



**St. John the Baptist Catholic School  
Student/Family HANDBOOK**

2024-25 School Year

Dear Families of St. John the Baptist,

“Go therefore and teach all nations: baptizing them in the name of the Father and of the Son and of the Holy Spirit. Teaching them to observe all things whatsoever that I have commanded you. And behold I am with you all days, even until the end of the world.” (Matthew 28: 19-20.) These are the last words of Christ spoken to His apostles before He ascended into heaven. It is safe to say then, that teaching and passing on the Catholic faith is an indispensable duty that the Church has. There is no other institution in the history of the world that has done more in terms of educating her people, and especially in the United States, the Catholic Church has made education a top priority.

In 2024, we celebrate the 140th anniversary of St. John the Baptist Catholic School! We have so much to be proud of. There are so many different ways that make St. John’s the great institution that she is and has been for 140 years! One key that I believe is an important reason for this is the understanding that the responsibility for the continued existence of our Catholic schools lies with the entire Church community. That it is not just the Catholic school parent’s duty, but is the entire Church, from the bishop, to the pastor, to all the laity of every age here at Church of the Holy Spirit. If it is the mission of the whole Church to “teach”, then it cannot be only a few that should support it. It is moms and dads, aunts and uncles, grandmas and grandpas, and everyone else in between who have the responsibility to make sure Catholic schools are available for future generations.

There is not room in this letter to list all of the benefits that a Catholic school education can have for the family, the parish, the diocese, the state, and the Church, but they are many and varied. And that is really the lynchpin for Catholic schools: It is the duty of the entire Church to support them, since Catholic schools benefit the entire Church. I really liked what Archbishop Timothy Dolan of New York wrote recently about this same subject, when he noted that the promotion of Catholic schools is not done for the purpose of being detrimental towards other means of Catholic education: “We cannot succumb to the petty turf wars that pit Catholic schools against religious education programs and other parish ministries. Pope Benedict XVI reminds us that the church is all about both/and, not either/or. Strong Catholic schools strengthen all other programs of evangelization, service, catechesis and sanctification. The entire church suffers when Catholic schools disappear.” The Catholic school raises everybody up, and does not tear anybody down.

Yours in Christ,

Fr. Sean Timmerman

Pastor of Church of the Holy Spirit Chief Administrative Officer,

St. John the Baptist School Plattsmouth, Nebraska

Dear Parents and Students,

The handbook contains pertinent information regarding Nebraska state law concerning concussion, student conduct, discipline, programs, media release, computer, internet, iPad policies and activities. The handbook can also be located on the school website, stjbcatholic.com, under the Parents Place, student handbook. Please review the handbook together and discuss the contents with your child(ren). If you have any questions, please contact the school office at 402-296-6230. Students will be held responsible for the regulations outlined in the handbook.

Dear parents of St. John the Baptist School students,

As Catholic educators, we strive each day to reach the following goals for our school:

- ✓ To create a loving, respectful, Christ-centered atmosphere within the school
- ✓ To recognize and appreciate each student, parent, and staff member as unique individuals with talents to contribute and needs to be met
- ✓ To display conduct which affirms a commitment to Christian ethics and professionalism
- ✓ To develop a program of studies which will meet the spiritual, academic, social, and personal needs of each student
- ✓ To foster an atmosphere of community by maintaining a positive, open attitude and collaborating as a team
- ✓ To provide an environment which displays an understanding of discipline as a positive developmental process of achieving self-control and respecting others

We are here to serve Christ by serving our students and our families.

St. John the Baptist School Faculty

### **THE MISSION OF ST. JOHN THE BAPTIST CATHOLIC SCHOOL**

Rooted in our Catholic values and committed to academic excellence, St. John the Baptist Catholic School is dedicated to forming the whole child – mind, heart, and soul.

The policies stated in this handbook are meant to be guidelines, are not meant to be all inclusive, and are subject to change. Non-enforcement of any rules or regulations does not serve as a waiver of future enforcement. This handbook does not create any restriction upon St. John the Baptist School's right to institute any course of disciplinary action that, in St., John the Baptist School's sole discretion, it believes necessary and consistent with its Catholic educational mission. The final judgement regarding the interpretation, implementation, and enforcement of these stated policies is left to the administrators of the school. These policies provide a framework in which we can operate to promote a safe, just, and productive environment for the students of St. John the Baptist School. By our adherence to these policies, the goals of spiritual, academic, and social growth can be realized by all our students.

### **Lincoln Diocesan Schools**

The goals of the Catholic Schools of the Lincoln Diocese are:

- To offer instruction in Catholic doctrine and morals
- To provide an environment supportive of religious values
- To form students in the practice of prayer
- To form students in the practice of virtue
- To provide opportunities to participate in the Church's Liturgy and devotions
- To foster the practice of spiritual and corporal works of mercy
- To form structure and programs that unite parents, schools, and Church in the work of Catholic education
- To impart knowledge and skills, develop understanding, and cultivate a [[recitation for the basic academic subjects
- To help students learn to think logically, critically, and wisely
- To promote character development, personal integrity, self-reliance, responsibility, perception of beauty, wholesome use of leisure, sound social attitudes and habits, and good physical and mental health
- To lead students to hear and respond to God's call to holiness, in particular state in life, apostolic action, and heaven

### **School Advisory Council**

The St. John the Baptist School Advisory Council is currently suspended pending restructuring of school and parish via the strategic planning process.

### **Notice of Nondiscriminatory Policy as to Students**

St. John the Baptist School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

## **FACULTY AND STAFF**

**2024-2025**

Chief Administrative Officer  
Administrator  
8th Grade Homeroom  
7th Grade Homeroom  
6th Grade Homeroom  
5th Grade  
4th Grade  
3rd Grade  
2nd Grade  
1st Grade  
Kindergarten  
Pre-Kindergarten 3-year-olds  
Pre-Kindergarten 4-year-olds  
Art  
Vocal Music & Band  
Physical Education/Computers  
Resource Para/Office Assistant  
Librarian  
Para, Pre-4K  
Para, Kindergarten  
Para, 1st Grade  
Office Secretary  
Hot Lunch Coordinators  
Hot Lunch Coordinator  
Marketing & Development Director  
Church Secretary  
Church Bookkeeper

Fr. Sean Timmerman  
Mrs. Teresa Lewandowski  
Mrs. Sandy Rhoades  
Mrs. Sandy Rhoades  
Ms. Toni Buckler  
Mrs. Angelica Prestridge  
Mrs. Melinda Hagerbaumer  
Mrs. Hannah Clark  
Mrs. Jordan Tjepkes  
Ms. Christie Owens  
Ms. Christie Owens  
Mrs. Meredie TenHulzen  
Miss Nancy Klein  
Mrs. Debi Baumert  
Ms. Amanda Baer  
Mrs. Nicolette Kerns  
Mrs. Teresa Rolfson  
Mrs. Molly Roby  
Mrs. Denise Lorence  
Mrs. April VanErdewyk  
Mrs. Kasey Groshans  
Mrs. Mary Tilson  
Mrs. Tara Vinduska  
Mrs. Katie Bronson  
Mrs. Deb Walton  
Mrs. Sue Stevens  
Mrs. Noni Thiesen

Fr.Sean-Timmerman@cdolinc.net  
Teresa-Lewandowski@cdolinc.net  
Sandy-Rhoades@cdolinc.net  
Sandy-Rhoades@cdolinc.net  
Toni-Buckler@cdolinc.net  
Angelica-Prestridge@cdolinc.net  
Melinda-Hagerbaumer@cdolinc.net  
Hannah-Clark@cdolinc.net  
Jordan-Tjepkes@cdolinc.net  
Christie-Owens@cdolinc.net  
Christie-Owens@cdolinc.net  
Meredie-Tenhulzen@cdolinc.net  
Nancy-Klein@cdolinc.net  
Debi-Baumert@cdolinc.net  
Amanda-Baer@cdolinc.net  
Nicolette-Kerns@cdolinc.net  
Teresa-Rolfson@cdolinc.net  
Molly-Roby@cdolinc.net  
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Katie-Bronson@cdolinc.net  
Deb-Walton@cdolinc.net  
Sue-Stevens@cdolinc.net  
Noni-Thiesen@cdolinc.net

## GENERAL INFORMATION

### Admission

In the event that class size warrants, the following procedure will be followed:

1. Priority shall be given to students in grades K-8 who were enrolled the previous semester in St. John the Baptist School and whose parents are up to date on tuition and fees.
2. Priority shall be given to prospective students whose family has been a registered member of the Church of the Holy Spirit for a minimum of six months, who attend Sunday Mass weekly, who tithe, and who have other family members enrolled the previous semester in St. John the Baptist School. Priority within this category shall be given to families whose oldest child is entering Pre-Kindergarten of Kindergarten.
3. Priority shall be given to prospective students (Non-Catholic) who have other family members enrolled the previous semester in St. John the Baptist School.
4. Priority shall be given to prospective students whose family is Catholic and has been a registered member of the Church of the Holy Spirit less than six months, who attend Sunday Mass weekly, and tithe.
5. If openings shall remain after all aforementioned priorities have been exhausted and do not further apply, a first-come, first-served procedure will be in effect.
6. Financial obligations and stewardship hours from previous year(s) must be fulfilled or arrangements made with the administrator and Chief Administrative Officer prior to registration.

For purposes of registration for the following school year, these priorities shall be in force through registration.

Families interested in enrolling their children will meet with the administrator to determine whether the St. John the Baptist School program is reasonably able to meet the needs of the student. All new students will be enrolled with a thirty-day probationary status.

All pupils entering Kindergarten shall be five years of age on or before July 31 of the current school year. Kindergarten Round Up is held each spring at St. John the Baptist School for those children planning to attend Kindergarten in the fall. If there is any questions as to the child's maturity and placement, a conference should be schedule with the classroom teacher.

VI.11a Pastors and CAOs who are asked to enroll children raised by same-sex couples in educational apostolates, should contact the Superintendent of Schools or the Director of Religious Education prior to enrollment.

### School Structure

St. John the Baptist School serves students who qualify for enrollment in Pre-Kindergarten through Eighth Grade. The building address is 500 S. 18<sup>th</sup> Street and it is located adjacent to Church of the Holy Spirit.

The Superintendent of Schools for the Diocese of Lincoln is based in Lincoln, Nebraska.

St. John the Baptist School operates under the direction of the Chief Administrative Officer. The building administrator is responsible for carrying out diocesan and local policies as well as providing instructional leadership.

### **Tuition/Tithing**

Tuition for the 2024-2025 school year is \$2625 per student for active parishioners and \$4625 per student for non-registered or non-parishioners. Parents are required to pay the total amount of the tuition through the FACTS management system. Parents will be sent an invitation to set up their online payments when registration information is collected.

Registered members of the Church of the Holy Spirit are expected to follow the tithing plan set forth by the parish. For the 2024-2025 school year, the tithing requirement is \$800 per calendar year. ACH tithing options are available. Visit <https://holyspiritplattsmouth.com/giving-programs/> to sign up for ACH. For more information on parish tithing, please contact the Chief Administrative Officer.

All students, Catholic and non-Catholic, are expected to attend Mass daily and study the Catholic faith. They will participate in all activities, both academic and spiritual. In addition, Catholic students are expected to attend Mass with their families on the weekend. Students will study and prepare for sacraments as their age and development allow.

### **Stewardship Hours**

Each family is required to contribute a minimum of 20 family service hours to assist with school and parish activities each year. Service hours worked for your child's Confirmation cannot count as both Confirmation and family service hours.

Please record all your services hours on the official recording sheet and return it to the office. The sheets are available on the website ([stjbcatholic.com](http://stjbcatholic.com)) and in the school office. In the event a family has not fulfilled their 20-hour requirement by April 30<sup>th</sup>, the family will have any unserved hours added to FACTS at a rate of \$10 per unfulfilled hour.

Each family must allocate 5 of the total 20 stewardship hours to at least one of the following four major fundraising events: Spring Dinner, Fall Festival (currently known as Oktoberfest), Fish Fry, or catering.

### **Uniforms**

**Quarter-zip pullovers will replace red insignia sweatshirts for the 2025-2026 school year. Students may wear red sweatshirts or quarter-zip pullovers for the remainder of the 2024-25 school year. The school will notify families when quarter-zips are available for purchase.**

Parents are expected to send their children to school dressed appropriately and modestly. Teachers and administration will make every effort to enforce the uniform policy but rely on parents to be supportive. If students come to school inappropriately dressed, they will be asked to either call home for appropriate clothing or change into an extra uniform, socks, or belt that will be provided by the school.

## GIRLS

### Shirt/Blouse

White, light blue or navy-blue polo with a collar, or turtleneck, white polo with StJB insignia. Shirts must be tucked in. For 2024-25, red insignia sweatshirt or black insignia quarter-zip over blouse or polo. Girls in grades 6-8 may also wear red polo shirts. Undershirts, if worn, must be plain white. No long sleeve undershirts under short sleeve polos.

### Shoes:

Tennis shoes are required to be worn daily. Boots of any kind may be worn to and from school only. Tennis shoes will be worn during the school day. Tennis shoes are to be worn on all non-uniform and spirit days.

### Shorts:

Dark navy-blue walking shorts. Shorts may be worn August through October 15<sup>th</sup> and April 15<sup>th</sup> through the end of the school year. Belts are to be worn on shorts that have belt loops. Girls in grades 6-8 may also wear khaki shorts. Shorts must be of modest length (reaching at least mid-thigh).

### Pants:

Plain navy-blue pants, tailored, solid color. No outside stitching, no denim, no large designer labels. Belts are to be worn on pants that have belt loops. Pants with belt loops cut off are not allowed. Girls in grade 6-8 may wear khaki colored pants. Plain black or navy-blue leggings may be worn under the jumper, skirt, or skort during colder weather months.

### Jumper Grades K-5:

Lloyd plaid – purchased at Dennis Uniform Company

### Skirts Grades 6-8:

Lloyd plaid – purchased at Dennis Uniform Company. Skirts must be of modest length.

### Skort Grades 4-8

Lloyd plaid – purchased at Dennis Uniform Company

### Sweater (optional):

Choice of long sleeved red or navy-blue cardigan or pullover. Worn over the blouse or polo. No oversized sweaters allowed.

### Socks:

Socks must be worn. Solid colored white, black, or navy-blue knee highs, crew socks (above the ankle), or white, black, or navy-blue tights.



## BOYS

### Shirt

White, light blue or navy-blue polo with a collar, or turtleneck, white polo with StJB insignia. Shirts must be tucked in. For 2024-25, red insignia sweatshirt or black insignia quarter-zip over polo. Boys in grades 6-8 may also wear red polo shirts. Undershirts, if worn, must be plain white. No long sleeve undershirts under short sleeve polos.

### Shoes:

Tennis shoes are required to be worn daily. Boots of any kind may be worn to and from school only. Tennis shoes will be worn during the school day. Tennis shoes are to be worn on all non-uniform and spirit days.

### Shorts:

Dark navy-blue walking shorts. Shorts may be worn August through October 15<sup>th</sup> and April 15<sup>th</sup> through the end of the school year. Belts are to be worn on shorts that have belt loops. Boys in grades 6-8 may also wear khaki shorts. Shorts must be of modest length (reaching at least mid-thigh).

### Pants:

Plain navy-blue pants, tailored, solid color. No outside stitching, no denim, no large designer labels. Belts are to be worn on pants that have belt loops. Pants with belt loops cut off are not allowed. Boys in grade 6-8 may wear khaki colored pants.

### Sweater (optional):

Choice of long sleeved red or navy-blue cardigan or pullover. Worn over the polo. No over-sized sweaters allowed.

### Socks:

Socks must be worn. Solid colored white, black, or navy-blue crew socks (above the ankle).

Boys in grades 4-8 are encouraged to wear long pants in order to serve at Mass.

### Modesty and other considerations

Skirts, jumpers, skorts, and shorts should be of modest length – near the knee for skirts, jumpers, and skorts, and at least mid-thigh for shorts. Students should dress modestly for all school functions. Blouses or shirts should be long enough to tuck in at the waist. Necklines for girls should be at or above the collarbone. No sleeveless attire. Pants should fit at the waistline. For non-uniform days, students are to dress conservatively, neatly, and modestly. Ripped or holey clothing is not allowed. Bike shorts or short shorts are not allowed. Leggings may be worn on non-uniform days, but the shirt must **cover** the buttocks. Shorts or capris are not to be worn October 16 through April 14. Tennis shoes must be worn. Students dressed inappropriately will be asked to call for suitable clothing or to change into uniform loaned by the school.

Makeup and large or dangling jewelry are not allowed. Boys may not wear earrings. Hair must be neat in appearance and conservative in style and color, and should not be covering the face or eyes. Boys' hair must be cut above the collar of the shirt, above ears, and not hanging into/over the eyes. Tattoos and body piercings are not allowed.

On Spirit Days, students who have met the current year's guidelines to participate may wear the theme shirt, any StJB shirt, or StJB sport jersey (sleeves must be worn) with denim bottoms, khakis, or uniform bottoms. Leggings and athletic bottoms are not allowed.

The administration reserves the right to make the determination if clothing is inappropriate. Students who violate policy will wait in the office until parents bring appropriate clothing or the student will be loaned uniform clothing.

### **HOT LUNCH PROGRAM**

St. John's Hot Lunch Program will begin on the first day of school. Applications for free and reduce-price meals will be made available in the school office in August, and will be handed out at open house. Families are encouraged to apply for free and reduced lunches because (1) the number of families receiving free and reduced lunches is used as a basis for seeking grants from the federal government, and (2) the government reimbursement for free and reduced lunches exceeds what our students pay, which helps our program. There is no disclosure of names of those who apply or qualify.

Families who previously qualified, please complete the application and return to the Hot Lunch Program or school office by September 15<sup>th</sup>. New families applying should return forms by the first day of school. Families are responsible for lunch payment until applications are approved. Free and reduced price meals can be applied for at any time during the school year.

#### **Payment Policy**

Parents are asked to prepay for their child's lunches.

You can setup and view you student's account at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). There you may view daily charges, add money to the student's account, and set up low balance reminders. You may also add funds to your child's account by sending in cash or check. Please place cash or checks (made payable to StJB Hot Lunch) in an envelope labeled "lunch money for \_\_\_\_" and send with your child or drop off at the school office.

Students will not be able to continue to have hot lunch with a negative balance. Generally, parents will be given up to a seven-day grace period to bring their child's account back to a positive balance. During the grace period, a child may continue to have hot lunch. The account will still be charged for each lunch a child receives. This must be kept in mind when making payment. After the grace period, the child will receive only one more hot lunch before they are no longer able to receive hot lunch until the account is brought back to a positive balance. The USDA does not require the school to feed students whose account balances are negative. It is the parent's responsibility to make sure that their children's hot lunch account has a positive balance throughout the school year. Please use the monthly schedule below for your payments. For the 2024-2025 school year, the hot lunch cost is \$3.75 per meal, which includes milk and the fruit and vegetable bar. A la carte milk is \$0.50. Those bringing a cold lunch that

contains 2 oz. of protein and 2 oz. of grain can purchase the fruit and vegetable bar for an a la carte price of \$2.00. Guest/adult lunch costs \$4.75, or fruit and vegetable bar only may be purchased for \$3.00. In the event of financial hardship, please call the lunch coordinator at 402-296-6230.

According to the USDA: (1) foods of minimal nutritional value (2) and/or competitive foods are not to be available to students 30 minutes prior to or 30 minutes following the lunch period. Please do not send your child to school with soda in their lunch. Milk is available for purchase every day and drinking water is provided for all students. It is suggested that if you choose to send your child to school with a sack lunch, please remember to give them a nutritious lunch. A microwave is available for student use for students in grades 3-8. Students must be able to safely use the microwave on their own, as staff are not required to assist students in this way during the lunch period. Students in grades 6-8 are allowed to purchase a la carte seconds after all lunches are served. It is assumed, unless otherwise notified by parents, that students in grades 6-8 are allowed to do so. Seconds will be charged to the student's account. Under the Offer Versus Serve guidelines, students in grade K-8 are permitted to decline up to two of the five components served daily, but are required to choose either a fruit or vegetable as part of their hot lunch.

Payment schedule for 2024-25

August - \$41.25	January - \$71.25
September - \$67.50	February - \$63.75
October - \$71.25	March - \$71.25
November - \$63.75	April - \$63.75
December - \$56.25	May - \$41.25

**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil

Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### **LOCAL SCHOOL WELLNESS POLICIES**

St. John the Baptist will coordinate the wellness policy with other aspects of school management, including the school’s Improvement Plan, when appropriate. NOTE: It will also include any relevant data or statistics supporting the need for establishing and achieving the goals in this policy.

#### **Local School Wellness Committee**

##### **Committee Role and Membership**

St. John the Baptist will convene a representative Local wellness committee (hereto referred to as the LWC or work within an existing school health committee) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this wellness policy (heretofore referred as “wellness policy”).

- Each school of the Catholic Diocese of Lincoln will establish an ongoing Local School Wellness Committee (LWC) that convenes to review school-level issues
- The CAO or designee(s) will convene the LWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.
- The designated official for oversight is Katie Bronson, Lunch Coordinator
- The name(s), title(s), and contact information (email address is sufficient) of this/these individual(s) is(are):

<b>Name</b>	<b>Title / Relationship to the School or District</b>	<b>Email Address</b>	<b>Role on Committee</b>
Katie Bronson & Tara Vinduska	Lunch Coordinator	jneplunch@cdolinc.net	Assists in the evaluation of the wellness policy implementation
Mrs. Teresa Lewandowski	Administrator	Teresa-lewandowski@cdolinc.net	Assists in the evaluation of the wellness policy implementation
Nicolette Kerns	Physical Education Teacher	Nicolette-kerns@cdolinc.net	Assists in the evaluation of the wellness policy implementation

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

##### **Implementation**

St. John the Baptist will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion

and education, physical activity, physical education and other school-based activities that promote student wellness.

### Recordkeeping

St. John the Baptist will retain records to document compliance with the requirements of the wellness policy. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available in the student/parent handbook;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods used to make stakeholders aware of their ability to participate on the LWC;
- Documentation to demonstrate compliance with the annual notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;

### Annual Notification of Policy

St. John the Baptist will actively inform families each year of basic information about this policy, including its content, any updates to the policy and implementation status. St. John the Baptist will make this information available through school communications. Annually, the school will also publicize the name and contact information of the school officials leading and coordinating the committee, as well as information on how they can get involved with the local wellness committee. At least once every three years, the committee will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the school follows the wellness policy;
- A description of the progress made in attaining the goals of the wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Teresa Lewandowski, Administrator, Teresa-lewandowski@cdolinc.net, 402-296-6230. The LWC, will monitor school's compliance with this wellness policy. The school committee will notify families of the availability of the triennial progress report. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

### Nutrition

#### School Meals

St. John the Baptist is committed to serving healthy meals to children. The school meal programs aim to improve the diet and health of school children.

St. John the Baptist participates in USDA child nutrition programs, our school is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.
  
- Promote healthy food and beverage choices using at least ten of the following:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

Menus will be posted on school websites, and the child nutrition program will accommodate students with special dietary needs. The school adheres to meatless Fridays. Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated (meets Healthy Schools Program Gold-level criteria). Students are served lunch at a reasonable and appropriate time of day. Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

The school will implement the following Farm to School activities;

- Local and/or regional products are incorporated into the school meal program;
- Messages about agriculture and nutrition are reinforced throughout the learning environment.

### Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

### Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. Drinking water will be available where school meals are served during mealtimes.

### Competitive Foods and Beverages

All foods and beverages sold at school during the school day will meet nutrition standards. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>.

### Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Healthy party ideas are available from the Alliance for a Healthier Generation and the USDA.

### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

### Nutrition Education

St. John the Baptist will teach, model, encourage and support healthy eating by all students. The school will provide nutrition education and engage in nutrition promotion that:

- Is part of not only health education classes, but also integrated into another classroom instruction
- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and/or school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing;
- Includes nutrition education training for teachers and other staff.

### Essential Healthy Eating Topics in Health Education

The health education curriculum over the 12 years of Catholic education includes some of the following topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention.
- Food guidance from MyPlate.
- Reading and using FDA's nutrition fact labels.
- Eating a variety of foods every day.
- Balancing food intake and physical activity.
- Eating more fruits, vegetables and whole grain products.
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans-fat.
- Choosing foods and beverages with little added sugars.
- Eating more calcium-rich foods.

- Preparing healthy meals and snacks.
- Risks of unhealthy weight control practices.
- Accepting body size differences.
- Food safety.
- Importance of water consumption.
- Importance of eating breakfast.
- Making healthy choices when eating at restaurants.
- Eating disorders.
- The Dietary Guidelines for Americans.
- Reducing sodium intake.
- Social influences on healthy eating, including media, family, peers and culture.
- How to find valid information or services related to nutrition and dietary behavior.
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully.
- Resisting peer pressure related to unhealthy dietary behavior.
- Influencing, supporting, or advocating for others' healthy dietary behavior.

### Food and Beverage Marketing in Schools

St. John the Baptist's environment ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing are defined as advertising and other promotions in schools. As the school nutrition services/Athletics Department/PTA/PTO review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established in the wellness policy.

### Physical Activity

Children and adolescents should participate in physical activity every day. Physical activity during the school day would not be withheld as punishment for any reason. To the extent practicable, the School will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The School safety committee will conduct necessary inspections and repairs.

### Physical Education

St. John the Baptist will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

All students will be provided equal opportunity to participate in physical education classes. All elementary students and middle school students in each grade will receive physical education throughout the school year. All secondary students are required to take the equivalent of one academic year of physical education. All physical education classes are taught by licensed teachers. Waivers, exemptions, or substitutions for physical education classes are (usually) not granted. Only in the case of a Doctors order will this be considered.



### Essential Physical Activity Topics in Health Education

Health education is required in all grades (elementary) and the high school students take and pass at least one health-related education course. The school will include in the health education curriculum some of the following topics appropriate to the school:

- The physical, psychological, or social benefits of physical activity.
- How physical activity can contribute to a healthy weight.
- How physical activity can contribute to the academic learning process.
- How an inactive lifestyle contributes to chronic disease.
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition.
- Differences between physical activity, exercise and fitness.
- Phases of an exercise session, that is, warm up, workout and cool down.
- Overcoming barriers to physical activity.
- Decreasing sedentary activities, such as TV watching.
- Opportunities for physical activity in the community.
- Preventing injury during physical activity.
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active.
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity.
- Developing an individualized physical activity and fitness plan.
- Monitoring progress toward reaching goals in an individualized physical activity plan.
- Dangers of using performance-enhancing drugs, such as steroids.
- Social influences on physical activity, including media, family, peers and culture.
- How to find valid information or services related to physical activity and fitness.
- How to influence, support, or advocate for others to engage in physical activity.
- How to resist peer pressure that discourages physical activity.

### Recess (Elementary)

St. John the Baptist elementary school offers at least 20 minutes of recess on all days during the school year. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms. Outdoor recess will be offered when weather is feasible for outdoor play. Please dress students accordingly as we believe it is important for students to get fresh air and have the opportunity to run around. In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

### Classroom Physical Activity Breaks (Elementary and Secondary)

St. John the Baptist recognizes that students are more attentive and readier to learn if provided with periodic breaks when they can be physically active or stretch. Resources and ideas are available through USDA and the Alliance for a Healthier Generation. Teachers will serve as role models by being physically active alongside the students whenever feasible.

### Before and After School Activities - Active Transport

St. John the Baptist will support active transport to and from school, such as walking or biking.

### Staff Wellness and Health Promotion

The LWC will focus on staff wellness issues, identify and disseminate wellness resources. Our school will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors, including Professional Learning.

### Community Health Promotion and Family Engagement

St. John the Baptist will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts. St. John the Baptist will use electronic communications (e.g., email or displaying notices on the district's website), as well as non-electronic communications, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

## **BUILDING PROCEDURES**

### Cell Phones

Student cell phone use is not allowed inside the building and during the school day. If the child's classroom uses a pouch system, the student should place their phone in the pouch until dismissal. If no pouch system is in use, cell phones must stay off and inside the student's backpack. If a student is using their cell phone during school hours, it will be confiscated and the parent will have to come to the office to retrieve it. In the event a family needs to contact their student(s), please contact the school office and we will relay a message to the student(s).

Smart watches are not allowed. This includes watches that have their own cell line and those that connect to a cell phone.

### School Hours

The school day for students grades K-8 is from 7:55 a.m. until 3:10 p.m. with the exception of Fridays. Most Fridays are dismissed at 2:30 p.m., however, one Friday per month may be designated as Spirit Day, and will have a 1:00 p.m. dismissal. Parents are responsible for securing supervision of children before and after school. Children are dropped off in the gym before school. Please do not walk children into the classrooms, with the exception of preschoolers who arrive after the teacher has picked the children up from the gym. Children dropped off before 7:30 a.m. will be supervised by the Childcare program and assessed a \$5.00 per day fee. Children not leaving school immediately after dismissal will be sent to the Childcare program and assessed the hourly fee. Students in childcare must be signed out when picking them up. See the childcare handbook for more details.

## Attendance

Student absence is justifiable in the following cases:

1. Hospitalization with documentation from medical staff
2. Illness with documentation from parent or guardian
3. Planned vacation with prior notification of teachers
4. Funeral
5. Doctor visit with note from doctor for illness longer than three consecutive days

If a child is absent from school, parents are to notify the school each day by phone before 8:30 a.m. Parents may also email the office or the child's teacher. Students should be fever and/or vomit free for 24 hours before returning to school. Students who are sent home during the school day with fever or vomiting should, therefore, not return to school the next day. Students who are absent from school will not be allowed to participate in any extra-curricular or school sponsored activity after school or that evening.

Parents are encouraged to schedule trips and family outings at times that will not interrupt a child's learning process. Missed assignments are the child's responsibility. Teachers are not required to give tests or assignments in anticipation of a vacation. Arrangements for tests missed because of absence must be made with the individual teacher. Tests must be made up within one week of the absence.

Students who are absent have one day for each day of the absence to make up missed assignments, regardless of the reason for the absence.

Students who are late for school must report to the school office upon arrival. Students will be considered tardy if they arrive after 8:00 a.m. All time missed counts against the student's attendance record. Ten (10) tardies will result in a one-day absence. Perfect attendance awards will not be given to students who have been counted tardy more than five (5) times.

The number of unexcused absences is not to exceed five (5) days per quarter or 20 days per school year. Five (5) unexcused absences require a report to the county attorney. If a student is absent more than 30 days in a given school year, retention may be considered if the student has fallen behind.

## Appointments

If your student will be leaving for an appointment during the school day, please let the child's teacher and the school office know in advance. Adults picking up their students must check the student out in the school office and check them back in upon their return. Please try to schedule appointments after school or on non-school days.

## Exemption from Physical Education

In order to be exempt from Physical Education class or other activity because of illness or injury, a student must have a signed note from a physician with specific instructions as to nature and length of exemption.

## Emergency closing/Early dismissal

If it becomes necessary to cancel school or close early because of extreme weather conditions, we will follow whatever procedures Plattsmouth Community Schools announce since many of our children ride

public school busses. The announcement will be made through Omaha radio and tv media, St. John's Facebook page, and Flocknote. Any announcement will be made as soon as possible.

If school is closed due to weather, all school events for that day and/or evening are cancelled. Childcare will also be closed if the school is closed.

Each family must indicate, in advance, in PowerSchool, where children are to go in the event of an emergency closing.

If school is delayed ONE HOUR in the morning due to weather, preschool will be held. If school is delayed TWO HOURS, **3-year-old** preschool will not be held.

### Classroom Visitation

An invitation is extended to parents to visit the classrooms of your children. However, out of courtesy, please contact your child's teacher in advance to make sure there are no conflicts with the time you would like to visit. Any younger children who come along should keep quiet and are not allowed to move about in the halls or classrooms unattended.

If you have a message or item for your child, please bring it to the office when you are admitted into the building. For safety and security reasons, please do not go directly to the classroom. Office staff will deliver the message or item.

### Child Custody

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, office staff should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate. Conferences can be scheduled individually, or both parents can receive copies of important information, for example. The school assumes that all parents have the rights and privileges of custodial parents unless presented with a certified copy of a court order or decree limiting those rights. The school has every right to request a copy of legal custody documents which indicate the legal rights, responsibilities, privileges, and obligations of custodial and noncustodial parents.

### Field Trips and Permission Slips

Educational field trips and extra-curricular activities are planned during the school year for students. Parents will be notified in writing of each field trip (destination, date and time, supervisor, method of transport, and cost) and will be asked to acknowledge permission for each field trip. Students who do not return permission slips will not participate in that particular field trip. Any payment required must be received before the field trip. The classroom teacher will inform parents if they are able to attend as chaperones or not. Chaperones attending a field trip or school activity must comply with the diocesan Safe and Sacred policy and have a background check. Parent drivers will also be required to complete a driver certification. These are completed online and can be found on the website, stjbcatholic.com, or information can be emailed or found in the office.

### Treats and Parties

Students who wish to bring birthday or other treats should plan with the teacher. Invitations for home birthday parties must not be passed out at school unless ALL students (or all boys or all girls) are

included. Classroom parties will be held for Halloween, Christmas, and Valentines Day for grades K-8. If a student is bringing treats or valentines, ALL students in the class should be included. Room parents may be asked to plan parties with the classroom teacher. Some classrooms are peanut/nut free. Please verify with the classroom teacher before sending treats with nuts, or better yet, avoid treats with nuts altogether. Adults who wish to help with parties must comply with the diocesan Safe and Sacred policy and have a background check. These are completed online and can be found on the website, stjbcatholic.com, or information can be emailed or found in the office.

### Food Allergies

All teachers are educated about the risk of food allergies. However, best practice in the school setting is to avoid bringing in any foods containing nuts. If a child must bring in treats containing nuts, please be sure foods are adequately labeled. Unfortunately, sharing or cross contamination are very common. Some children can have a life-threatening reaction to even a fraction of a peanut or room air exposure to peanuts. Please be especially conscious of classroom treats. Please check with the office or the classroom teacher with any questions.

### Playground Equipment

Items from home are not allowed on the playground. Playground items are provided for supervised play. Cell phones and electronics are not allowed.

### Bicycles

The school provides a bike rack but accepts no responsibility for bikes parked on the school grounds. Bikes will be used only for transportation to and from school, and not during the school day. Students are to walk their bikes through the crosswalk.

### Public Displays of Affection

Public displays of affection will not be allowed in school or on school grounds. Because of the different developmental stages and ages of our children, this behavior will be assessed and dealt with individually. Parents will be notified of unacceptable behavior by the administrator.

## **STUDENT RECORDS**

### PERMANENT RECORD/CUMULATIVE FOLDER

Each student attending St. John the Baptist School has a permanent record and a cumulative folder, which are kept on file in the school office. The permanent record is a summary of the report card grades and standardized test scores a student receives throughout his/her enrollment at St. John the Baptist School. In addition, pertinent academic records, health information, special reports/testing summaries and pertinent correspondence are kept in the cumulative folder. Upon request, parents may view the contents of their child's folder in the presence of the administrator.

Information may not be released from the cumulative folder without the written consent of a parent/guardian. If a student transfers to another school, a copy of the cumulative folder is sent directly to the new school following a written request from the new school, signed by a parent or guardian. Copies of the cumulative folders are not released directly to anyone other than school officials. The permanent record remains at St. John the Baptist School.

### Emergency Information

Each student MUST have emergency information on file in the school office. This information must be completed as part of the online PowerSchool enrollment. **Please inform the office if your telephone number, address, custody, authorization for pick up, or any other information needs changed.**

### CURRICULUM

The program of studies implemented at St. John the Baptist School follows state and diocesan guidelines. Each faculty member will cover the prescribed content, in accordance with these guidelines, within the designated grade level. Allowances are made for students who are accelerated or who experience difficulty. Formal and informal assessment takes place in the form of pre- or post-testing, using the tools provided by the textbook publishing company to document successful mastery of the content. We also use various testing methods to help determine placement for Title I reading, math, and to assist the teachers in planning appropriate lessons.

The curriculum includes the following subject areas:

- Art
- Computer Technology
- Language Arts
  - English
  - Handwriting
  - Reading
  - Spelling
- Library Skills
- Mathematics
- Music (Vocal and Band)
- Physical Education
- Religion
- Science and Health
- Social Studies

St. John the Baptist School maintains a textbook adoption schedule where each subject area is reviewed, and materials purchased/updated every 5-7 years or as data indicates is necessary.

### Extra-curricular Activities

St. John the Baptist School typically offers team sports in boys' basketball and girls' volleyball and basketball as part of the PAL league. Any student in grades 3-8 who are members of the Church of the Holy Spirit or attend St. John the Baptist are eligible to play. If the student attends public school or are home schooled, the same rules apply as to those that attend St. John the Baptist. If the student attends a public school that offers the same sport as St. John the Baptist School and plays for that school sponsored team, they are not allowed to play on the St. John the Baptist team. **Student athletes are strongly encouraged to play for St. John the Baptist School first before playing for another school or recreational league. If they choose to play for both, St. John's practices and games should be the priority.** Students are permitted to participate at the public school or Lourdes Central Catholic ONLY in those sports that St. John the Baptist does not offer (football, wrestling, cross country, and track). In the

event that not enough athletes are available to make an appropriate team, some volleyball or basketball may also not be offered. Students are only allowed to play up one grade level in the PAL league.

According to the Nebraska Department of Education, Rule 14, no student in grades seven or eight participates in interscholastic athletic contests between schools within a school system or between school systems which exceed six games in football, fourteen matches in volleyball, twelve games in basketball, eight meets in wrestling, eight meets in track and field, and eight contests in all other activities. Contest limits shall be based upon the total number of contests played. Each game, match, or meet played in tournament setting shall count as one of the contests permitted within these contest limits. Pupils in kindergarten through sixth grade do not participate in any kinds of athletic contests between schools within a school system or between school systems; except that nonpublic elementary schools having 7<sup>th</sup> and 8<sup>th</sup> grade athletics may include 6<sup>th</sup> grade boys or girls when combined enrollment for 7<sup>th</sup> and 8<sup>th</sup> grade becomes fewer than 12 boys or 12 girls; and if the local governing body has a policy for regulating participation for 6<sup>th</sup> graders. Annual field or play days are excluded from this regulation.

Students who are absent from school because of illness will not be allowed to participate in after-school or evening activities of any kind.

In addition to athletics, other extra-curricular activities may also include Student Council, Art Club, Fit Club, Children's Choir, or others.

Students who wish to participate in extra-curricular activities must adhere to academic guidelines by maintaining passing grades (70% or above) in all subjects and turning in all assignments on time. The St. John's School Advisory Council has set forth specific requirements for participation in extra-curricular activities as an Academic Probation Policy. The goals of this policy are as follows:

- To keep academic standards high;
- To ensure success for each student;
- To afford individual attention as needed;
- To provide adequate support for the student;
- To emphasize concentration on academics as a priority;
- To prepare for high school;
- To reinforce appropriate study skills;
- To create student accountability for his/her work;
- To assist in communication with parents;
- To promote self-esteem as achievement is enhanced.
- To reinforce that we are Student-Athletes, with the primary focus being that they are students first.

#### Academic Probation Policy:

In order to participate in athletic events and other extra-curricular activities, students in Grades 3-8 must maintain at least a 70% grade average (passing) in all subjects. Students who do not have passing grades in all subjects at a mid-quarter or end-of-quarter mark will be placed on probation for the next 4½ weeks and will be ineligible to compete/perform in his/her respective activity. Parents and coaches/advisors will be notified of this action. Students on probation are still encouraged to attend practices and rehearsals. In addition to the restriction from participation in sports/extra-curricular activities, each student on probation will be required to attend a special study hall twice each week. Once the student's academic requirements are met, eligibility will be reinstated at the completion of the 4½-week period.

*The above policy was adopted by the St. John the Baptist School Advisory Council at its October 8, 1991 meeting. It was amended by the School Advisory Council on May 13, 1997*

### **DISCIPLINE**

Appropriate behavior is not an innate trait. Making choices and accepting responsibility for those choices must be learned in the very same way as academic and physical skills. Students will be guided in developing responsible behaviors. Because children mature at different rates and have different backgrounds, their behavior patterns will be assessed and dealt with individually. The classroom teacher will notify parents/guardians of any minor unacceptable behavior.

A Code of Conduct has been established school-wide with the following expectations of our students:

- 1) Respect others and ourselves.
- 2) Respect school and personal property.
- 3) Be honest with each other in work and in play.
- 4) Use acceptable language and voice.
- 5) Follow directions – both verbal and written – of adults in charge.

Detention before or after school may be required. Parents will be notified at least one day in advance. If a detention is missed, the time will be doubled. Reasons for detentions may include, but are not limited to, the following:

- disrespect toward a teacher or another student;
- disrupting the classroom;
- defacing or damaging school or private property;
- foul or inappropriate language, written or spoken;
- excessive talking;
- disregard for the safety of other students;
- physical altercations, including self-defense;
- disrespect toward another student, including intimidation, harassment, use of vulgarity; emotional abuse, written or spoken;
- failure to follow directions given by an adult in charge.

### **SERIOUS VIOLATIONS**

In-house detentions and/or suspensions from school will be used if necessary for serious violations, which include, but are not limited to, the following:

- repeated incomplete assignments;
- chronic disregard for school rules;
- destruction of any property;
- stealing;



- intentional infliction of injury on others;
- physical altercations;
- possession or use of tobacco or tobacco products or vapes;
- possession or use of alcohol, controlled drugs, or drug paraphernalia;
- weapons

Each case will be handled on an individual basis by the principal and chief administrative officer. In dealing with students whose behavioral patterns are significantly inappropriate in comparison with their peers, the steps outlined will be followed:

- Parents/Guardians will be notified. A meeting with the parents, teacher and principal will be arranged to discuss the child's needs.
- Parents/Guardians will be asked to give consent for any professional evaluations considered necessary by the administration and teachers involved.
- It is expected that professional recommendations, (i.e. individual or family counseling) made to the parents/guardians will be followed. This request may come as a condition of enrollment.
- Failure on the part of parents/guardians to comply with recommendations and/or enforcement of school rules may result in discontinuing enrollment of their child(ren).

If after school detentions do not deter negative behavior, the following will take effect:

- After six detentions (total), the student will receive an office referral. The student will be excluded from part of any extra-curricular activity as stated in the Behavior Policy. A conference will be held with the student, parents, principal, and all teachers who work with the student during the week.
- After seven detentions (total), the student will serve ½ day in-school suspension and the second office referral as stated in the Behavior Policy
- The next disciplinary action will be cause for a full day in-school suspension and the third office referral as stated in the Behavior Policy.
- The next disciplinary action will be cause for two days in-school suspension with work counting as 80% credit and the fourth office referral as stated in the Behavior Policy.
- The next disciplinary action will be a one day out-of-school suspension with zero academic credit.

When a student serves a detention, that student will be required to report immediately after the 3:10 dismissal to the teacher in charge of the detention with no trip to the Spirit Store and will remain in full dress code until the time the detention is considered over.

### BEHAVIOR POLICY

The reason for this policy is to stress a Christian attitude both in school and during extra-curricular activities. Every attempt will be made by teachers and administration to help each child reach their potential both academically and spiritually.

First Office Referral: The student will not play during the first quarter of the following game or performance and will complete 45 minutes of community service. Those students not involved in

extracurricular activities will complete one hour of community service. A meeting will be held with the faculty members involved and the principal.

Second Office Referral: The student will not play during the entire next game or participate in the entire next performance and will complete one hour of community service. Those students not involved in extracurricular activities will complete two hours of community service. A meeting will be held with the faculty members involved, the principal, and the parents.

Third Office Referral: The student will not play during the entire next three games or performances. A meeting will be held with the faculty members involved, the principal, the parents, the activity sponsor, and the pastor/chief administrative officer.

Fourth Office Referral: The student will not be able to participate in any extra-curricular activity in which he/she is involved at that time. \*\*If a student does not receive a detention for one month, one detention will be excused from his/her total. \*\*If a student does not receive a detention for two consecutive months, three detentions will be excused from his/her total. \*\*If a student does not receive a detention for three consecutive months, five detentions will be excused from his/her total.

#### POLICY TO REDUCE ON-GOING AGGRESSIVE BEHAVIORS

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.

#### Corrective Action:

- Discipline file entry, parent notification and counseling; detention
- In-school suspension, short or long-term suspension
- Out of school suspension with no credit for homework that day
- Emergency expulsion (may or may not be final, depending on investigation of incident)/final expulsion
- Police may be contacted; charges may be filed

The severity of the offense and the age appropriateness of the child dictate the consequences. These expectations apply to all facets of school life – at school, school activities, on transportation, at bus stops, on field trips, and so on.

#### Putting a Stop to Disrespect:

Step One: When you witness behavior that is in violation of the Harassment Policy, tell the person to stop. Inform an adult in school and your parents.

Step Two: If the behavior doesn't stop, contact an administrator as soon as possible to initiate a complaint. Report to the adult in charge of the area.

Step Three: Keep your parents and administrators informed.

#### APPROPRIATE STUDENT BEHAVIOR

The way a student conducts himself/herself in relationship to others should, at all times, be respectful, courteous, and reflect our Catholic-Christian values and morals. Three school-wide rules are expected to be followed by students, staff, parents, coaches, and/or school sponsors at all times. They include:

- Respect yourself and others as children of God;
- Contribute to the learning environment, and;
- Follow school and classroom procedures.

Bullying/Harassment Policy: St. John the Baptist Catholic School strives for an environment in which our children can grow academically, behaviorally, and spiritually in a compassionate and respectful environment. In order to maintain this Catholic-Christian environment, incidents of bullying, which are contrary to these values, will NOT be tolerated. Incidents of bullying or harassment during the school day, school activities, and/or school-sponsored activities on or off school property will be addressed as if the misbehavior happened during a school day.

Definition: Bullying is a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to the following categories:

- Physical intimidation
- Assault
- Social intimidation
- Oral or written threats
- Forced isolation
- Electronic devices

Specific examples of bullying behavior may include, but are not limited to:

- Offensive references, gestures, language, jokes, graffiti based on specific traits of individual including gender, race, religion, disability, or age
- Unwelcome physical contact, verbal or written suggestions
- Name calling or taunting

Responsibility:

It is the responsibility of every individual of the St. John the Baptist Catholic School community, including parents, to report suspected bullying to the appropriate authorities which include:

- Teachers
- Principal
- Chief Administrative Officer

It is then the responsibility of these authorities to take the appropriate steps necessary to deal with the situation. The decision on how bullying is dealt with will rest with the principal and the CAO.

**In addition to the above stated policies, the following Diocesan Policy may take precedence:**

907.1 Purpose. The purpose of disciplinary policies is the formation of students, through teaching, corrective action, and discipline, to live a virtuous life, while in school and throughout life, consistent with the Gospel and teachings of the Catholic Church. The application of disciplinary policies must ensure the dignity of each person is respected through the fair and just application of the disciplinary policies.

907.2 Minor Infractions. The majority of student disciplinary matters should be addressed in the classroom by individual teachers and staff. Encouraging teachers to address minor infractions and student discipline at the classroom level contributes to good classroom management. Ultimately, the responsibility for student discipline throughout the school rests with the Principal. Schools should implement policies and procedures for correcting minor infractions.

907.3 Suspension. The written disciplinary policy of all schools should permit for the short-term suspension and long-term suspension of students for violations of school policies which warrant suspension. Suspension may be an “in-school suspension” or “out-of-school suspension” at the discretion of school administration.

907.3.1 Short-term suspension means the exclusion of a student from attendance of classes and extra-curricular activities for a period not to exceed five (5) school days.

907.3.2 Long-term suspension means the exclusion of a student from attendance of classes and extra-curricular activities for a period exceeding five (5) school days but less than twenty (20) school days.

907.4 Indefinite Suspension. Schools should refrain from indefinitely suspending a student for violations of school policies as such a discipline creates ambiguity in the student’s enrollment status and may affect the student’s ability to pursue her/his education at another school.

907.5 Emergency Exclusion. At the discretion of administration, schools may initiate an emergency exclusion of a student if the student’s conduct presents a clear threat to the safety of himself, herself, or others or is so extremely disruptive as to make temporary removal necessary to preserve the learning environment for other students. Emergency exclusion should be used as a temporary consequence while the school administration conducts an investigation to determine the appropriate disciplinary action. Emergency exclusion should not last longer than five (5) school days unless the school administration needs additional time to conduct its investigation and make a finding. Students should not be removed from school property without a parent, legal guardian, or another adult approved by parents/guardians escorting the student.

907.6 Expulsion. School policies should permit for the expulsion of students only after the investigation of student misconduct is completed and the CAO (or highest-ranking administrator) makes a determination, in consultation with other administrators and the Diocesan Superintendent, that expulsion of the student is warranted.

907.6.1 Expulsion means the exclusion from school and all school activities and events for a duration determined by the CAO up to and including permanent expulsion, but not less than the semester in which the expulsion was issued. If the student is expelled in the last ten (10) days of the semester, the expulsion shall include the next semester. Expulsion may include a prohibition on the student being on school property. Whether the student receives credit for the semester in which he/she is expelled is at the sole discretion of the CAO.

907.7 Grounds. The following is a non-exhaustive list of student conduct which, at the discretion of school administration, constitutes grounds for long-term suspension or expulsion:

- o Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with the mission and purpose of the school.
- o Stealing or attempting to steal property of substantial value or causing substantial damage to personal property of the school or others.
- o Causing or attempting to cause serious injury to a school employee, volunteer, or student.
- o Assaulting, harassing, or hazing any student, school employee, or school volunteer.
- o Possessing a weapon on school property or at a school activity or event.
- o Engaging in the use, possession, or sale of alcohol or a controlled substance on school property or at a school activity.

Any other conduct which, in the sole discretion of school administration, disrupts the learning environment or threatens the safety of students, staff, or volunteers.

907.7.1 Harassment means to engage in a knowing and willful course of conduct directed at a specific person which seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose.

907.7.2 Hazing means any activity by which

a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization.

907.7.3 Weapon means a firearm or other instrument or item which could be used to cause serious bodily harm.

907.8 Disciplinary Procedures.

907.8.1 Investigation. In determining the appropriate disciplinary action, administrators should conduct an investigation and make a finding regarding the student's conduct. The goal of the investigation should be to enable the administrator to:

- o Identify the allegations against the student.
- o Determine whether the facts/evidence establish the student engaged in behavior alleged.
- o Determine the school policies or rules which have been violated as a result of the student.
- o Determine the appropriate level of discipline for the violation.

An effective investigation includes the following steps:

- o Take allegations seriously.
- o Identify the scope of the investigation (with available information).
- o Interview parties with knowledge or information of allegations, including students, staff, and parents (if available).
- o Gather any other available evidence (camera footage, written documentation, photographs, etc.).
- o Review the facts and evidence available and reach a conclusion or finding.
- o Document the facts and evidence gathered and finding reached, which may be done with a narrative or timeline of events.

While conducting an investigation, if an administrator learns of information which gives her/him reasonable cause to believe a child has been subject to child abuse or neglect, the information must be reported to law enforcement. If a report is made to law enforcement, confirm with law enforcement that the school can proceed with its own investigation and interview of witnesses. Law enforcement should not be permitted to interview a student on school property without a student's parents/guardians present. To comply with student privacy laws, school administration should require a valid subpoena from law enforcement before producing student records. Investigations and student disciplinary matters should remain confidential and only shared with staff on a need-to-know basis.

907.9 Communication to Parents/Guardian. While initial confirmation of disciplinary action may be verbal, parents or legal guardians should be notified in writing of a long-term suspension or expulsion of their child. This writing should be sent by U.S. Mail (and email if available) The writing should contain the following:

- o The misconduct investigated by administration.
- o The policies or rules violated by the student.
- o The disciplinary action taken by administration.

- o The effect of the disciplinary action (e.g. dismissed from school and not permitted to attend school activities).
- o Notice that the parent/guardian can request a reconsideration of the disciplinary action by submitting the request in writing (email sufficient) to the CAO within five school days of the letter.

907.10 Review of Discipline. If a CAO makes the decision to discipline a student by long-term suspension or expulsion, the student (through her/his parents or legal guardian), may request a review and reconsideration of the issued discipline by submitting the request in writing to the CAO within five school days of written communication of discipline to parents/guardians. After consultation with appropriate ecclesiastical authorities, the CAO shall have the sole discretion in determining whether to affirm, alter, or rescind the disciplinary action. Parents/guardians may be permitted to meet with the CAO and other administrator, but are not permitted to bring legal counsel.

907.11 Corporal Punishment. Corporal punishment (like any aggressive action that could reasonably be constructed as hostile) is prohibited in Diocesan schools.

907.12 Reporting to NDE. The principal reports the number of students who dropped out, were suspended, expelled, or excluded from school to the NDE Consolidated Data Collection (CDC).

907.13 Discipline Reporting. Staff are expected to inform administrators of significant student disciplinary actions.

### **POLICY ON CHEATING**

Cheating is defined as deceiving or tricking someone; to do business or play in a way that is not honest. The Christian outlook on cheating is stated in the Ten Commandments. The seventh commandment: Thou shalt not steal. The eighth commandment: Thou shalt not bear false witness. Students who copy from each other or any source (plagiarism) on any assignment will each receive zero on the homework assignment, and/or an alternate assignment, at the teacher's discretion. A student who copies from another student or any source will receive a zero on that assignment, and/or an alternate assignment, at the teacher's discretion. Students who copy from each other on tests will each receive a zero on the test, and/or an alternate assignment, at the teacher's discretion. A student who copies test answers from another student or another source will receive a zero on the test, and/or an alternate assignment, at the teacher's discretion. Students who knowingly and willingly provide answers on assignments or tests to another student will also receive a zero, and/or an alternate assignment, at the teacher's discretion. If you have knowledge of another student cheating, remind and inform them of the cheating policy and notify the teacher.

### **ARTIFICIAL INTELLIGENCE (AI)**

The use of artificial intelligence (AI) is prohibited in all areas of academics unless specifically and expressly stated by the assigning teacher. Unauthorized use of AI to complete homework, projects, or tests shall be subject to the same rules and consequences as stated in the policy on cheating.

### **LATE WORK**

Students are to turn in daily assignments and homework when it due in accordance with the teacher. Work not turned in on time that day, will result in a loss of 10 points. An assignment turned in more than a day later will be given a 0 for the assignment.

## ELECTRONIC HOMEWORK SUBMISSION

When submitting assignments electronically to school (as per the classroom teacher). Office 365, PowerSchool Learning, Canvas, etc. may be used. Each student will have an Office 365 account so they can easily complete work assigned and access their work at home or school.

## DIOCESAN STUDENT EMAIL POLICY

As part of the Education Office and Tech Fee, all students in a Diocese of Lincoln Catholic School are provided with an Office365 account. That account allows the students to access programs like Word, PowerPoint, and other Microsoft Office products. Additionally, the account gives the student access to the computers in school and other software products used in our schools (e.g. Canvas, PowerSchool, TypingClub, etc.).

A necessary part of an Office365 account is an email account. All students with an Office365 account have an email account associated with it. In order to make those email accounts more secure, a new policy will go into effect starting in August, 2024. Based on the grade level of the students, the email accounts will have varying degrees of restrictions on them as follows:

- K - 4th grade - No emails will be able to be sent from or received in the student email account.
- 5th - 8th grade -Email accounts can only send email to or receive email from other Diocese of Lincoln Catholic School email accounts (both students and faculty).
- 9th - 12th grade - Email accounts will be unrestricted and can send to or receive from any other email address, even those outside of the Diocese of Lincoln Catholic Schools.
- o Note - Unrestricted accounts still receive the standard spam/malware filtering that all Diocesan accounts receive.

## REPORTING STUDENT PROGRESS

Parent-Teacher Conferences are scheduled after the first and second quarters during the year. The student's progress in the classroom is discussed during these conferences. After the third and fourth quarters, report cards are sent home with students. If warranted, special conferences may be arranged at other times during the school year. Parents are encouraged to check their child(rens) grades online through PowerSchool. Information will be provided to each family as how to access the grades through PowerSchool. Parents are also encouraged to check online for missed assignments or assignments that are due.

**Academic Probation Policy:** Students in Grades 4-8 must maintain at least a 70% grade average (passing) in all subjects. Students who do not have passing grades in all subjects at a mid-quarter or end-of-quarter mark will be placed on probation for the next 4½ weeks. Parents will be notified of this action. Students on probation will be required to attend a special study hall twice each week.

The Diocesan grading system for kindergarten is standards based. The teacher indicates the child's level of attainment of certain benchmarks.

The Diocesan Grading System for Grades 1-3 is as follows:

- H Highly Satisfactory
- D Doing Well
- S Satisfactory
- N Needs improvement
- E Experiencing Difficulty

The Diocesan Grading System for Grades 4-8 is as follows:

A+ 99-100%	A 95-98%	A- 93-94%
B+ 91-92%	B 87-90%	B- 85-86%
C+ 83-84%	C 79-82%	C- 77-78%
D+ 75-76%	D 72-74%	D- 70-71%
F 0-69%		

**STUDENT HEALTH**

Optimum good health is the goal for each student. If your child is sick enough to need cough, cold or flu medicine, has a fever, or develops a rash, he/she and fellow students are best served by the ill student being kept at home. If your child vomits or has a fever, it is necessary that they remain home for 24 hours fever free and 24 hours after the last vomiting event. If your child is absent from school for any reason other than an appointment with documentation, your child should remain home. They will not be allowed to come to school late to participate in fun activities or after school events. We have the right to determine to send a student home if he/she is ill.

EMERGENCY INFORMATION is kept on file for each student. Parents are notified in the event of illness or injury. Please inform the school immediately about any special medical problems. If a child is to be kept home on a school day because of illness, parents are asked to notify the school office by calling (296-6230) or emailing the school secretary (emails on page 5) before 8:30 a.m. An answering machine will be available before and after school hours in order for parents to leave a message for office personnel.

**MEDICATIONS**

It is the policy of St. John School that all students' medication be administered outside of school hours. However, if a student is required to take oral medication during school hours, it will be administered only under the following guidelines:

1. No prescription medications will be administered without a written, signed and dated request from the physician and signed by a parent. Medication Request Forms are available in the office.
2. Medication must be in a prescription container, properly labeled, including the student's name, physician's name and directions for administration. Over the counter medication must be in its original



container. Rather than sending medication, such as antibiotics, back and forth to school each day, please keep an appropriate amount of medicine at home and send the original container to be kept at school.

3. The nurse's office keeps a supply of standard childhood over the counter medications. Over the counter medications may only be administered if parent permission has been given in PowerSchool.

3. No medication of any kind may be kept in the classroom or by the student.

NOTE: The school reserves the right to refuse to administer medication if the guidelines are not followed. In addition, the school does not assume responsibility for reactions to medications brought to school. If students may be susceptible to the side effects of any medication, it is the parents' responsibility to communicate that information to the school in writing.

A physician's note is necessary in order to exempt a student from Physical Education class due to illness or injury.

### PHYSICAL EXAMS AND IMMUNIZATIONS

As stated in the State of Nebraska law 79.444, "The school board or board of education shall require evidence of a physical examination by a qualified physician within six months prior to the entrance of a child into the beginner grade and the seventh grade, or in the case of a transfer from out of state to any other grade of the local school, except that no such physical examination shall be required of any child whose parent or guardian shall object hereto in writing. The cost of such physical examination shall be borne by the parent or guardian of each child who is examined."

The school system will accept a copy of a physical done within the last six months including sports and Head Start physicals. The diocesan physical form may be picked up at school.

EACH STUDENT MUST HAVE PROOF OF A PHYSICAL EXAMINATION BY A QUALIFIED PHYSICIAN, OR A SIGNED WAIVER THAT A PHYSICAL IS OBJECTED TO, ON FILE BY NOVEMBER 1 OR HE/SHE WILL NOT BE ALLOWED TO ATTEND SCHOOL AFTER THAT DATE UNTIL COMPLIANCE OF THE LAW IS MET.

All students must furnish proof of adequate immunization by the first day of school. STUDENTS WHO DO NOT HAVE UP-TO-DATE IMMUNIZATION INFORMATION ON FILE IN THE SCHOOL OFFICE by the first day of school will NOT be allowed to attend school. Both parent and physician must sign the immunization record.

All students participating in sports (volleyball and basketball) MUST have a sports physical on file in the office on or before the first day of practice. The physical must be less than six months old.

### CONCUSSION-AWARENESS LEGISLATION THAT BECOMES OPERATIVE JULY 1, 2012

During its 2011 regular session, the Nebraska Legislature passed (overwhelmingly), and then Governor Heineman subsequently approved, Legislative Bill 160 – The Nebraska Concussion Awareness Act (CCA), now sections 71-9101 through 71-9106 of the Nebraska statutes. This law is intended as a safety measure: to focus greater attention, understanding and responsiveness on one of the most common injuries experienced by children and adolescents who participate in athletic activities; and to minimize the risk of catastrophic injury or death that might occur from a concussion that is not properly evaluated and managed. Once a student-athlete/youth-athlete has been removed from an athletic activity (practice or game) due to a reasonable suspicion that he or she sustained a concussion or brain injury,

and further responsive action has been taken to the extent necessary and appropriate under the circumstances (e.g., transportation to a medical facility), most of the responsibility for treatment and care of the student/athlete-youth/athlete shifts to the parents and health-care professionals. Nevertheless, the coaches and the school or sponsoring organization will have a continuing duty to not allow the student-athlete/youth-athlete to participate in any supervised, team athletic activities involving physical exertion unless and until two written and signed documents are submitted: (1) a return-to-play/participation medical clearance signed by a licensed health care professional and (2) written permission signed by the student athlete's/youth-athlete's parent(s) or guardian. The return-to-play/participation conditions will be fulfilled only when the school or sponsoring organization has received these documents.

#### CHILD ABUSE AND/OR NEGLECT

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect. Reporting may be both oral (402) 296-3257 and in writing (within 48 hours) to the Child Abuse Center of the Cass County Social Services. If there is a reason to believe that immediate protection for the child is advisable, an oral report shall be made to an appropriate law enforcement agency.

#### PARENT - HOME COMMUNICATION

Every effort is made to inform parents of school events and student progress both formally and informally. Information sent home to parents from the school will be identified as such or signed by a member of the faculty or administration.

Email is the primary communication vehicle for informing parents of timely and important news and events. Other methods of communication include the website, newsletters, Flocknote, letters, social media and verbal communications.

On occasion it may become necessary to inform parents of concerns regarding a child's ability to follow school rules or complete academic work. Specific school forms related to completion of daily and/or homework assignments, assignment notebooks, dress code and following school rules have been designed to provide parents/guardians with specific information as to the exact nature of the difficulty. These forms/notices are sent home for parental signature and should be returned to school the next day. The classroom teacher is responsible for contacting parents (or having a student contact parents) if the form is not returned to verify receipt of the information.

Whenever possible, teachers will communicate with parents/guardians by note, email or telephone to discuss a child's progress and/or answer any questions. Parents/guardians should always feel free to contact teachers or administrators at school or coaches. It is requested that individuals identify themselves and leave both a work/home telephone number as well as an indication of the nature of the call.

It is helpful to know who to contact when a question arises or more information is desired while your child is a student at St. John's school. The person in the best position to respond concerning an individual student is the teacher or coach most directly involved with the situation. In most instances, the questions and/or need for information can be successfully handled at this first level.

Should a satisfactory answer/resolution not be achieved following a discussion with the classroom teacher or coach, parents/guardians are advised to proceed in the following manner:

1. Issues related to general student activities, programs, field trips, athletics, special events, musical programs, etc. should be addressed to the school administrator.
2. Issues related to curriculum, discipline or school policies and procedures should be addressed to the administrator.
3. Issues related to participation in the Home & School Association activities/committees should be directed to the committee chairperson or one of the association officers.

In the event a situation arises in which a parent/guardian wishes to appeal an administrative decision, a formal written request to review the decision may be submitted to chief administrative officer.

#### COMMUNICATION PROTOCOL AT SCHOOL

In the event that a parent believes that his or her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals and objectives of the school, he or she may request a meeting to further discuss the situation. Parties to be represented at this meeting could possibly include:

- teacher/parent
- teacher/parent/administrator
- teacher/parent/administrator/student
- (student)/teacher/parent/administrator/chief administrative officer

#### GRIEVANCE PROCEDURE

Purpose: The purpose of the grievance procedure is to address disputes. This procedure is intended to resolve a grievance by informal proceedings in a cooperative Catholic, Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representations in these proceedings. All parties shall agree that grievance proceedings shall be held appropriately confidential.

No person shall be discriminated against because that person filed or participated in the grievance procedure and no reprisals of any kind shall be taken against any person because of participation in the grievance procedure. Definition: A grievance is a formal complaint. It involves one party allegedly being denied by another something to which the grievant party believes he or she is entitled.

Guidance: Concerns are most effectively addressed and resolved when parties to the concern:

- Speak from first-hand knowledge of events.
- Remain open to and respectful of others' viewpoints.
- Focus their discussion on establishing the factual basis of the concern.
- Don't attack person's character

Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to the effective instruction of groups of students.

Process: Before allowing differences to become formalized grievances, an effort should be made to resolve disputes through an open discussion between the complainant and the immediate authority, (i.e. parent to teacher). Parents who have a grievance about the school program, student performance, teacher expectations or administrative decisions:

1. Ask to contact the teacher in writing within five school days of the occurrence regarding classroom issues and the administration for non-classroom issues.
2. The teacher and/or administrator will respond within two school days to answer any questions (the home telephone numbers of teachers and staff members will not be given out by school personnel).
3. The administrator will meet with both parent(s) and teacher(s) to assist in resolution of the concern if their concerns are not resolved through discussion with the teacher.

The administrator is responsible for the day-to-day operation of the school, and in accord with that responsibility, has the authority to make final decisions relative to the resolution of concerns.

In the event that a parent believes that his or her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals and objectives of the school, he or she may request a meeting (as stated above) to further discuss the situation.

**PROGRESS & POLICY ISSUES** The school advisory council is available as a forum for parental concerns over policy or process issues. It is not a body to deal with specifics of an individual grievance but the definition of policy/process that may be discovered through dealing with such grievances. Specifics need to be dealt with at the level of the teacher and/or administration as outlined above.

**Parental disagreement with the school programs/activities:** If serious dissatisfaction with school programs/activities results in ongoing agitation on the part of parents, the school's administration will assess the impact of such agitation, and after discussion of the matter with the parents, will exercise the school's prerogative to withdraw permission for enrollment of the student.

#### HOME AND SCHOOL ASSOCIATION

The Home & School Association exists as a support organization for St. John the Baptist School. All parents of children enrolled are automatically members and are required to pay dues upon enrollment. All parents are encouraged to participate. The association coordinates activities for fund raising to support the school. Various committees are organized to assist the teachers and students in their teaching, learning and associated activities. Officers for this year are:

President: Stephanie DeWild

Bookkeeper: Erin Gillen

The officers of the Home & School Association are elected each year. As the Executive Committee, they are in a position to make decisions with regard to the association and its many 40 projects throughout the year. Any parent is eligible to run for an executive position when elections are held each spring. These forms mentioned must be filled out and signed by all families online at [cdolinc.net/registration](http://cdolinc.net/registration) when you register your child.

## School Logo

Please do not use the St. John the Baptist school logo without permission. If you wish to promote the school or a school's activity or event, please contact the school's Marketing Director.

## Social Media

- Do not create a social media site or page for the school (any page or site that references St. John's in the name or title) without the permission from the school's Marketing Director.
- Any school related event that requires marketing should be run through the Marketing Director.
- St. John's website, email, Flocknote and social media accounts should be the first primary sources for any news or events related to the school.

## IPAD ACCEPTABLE USE POLICY FOR STUDENTS

St. John the Baptist School has received a cart of iPads (Coi) for student use for the current school year. The iPads will have predetermined applications (Apps) installed.

All students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at St. John the Baptist School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the iPad is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent-Student School Handbook. It is understood that members of the St. John the Baptist School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times. St. John the Baptist School retains sole right of possession of the iPad and related equipment.

### 1. IPADS

1.1 Receiving an iPad iPads will be distributed by the teacher. The teacher is responsible for documenting what student is using each device. All devices will be returned by the end of the period.

1.2 Intentional Misuse Fines If a student is caught intentionally misusing an iPad, that student and/or parent of student, will be responsible for the cost of repair or replacement of the iPad. Repair costs will not exceed the replacement cost of the device.

### 2. TAKING CARE OF IPADS

Students are responsible for handling the iPad with care. iPads that are broken or fail to work properly should be reported immediately to the teacher, who will then take the device to the Technology liaison for an evaluation of the device.

## 2.1 General Precautions

- The iPad is school property and all users will follow this policy and the St. John the Baptist School acceptable use policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. John the Baptist School.

## 2.2 Carrying iPads

Protective cases are provided with the iPads. They have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried.

## 2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything on the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- The iPad screen should be cleaned with a soft, dry cloth or anti-static cloth; no cleaners of any type should be used. See page 35 in Chapter 2 of the iPad User's Manual ([http://manuals.info.apple.com/en\\_US/ipad\\_2\\_user\\_guide.pdf](http://manuals.info.apple.com/en_US/ipad_2_user_guide.pdf)) for more information.
- Do not "bump" the iPad against lockers, walls, floors, etc., as it may damage the device.

## 3. DEVICE MANAGEMENT

### 3.1 E-mail Passwords

- Each iPad has an Outlook email account attached to the device. The password may not be changed.
- The iPad email is not to be used other than when directed by a teacher. Students may email their teachers, as directed.

### 3.2 Screensavers/Background Photos

- A standard screensaver or background will be preset on the iPad and may not be changed by the student.
- Photos and images storage on the iPad will be for school projects only. Storing personal photos or downloading personal images is not allowed.

### 3.4 Sound, Music, Games, or Apps

- St. John the Baptist School will synchronize the iPads to contain the necessary Apps for school work. Students will not synchronize iPads or add Apps. The software/Apps originally installed by St. John the Baptist School must

remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

- Students may not download music, apps, or anything else onto the school iPads without teacher permission.
- If a student is caught downloading onto an iPad or deleting apps, there may be a fee to cover restoration of the device.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds and styluses will be provided by St. John the Baptist School and stored at school. iPad ear buds and styluses should be stored in a way to prevent them from being tangled per teacher instructions.
- Non-educational apps are not allowed on the iPads.
- The device will be synced only with a school provided iTunes account by the school's designated personnel.
- The teacher will determine which apps are to be used. Students are to ONLY use apps as directed by the teacher.
- If technical difficulties occur or unauthorized software (non-St. John the Baptist School iTunes Apps) is discovered, the iPad will be restored from backup

### 3.5 Printing

- Printing is not available from the iPad. This is the primary reason for email on the device.

### 3.6 Network Connectivity

- Each COi has a wireless access point which will provide wireless access when needed. St. John the Baptist School makes no guarantee that the school network will be up and running 100% of the time.
- The teacher will determine which apps are to be accessed and if network availability is necessary.

### 3.7 iPad Care

- Only labels or stickers provided by St. John the Baptist School may be applied to the iPad.
- iPad cases furnished by the school returned with more than normal wear or alterations may result in paying a replacement fee.
- When students are not using their iPads, they should be stored in iPad storage unit. Overnight, they must be returned to the sync cart.

## 4. ACCEPTABLE USE

- The use of the technology resources at St. John the Baptist School is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.
- This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any part of the Acceptable Use Policy, technology privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. John the Baptist School Acceptable Use Policy shall be applied to student infractions.
- Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

## 5. RESPONSIBILITIES

### 5.1 School Responsibilities are to:

- Provide Internet (when possible) and email access to its students via the iPad device.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### 5.2 Students Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad/computer use.
  - Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via St. John the Baptist School designated Internet System is at your own risk. St. John the Baptist School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help St. John the Baptist School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Turn off and secure the iPad before storage in the cart.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable, and turn in to the School Office.

### 5.3 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services-such as (but not restricted to): SKYPE, MSN Messenger, ICQ, AIM, IMO, etc.
- Non-educational games. Only educational games, which in no way contradict our mission as a Catholic school may be used with permission of a teacher.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include settings such as font size, brightness, etc.).
- "Jailbreaking" of an iPad or any other attempt to remove or replace the OEM operating system and its controls.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet access or email accounts for financial or commercial gain or for any illegal activity.



- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, 44 including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Attempting to bypass the St. John the Baptist School web filter.
- Use of an iPad assigned to another student unless directed by the teacher.

## 6. MISC 6.1 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the St. John the Baptist School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the St. John the Baptist School Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

## **ATHLETIC DEPARTMENT HANDBOOK, POLICY STATEMENTS, RULES & REGULATIONS**

Mission Statement: St. John's Athletics is committed to providing all student-athletes an equal opportunity to learn and be successful in an environment that promotes academic, athletic, and spiritual excellence. St. John the Baptist School is committed to ensuring that our programs are an enduring source of pride to our student-athletes, staff, alumni, community, and parish.

Definition: 'Sports' at St. John the Baptist Catholic School refers to the following sports offered: • 3rd - 8th Grade Girls' Volleyball • 3<sup>rd</sup>-8th Grade Girls' Basketball • 3<sup>rd</sup>-8th Grade Boys' Basketball

### Parents

Parents are encouraged to look over this handbook carefully and refer to it often whenever questions arise. It is designed to be comprehensive in nature and to bring clarity to the expectations St. John's has for its coaches, parents/guardians, and student-athletes.

The experience that a young athlete receives from his or her participation in athletics depends in large part on how well everyone involved with the experience communicates with one another. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide 45 greater benefit to the student. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication to and from the coach.

A. Appropriate concerns to discuss with a coach are as follows:

- The physical and mental treatment of your child;
- Ways to help your child improve;
- Concerns about your child's behavior.

B. Issues that are not appropriate to discuss with coaches are as follows:

- Playing time;
- Team strategy;
- Play selection;
- Other student athletes.

C. It is very difficult to accept that your child is not playing as much as you may hope. It is the philosophy of this department that fair playing time is encouraged. Fair playing time is not defined as 'equal' playing time. Just as students earn a fair grade based on the work they have accomplished in school, it does not mean their grades are 'equal.' As you have seen from the list above, certain things can and should be discussed with your child's coach. There are situations that may require a conference between the coach and the parent. These meetings are encouraged. It is important that both parties involved have a clear understanding of the other's position.

D. Conferences with coaching staff will abide by the following procedures:

- Call to set up an appointment for a time that is mutually agreeable;
- If the coach cannot be reached after a reasonable number of attempts, call the athletic director. She will set up a meeting for you;
- DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for parent, athlete and coach. Meetings of this nature seldom promote positive resolutions.

E. Communication you should expect from your child's coach:

- Expectations the coach has for your child as well as all players on the squad;
- Locations and times of practices and contests;
- Information when your child is injured;
- Disciplinary action that results in removal from participation.

F. Health and Safety concerns:

- All student physical/health forms must be turned into the office before athletes can begin practice;
- Student-athletes, parents/guardians, etc., cannot hold St. John's responsible for injuries, accidents, or death of their student-athlete as long as there was proper supervision and the facilities are deemed adequate to hold athletic events;
- Athletes for whom 'epi pens' or inhalers are prescribed should have those items with them at all practices and games. Coaches are not responsible for keeping these items on hand;

- It is the parents' responsibility to inform the coach of any special medical concerns, issues, and/or medications regarding the welfare of their child:
- Any student-athlete under the care of a physician must submit a doctor's note to the coach, office, and Athletic Director;
- Any athlete who receives an injury requiring a doctor's care must obtain written permission from a doctor before he/she will be allowed to return to participation and must provide a copy of said note to the coach, office, and Athletic Director;
- All coaches have been trained in Concussion Awareness and Identification and are under strict rules they must follow regarding a player's health and wellness;
- If a student-athlete is suspected of having a concussion, the coach will sit the player out for the remainder of the practice/game and the student may not return to practice or games until they have received doctor's clearance – no exceptions.

#### G. Practice, Dismissal, and Pick-up Times:

- Practice times will be assigned to each team;
- Students are not to loiter around the school until their practice time starts;
- No children are allowed in the gym during practices — except for students on the team practicing or a coach's child(ren);
- Teachers, coaches, and staff will not supervise student-athletes after school until the start of their practice or games;
- Parents/Guardians are responsible for getting students to and from practice at the appropriate time;
- If a parent must drop their student-athlete off at school for practice, they are not to leave until the child has gained access to the building;
- If practice time is after school hours, student-athletes will not gain access to St. John's until their coach has arrived;
- Students are to be picked up promptly after practice is dismissed;
- If a parent/guardian is unable to pick up their child at the designated time, a call must be made to the office prior to school dismissal and the parent/guardian must have prior arrangements in place before practice begins. This cannot include having the child wait at the school until practice or the game starts, nor shall it include having the child wait an inordinate amount of time after practice is over before he/she is to be picked up;
- The coaches will not leave the building until all students have been picked up.

#### H. The Role of Parents/Spectators during the season:

- Attend all athletic meetings with coaches/athletic director;
- Come to the games – kids and coaches love the support;
- Be enthusiastic and encouraging;
- Respect the property of the school and the authority of school officials;

- Never heckle, jeer, or distract our own team members or members of opposing teams, officials, or coaches;
- Never criticize the athletes or coaches for the loss of a contest;
- Accept your child's strengths and weaknesses as they are and focus on helping them to just do their best;
- Teach your student-athlete to enjoy the thrill of competition, the fulfillment of just being part of it all, and the satisfaction of having done their very best;
- Never compare and contrast the skills, courage, or attitude of your child with that of their teammates, opponents, or other athletes in a negative manner;
- Do not re-live your athletic career through your child in any way;
- Accept all decisions of the officials graciously;
- Be supportive and respectful of all players, coaches, officials, and opponents; • Allow the coach to coach the team – do not be a 'sideline coach';
- Cheering for players and teams is encouraged, as long as the talk is positive at all times – negative criticism towards players, coaches, officials, etc., can pull motivation away from the team and will not be tolerated;
- If a parent/relative heckles, jeers, 'sideline coaches', or distracts opposing players, our own team players, coaches, officials, or other spectators during games or practices, they will be asked to leave the gym by the coach, AD, and/or officials at which point the AD (if not present) will be notified and the parent/relative must speak with the AD before being readmitted to the current game or any future game(s) or current practice or any future practice(s);
- If the same parent/relative continues to display inappropriate behavior at games or practices, the parent/relative will be banned from all future events and practices for that season;
- Parents/Guardians of players are responsible for the actions of any guests they invite to games;
- Any parent/guardian/guest that refuses to abide by rules during a game/match/practice will be asked to leave immediately; if during a game/match, the game/match will not continue until the person has exited the premises; if they refuse, the team playing could be forced to forfeit said game/match; legal matters may be taken, if necessary;
- All final decisions are made by the Athletic Director and, if needed, by administration.
- Empower your student-athlete to address any concerns directly with the coach;
- Keep any children that attend a game with you at your side at all times. Children are not to run in the halls, go outside alone, or wander the gym at any time;
- Understand that any student/child that attends a game as a spectator, unsupervised, will be expected to follow the rules listed above. If they are unable to abide by the rules, they will be asked to leave;
- Sign up with the Athletic Director to work concessions and/or admissions and show up for the times you have signed up to work.

#### I. Athletic Fees and Uniform Checkout:

- Each student will be issued a uniform before the start of the first game at a time designated by the coach and/or athletic director and dependent on fees and physical;

- The Department has a limited supply of uniforms in select sizes. If the Department is unable to provide a student-athlete with a uniform that fits, it is the parent/guardian's responsibility to purchase a uniform from the designated store. This does not alleviate the cost of Athletic Fees;
- Individual participation fees must be paid by the end of the 2<sup>nd</sup> week of official practice. Fees will be turned into the Athletic Director or sent to school in a sealed envelope labeled with the student-athlete's name;
- Any parents/guardians of a student who wishes to participate but is experiencing financial hardship must contact the athletic director to make payment arrangements;
- Fees are non-refundable. Voluntary withdrawal, lack of playing time, academic ineligibility, or disciplinary actions taken by the coach or administration will not be considered as a basis for refunding fees;
- Uniform upkeep and replacement are the responsibility of the parents/guardians and student-athletes;
- At the end of the season, clean uniforms will be turned into the coach at a designated time and place; • Any lost or damaged uniforms will need to be paid for by the parents/guardians of the student-athlete before the start of the next athletic season and/or before the end of the school year, whichever comes first. J. Team and Post-Season Play
- After PAL tournaments are complete, St. John's will not sponsor or support any tournaments outside of the PAL league;
- Any splitting of teams that are large will be at the discretion of the athletic director and coaches involved. Third, Fourth & Fifth, Fifth & Sixth Grade teams will be evenly split skill wise – no 'A' or 'B' teams; Seventh & Eighth grade teams will be split skill-wise – A & B, PAL does not permit students to play up more than one grade level;
- Splitting of teams is dependent on, but not limited to, number of coaches/volunteers and number of student-athletes.
- The family of any student-athlete that is placed on academic probation and causes the number of players available for games to drop to a level below the number needed for games will be responsible for paying the forfeit fee per game. If more than one family has a child(ren) on academic probation within a team and, as a result, the team does not have the required number of players, the families will split the forfeit fee evenly. Players will not be able to play in any future games they are eligible to play in until the fee is paid to the athletic director. It will be the responsibility of the athletic director to inform the families of the amount they are responsible for. Athletes Students who are members of Church of the Holy Spirit are eligible to play for St. John the Baptist School. Every St. John's athlete is a representative of our school and will be held to a high standard. At St. John's, academic and spiritual growth comes before athletic prowess. All student-athletes are expected to manage their time to ensure their schoolwork is done well and on time. Studies have shown that students participating in co-curricular activities do better in their class work, in part because they have learned the skill of successful time management. If a student playing on a StJB team does not attend StJB school, they will not be allowed to play the same sport at another school and must also uphold the academic probation policy instituted by StJB school. Student Athletes are strongly encouraged to play for St. John the 49 Baptist School first before playing for another school or recreation league. If they choose to play for both, St. John's practices and games should be the priority.

#### A. The athlete shall:

- Be on time, properly attired, and focused in practices and games;
- Be as cooperative as they are competitive;
- Maintain a positive attitude towards teammates, coaches, and officials;

- Be courteous to visiting teams and officials;
- Play hard to the limit of his/her ability. The true athlete does not give up, nor does he/she quarrel, cheat, bet, or grandstand;
- Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures;
- Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in and supporting other school activities;
- Play for the love of the game;
- Understand and observe the rules of the game and the standards of eligibility;
- Respect the facilities of host schools and the trust entailed in being a guest.
- Remember, you are the player ... not the coach.
- Do not question your coaches' teachings, techniques, or philosophies in public. If you have a problem, ask to speak with the coach in private before or after practice.
- You are not to put down teammates when they make mistakes.
- Your job is to listen to your coaches, attempt every drill to the best of your ability, and encourage your classmates/teammates at all times.

B. As members of athletic teams, students are high-profile representatives of St. John's. Students are expected to act in an appropriate manner. The following behavior is inappropriate and will not be tolerated:

- Fighting;
- Profanity;
- Use or being under the influence of alcohol, tobacco, or drugs;
- Unsportsmanlike conduct;
- Rude or disrespectful behavior including, but not limited to: Taunting opponents or officials, destruction of property, obscene gestures, derogatory or degrading comments. Students who exhibit any of the above behaviors or any other behavior deemed inappropriate by the school may be suspended from athletic competition for a period of time not to exceed one year and face school disciplinary action.
- Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic contest, the student will be removed from the contest;
- A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct shall be ineligible to participate in the next contest;
- All students who act in an unsportsmanlike-like manner are required to meet with the athletic director, coach, parents, and/or administrator (if needed) before resuming athletic participation.

C. Communications expected from athletes are as follows:

- Notification of any schedule conflicts in advance;

- Any health issues or problems that arise before or during the season that could adversely affect the student-athlete during practice or games;
- Special concerns in regards to the coach's philosophy and/or expectations.

D. Students must be in school the day of a contest in order to participate in that contest. Prior arrangement must be made with the athletic director if a student must be absent any part of the day of a contest before the player is permitted to participate. Exceptions to this are foreseeable doctor/dental appointments where a student is absent for only part of the day whereas said student-athlete must give the athletic director advance notice.

E. Student-athletes must have a current physical on file in the school office prior to competing in any athletic practice or contest. There are no exceptions to this rule. Physical examinations for athletics shall be the responsibility of the parents and must be signed by a medical doctor. If your son played football during the fall season at the public school and you submitted a physical to the public school, you must have a copy of said physical delivered to the office at St. John's before your child will be allowed to participate in St. John's athletics.

- All coaches have been trained in Concussion Awareness and Identification and are under strict rules they must follow regarding a player's health and wellness.
- If a student-athlete is suspected of having a concussion, the coach will sit the player out for the remainder of the practice/game and the student may not return to practice or games until they have received doctor's clearance – no exceptions.

## Coaches

The coaches and volunteers involved deserve our respect and support. Their role in the development of young people of strong character is pivotal. Their positive encouragement of a player's effort will reinforce for him or her, the solid connection between hard work and success – a critical lesson for later in life. As leaders of the youth of our community you have a direct responsibility to the parents of our students. Coaches are urged to treat parental concerns with utmost care, patience and understanding. Parents are sincerely concerned with the activities in which their youngsters are involved. All coaches should accept parent's concerns, short of coaching advice, as a positive interest in the overall program. The athletic director is always available for assistance.

### A. The coach shall:

- Complete the Diocesan Online Safety Training and undergo a background check before being allowed to work with students at St. John's;
- Become certified in CPR and the use of an AED;
- Be trained on concussion awareness;
- Exemplify behavior that is representative of the school, parish, and Church;
- Demonstrate high ideals, good habits, and desirable attitudes in personal behavior and demand the same standard of the players;
- Uphold any and all decisions made by the Athletic Director;

- Understand that the planning, scheduling, and conduct of sports activities is at the sole discretion of the Athletic Director;
  - Understand that uniforms will be distributed only by the Athletic Director;
  - Recognize that the purpose of competition is to promote the physical, mental, social, and spiritual well-being of the individual players;
  - Be a modest winner and a gracious loser;
  - Maintain self-control at all times, accepting adverse decisions without public display of emotion or of dissatisfaction with the officials;
  - Give all players an opportunity to use and develop initiative, leadership, and judgement;
  - Pay close attention to the physical condition and well-being of the players, refusing to jeopardize the health of an individual for the sake of improving his/her teams' chances to win;
  - Teach athletes that it is better to lose fairly than to win unfairly;
  - Properly supervise student-athletes under his/her immediate care;
  - Arrive on time for practices and leave after all students have been picked up at the end of practice;
  - If proper supervision is unable to be provided – CANCEL the practice. Notify the Athletic Director if this situation arises so that she may maintain a record of these instances and notify students and family members accordingly;
  - Notify the Athletic Director of any student-athletes that are chronically picked up late after practice has been dismissed;
  - Any and all notes must go through the athletic director. She will make appropriate copies and distribute letters during the school day or email notes to parents with the use of distribution lists. B. Each coach may be issued equipment that they alone are responsible for. Please use the following guidelines regarding equipment:
    - All equipment distribution and availability is at the sole discretion of the Athletic Director;
    - Players must be instructed in the care and use of their equipment early in the season;
    - A control system will be established and kept current by each coach, to ensure that all equipment is accurately accounted for;
    - Equipment is to be cleaned, stored, and repaired according to manufacturer's instructions;
    - No equipment is to be discarded or dispersed without the approval of the Athletic Director;
    - You may be issued keys/fobs to the school. These keys/fobs are only to be used by the coach that was issued the keys/fobs and are not to be transferred to anyone else (including other coaches) for use. Once the season is complete, the keys/fobs are to be turned into the office immediately.
- C. Coaches have responsibilities before and after practices and games that are listed as follows:
- Check physicals. No physical, no practice, no exceptions;
  - Confirm checks/money for officials during games;
  - Be sure game balls and any other equipment will be ready for game time;



- Put all equipment away after your practice and before the next practice. This includes balls, ball cages and ball baskets, nets, and portable basketball hoops;
- Be sure to keep a large path cleared in the back-room area for fire safety;
- After your practice, scan the gym and have student-athletes pick up their trash before they leave. This includes, but is not limited to: water or pop bottles; cups and paper items. No one wants to walk into a gym and look at someone else's mess;
- After home games, have student-athletes clean the bench area and bleacher areas before you have a team meeting. It is your responsibility to make sure student-athletes do not leave the gym until it is clean and approved by the athletic director;
- If you are the last practice of the day, be sure to turn off all lights (including the bathrooms), and lock all outside doors;
- Report any damages to the Athletic Director the next morning, or, if serious, call immediately.
- During tournament play, all coaches are responsible for paying the ref fees – reimbursement will be made after all tournament games are complete.
- All coaches have been trained in Concussion Awareness and Identification and are under strict rules they must follow regarding a player's health and wellness.
- If a student-athlete is suspected of having a concussion, the coach will sit the player out for the remainder of the practice/game and the student may not return to practice or games until they have received doctor's clearance – no exceptions. D. Vacation Time, School Cancellations, Holidays, Missed Practices, etc.:
- If school is cancelled due to adverse weather, practice is cancelled.
- If school is out for vacation, Catholic holiday, teacher inservice, etc., practices may be scheduled, BUT students who do not attend practice on these days cannot be punished for not attending. For example, you cannot have a child run extra laps because they did not attend a practice over Christmas break.
- Coaches may not punish a player by not allowing them to play during a game as a result of not showing up for a practice when school was not in session.
- If a student misses a portion of practice for a school detention, the coach is not to address the issue in practice or games – it is a school consequence and is strictly addressed by school administration, school staff, student, and parents of said student.
- Coaches need to understand that information regarding students is confidential. Coaches may be privy to some information, at the Athletic Director or administrator's discretion. This information is not to be made public to players or parents in some instances.