

## Welcome

Dear Parents & Guardians,

St. John the Baptist School strives to provide a Catholic education that is rooted in a community base. We emphasize the development of a strong spiritual formation for daily life and stress academic excellence built around an enthusiasm for learning. We are committed to serving the whole child. Our team approach of combining school, family, and church embraces this ideal.

Since it is our desire to involve our parents and guardians in the education of our students, we hope this handbook will be informative and useful to you. We have tried to provide you with as much information as possible to answer as many questions as we can. If you have any questions that are not answered specifically through this handbook, please feel free to contact your child's teacher throughout the school year. Additional help is also available through the school office.

It is our desire that all of our students have a pleasant and profitable educational experience at St. John the Baptist School. It is also our goal to maintain a harmonious relationship between the home and school built on understanding and cooperation.

Sincerely,

Mrs. Sandra Stonebraker  
Principal

## The History of St. John the Baptist School

St. John the Baptist School services students from a number of communities, including Plum Borough, Penn Hills, Verona, Oakmont, Murrysville, Monroeville, Churchill, New Kensington, Burrell and Apollo. Our school is situated on seven acres of beautiful, well-kept property, and provides an attractive, peaceful learning environment. The school consists of seventeen classrooms, a library, a music room, and a computer lab. There are two sections of each grade from first through sixth, one seventh and one eighth grade homeroom, one half-day kindergarten class, and one full-day kindergarten class.

St. John the Baptist Catholic School has a long and rich history. Long before the school was established in 1959, the concern for educating the youth of the area was apparent. Father Michael Fialko was assigned as pastor in 1933. Two things were very noteworthy about his pastorate: the preaching of the Gospel and a Christ-motivated serious concern for youth. Father Fialko's concern for youth prompted him to establish catechetical classes to the surrounding areas of Center, North Bessemer, Unity, and Universal and to secure the services of the Sisters of St. Joseph and the teachers of the Confraternity of Christian Doctrine. Throughout the time up to the dedication of St. John the Baptist School, the Sisters of St. Joseph and the truly zealous men and women of the Confraternity of Christian Doctrine sacrificed their time and effort to bring the Good News to the children of St. John's parish.

In 1954 the area surrounding St. John's began to grow more rapidly. Many Catholic families were leaving the city to reside in the suburbs, and it was becoming apparent that a Catholic school was needed

in the area. When Father Joseph Raynak became the pastor in 1955, a rapid expansion program took place. With consistent work and prayer, land was acquired and St. John the Baptist Parochial School was constructed. The school was dedicated on September 2, 1959. The school was dedicated to St. John the Baptist who prepared the world for the coming of Christ.

When the school first opened its doors, there were eleven large classrooms and a large multi-purpose room. The children used this room as a cafeteria and an auditorium. The adults of the parish also used it for social activities. The school addition was completed in 1963 and dedicated in January of 1964.

Staffing our new school were the Sister Servants of the Immaculate Heart of Mary, from their motherhouse in Scranton, PA. This order of sisters was founded in 1845. They are dedicated to the work of the Church in education and social work. Sister Mary Gabrielle became the first principal of the school. Sister Mary Daniel, Sister Mary Martina, and Sister Mary Sharon made up the dedicated teaching staff.

The school opened its doors with an enrollment of 288 students. Morning and afternoon kindergarten programs were added to the school during the 1984-1985 school years. Due to population trends and tuition increases from the 1970's through the 1990's, the large class sizes of 40-45 in the 1960's have gradually reduced in size.

1997 was the first year that St. John the Baptist School did not have a Sister of the Immaculate Heart on its teaching staff. Since then the school has had a lay principal and a lay faculty and staff. The majority of the students who attend our school are from Plum Borough and Penn Hills. Because of continued growth in the area, the prospects for the continuation of our school's growth are positive.

## **St. John the Baptist**

After long years of waiting, suddenly, in the fifteenth reign of Tiberius, the "word of God came to John." Thousands came to hear him speak of repentance for sin and were converted and baptized. He had the honor of baptizing and pointing Him out to his hearers as the Lamb of God.

John the Baptist died a martyr, the victim of the insane hatred of Herodias, whose adulterous union with Herod John had publicly denounced. When the king promised his daughter, Salome, anything she wished because she danced well, Herodias demanded the head of John the Baptist on a platter. St. John was beheaded to satisfy the revenge of this woman. His death occurred about a year before that of our Lord.

The mission of St. John resembles, though to a lesser degree, the role of every Christian that Christ may increase, as we decrease.

***Before you act, think What Would Jesus Do?***

## Philosophy of St. John the Baptist School



For more than 50 years St. John the Baptist School has provided a ministry to St. John the Baptist Parish by offering a faith community working toward the lifelong goal of proclaiming, sharing and living the Gospel message. We continue, well into this 21<sup>st</sup> century, to strive to be witnesses of the life and teachings of Jesus Christ to all entrusted to our care.

To this end, St. John the Baptist School maintains a dedicated and experienced faculty and staff who recognize and embrace their vocations to participate in the ministry of educating students intellectually, physically and spiritually from Kindergarten through Eighth Grade.

By the teachings of the Gospel, it is our belief and expectation that:

- Each student will be recognized as a child of God blessed with unique abilities, gifts, strengths, and learning style.
- Each student deserves to grow and develop as a whole person in Christ, given opportunities to develop in all areas including the intellectual, psychological, physical, and spiritual aspects.
- Each student is permitted to experience a curriculum rich in exploration, theory, practice and application in all subject areas.
- Each student will recognize his/her strengths through a nurturing, positive environment.
- Each student will develop his/her unique talents and strengths to ultimately better our society as he/she understands and responds to the needs of others.
- Each Student will understand the sacredness of his/her body as a temple of the Holy Spirit.
- Each student will respect the dignity of all human life.
- Each student will recognize his/her responsibility, as a citizen, to respect and protect our world.
- Each student will strive to grow in faith by developing a lifelong personal relationship with God, our Father, Jesus Christ, and the Holy Spirit through prayer, worship and the teachings of the Gospel.

Now, more than ever, it is imperative that all children understand and internalize the values that the Gospel teaches. Students must exhibit responsibility and respect for themselves and others. As we partner with parents to provide an education that exceeds the boundaries of public school, we are committed to providing a nurturing, stimulating, Christian environment that challenges young minds to embrace and fulfill these and the many other needs of our society.

## **Objectives of St. John the Baptist School**

1. To form a faith community among students, faculty, staff, and parents in which the Gospel message of Christ's love for all is heard and lived.
2. To provide opportunities for all students to use their gifts and talents in the service of others.
3. To provide an integrated program of curricular, co-curricular and extra curricular activities and experiences rooted in the Gospel values.
4. To create an environment in which the child will develop his/her ability to use logic and reasoning in solving problems.
5. To provide opportunities for critical analysis that will lead to more creative and flexible methods of problem solving.
6. To use an interdisciplinary approach to stimulate the child's creative and imaginative nature.
7. To establish an environment in which each child will develop a positive self image that will reflect his/her feelings of personal worth, self-discipline, and inner serenity.
8. To develop a sense of responsibility to parish, community, country, and world with an emphasis on peace and justice.
9. To provide a program of physical activities leading to the integration of body, mind, and spirit.
10. To foster a love of prayer as a means of developing a close relationship with God.
11. To provide opportunities for active participation in and celebration of both paraliturgical and liturgical experiences.
12. To develop a sense of reverence for the earth and all its inhabitants.
13. To call each child to a new consciousness of what it means to be a member of the earth's community.

## **Accreditation**

St. John the Baptist School is a Middle States Accredited School. We will receive a new ten year reaccreditation in 2010.

Our school is listed with all the accredited schools throughout the nation and can be viewed at the Middle States at [www.ces-msa.org](http://www.ces-msa.org). Choose the DOAS link to view our information.

## **Admissions**

St. John the Baptist School of the Diocese of Pittsburgh admits and provides services for students of any race, color, or national origin.

Since St. John the Baptist School is a parish school, it provides the children of the parish, as well as non-parishioners, with an educational experience based on a Catholic philosophy of education. Any child who fulfills the age, health, and academic requirements is eligible for admission.

Children entering kindergarten or first grade must be five/six respectively by September 1 of that year. Birth and baptismal certificates as well as health records are required and must be presented by parents/guardians wishing to enroll children in the school.

Enrollment of a child in St. John the Baptist School implies a willingness of both the parents/guardians and the students to comply with the policies and regulations of the school. In order to realize the school's aims, parents/guardians and students must agree to support the philosophy of the school and its Code of Discipline. Enrollment in the school also implies that parents/guardians will comply with the Tuition Policy of the school and support the school's fund raising programs.

## **Advisory Council**

In February 2001, the St. John the Baptist Catholic School Advisory Council was formed. The purpose and duties of the organization are to support and contribute to the mission of the school by acting as a consultative and planning body in advising, assisting, and supporting the principal in matters relating to the school.

The Advisory Council is comprised of fifteen members. The pastor of St. John the Baptist Parish, the Principal of St. John the Baptist school, eight members elected from the school community, and five members appointed by the pastor.

The Council meets in August, September, November, January, March and May.

## **After School Activities**

When a student stays at school after the regular dismissal time for cheerleading practice, club activities (e.g. PJAS, Yearbook, Student Council, etc.), or for any other reason (e.g. detention, tutoring, etc.), the student must remain in the area that is supervised by the person in charge of the activity.

Parents must be informed that the student is staying and must know and approve of the means of transportation home if they are unable to provide it.

**It is the student's responsibility to inform his or her parents.**

## Athletic Programs

The Athletic Association directs all athletic programs. The Athletic Association handbook contains all rules and by-laws governing the programs.

The Athletic Program includes:

- I. Basketball
  - A. Competitive Teams
    1. Boys and Girls Varsity – grades 7 & 8
    2. Boys and Girls JV – grades 5 & 6
  - B. Developmental Teams
    1. Boys and Girls – grade 4
    2. Boys and Girls – grade 3
    3. Coed Intramurals & Clinics – grades K-2
- II. Bowling
  - A. Coed – grades 1-6
- III. Cheerleading (Girls)
  - A. Varsity – grades 7 & 8
  - B. Junior Varsity – grades 5 & 6
  - C. Competitive Cheerleading (by try-out) grades 7 & 8
- IV. Cross Country
  - A. Varsity – grades 7 & 8 (co-ed)
  - B. Junior Varsity – grades 5 & 6 (co-ed)
- V. Skiing
  - A. Grades 7 & 8
- VI. Soccer
  - A. Varsity – grades 7 & 8 (co-ed)
  - B. Junior Varsity – grades 5 & 6 (co-ed)
- VII. Track
  - A. Varsity – grades 7 & 8 (co-ed)
  - B. Junior Varsity – grades 5 & 6 (co-ed)
- VIII. Volleyball
  - A. Junior Varsity – grades 5 & 6 (Girls)
  - B. Varsity – grades 7 & 8 (Girls)
  - C. (Boys teams to be determined at a later date.)

## Attendance & Tardiness

Punctuality and regular attendance are an absolute necessity for a student's progress in school. Only serious illness or a family emergency should cause a student to be absent. Excessive absenteeism is a contributing factor to a student's academic difficulties. **Students are responsible for making up work missed due to absence.**

The following regulations are the policy of St. John the Baptist School:

1. A student's absence must be reported to the school by telephone prior to 8:30 AM in the morning. If no phone call is received, a phone call will be made to the student's home to confirm the absence. It is the responsibility of the parent to provide the school with telephone numbers at work or the telephone number of the student's caregiver.

- a. After 10 absences, a letter will be sent to parents and a doctor's excuse must be provided for absences.
  - b. After 20 days, a meeting will be set with the pastor, principal, homeroom teacher, and the parents to discuss retaining the child.
  - c. After 30 days, the child will be retained EXCEPT in extenuating circumstances. The local magistrate will also be notified.
2. Upon returning to school, a student must present a dated and signed note to the homeroom teacher confirming the reason for his/her absence within three school days. This note is kept on file at the school for the entire school year. **Following a communicable disease or extended absence**, a note must be presented from the doctor stating the nature of the student's illness and certifying that the student is able to return to school.
  3. Students who leave school early for reasons other than illness **MUST** have a **WRITTEN REQUEST** from a parent and permission from the principal. **If someone other than a parent is picking up a student, this must be stated in a WRITTEN note requesting an early dismissal.** Persons who are picking up students at times other than the regular dismissal must meet the student **in the school office** where they will be asked to **sign the student out of the building.** **No early dismissals after 2:40 p.m. Please plan appointments accordingly. After 2:40 p.m. student must wait for regular dismissal time.**
  4. If at all possible, all doctor/dentist appointments should be made for after-school hours or for days of early dismissals or no school. If an appointment is made for early in the day, it is important to have the student return to school as soon as possible.
  5. Students arriving after, or leaving before 12:00 Noon are marked absent for a half-day.
  6. Students arriving after 8:40 AM are considered late and must report to the school office for a late slip. **Ten days of tardiness will be considered as 1 day absent.**
  7. Parents are strongly encouraged to plan vacations and trips around school holidays. It is the responsibility of the student to obtain the work they will miss prior to leaving for vacation.
  8. It is required that all students attend and participate in the Christmas and Spring Choral Concerts. Junior high students are required to attend and participate in the annual Passion Play en lieu of the Spring Choral Concert.

## VACATIONS

We highly recommend that vacations not be planned during the school year. This creates a negative impact on school work. However, if it is beyond your control, all school work will be given to the student the day before they leave and all class work is due upon return. Any testing must be made-up within 2 days of return.

## Cafeteria

The school cafeteria will provide a complete hot lunch at a cost of \$2.35 during every full day of school. Milk and other beverages will be available for purchase for those students who bring their lunch from home at a price of \$0.40. Students grades 3 and up may also purchase extra items. All students are expected to follow the cafeteria rules for behavior. These include, but are not limited to, staying seated while eating, keeping voices at a conversational level, being respectful to those who are serving lunch, and **cleaning up their area at dismissal**.

Individual lunches may be purchased (cash) for \$2.35. Students may charge up to 3 days of lunch. After 3 charged days, the student will be served a peanut butter and jelly lunch.

## Care of School Property

Students are expected to take proper care of all school textbooks and workbooks. **Schoolbooks are to be covered at all times. It is strongly recommended that student carry their books to and from school in a book bag or backpack.**

Loss of or damage to any school text or library book will be subject to a fine covering the cost of the book. Failure to pay the fines can lead to the holding of report cards and transfer of school records.

A parent form for the use of textbooks must be signed and kept on file in the school office each year to permit the use of books purchased with government funds.

School furniture, equipment and property are to be cared for responsibly. **Any student who damages, defaces or destroys school property will be penalized and may be suspended or expelled.** Parents/Guardians will be required to assume the cost of necessary repairs or replacement.

Careless disposal of gum presents both sanitation and cleaning problems; therefore **gum chewing is not permitted at any time on school premises.**



## Child Abuse Policy

The welfare of each child is important to our parents as well as to the faculty and staff of St. John the Baptist School. Parents are reminded that the school is **REQUIRED BY LAW** to report any **SUSPECTED** cases of abuse or neglect, even if there is no definite proof.

## Changes of Address

The school office must be notified **immediately** if there is a change of address or telephone number. It is also **extremely important** to keep all **telephone numbers on your child's Emergency Care Card** current, including parents' work numbers and the numbers of your emergency contacts.

## Communication

Since the education of our students is a joint effort between parents and teacher, the lines of communications between the two groups **MUST** remain open. Therefore, **parents should contact the student's teacher first** should there be any concern regarding their child. The principal will also be available

A parent/teacher conference is scheduled at the beginning of the second and third quarters of each school year. **These conferences are mandatory.** If a child is experiencing difficulty at any other time throughout the school year, a conference between the parent and teacher can/should be arranged. This can be done by writing a note to the teacher, leaving a message on the teacher's voice mail, or sending the teacher an e-mail. If you are still having difficulty reaching the teacher with these options, you can contact the school office (412) 793-0555 for help.

**New Progress Report Policy: Every student will be sent a progress report half way through each quarter. These reports will be sent home in the Friday Folder.**

Other forms of written communication are less formal and begin as early as kindergarten. **When a child comes home with a concern, please contact the teacher before rendering a decision yourself.** The teacher is familiar with the situation. A phone conference or personal conference should be initiated to resolve the issue.

**A Friday Family Folder is sent home weekly.** Parents are to sign the cover sheet indicating that they have received and reviewed the information contained in the folders. Folders are to be returned to the student's homeroom teacher on the next scheduled school day.

## Conferences

Parent-Teacher conferences are scheduled in the fall and winter for the distribution of the report cards for the first and second quarters of the school year. **These conferences are mandatory.** Additional conferences can/should be set up at any other time of the year if either the parent or teacher deems it necessary. A conference can be arranged because of academic or behavioral reasons. Arrangement for a conference can be made directly with the teacher involved by sending in a written note to the teacher, leaving a message on the teacher's voice mail, or sending the teacher an e-mail. If you are unable to schedule a conference through any of the methods suggested above, you can call the school office for help.

## Core Curriculum

The core curricula, which includes religion, language arts (reading, English, spelling, handwriting), math, social studies, and science is integrated through a developmental approach and supported through continuous development of the student's skills in the area of art, computer, health, library, music, and physical education. Computers in the classroom allow teachers to incorporate technology into everyday instruction. Spanish is also taught to our students in grades 5-8.

In all areas of the curriculum, our methodology is focused on the development of the child as a total person with spiritual, academic, emotional, and physical needs. Each child is supported and guided according to his or her God-given abilities and talents. St. John the Baptist School provides a warm, caring, and structured learning environment which invites and encourages each student to participate actively in constructing his or her own education. In this atmosphere, freedom to learn and appropriate self-discipline are a part of the learning experience.

## Dismissal Procedures

Dismissal should be calm and orderly. Attention should be given to announcements. Students who must wait for late busses stand calmly on the porch until the busses arrive.

**Written requests** for early dismissals must be taken to the office for approval by the principal **in the morning before school.** All students with early dismissals **MUST** be picked up at the office. Parents/Guardians or designated persons assigned to pick up a student from school will be asked to sign the student out at the main office. **Please do not go to the classroom to pick up your child. No Early dismissals after 2:40 p.m. Please plan appointments accordingly. Anything after 2:40 p.m. must wait for regular dismissal time.**

### **CAR RIDERS' DISMISSAL-PLEASE READ CAREFULLY!**

**Any parent** picking up a student from school at dismissal must park in the upper lot near the rectory garage area in the cone-lane region. Any parent picking up a pre-school student and school student should park in the lanes and pick-up the preschool student first. Parents are asked to get out of their car

and meet the child at the end of the sidewalk by the rectory garage. Please hold your young child's hand until they are safely inside. No cars may leave the lot until they are dismissed by the teacher in charge.



## Discipline Policy

St. John the Baptist School believes that discipline is the training that helps a child develop self-control and character. It is the key to good conduct and consideration for other people. Although it does not appear as a subject, it underlies the entire Christian educational structure. The primary objective of requiring appropriate student behavior is to produce a positive and safe atmosphere where there is no disruption to the teaching/learning environment. Students need to assume responsibility for their actions, develop self-control, exhibit self-discipline, and accept responsibility and consequences for inappropriate behavior. Parents, teachers, and students must work together to achieve this end result.

Students **must**:

- Respect the rights of others through appropriate interactions.
- Respect the educational process by following classroom and school rules, using school resources appropriately, and exhibiting appropriate attitude, language, and physical behavior in school, on school busses, and during after school activities sponsored by the school.
- Comply with the school's Dress Code.
- Maintain satisfactory classroom performance through attentiveness, and completion of assigned work.

The severity or repetitive nature of non-compliance to the above expectations will determine the appropriate consequences. In order to change unacceptable behavior, the following steps may be taken:

- Teacher/student conference to develop a plan of remediation.
- Notification of parents.
- Parent/Teacher/Student conference.
- Administrative referral.

The following behaviors will immediately result in parent notification and disciplinary action:

- Disrespect of authority
- Inappropriate or suggestive language

- ❑ Unsafe horseplay
- ❑ Cheating, stealing, or destruction of property
- ❑ Truancy
- ❑ Violation of the rights of others (e.g. harassment, bullying)
- ❑ Misuse of computers or other school equipment



Consequences of inappropriate behaviors will include, but are not limited to:

- ❑ School service
- ❑ Loss of recess
- ❑ A written assignment
- ❑ After-school detention
- ❑ Denial of participation in school activities
- ❑ Denial of privileges (e.g. field trips)
- ❑ Referral to the SAP Team
- ❑ Out of school suspension
- ❑ In-school suspension
- ❑ Placed on probation
- ❑ Notification of parents concerning a problem and requiring a parent signature.

**The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:**

- ❑ **Violations of the weapons policy**
- ❑ **Violations of the drug/alcohol policy**
- ❑ **Any purposeful action that results in bodily harm to another**

A violation of the rules will occur whether the conduct takes place on school grounds at any time, **at any school activity, function or event**, or en route to or from school. Depending on the seriousness of the violation, the student can be subject to diocesan procedures regarding out-of-school suspension or expulsion.

Diocesan policies governing all diocesan schools have been promulgated for the following:

Areas include:

- ❑ Possession of drugs or alcohol
- ❑ Smoking or the use of smokeless tobacco
- ❑ Weapons
- ❑ Sexual harassment
- ❑ Racial discrimination

- ❑ Child abuse
- ❑ Bullying

The principal and pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

Each teacher/department will explain their disciplinary procedures within their classroom/department during the first few days of school. Parents will also be informed of behavior policies and policy changes during the parent orientation nights scheduled during the first two weeks of school. Our goal is not to punish students, but to teach them the responsibilities they need as they mature.

Behavior problems have been divided into minor and major infractions. Minor infractions are those, which will be handled by the teacher and parents within the classroom setting. Major infractions (e.g. fighting, sexual harassment, drugs, and weapons) will be brought to the attention of the principal and/or pastor for disciplinary action.



## DRESS CODE

### GENERAL GUIDELINES FOR BOYS AND/OR GIRLS GRADES K- 8

- SKIRTS,  
SKORTS,  
JUMPERS:**     Must be uniform plaid from Schoolbelles  
 Girls K-8: Choose from style #'s 194, 234, 237, 248  
**NAVY SKORTS AND SKIRTS ARE NO LONGER PERMITTED**  
 Length must be no shorter than 2" above the knee.  
 \*\*\* Jumpers aren't typically worn by girls beyond 3<sup>rd</sup> grade.\*\*\*
- TOPS:**         Boys/Girls – Polo or oxford, long or short sleeve  
**Must be plain white only.** (The old blue and pink shirts and blouses are no longer permitted. Be advised – dept. stores carry for girls Various shirt styles and shirt sets that don't follow our guidelines.)  
 Only white undershirts are permitted under the school shirts/blouses.

\*\*\*No stripes, patterns, colored piping, monograms, insignias or emblems\*\*\*

\*\*\*Must be tucked in with minimal blousing.\*\*\*

**\*Gr. 6-8 Boys – Oxford with Tie October 1-April 30<sup>th</sup>.**

**SLACKS:** Uniform dress style - twill /corduroy, navy or tan  
Straight leg or boot cut only  
\*\*\*No outside stitching, patch pockets, flares, baggies or jean style\*\*\*  
\*\*\* No emblems, monograms, insignias.\*\*\*  
\*\*\*Must be hemmed to the shoe.\*\*\*

**SHORTS:** Pleated or Flat front twill, navy or tan  
May be worn from May 1<sup>st</sup> – Sept. 30<sup>th</sup> (sneakers permitted to be Worn with shorts during these months, but dress shoes should be worn with school plaid or slacks unless it's gym day).  
\*\*\* No emblems, monograms, insignias.\*\*\*  
\*\*\*Must be no more than 2" above or below the knee\*\*\*

**SOCKS:** Navy or white crew or knee high.  
Navy or white tights may be worn.  
\*\*\*One week before a holiday – festive socks may be worn.\*\*\*

**SHOES:** Low heel or flat – dress style. (If they look like sneakers – they're Sneakers!) Boots may be worn with pants only (must fit under the pant leg) from Oct. 1<sup>st</sup> – April 30<sup>th</sup>  
\*\*\*No platforms, sandals, clogs, calf or knee high boots\*\*\*  
\*\*\*Shoes must be safe for playground and stairs.\*\*\*  
\*\*\*Shoes must be **Dark Color** such as (black,brown,navy)  
\*\*\*ABSOLUTELY NO HEELIES PERMITTED!!\*\*\*

**SWEATERS:** Plain white or navy only  
\*\*\*One week before a holiday – festive sweaters may be worn.\*\*\*

**SWEATSHIRTS:** Must be school sweatshirt only – Gray  
Must be worn over school shirt or gym shirt (not in place of Shirt). May be slightly large to allow for growth, not grossly Oversized. Please have your child keep a school sweater or sweatshirt in the backpack or locker from autumn through spring.  
Hoodies should be worn as jackets.  
\*\*\*One week before a holiday – festive sweatshirts may be worn.\*\*\*

### **SPECIAL ITEMS**

**BELTS:** Boys and girls grades 2- 8 only. **Must be worn with slacks or shorts.**

**TIES:** Boys: grades 1-5 – only if directly involved with the liturgy (readers or gift bearers).  
**Ties are not to be worn with polo shirts.**

Grades 6- 8 must wear ties daily from Oct. 1<sup>st</sup> –April 30<sup>th</sup>.  
(any color or design suitable  
For school –no inappropriate pictures or writing)  
\*\*\***Bow ties and cross ties are not permitted.**\*\*\*

**MAKEUP:** Girls - Light makeup (grades 6-8) and light nail polish are permitted. Long fingernails are not permitted for safety reasons. Exceptions may be made with approval of school office for special occasions. Long nails must be cut down after the occasion.

**JEWELRY:** one small pair of earrings that compliments the uniform (only one earring per ear lobe). Dangles, hoops or clip-on are not permitted.  
A single chain may be worn under the shirt. No chains are to be worn outside the shirt.  
One ring may be worn on each hand. \*One bracelet on each arm.  
\*\*\*Tattoos are not permitted\*\*\*

**HAIR:** Must be neatly combed.  
Boys – EYEBROWS, EARS AND NECKLINE MUST BE SEEN. Shaved heads, beards and mustaches are not permitted. Sideburns must be no longer than bottom of the ear. Boys must be clean shaven. Natural looking coloring or streaking will be permitted.

**GYM:** St. John's Gym shirt, sneakers and **school slacks or plain black sweatpants made of sweat shirt material (no emblems, insignias or striping)** must be worn (uniform shorts can be worn from **May 1<sup>st</sup> to September 30.**)  
Order forms will be sent home at the beginning of school for gym shirts and later in September for sweatshirts.  
\*\*\*No jewelry is to be worn on gym days.\*\*\*  
\*\*\*Liturgy days: If your child has gym and is participating in the Liturgy (reading, cantoring or gift bearing) he/she must wear the regular uniform and bring gym clothes . These students will be given time to change for gym.

\*\*On certain days like St. Nicholas day or Kris Kringle day, students are permitted to “ADD to the uniform” holiday shirts. This means that slacks or uniform plaid and school shoes must still be worn, but the school shirt can be replaced with the holiday shirt, or the holiday shirt can be worn over the school shirt. You'll be notified before these days.



**\*\*THE FOLLOWING GUIDELINES PERTAIN TO ALL STUDENTS K-8\*\***

### **Sweatshirts**

Sweatshirts: A school sweatshirt will be offered for students to wear in place of a school sweater. Orders will be taken at the beginning of the school year. **ONLY SCHOOL SWEATSHIRTS** may be worn. Sweatshirts must be worn **OVER** the school uniform shirts, **NOT IN PLACE** of the uniform shirts. Shirt collars must be visible. Sweatshirts may not be oversized. While it is permitted to order the sweatshirts a little big to allow for shrinkage and student growth, the sweatshirt is still a part of the school dress code. To use this option, you must remember that the students must always look neat.  
**COLORS: Light Gray and Dark Gray.**

### **Gym Days**

**NO CHAINS, EARRINGS, OR RINGS SHOULD BE WORN ON GYM DAYS.**

Shirts: Students are required to wear a St. Johns T-shirt. (The physical education teacher can provide an order form for you if you need to order a shirt.)

Pants: **PLAIN Black** Sweatpants (NO Logo, Emblems, or Insignias are permitted). Uniform Slacks (all year) or Shorts (May 1 through September 30) may be worn.

Shoes: Athletic Shoes  
Athletic Shoes may be worn to school on gym days in place of dress shoes.  
**NOTE: If a dress down day is on gym day, students must bring their Athletic shoes in order to participate.**

**NOTE: If a class is scheduled to participate on a gym day, the students should dress for the liturgy according to the dress code. They should bring their gym clothes to school. There will be time to change after mass.**



## **Dress Down Days**

On various occasions throughout the school year from October 1 through April 30, the students will be permitted to have dress down days. On these days the school uniform need not be worn, but the students are expected to adhere to the following guidelines:

### **Dress Down YES:**

- ❑ Jeans, Sweatpants, Jogging Suits, Capri Pants (mid-calf only) T-Shirts, Sweatshirts, golf shirts, and athletic shoes.
- ❑ School uniform walking shorts.

### **Dress Down NO:**

- ❑ Cropped shirts, Tank Tops, Spaghetti Strap tops.
- ❑ T-Shirts or Sweatshirts with inappropriate language or pictures.
- ❑ High-heeled shoes, work boots, sandals, platforms, clogs or crocs (These are for safety reasons.)
- ❑ Dropped pants or shorts.
- ❑ Inappropriate logos/displays on shirts, sweatshirts or any other clothing.
- ❑ Hoop earrings.
- ❑ No torn jeans of any kind.

If students violate these guidelines, parents will be called to bring in a change of clothing.



## **Special Items**

1. Light nail polish and light makeup are permitted.
  2. Students with pierced ears may wear one pair of small earrings (no more than one earring in each ear) that compliment the school uniform.
  3. Dangling earrings, hoops or clip on earrings are not permitted.
  4. A single chain may be worn by students **under** their blouse/shirt. The chains may not be worn outside the blouse/shirt.
  5. One ring may be worn on each hand.
  6. **(Boys Hair)** must be neatly combed or brushed with **EYEBROWS, EARS AND NECKLINE FULLY SEEN. (ONE WEEK FOR HAIR CUT OR A DETENTION WILL BE RECEIVED).**
  7. Shaved heads are not permitted.
  8. Beards of any kind or mustaches are not permitted. Sideburns should not be longer than the bottom of the student's ear. Clean shaven through 8<sup>th</sup> grade.
  9. **NATURAL looking hair coloring or streaking will be permitted again this year.**
  10. Only WHITE UNDERSHIRTS, not colored T-shirts or ones with writing should be worn under shirts or gym shirts.
  11. All students should have a sweatshirt or sweater that they can keep in their lockers during the winter.
  12. Long fingernails are not permitted during the school year for safety reasons. However, exceptions can be made **through the school office** for special occasions. Long Nails must be cut down after the event is over.
  13. Tattoos are not permitted.
- \*Reminders will be sent home and the rule infraction will be expected to be corrected within 3 days.**

## **Final Note**

**The appearance of the young person is primarily the responsibility of the student and the parent. It is expected that the students always maintain the type of appearance and personal hygiene not distracting to teachers and other students.**



## Drug Policy

The following procedures will be followed if any student is found taking, selling, or possessing drugs/alcohol on school property:

1. The student will be detained in the principal's office.
2. The drugs/alcohol will be confiscated.
3. The students parents will be contacted.
4. The student will be immediately suspended pending determination regarding expulsion.
5. Law enforcement officers will be contacted.

The school reserves the right to “search” if there is probable or reasonable cause.

The school reserves the right to “seize” any of the above substances.

The student's illegal activity will be reported to the police.

## Emergency Closings or Delays

In case of a school closing, all students will follow the **PLUM BOROUGH SCHOOL DISTRICT** announcements, which can be heard on KDKA and/or WTAE TV. Whenever possible, specific information regarding **St. John the Baptist School (Plum)** will be broadcast on KDKA, WTAE, and WPXI TV, and KDKA, WTAE, and KQV radio.

In the case of a snow delay, all bus riders are to follow the announcements of the school districts in which you reside.

Emergency early dismissals will also be announced on KDKA, WTAE, and/or KQV radio. In addition, every effort will be made to contact parents by way of the school phone chain. Each family **MUST** have an alternate location and caregiver in place for such emergencies.

**NOTE: On any regularly scheduled early dismissal days, the Penn Hills School District does not transport students home. On those days since there are so many parents picking up students, it is important that all parents in line in the main parking lot or parked in the Convent parking lot, shut off their cars and get out of their car to meet their younger children. Parents should escort their children to their cars and NO one should try to leave until ALL the children are safely in their cars. There will be teachers on duty to signal you when you may leave.**

## Expulsion



Offenses, which may make a student liable for immediate expulsion, include but are not limited to the following:

1. Assault of a teacher.
2. Using, taking, selling, giving or possessing alcohol at school, on school grounds, or at any school-related function.
3. Using, taking, selling, giving or possessing drugs of any type at school, on the school grounds, or at any school-related function.
4. Having in one's possession any dangerous or harmful material.
5. Misusing any material so as to cause damage to school property or harm to oneself or another.
6. Repeated sexual harassment or racial discrimination.
7. Repeated suspensions.

## Extended Day Care

Extended Day Care is provided Monday through Friday, from 3:00 p.m. until 6:00 p.m., in Room 113 in the Annex. (Phone # for day care 412-793-0555 x249).

1. Parents are required to register each child **IN ADVANCE** regardless of the time the program will be used.
2. Parents must fill out an emergency **Care Card** for each child using the program **BEFORE** the program can be used.
3. Parents must report to the annex rooms to sign out and pick up their children. Children cannot be dismissed to parents in the parking lot.
4. The after School Extended Day hours are from 3:00-6:00 p.m. Parents must be on time for pick-up.

## Field Trips

When the teacher arranges a field trip for the students, parents must sign a formal diocesan- approved permission form. No child may participate without a **written** parental consent. Such trips are considered part of the educational program. Therefore, students who do not participate must report to school.

## Fire Drills

Fire drills are held at least once a month. Children are instructed to leave by the nearest exit. When the signal sounds, students stand and move quickly and silently. No one is to remain in the building during a drill. All doors should be closed, both upon leaving the classroom and leaving the building. Silence is to be maintained during the entire practice.



## Grading Scale

- ❑ For grades 1-5, grades are A,B,C,D, or E depending upon class participation, test scores, homework, enrichment work, and daily independent work.
- ❑ For grades 6-8, the following scale is in effect:
  - A 93%-100%
  - B 85%-92%
  - C 75%-84%
  - D 70%-74%
  - E 69% and below

## Health Services

### First Aid

In the event of an accident, the school nurse and/or nurse's aid will be called upon to administer first aid. Parents/guardians will be notified, and, if necessary, they will be urged to come to the school. No care beyond first aid (defined as the immediate, emergency care given in cases of accident or injury) will be administered.

### Emergency Care Cards

Emergency cards will be sent home at the start of each school year. Parents/guardians are requested to complete the cards as soon as possible. Cards will be kept on file for use in the event that a parent/guardian cannot be reached. Information should include authorization of further care and /or names of physicians or other persons to be contacted in an emergency or illness. Parents are responsible for arranging transportation for the student who needs to go home. No student will be permitted to leave the school for health reasons without authorization from the principal.

### Illness

1. Before school, if a child is exhibiting symptoms of illness such as fever, vomiting, etc., parents are urged to keep the child at home.

2. In the case that a child may be complaining of minor aches and pains, parents are encouraged to send the child to school if it is believed that these symptoms are temporary.
3. When a student is absent from school, a note excusing the absence should be sent to the student's teacher upon the child's return.

**Notification of the contraction of communicable diseases is required by law.**



### **Administration of Medicine**

1. Plum Borough Health Service Department follows this policy:  
**No medication will be given without written instructions from the family physicians.**
2. In the event that the physician gives such instructions, only the parent, nurse, or other adult will dispense the medication designated by the parent.
3. No student may have any type of medicine (prescription or other—such as Tylenol, Advil, etc.) in his/her possession in school. If possible, medication should be spaced so that the time of dosage does not occur during school hours.
4. Non-prescription cough drops can be given to the teacher for distribution when a note accompanies the cough drops from the parent.
5. Students are not permitted to carry or use breath drops outside of the health office.

### **Medical Excuses**

All students who are restricted from school activities (such as physical education and recess) must present a note from the family physician excusing the student from specific activities. The note should include a description of the condition as well as the type of restriction that should be observed. Permanent excuses must be renewed at the start of school each year.

### **Examinations**

1. Physical examinations are required by law upon original entry into school and in the sixth year.
2. Dental examinations are required upon original entry into school and in the third and seventh years.
3. Parents are urged to have these examinations completed by the family physician and dentist.
4. Any child not having record of these examinations will be examined at the school.
5. Other tests that will be administered in school by the nurse:
  - a. An annual vision test
  - b. In the first, second, third and seventh years – a hearing test is given using an audiometer
  - c. An annual measure of height and weight
  - d. In the first year – a tuberculin skin test

## Homework

Homework is a means of reinforcing material taught in the classroom. Individual teachers and grade levels set specific homework policies. At all levels, homework is expected to be completed on time.

Parents can help greatly by providing a quiet place in which the child can work and by encouraging him/her to do his/her work without interruptions. It would also be a good practice to discuss the student's assignment with him/her, but refrain from doing the actual work. Your child should develop the habit of putting his/her homework in the correct folder and book bag after it is completed and/or checked. Student assignments will be checked and returned to the students. **Tests that are missed should be made up when the child returns.**

**\*Students have a "buddy" system to help get homework assignment papers when the student is absent.**

## Library

Students are free to use the library and all the materials and services provided. Students must follow the regulations established by the librarian. Overdue books and tapes are subject to a fine, and any book destroyed or lost must be paid for by the student/parent.

Families may purchase books in the family name or in memory of a loved one. A bookplate placed inside the front cover of the donated book will acknowledge the donations.

Respectful behavior is expected at all time.

## Liturgical Life



The liturgical life of the school is a strong and vital part of the program of St. John the Baptist School. This is fostered and encouraged by the strong rapport between the school and the pastor and priests. **This school year there will be an all school mass every other week.** The next week on Tuesday's grades 5-8 are scheduled to attend mass as part of their religion curriculum. On Wednesdays grades 1-4 are scheduled to attend mass as part of their religion curriculum. Students are involved in the planning of liturgies; their active participation in the liturgies helps them to appreciate more fully the liturgical life of the Catholic Church. Dates and times of all liturgical celebrations are announced in the monthly school newsletter. Parents are encouraged to participate with the children whenever they are able to do so.

## **Religious Formation – Liturgy**

As a Catholic school, the teaching of Christian Doctrine receives special emphasis in our program. Students engage in daily prayer, have opportunities for the Sacrament of Reconciliation and participate in Liturgy and other religious experiences. Personal, family, local, and global concerns are other needs addressed from a Christian perspective. Students are encouraged to respond to one another with love and sense of justice, since the knowledge of religion encompasses more than class time and required assignments.

The daily living of our Faith includes the practice of all that we believe. Regular church attendance, prayer, attitudes of respect, and proper moral values must be nurtured in family life. Parents, as the primary teachers of their children in the ways of the faith God has granted us, are expected to teach their children to practice this faith by attending Mass each Sunday and holy day, to see that they receive the Sacraments of Reconciliation and Eucharist regularly, and to prepare them for the reception of these sacraments. If this is done, then class instruction becomes meaningful for our students. Parents are urged to consider this matter carefully when reflecting on their priority for Catholic education.

Second grade students prepare for the reception of the Sacraments of Reconciliation and First Eucharist. Eighth grade students prepare for the Sacrament of Confirmation. **Mandatory parent meetings are scheduled for each of these Sacramental Programs.**

All Students, including non-Catholics, shall (1) take religion classes in which Catholic doctrine is taught, (2) attend liturgical activities and sacramental programs and be invited to participate to the extent allowed by Church law, and (3) participate in all other aspects of the school's religious education program.

## **Parent-Teacher Guild**

The Parent-Teacher Guild (PTG) is an organization of the parents and teachers of the students enrolled in St. John the Baptist School. The PTG efforts are directed toward cooperation, communication, education, and community support for the school and all of its programs. All parents are asked to be active members of this vital organization.

## **Parties and Dances**

Dances will be sponsored several times a year for the 7<sup>th</sup> and 8<sup>th</sup> grade students. Students must remain in the building during the dance.

Classroom parties are arranged at the discretion of the homeroom teacher. Teachers will inform parents of the individual class policies regarding birthday treats which can be brought to school. Holiday parties will be scheduled as appropriate to the grade level of the children.

Invitations to an individual child's party to be held outside of school may **NEVER** be passed out in school unless **EVERY** child in the class or all of the girls **OR** all of the boys are invited.

## **Physical Education**

Physical education is important to a child's overall well being and all students are expected to participate in the school's physical education program. A child may be excused only if a note is received from the child's doctor or parent/guardian. In case of serious injury, surgery, or prolonged illness, a doctor's written release is needed before the child is allowed to resume classes.

Students are not permitted to leave the school grounds during recess. Students must stay on the playground area. No running is permitted during recess. Children can play four square, hopscotch, and basketball. Seventh and eighth grade students are permitted to play touch football. If a ball should go by parked cars, students should report the incident to the playground moderators.

Students may never enter the school building without permission from the person in charge. At the sound of the bell, students stop talking and walk to their classroom line to reenter the building.

Any accident or difficulty should be reported to the person(s) in charge. Fighting and using profane language are never tolerated. Students should always show respect and cooperation towards adult moderators and fellow students.

## **Pre-Algebra and Algebra Placement**

In grades 7 & 8, the students are tracked for math according to their ability level. In grade 7, we offer the standard math curriculum and an advanced pre-algebra track for our students who have mastered the essentials in the standard track.

In grade 8, we offer pre-algebra to the students who took the standard curriculum track in grade 7. Algebra for those students who took pre-algebra and then qualified for algebra.

In order to be placed in the accelerated track in grades 7 & 8, a student must qualify in least three out of the following four categories and maintain those qualifications throughout grades 7 & 8.

1. The student must maintain a minimum grade level average of 85% in grades 6 & 7.
2. The student must score at least at the 80 percentile overall in math on the latest standardized test.
3. The student must score at least an 80% on the end of the year placement test in grades 6 & 7.
4. The student receives the recommendation of his/her math teacher in grades 6 or 7.

## **Safety Patrol**

The Safety Patrol is organized under the auspices of the school. The faculty moderator assigns patrol posts. The main responsibility of the patrol members is to assist in maintaining order and safety at dismissal and on the busses. No sharp objects such as pens, pencils, compasses, or rulers are to be out of the student's book bag while traveling to or from school.

The school moderator or principal will notify parents by phone call or letter if any serious problems occur on or off the bus.

Each school district may have particular bus regulations, which will be forwarded to our parents.

## School Records

School records contain confidential data and are not released to unauthorized persons. In the event of a transfer, student records must be mailed to the forwarding school. Only those families leaving the U.S. may hand carry records.

Requests from attorneys for a pupil's attendance or academic record may be granted if the attorney makes the request in writing and appends thereto the docket number of the pertinent case and written permission is obtained from the parents or legal guardians.

Names and addresses of the students and their parents are not released to any unauthorized person or agency.

## Sexual Harassment



Any form of sexual harassment (verbal, physical, or written) is considered to be a very serious matter, which will not be tolerated at St. John the Baptist School. Sexual harassment of any kind will be immediately reported to the principal (and/or pastor) for disciplinary action. Disciplinary actions for sexual harassment include, but are not limited to: written assignments, detention, a parent-teacher-principal-student conference, loss of privileges, suspension, or expulsion.

### Bullying

Any form of bullying, teasing or picking on a student by another student or group of students will be brought to the attention of the student(s) parents. Any form of the above mentioned infractions will be considered a major infraction (see Discipline Policy, page 10). Our school implemented the “**No Bullying Program**” for grades “**K-8**” as recommended by the Diocese of Pittsburgh before the 2003-2004 school year.

### **Definition of Bullying:**

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. –Olweus et al. 2007

### **Our School's Anti-Bullying Rules**

- 1. We will not bully others.**

- 2. We will try to help students who are bullied.**
- 3. We will try to include students who are left out.**
- 4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.**

SAP Team - STUDENT ASSISTANCE PROGRAM
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The Commonwealth of Pennsylvania originally piloted the Student Assistance Programs in 1984. In 1991, Pennsylvania passed Act 211 requiring each school district in the state to establish and maintain a program to provide counseling and support services for students experiencing problems with the use of drugs, alcohol, and other dangerous substances. School districts met this requirement through the formation of Student Assistance Teams. Because of the early success, many districts now provide SAP services K-12.

The initial focus of the pilot SAP has expanded to meet the needs of any student whose success academically, behaviorally, or socially is being impacted to their detriment.

As the public school districts began their programs, the Diocese of Pittsburgh also encouraged the formation of SAP Teams in its elementary and secondary schools. Some of our teachers currently on staff were trained at that time. During the 1998-1999 school year, St. John the Baptist School revitalized its efforts to use its SAP Team as an additional resource to help its students. During the summer of 1998 and again in the summer of 2000 more of our teachers were trained to be a part of our present SAP Team.

Student Assistance Teams are not meant to be treatment programs, however. They are used to identify and refer students may be at-risk academically or demonstrate continual behavior or social concerns. Students can be referred to the SAP Team in different ways. Referrals can be made by teachers, parents, students, or the individual student themselves. Teachers and parents are the most common source of referral at the elementary school level.

Once a student is referred to the SAP Core Team, they will intervene, gather information, and refer the students to the appropriate in school or out of school services that may be needed. The parents are an integral part of the entire process. NO decisions or plans for the student can be made without the parents' full knowledge and approval.

The members of the 2006-2007 St. John the Baptist School SAP Core Team consist of various faculty members: Mrs. Jacobus/SAP Team Coordinator.

## Support Services

St. John the Baptist School is provided the following services by the Allegheny Intermediate Unit:

- ❑ A speech therapist
- ❑ A remedial teacher for math and reading (hired by Plum Borough & Penn Hills Title I services)
- ❑ A school counselor
- ❑ Student Assistance Team Intervention Specialist
- ❑ In addition, The Terra Nova and In-View tests are administered in the spring according to Diocesan guidelines.
- ❑ Penn Hills and Plum provides shared time for shop and Home Economics for our students in the 8<sup>th</sup> grade. Grade 8 students who live in Penn Hills and Plum will be able to take these classes **after school** again this year.

### DEVELOPMENTAL GUIDANCE PROGRAM

At St. John the Baptist School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, counselors from the Allegheny intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, social skills, etc. The topics and grade levels chosen will be based on the needs of the building by the administrator and counselor. If you have any questions, please feel free to contact your building administrator.



## Telephone Usage

It is requested that personal calls between parents and students be kept to a minimum. Only emergency messages will be forwarded to a child. Student outgoing messages will also be limited to emergency messages. Forgetting a book, a homework assignment, physical education uniform, or materials for an after school program will not be regarded as an emergency.

**Teachers are NOT available for calls during the school day.** It is also the policy of the school that teacher's home phone numbers are not released to the school community through the school office. Parents wishing to contact teachers may do so by sending a note with their child or by leaving a voice mail/email at the number/address listed below. The teachers will then respond to you as quickly as possible.

### Staff and Faculty Voice and E-Mail Numbers All Teacher/Staff e-mail (Last name @stjohnthebaptistschool.org)

NAME	SUBJECTS TAUGHT	ROOM	VOICE	E-MAIL
Mrs. DiLonardo	Grade 1 Rel.Math,Sci,SS.Lang.	1	x327	<a href="mailto:dilonardo@stjohnthebaptistschool.org">dilonardo@stjohnthebaptistschool.org</a>
Mrs. Gray	School Librarian	Library	X247	<a href="mailto:gray@stjohnthebaptistschool.org">gray@stjohnthebaptistschool.org</a>
Mrs. Harrington	Grade 6 Math, Social Studies, Lang Gr. 6-7	105	X321	<a href="mailto:harrington@stjohnthebaptistschool.org">harrington@stjohnthebaptistschool.org</a>
Mrs. Horvat	Grade 2 Rel, Language Gr. 2-3	5	X336	<a href="mailto:horvat@stjohnthebaptistschool.org">horvat@stjohnthebaptistschool.org</a>
Mrs. Jacobus	Grade 3 Math,Sci, SS Gr. 2-3	3	X322	<a href="mailto:jacobus@stjohnthebaptistschool.org">jacobus@stjohnthebaptistschool.org</a>
Ms. Mulkerin	Grade 5 Rel. Spelling, English, Read,MathGr.6	110	X340	<a href="mailto:mulkerin@stjohnthebaptistschool.org">mulkerin@stjohnthebaptistschool.org</a>
Mrs. Krepinevich	School Nurse	Nurses Off	X237	<a href="mailto:krepinevich@stjohnthebaptistschool.org">krepinevich@stjohnthebaptistschool.org</a>
Ms. Lavery	Grade 4 Rel, Math, Sci, SS	112	x326	<a href="mailto:lavery@stjohnthebaptistschool.org">lavery@stjohnthebaptistschool.org</a>
Mrs. Mathias	School Secretary	Main Off	X235	<a href="mailto:mathias@stjohnthebaptistschool.org">mathias@stjohnthebaptistschool.org</a>
Mrs. McClure	Grade 5 Rel, Math, Sci, SS,Health	111	X323	<a href="mailto:mcclure@stjohnthebaptistschool.org">mcclure@stjohnthebaptistschool.org</a>
Mrs. Negron	Grade 6 Rel.Math, Language Arts	104	X337	<a href="mailto:negron@stjohnthebaptistschool.org">negron@stjohnthebaptistschool.org</a>
Mrs. Pahlman	Grade 4 Religion and Language Arts	113	X324	<a href="mailto:pahlman@stjohnthebaptistschool.org">pahlman@stjohnthebaptistschool.org</a>
Mr. DeFilippo	Grade K-8 Computer	109	X328	<a href="mailto:DeFilippo@stjohnthebaptistschool.org">DeFilippo@stjohnthebaptistschool.org</a>
Ms. Wagner	Grade 5-8 Spanish	Travels	x339	<a href="mailto:wagner@stjohnthebaptistschool.org">wagner@stjohnthebaptistschool.org</a>
Mr. Stevens	Grade 8 Math, Social Studies Gr. 7-8	106	x329	<a href="mailto:stevens@stjohnthebaptistschool.org">stevens@stjohnthebaptistschool.org</a>
Mrs. Suprak	K-8 Physical Education	Travels	X325	<a href="mailto:suprak@stjohnthebaptistschool.org">suprak@stjohnthebaptistschool.org</a>
Mrs. Szmed	Grade 7 Rel, , 6-8 Science,6th Gr. Health	108	X331	<a href="mailto:szmed@stjohnthebaptistschool.org">szmed@stjohnthebaptistschool.org</a>
Mr. Griffin	Grades K-8 Music	104	x320	<a href="mailto:griffin@stjohnthebaptistschool.org">griffin@stjohnthebaptistschool.org</a>
Mrs. Wiehagen	Full- Day Kindergarten/Half Day Kinderg.	101	X332	<a href="mailto:wiehagen@stjohnthebaptistschool.org">wiehagen@stjohnthebaptistschool.org</a>
Mrs. Lewis	School-Nurses-Aide	Nurses Off	X237	<a href="mailto:lewis@stjohnthebaptistschool.org">lewis@stjohnthebaptistschool.org</a>
Mrs. Zwastetzky	6-8 Rel, English, Reading,6th Gr.7-8 Lang.	107	X330	<a href="mailto:Zwastetzky@stjohnthebaptistschool.org">Zwastetzky@stjohnthebaptistschool.org</a>
Mr. B	Maintenance	Maint.Off	X244	-

\*To reach the principal's office, you must dial Mrs. Mathias in the school office and ask to be transferred.

## CELL PHONE POLICY

### CELL PHONE USAGE

Cell phones are not permitted to be used in school during the school day. If a member of the faculty/staff sees a student's cell phone (whether or not it is on and/or being used), the phone will be confiscated immediately. If a phone is confiscated, it will be held in the office for **parent** pick-up along with a **detention slip**.

**NO** student is permitted to carry a **beeper, tape recorder, or cellular phone** to school. Tape recorders may only be carried by students with special needs and approved by the school's SAP Team.

## Transportation

All school districts serving our school provide bus transportation for students who are not within walking distance. The coordinators of transportation in each school district determine schedules and routes.

In order to insure the comfort and safety of all bus students, the following rules must be obeyed:

- Students must remain seated at all times until the bus stops.
- Students must keep the aisles clear.
- Students should use quiet voices.
- Students must respect the property of others at all times.
- Students must enter and leave the bus in an orderly manner.
- Live animals are NOT permitted on the bus.
- Glass bottles or glass containers are NOT permitted on the bus.
- Students must respect the safety patrol members assigned to the bus.

Students may not ride a bus other than their assigned bus, or get on or off the bus at any stop other than the one assigned to them, unless a **written request** is received from the parent/guardian and signed by the principal. **Students in one school district may NEVER ride the bus of a student in another school district** even with a written request from a parent/guardian.

For regular pick-up and/or drop-off at stops other than a student's home, the transportation departments require a written request.

Directions for **car riders** will be sent home at the beginning of the school year. A map will accompany these guidelines. **For the safety of all our students**, please follow these guidelines even when making a brief stop.

<b>Tuition</b>
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**St. John the Baptist School  
Fees & Credits 2010-2011**

<u>child)</u>	<u>Catholic Rate + Fundraising Fee</u>	<u>Non-Catholic/Affiliate Rate (per</u>
One Child (K-8)	\$3,180 + \$600 = <b>\$3,780</b>	\$4,280 + \$600 = <b>\$4,880</b>
Two Children (K-8)	\$5,180 + \$600 = <b>\$5,780</b>	
Three or More Children (K-8)	\$5,420 + \$600 = <b>\$6,020</b>	
Kindergarten (1/2 Day)	\$1,900 + \$300 = <b>\$2,200</b>	\$2,320 + \$300 = <b>\$2,620</b>
One School/One ½ Day Kindergarten	\$4,300 + \$600 = <b>\$4,900</b>	

**Registration:**

- All families MUST enroll with Tuition Management Systems (TMS) by May 14, 2010. At that time, a \$50 per family tuition deposit is required of current families re-registering for the 2010-11 school year. The deposit will be credited in full toward the July TMS statement.
- All families must make tuition payments directly to TMS (no payments accepted in school office), according to one of the following payment plans:
  1. Full payment by July 20<sup>th</sup>. A 2% discount will be granted if payment in full, including fundraising fee.
  2. Semi annual payments due July 20<sup>th</sup> and November 20<sup>th</sup>
  3. Monthly payments – payable on the 5<sup>th</sup> or 20<sup>th</sup> of the month, for 10 months, from July – April.
- Students registering after July 1<sup>st</sup> must pay one full month's tuition at registration.
- Students registering after August 1<sup>st</sup> must pay two full months' tuition at registration.

**Financial Assistance:**

**The Diocese of Pittsburgh provides assistance through the Bishop's Education Fund and the Scholastic Opportunities Scholarship. Forms are available in February and due in March. Additional assistance available through St. John's Father Bartley Angel Fund.**

## **Fundraising Credits:**

St. John's provides parents with direct tuition credit for the following fundraising programs:

- **Fall Magazine Sale**
- **Easter Candy Sale**
- **Lucky Lottery Calendar Sales**
- **Scrip & Market Day Purchases**

A predetermined percentage amount will be applied for tuition credit for the above fundraising sales and purchases.

**Remember:** 100% of the tuition can be credited through fundraising sales and purchases.

Any Scrip, Market Day, and Lucky Lottery Calendar sales through March of the current school year are credited toward the current year's tuition. Any sales on or after April 1st will be credited to the first statement of the following school year.

## **Tuition Policies:**

- If tuition is not up to date by August 20th (i.e. first two months paid), the student will not be permitted to start classes.
- Once the school year begins, if tuition is not received at TMS by the due date, it is considered past due and subject to a late fee. Any accumulated late fees are considered a financial obligation and subject to the same delinquency rules as tuition.
- Any family with an outstanding tuition balance will not receive report cards at the end of each grading period.
- Any family with an outstanding tuition balance as of the last day of school will not receive report cards and may not be admitted for the following school year.
- Kindergarteners or 8<sup>th</sup> graders with an outstanding tuition balance may not participate in graduation activities or year-end trips.
- A departing student's academic records will not be released to other schools unless all financial obligations are fulfilled.
- Tuition refunds will only be granted in situations where tuition has been prepaid for a semester that has not yet begun. Refunds of tuition prepayments for a semester that has already begun will not be granted.
- **If special circumstances or events limit a family's ability to fulfill their financial obligation in a timely manner, the parent/guardian should proactively contact the school principal immediately to discuss the situation. The school Finance Committee will then consider and must approve any special timetables or conditions.**

School parents who run fundraising programs or volunteer time toward them are not permitted to receive benefit in their own personal tuition accounts for customers' fundraising credits. If non-school parent customers have no preference for assignment of their fundraising credit, the full benefit of the sale accrues to the School's development fund.

## **Tuition Policy**

### **St. John the Baptist School**

Adopted 12-18-01

Catholic education at St. John the Baptist School is a joint venture of the parish community, the school and the parents/guardians of the children attending the school.

St. John the Baptist School will provide a quality Catholic education for the children of the community along with the parents/guardians the parish will make a financial commitment to this effort. Although the school receives financial support from the Diocese of Pittsburgh and from St. John the Baptist Parish, it is expected that the parents/guardians will assume their fair share of the costs associated with this type of education and will willingly meet their financial obligations on a regular, agreed-upon payment schedule.

If circumstances limit or hinder one's ability to fulfill the financial agreement, it is the responsibility of the parent/guardian to contact the school in a timely manner to make arrangements for an extension-of-terms. The principal will report all requests for extensions to the school finance committee for their approval. The school finance committee will be responsible for all decisions regarding the alteration and/or extension of the tuition terms.

Because of the importance of maintaining a continuous cash flow to meet on-going school expenses, it is imperative plans be enforced. When payments are 60 days delinquent, the parents will be asked to meet with a parish or school finance committee member. If payments are not made on schedule and parents have not contacted the school, the child may be asked to transfer at the end of the first semester in mid-January or at the end of the current school year.

By vote of the school Advisory Committee, no student (parishioners or non-parishioners) will be admitted in September who has an outstanding tuition balance not paid by June 30<sup>th</sup> of the previous year.

When delinquent tuition payments exist, letter of the delinquency will notify parents/guardians, and, if the tuition payments are not made current, report cards, school records, and student participation in school activities may be suspended until payments are made current.

**In accordance with the diocesan guidelines, St. John the Baptist School must raise 10-15% of its operating budget through fundraisers and each student, parent/guardian, is responsible to participate in and help to make these events successful.**

In accordance with policies of the diocese of Pittsburgh:

- ❑ Parents/guardians will sign a Tuition Contract addressing the tuition amounts and terms of payment at the time of school registration each school year.
- ❑ All parishioners of St. John the Baptist Parish will also be asked to sign a Memorandum of Understanding from the St. John the Baptist Parish Finance Committee in order to receive the parish subsidy.
- ❑ Any Catholic member families of our school that belong to other Catholic parishes without a Catholic school, must obtain a Pastor Verification Form signed by the pastor of their home parish in order to receive the subsidized Catholic tuition rate.
- ❑ Any Catholic families, who have children in our school but belong to another parish that has a Catholic school, must pay the full tuition price.
- ❑ All non-Catholic families must pay full tuition for each child enrolled at St. John.

## Values Program



In preparation for our Middle States reaccreditation visit two years ago, St. John the Baptist School prepared and initiated a values-based project. The project focused on the following ten values taken from the Bible in the letter to the Galatians, Chapters five and six, which explain the fruits of the Spirit. Each value was chosen to coordinate with teachings and service projects already established within the school curriculum. We will be continuing this project throughout the 2010-2011 school year.

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> August/September | Self-Control/Patience |
| <input type="checkbox"/> October          | Kindness              |
| <input type="checkbox"/> November         | Faithfulness          |
| <input type="checkbox"/> December/January | Peace                 |
| <input type="checkbox"/> February         | Love                  |
| <input type="checkbox"/> March            | Respect               |
| <input type="checkbox"/> April            | Joy                   |
| <input type="checkbox"/> May              | Generosity            |
| <input type="checkbox"/> June/July        | Sharing               |

Visible reminder signs will be placed throughout the school and classrooms labeled VIVA (for Very Important Values Alert) and the particular value of the month. Our PTG purchased banners, which are displayed on the wall outside the main entrance to the school that everyone can see coming or going from any school or church activity.

Each department/grade level will meet monthly to discuss activities and curriculum ideas to enhance the value within the classroom, on the playground, in the lunchroom, on the school bus, at home, at sporting events, or anywhere else in the community. Meaningful projects have been integrated into the curriculum over the past two years with goals that should help the students internalize the concept of living in harmony with one another as adults.

Parents are invited to participate by providing input into the project through the Friday Folder, assisting in programs developed, and participating in the liturgies or prayer services with their children throughout the year.

In addition to the 10 values listed above, during the 2001-2002 school year we added the value of COURAGE. In 2002-2003, we added GRATITUDE and in 2003-2004, we will practice TOLERANCE along with the main values. In 2004-2005, we will practice GENTLENESS. In 2005-2006, we added TRUST IN GOD in 2007-2008, we added SERVICE TO OTHERS in 2008-2009. We added INTERGRITY in 2009-2010. This year 2010-2011 we have added

CONSIDERATION OF OTHERS. You will notice a permanent white banner at the front entrance to the school above the specific colored monthly value. Our Spiritual Life Commission initiated this addition by noting how difficult it is in our society today to have the courage to do the ‘right thing’ when society tends to encourage self-gratification. We want to **encourage** our students and remind them that it is OK to implement these values.

## Visitors

Anyone coming into the school **MUST** report to the school office. Parents bringing items to school for their children must also comply with this request. No teacher or class may be interrupted during the school day without the permission of the principal. Anyone wishing to visit the school to observe students in the academic environment must make arrangements in advance with the teacher and the principal.

In the interest of safety and security, the following requirements apply to visitation by any persons to the classroom or any part of the school:

1. When visiting the school between 8:00 AM and 3:20 PM, parents, and any other visitors must report first to the office. Visitors will receive a “**visitor’s badge.**” Teachers are responsible for asking you to return to the office to acquire a badge if you are in the building without one. At no time is a parent/visitor permitted to go directly to a classroom.
2. No visitor should be in a classroom area while school is in session. Messages, lunches, birthday treats, homework, etc., will be delivered for you.
3. In an emergency, if parents need to speak to a teacher before 8:20 AM or after 3:05 PM and the visit has not been scheduled, they must report to the office. The teacher will then be paged and will greet the teacher at the office if he or she is available.
4. If visiting the school between 8:20 AM and 3:05 PM, **please park along the fence or in the lot in front of the rectory.** The main lot must be kept readily available for bus drop-off/pick-ups, recess, gym classes, and emergency vehicles.

## Volunteers

The faculty and staff are sincerely grateful to everyone who so generously contributes their time and talents to assist in the many volunteer programs that greatly enhance our instructional program. Each parent is asked to consider his/her responsibility to be an active participant in these programs. Further information is available in the school office.

NOTE: All volunteers must adhere to the VISITOR POLICY upon entering the school.



## Weapons Policy

No weapon (or look-alike weapon) **forbidden** on the school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, school busses, or to any school-related activity.

A weapon shall include, but not be limited to the following: any kind of knife, cutting implement, cutting tool, num chuck stick, firearm, rifle, or any other tool, instrument, or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses, which it may have. This includes firearms, which are not loaded or lack a clip or other component to render it immediately operable. A person in possession of a weapon on school property violates state criminal statutes and school regulations and shall be subject to the following discipline and penalty:

1. Parents will be immediately notified.
2. The local police will be called.
3. The student will be suspended or expelled. This decision will be made at the discretion of the principal and pastor.



### St. John the Baptist School School Calendar 2010-2011

<b>August</b>	<b>Tuesday, 31</b>	<b>First Day Gr. 1-8/Half Day</b> <b>Dismissal 11:30 AM</b>
<b>September</b>	<b>Wednesday, 1</b>	<b>Kindergarten Parent Orientation 7:00 PM</b> <b>Second Day Gr. 1-8/ Half Day</b> <b>Dismissal 11:30 AM</b>
	Thursday, 2	First Full Day of School Gr. K-8
	<b>Monday, 6</b>	<b>Labor Day, NO SCHOOL</b>
	Thursday, 9	Parent Orientation Gr. 1-8 (6:30PM) PTG Meeting
<b>October</b>	<b>Monday, 11</b>	<b>In-Service, NO SCHOOL</b>
	Monday, 25	Grandparents' Day
	<b>Friday, 29</b>	<b>Half Day of School/Dismissal 11:30 AM</b>
<b>November</b>	Monday, 1	<b>Half Day of School/Dismissal 11:30 AM</b> <b>Parent-Teacher Conferences 1:00-8:00 PM</b>
	<b>Tuesday, 2</b>	<b>NO SCHOOL/Election Day</b>
	Thursday, 4	End Report Card Period (1 <sup>st</sup> Quarter)
	Sunday-Wednesday	Middle States Accreditation, Visiting Team

	(Nov. 14 <sup>th</sup> -Nov. 17 <sup>th</sup> )	<b>Early Dismissal 11:30 AM</b>
	<b>Wednesday, 24</b>	<b>NO SCHOOL/THANKSGIVING VACATION</b>
	<b>Thursday-Monday</b>	
	(Nov. 25 <sup>th</sup> -Nov. 29 <sup>th</sup> )	
	<b>Tuesday, 30<sup>th</sup></b>	<b>Classes Resume</b>
<b>December</b>	<b>Wednesday, 22</b>	<b>Half Day/Christmas Vacation begins</b>
		<b>Dismissal at 11:30 AM</b>
<b>January</b>	Monday, 3	Classes Resume for the New Year
	<b>Monday, 17</b>	<b>NO SCHOOL/Martin Luther King Jr. Day (snow make-up)</b>
Friday, 21	End Report Card Period (2 <sup>nd</sup> Quarter)	
	Sunday, 30	Catholic Schools' Week Begins
<b>February</b>	<b>Wednesday, 2</b>	<b>Parent Teacher Conferences Gr. 1-4</b>
		Kindergarten & Gr. 5-8 in session
	<b>Thursday, 3</b>	<b>Parent Teacher Conferences Gr. 5-8</b>
		Kindergarten & Gr. 1-4 in session
	Friday, 4	<b>Half Day, CSW Ends</b>
		<b>Dismissal at 11:30 A.M.</b>
	<b>Monday, 21</b>	<b>NO SCHOOL/President's Day (snow make-up)</b>
<b>March</b>	<b>Monday, 28</b>	<b>In-Service, NO SCHOOL</b>
	Tuesday, 29	End Report Card Period (3 <sup>rd</sup> Quarter)
<b>April</b>	<b>Friday, 15</b>	<b>Half Day/ Dismissal 11:30 AM</b>
	<b>Thursday-Monday</b>	<b>NO SCHOOL/ Easter Vacation (April 25 snow make up)</b>
	(21 <sup>st</sup> - 25 <sup>th</sup> )	
	Tuesday, 26	Classes Resume
<b>May</b>	<b>Tuesday, 17</b>	<b>NO SCHOOL/Primary Election Day*(Subject to change)</b>
	<b>Monday, 30</b>	<b>NO SCHOOL/Memorial Day</b>
<b>June</b>	<b>Wednesday, 8</b>	<b>NO SCHOOL/Teacher Clerical Day (snow make-up)</b>
	Thursday, 9	Last Day/Dismissal 10:30 AM
	Tuesday, 14	<b>Kennywood Picnic</b>

	<u>Student Days</u>	<u>Teacher Days</u>		<u>Student Days</u>	<u>Teacher Days</u>
August	1	4	February	19	19
September	21	21	March	22	23
October	20	21	April	18	18
November	18	19	May	20	20
December	16	16	June	6	7
January	20	20	<b>TOTAL</b>	<b>181</b>	<b>188</b>

**\*\*Report Cards will not be given out on the last day of school unless all outstanding balances are paid. This includes unpaid balances for tuition, library fees, cafeteria fees, or payment for lost textbooks.**

## **Serenity Prayer**

God, grant us the serenity to accept the things we cannot change, the courage to change the things we can, and the wisdom to know the difference.

**I hope this handbook is helpful to you!**