it distracts the students from the sacredness of the event. Pictures after the liturgy are permissible.

Medications

When it is absolutely necessary for a child to take medicine during school hours, Saint John School follows the policy guidelines outlined by the Diocese of Madison in compliance with Wisconsin statutes. The full policy is on file in the school office and applies to both prescription and nonprescription drugs. A summary of the directives follows.

1. A Medication Consent Form must be signed by the parent or guardian of the student. These forms are available in the office.
2. Written instructions from the healthcare provider must be sent to the school office explaining the administration of the medication including any circumstances under which the prescriber should be contacted.
3. The medication must be brought to the school office in an original container labeled by the pharmacy or the manufacturer with the student's name, medication name, dose, and frequency of administration.
4. The medication will be stored in the school office and administered only by authorized staff.
5. Students with specific medical conditions (i.e. Diabetes) will have an Emergency Action Plan. This EAP will be updated annually and reviewed by the student's parent/guardian, and the primary care. The EAP will include the student's name, the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents and primary physician. The EAP will be available in the school office and will accompany a student on any field trip.

Asthma Policy

Saint John the Baptist Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all students with asthma.

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler.

Food Allergy Policy

This school recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies.

At all levels in conjunction with the student's parent/guardian and the primary care provider/allergist, the school will prepare an Emergency Action Plan for any student with a life threatening allergy. This EAP will be updated annually and reviewed by the student's parent/guardian, and the primary care provider and/or the student's allergist. The EAP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents, doctors, and allergists. The EAP will be available in the school office and will accompany a student on any field trip.

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers, aides and substitutes will be educated about the risk of food allergies.

Tables will be washed with soap and water following any food related events held in the classroom. Sharing or trading food will be prohibited.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the classroom, and cafeteria a "nut-free" table will be established and maintained as an option for students with peanut allergies.

Milk

a. Morning Milk - Milk may be purchased for morning snack.

b. Lunch Milk - Milk is part of the meal price for those who buy hot lunch. Those who bring cold lunch may purchase milk for lunchtime on a weekly, monthly, or occasional basis at 35 cents per carton.



Please check you Churchwerks account to see the weekly charges and your account balance.

Parties

Teacher and/or parent planned parties at school require permission of the principal.

Photographs

At times candid photographs of your child(ren) will be taken, as they are involved in various activities. If these photos **are not** to be used for public relations (i.e. Waunakee Tribune, school brochure, etc.) notice must be sent in writing to the school no later than two weeks into the first quarter.

School photographs for the yearbook are taken during Gear Up For School Day and at designated times during the school year for absentees and extra curricular activities.

Physical Exams and Immunizations

Students entering public school kindergarten are required by the state of Wisconsin to have a vision test. At Saint John School, it is recommended but not required that children entering kindergarten have a physical, visual, and dental examination. Up-to-date immunization records, however, must be provided. Students must also submit current physical health exam proof for participation in interscholastic sports.

Playground Supervision

Parents of children in our school are asked to volunteer to supervise the playground during the noon hour for 5 days during the school year or pay a fee of \$50.00 per year. Parents may contact the school secretary to schedule their choice of days, beginning May 1st for the following school year.

The school also has paid lunchroom/playground supervisors who serve on a rotational basis. Playground supervisors are PARENT representatives and are to be respected at all times.

The Playground Supervision Schedule is from 11:15 - 12:10



11:20 - 11:40 K and 1 Recess

11:35 - 11:55 2 and 3 Recess

11:50 - 12:10 4 5 and 6 Recess

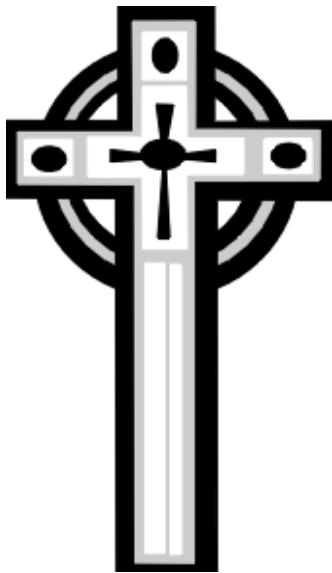
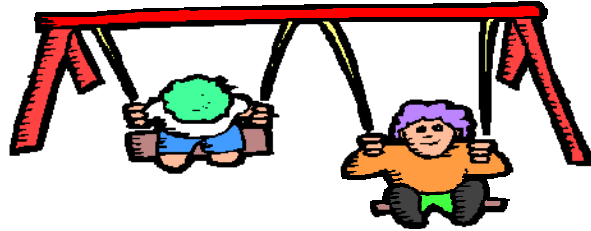
One paid supervisor and the parent supervisors will be on the playground during each shift. If you are unable to take your turn supervising, it is your responsibility to switch with another parent. You may check the schedule in the Buzz Book.

1. Please check in with the paid supervisor. They will be listed on the school lunch menu.
2. Please supervise your designated area. It is important that you actively monitor the students and be aware of any possible problems. Please do not use this time to socialize with the other volunteers.
3. When the bell rings, remain with students, quiet them, line them up wait for the classroom teacher to come and take them into the building.
4. When students remain inside for inclement weather, they will play quietly in their classrooms. Parent supervisors patrol the hallways.
5. If a child is seriously hurt, the principal or teacher must be notified as soon as possible. Contact Mrs. Niesen in the office. The school secretary will notify the parents as soon as possible of injury or suspected injury. The playground supervisor should deal with minor scrapes.

Playground - Recess Guidelines

- Children are expected to show respect to each other, the adult supervisors, and to the environment. Students are to follow the directions of the adult supervisors.
- Balls, jump ropes, and other equipment are provided for students' use. Organized games are encouraged.
- Any games or activities that endanger student safety or destroy clothing are not permissible, such as tackle football, king of the hill, dodge ball, etc.
- When remaining in the classroom for recess, running, loud voices, and ball playing are not permitted.
- Generally speaking, the gym is NOT used for recesses. When permission to use the gym for a particular class is given, students are to play on the main floor; they may not use the stage, climb on the bleachers, or use the rock wall.
- Winter and early spring may require additional rules because of the condition of the grounds.
- Throwing snow or ice is NEVER permitted on school grounds.
- Sample winter rules are: Children who wish to play in the snow MUST be fully clothed with snow pants, caps, mittens and boots. Boots worn

for outdoor use when the ground is snowy and wet must be removed before entering the classroom and be replaced with a dry pair of shoes. Students may bring a change of shoes to school.



Prayer

Prayer is a very important aspect in the life of every Christian. Prayer enables us to develop and nurture a personal relationship with Jesus Christ, to come to know Christ personally. It enables us to make Jesus an integral part of our daily lives, a true Friend. Each school day begins and ends with prayer and the students will often pray throughout the day.

The students will also participate in a variety of prayer experiences. Examples of these experiences include Advent and Lenten prayer services, praying the rosary, Stations of the Cross, May Crowning, etc.

Registration

Student registration for the next school year is held in February. Registration forms are due back to school on the designated date. Teaching positions are set for the next year based on paid registrations returned. Registrations paid and returned on time reserve an enrollment place for your student. Financial hardship will not prevent a student from receiving a Catholic education. Call the school or parish office to arrange a payment schedule. REGISTRATIONS ARE TO BE RETURNED WHETHER OR NOT YOUR CHILD IS RETURNING TO SAINT JOHN FOR THE FOLLOWING SCHOOL YEAR.

Religion Program and Activities

Religion takes precedence over all other subjects and is taught daily. Students participate in the Holy Sacrifice of the Mass once a week, on holy days of obligation, and on special feasts. The sacrament of Reconciliation is observed once each during Lent and Advent or as designated by the pastor. Service projects observed during the year include but are not limited to

cards sent to the senior citizens, Thanksgiving collection for the Food Pantry, and Advent and Lent projects, which vary from year to year.

Safety Procedures/Emergency Drills

Saint John the Baptist Catholic School is dedicated to keeping our school population safe and we are involved in a variety of efforts that provide a safe environment.

From the first day of school, students begin practicing personal protective practices including activities as simple as hand washing. This continues with bike safety, fire safety, crossing streets safely, and age-appropriate stranger-danger and other activities.

Students and staff practice all emergency drills several times throughout the school year. These drills included:

- Fire Drill - practiced monthly
- Severe Weather/Tornado Drill - practiced in the fall and spring
- School Lock Down Drill - practiced in the fall and spring. This is utilized in the event that it is necessary to contain students in a secure location due to a variety of emergencies both within and immediately outside the school grounds.
- Bus Evacuation Drill - practiced at least once a school year

School Supplies

Students are expected to have the necessary school supplies as designated by the teachers. In addition to the classroom supplies, each child, K-6, should use a book bag/backpack for carrying school materials.

Teachers and principal may also designate which hardcover texts are to be covered with book covers.

Snow Emergency Information

In the event of a snow emergency, school closing or late start will be announced on the following radio and television stations:

WTSO (1070 AM)

WZEE (104 FM)

Q106 (106 FM)

WIBA (1310 AM)

WJJO (94.1 FM)

WMTV (Channel 15)

Cable Channel 6

WMLI (Lite 96 - 96.3 FM)

WMGN (98 FM)

WMMM (105.5 FM)

WOLX (94.9 FM)

WTDY (1480FM)

WISC-TV (Channel 3)

WYZM (105.1 FM)

WKOW (Channel 27)

WMAD (92.1 FM)



Saint John School follows school closing, early dismissals, etc. of the public schools in Waunakee. This includes Kindergarten and Preschool (Please see Preschool Handbook for more specific information.).

Student Behavior



Saint John Code of Conduct

Every teacher has the right to teach; every student has the right to learn. A close relationship exists between a positive learning environment and a well-maintained school discipline. It is important that school, staff, students, and parents understand the basic standards of acceptable conduct.

Saint John School follows Jesus' Law of Love: Love one another as I have loved you. (John 15:12)

This means:

- Respect for God
- Respect for self
- Respect for others
- Respect for property
- Respect for the environment

In addition to student expectations stated in the handbook, teachers with their students decide upon classroom rules. School and classroom rules and routines are expressions of good manners, courtesy, and Christian respect for self and others.

School staff, students, and parents are made aware of these rules through discussion and written communication.

Regular, open communication between parents and teachers is strongly recommended. Calling early helps small concerns get resolved more easily.

Actions in Violation of Saint John Code of Conduct

1. Verbal Harassment - actions such as but not limited to:
 - Malicious taunting
 - Use of vulgar and/or inappropriate language, talking back, swearing
 - Habitual name calling and/or ridicule
 - Threats
 - Deliberate exclusion of other students

2. Physical Harassment- actions such as but not limited to:
 - Lack of consideration for another's person or property (pushing, punching, kicking, pulling off hats, etc.)
 - Fighting
 - Deliberate, premeditated attack on another

3. Personal Misconduct - actions such as but not limited to:
 - Theft
 - Offensive gestures
 - Disrespect for authority figures
 - Disrespect for peers
 - Vandalism
 - Lying, stealing, cheating

4. Continued Classroom Disruption - actions such as but not limited to:
 - Consistent acting out
 - Making noises which disturb the peace of the class
 - Indifference to correction
 - Aggravating other students
 - Defiance toward authority
 - Disrespect for property

5. Sexual Harassment - actions such as but not limited to:
 - Using offensive sexual language
 - Making comments which are deliberately sexual in nature
 - Telling jokes which are sexual in nature
 - Unwanted sexual gestures, advances, conduct

6. Possession of Potentially Harmful or Illegal Materials
This includes, but is not limited to:
 - Cigarettes, chewing tobacco
 - Illegal drugs, alcohol,
 - Weapons such as knives, guns, and sharp objects, which could be dangerous, etc.

Consequences

- First offense - warning given
- Second offense - loss of privileges such as but not limited to:
 - Removal from the group (includes playground, classroom, cafeteria, gym)
 - Loss of recess

- Letter of apology
- Third offense - Principal and parents are notified by teacher and a conference may be scheduled.

Further consequences may be applied as determined by teacher or principal in consultation with parents. These include, but are not limited to: loss of bus privileges (bus student should see rules for bussing), loss of field trip privileges, denial of special rewards given to the whole class, after school detention.

Actions of a serious nature will be considered a third offense.

Whenever a student's behavior in school continually deviates too far from the limits of acceptability, a conference will be held which will include all parties involved: parents, students, teachers, principal, and pastor. Action may be taken to restrict the student's attendance. Such action may be of four types:

1. Probation - a conditional enrollment during a trial period
2. In school suspension - students will attend school but not be part of the regular classroom routine; provision for supervision will be made
3. Suspension - a temporary termination of enrollment until stipulated conditions are met
4. Expulsion - a permanent termination of enrollment. Example: Possession of weapons or controlled substances or making bomb threats is grounds for immediate and permanent dismissal.

Student Placement

Each spring, the teaching staff works collaboratively to place students in the appropriate classroom setting for the upcoming school year. This placement creates balanced classrooms, and means all rooms will be similar in size and include a variety of ability levels, talents and special needs. To that end, the following are considered when making student placements:

1. We strive to balance the number of boys and girls in each classroom.
2. We strive to create heterogeneous groupings in the classroom where all children can learn from one another.
3. We accept parental input and you are encouraged to tell us about special situations. You may certainly include your insights about your child's learning style or needs. Please submit this input in writing by May 1st to the school office so we may have a record of your request.

As you might imagine, placement can sometimes be a very difficult process. We do our best to place children in classrooms well suited for their learning needs. However, that being said, written requests for placement are never guaranteed. If we are not able to meet a parental request, please be open to

your child's placement in the fall and give the new relationship a chance. Also, please withhold judgment about a teacher's style or ability - give that teacher an opportunity to work with your child rather than listen to hearsay that a teacher may not be a good instructor for your child. God has gifted us differently, and this rich diversity enhances us all.

Telephone

Students are not allowed to use school telephones or use personal cell phones except in emergency situations. Forgetting shoes, books, homework, lunch, etc. are NOT emergency situations. Students will not be called out of class for telephone calls. Emergency telephone messages will be passed on to the students. After school plans should be arranged before the student arrives at school in the morning.

Treats

Due to several serious allergies, which exist in our school population, **DO NOT SEND A SHARED SNACK THAT CONTAINS NUTS; THIS INCLUDES PEANUT BUTTER.** Students are allowed to bring mid-morning



snacks to school. It is strongly recommended that non-sugared snacks such as fruit, cut vegetables, popcorn, etc. be sent with the children as snacks.

Gum is not permitted at school or on the playground. Please do not send gum as snacks or treats.

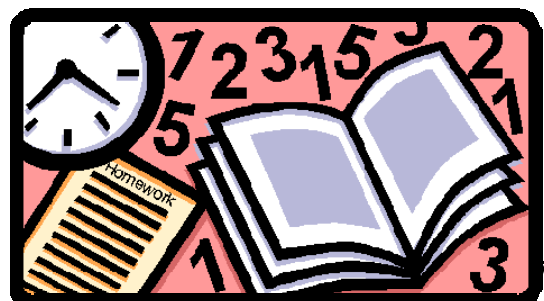
We strongly recommend birthday treats that require no cutting, plates, or utensils other than napkins.

Tuition

The tuition amount set each year can be paid in full or monthly, or by special agreement with Msgr. Gunn or the principal. A tuition agreement will be sent with the registration. The signed agreement must be returned with your selected choice of payment, which will be kept on file. Your signature and registration fee must accompany your agreement. **Financial hardship will not prevent a student from receiving a Catholic education.** Call the school or parish office to arrange alternate payment schedules or to apply for financial assistance.

Vacations

Families are discouraged from taking their child out of school for family vacations during scheduled school days. If a child will be absent from school for a family vacation, the office



and individual teachers should be notified in advance.

We understand families may need to take a vacation during scheduled school days, but for the best interest of our students we would like to keep vacation days to a minimum. Homework is available upon request at the teacher's discretion based on the individual needs of the student. We ask that you notify the school and homeroom teacher of the dates in advance. (Please give two weeks notice if possible). Homework that is requested should be completed upon return. Any work that is sent home and not completed will be considered late. Please be aware that homework assigned may not be all-inclusive, and some missed work may need to be made up upon return to school.

Visits to the School

Saint John School welcomes visitors to our school. Visits should be prearranged. Visitors are to check in at the office on arrival and obtain a visitor's pass and to check out when leaving.

If you are bringing an item for your child, please leave it in the office. It is important that there are limited interruptions to the classroom routine and learning atmosphere.

Volunteers

Diocese of Madison has established an Office of Safe Environment. This office oversees that our school and parish meet the compliance standards as monitored by the USCCB Office of Child and Youth Protection in accordance with their Charter for the Protection of Children and Young People.

Any person who is responsible for the independent supervision of children at a parish or school activity or event, or a parish or school sponsored activity, must be pre-screened using the same procedure for conducting employee criminal record background checks as required by the Diocese of Madison Policy DBA 4112.

The term "independent supervision of children", as used in this policy, refers to situations where

- One or more persons supervise children outside the presence of a person employed by, or a member of the clergy assigned to, the parish or school;
- A person who will have contact with children on a frequent or regular basis.

Volunteers at Saint John School must therefore

- Attend a Protecting God's Children for Adults In-service

- Sign and have on file a Statement of Receipt and Agreement
- Sign an Authorization for Background Investigation that will authorize a background investigation before volunteering work may begin.

Once a volunteer has completed all three requirements, their name will be placed on an approved volunteer list. Saint John School will only use volunteers on the approved list in the following areas:

- Classroom volunteers
- Participate in the athletic programs
- Field trip chaperones
- Volunteers for various school events
- Other instances where an individual will have frequent or regular contact with students

Wellness Policy On Physical Activity and Nutrition

St. Paul reminds us that even our most everyday actions have a sacred significance. "People who eat do so to honor the Lord and they give thanks to God. People who do not eat abstain to honor the Lord and they give thanks to God. None of us lives as one's own master, and none of us dies as one's own master. While we live we are responsible to the Lord, and when we die we die as his servants. Both in life and in death we are the Lord's." (Romans 14: 6-8)

Saint John School must have regulations in place that support the Richard B. Russell National School Lunch Act and the Child Nutrition Act, which encourages the establishment of healthy school environments, to reduce childhood obesity, and prevent diet-related diseases. The following regulations are hereby reaffirmed or enacted. It is our hope these regulations help further the above goals and also give glory to God.

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, only 2% of children (2 to 19 years) eat healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Thus, Saint John School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is our policy that:

- Saint John School will engage students, parents, teachers, food service professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students in grades PreK - 6 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition need of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Saint John School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

SCHOOL MEALS

Students are highly encouraged to participate in the school meal program. The Saint John School Lunch manager shall strictly adhere to the National School Lunch Program rules regarding all aspects of the hot lunch program, including but not limited to their guidelines regarding the nutritional value and serving size amounts of the food served to students.

The following goals are in place in the school lunch program:

1. No fried foods are prepared; foods served that were traditionally prepared in fryers are always oven baked.
2. Low fat milk choices are always available.
3. Only monounsaturated oils are used in cooking.
4. Fresh fruits and vegetables will be served as often as possible, given their availability and affordability.
5. Vegetables will be only *lightly* seasoned with salt; saltshakers will not be put out for students, although pepper and sometimes other flavorings will be available.
6. Use of processed foods will be limited to the extent possible.
7. Insure that half of the served grains are whole grain.

Parents are partners in the hot lunch program.

1. They are asked to share knowledge of any food allergies with the hot lunch personnel. That information is shared with all school personnel as well.
2. Parents are welcome to share their wishes regarding restricting food amounts and types to individual children for reasons of healthy weight loss or gain.
3. Parents are invited to eat the hot lunches with their children, with only the courtesy of a pre-call to the kitchen or school office.

Cold lunch students will be discouraged from having pop, soda or sports drinks with their lunches and are encouraged to pack a healthy lunch.

Free and Reduced-priced Meals

Families who qualify for free and reduced meals are encouraged to participate. All information is strictly confidential. Participation has a direct benefit in funding to our school.

Meal Times and Scheduling

Saint John School:

1. Will strive to provide students with adequate time for eating lunch.
2. Milk break/snack break will be completed approximately two hours before scheduled lunch;
3. Tutoring, club, or organizational meetings or activities should be scheduled around mealtimes, unless students may eat during such activities;
4. Special meals, such as pizza parties, should not replace school lunch and must be approved through the school office
5. Will provide student's access to hand washing or hand sanitizing before they eat meals or snacks.

Sharing of Foods and Beverages

Saint John School will discourage students from sharing their foods or beverages with one another during meals or snack times, given concerns about allergies and other restrictions on some children's diets.

HEALTHY AND NUTRITIOUS SCHOOL ENVIRONMENT

1. The sale of all food, beverages, and snacks to students during the school day shall be under the control of the principal or his/her designee.
2. Saint John School will prohibit the sale of foods and beverages of minimum nutritional value during the school day.
3. The distribution of foods sold for fundraising purposes will take place at the end of the instructional day.
4. Saint John School reserves the right to limit quantities and exercise portion control of any food/beverage item offered at school.
5. Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water or milk as the primary beverage. Below is a list of suggested beverages and snacks.

6. Saint John School will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Suggested Beverages

- Fruit juice and vegetable juice (100 percent)
- Reduced-fat, low-fat, or fat-free milk: white and flavored
- Bottled water and flavored water

Suggested Snacks

- Canned fruit (packed in 100 percent juice/no sugar added)
- Fresh fruit (e.g. apples and oranges)
- Fresh vegetables (e.g. carrots)
- Pretzels
- Whole-grain bread products (e.g. bread sticks, rolls, bagels, and pita bread)
- Ready-to-eat, low-sugar cereals
- Granola bars made with unsaturated fat
- Low-fat or non-fat yogurt and yogurt sticks
- Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (low-sugar cereal)
- Raisins and other dried fruit (No sugar added)
- Peanut butter and low-fat crackers
- Low Fat Cheese
- Popcorn
- Low-fat pudding snacks

Rewards

Saint John School will not use candy, food, and/or beverages as rewards for academic performance or good behavior. Food or beverages (including food served through school meals) will not be withheld as a punishment.

Celebrations

Saint John School will limit celebrations that involve food during the school day. Parties will be scheduled after school lunch. Parents are encouraged to provide healthy snacks and treats for student celebrations and other events.

NUTRITION AND PHYSICAL ACTIVITY PROMOTION AND FOOD MARKETING

Nutrition Education and Promotion

Saint John School strives to teach, encourage, and support healthy eating by students by providing nutrition education and engaging in the promotion of healthy nutrition habits:

- Nutrition education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health (i.e. Healthy Hearts curriculum);
- As part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- Include professional development for teachers and other staff.

Integrating Physical Activity into the Classroom Setting

Students will receive daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

Physical Education (P.E.) K-12

Physical education is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health. The Wisconsin Department of Public Instruction suggests the following:

- K-6:** Instruction shall be provided at least 80 minutes weekly, except that days on which special activities are conducted may be exempt.

Daily Recess

All elementary school students (K-4) will have at least 20 minutes a day of supervised recess, preferably outdoors, during which Saint John School will

encourage moderate to vigorous physical activity through the provision of space and equipment.

Physical Activity and Punishment

Saint John School will not use physical activity (e.g. running laps, pushups) for punishment and will not withhold all opportunities for physical activity (e.g. recess) as punishment.

Please note that the policies set forth in this handbook are based in part on the Madison Diocesan Policy Handbook developed by the Diocesan Board of Education. This policy book is available in the school library.