

St. John's Catholic School  
Parent/Student Handbook



2016-2017

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St. John's School

A community inspiring excellence through  
Faith, Learning and Service

Mission Statement

To inspire exceptional student achievement  
by teaching the total person and fostering  
the following of Christ in an environment  
guided by the Gospel Spirit, as taught by  
the Catholic Church.

# **St. John's School**

212 Dakota Ave

Wahpeton, ND 58075

701-642-6116

701-642-2601 (FAX)

[www.stjohns-wahpeton.org/school](http://www.stjohns-wahpeton.org/school)

## **Philosophy**

St. John's School aims to provide a warm and loving climate of Christian living that nurtures the child's faith, sustains his hope and elicits his charity towards God and others. Because it is a Catholic school it is a particular kind of community organized around the person of Christ himself. He is the center. The understanding of human nature, the meaning of the world, the purpose of living, the realities of everyday life are not merely teachings of Christ, but the person of Christ which is the unifier through the Eucharist, penance, and prayer.

Because St. John's School is a distinctively Christian Community, the faculty chooses to be a community having a Christian consciousness, a Christian outlook and a Christian life. Children should see more clearly, as they mature, that of all the persons who influence their lives, the person of Christ is most unique. They meet God in prayer and worship, in their studies, in their peers, parents and faculty.

St. John's School is a Christian educational community. As such it develops the basic skills in the academic disciplines and appreciation of aesthetic values, encourages patriotism and good citizenship. The capacity to weigh moral values and to make right judgments is ripened. Youth have a right to know and love God and daily grow more conscious of the gift of Faith they have received. Students are encouraged to develop inquisitiveness, the ability to think and express their thoughts, and to freely ask for help from their teacher. Leadership roles compatible with talents and maturity of the child are encouraged.

The faculty of St. John's School is dedicated to the concept that each child has a unique pattern of learning. A child can be successful only when performing at his own rate and level of ability. As each student grows in responsibility he is expected to attain self-direction in his own learning. We aspire to maintain a curriculum and teaching methods that will meet individual differences and to allow active participation of the learner through discovery and decision making. Thus the faculty aims to sustain and enhance the students' feeling of personal worth that begins and is continued in the home.

Believing that the primary educators of the child are the parents, the faculty believes it is essential to form a close relationship between the home and the school. To fulfill the above philosophy completely is a task which no one agency can accomplish. Home, school, church and state must cooperate in this endeavor.

## **Goal**

Our goal as a Christian education community is a condition in which all in the faith community are encouraged to live up to their highest potential through the integration of gospel values. Through united efforts, we can and will make our school the place where children love to be because they are happily growing toward their stature in Christ as balanced human beings. We ask God for the gifts of wisdom and understanding, and in particular for a deep love for children, necessary for the task we have set.

## *Objectives*

1. To offer personal experiences in coming to know Jesus and living His lifestyle through prayer, participation in liturgy, guidance and example, and service to others.
2. To develop the ability to think inquisitively in all students and encourage creative self expression with a balance of self discipline and motivation.
3. To promote self-esteem by providing the students with opportunities to make responsible choices.
4. To promote physical and emotional well-being and encourage habits which build and maintain good health.
5. To provide opportunities for the faculty to grow together socially and spiritually as well as professionally.
6. To strive to develop in the total school community, a sense of hope, which encompasses a positive Christian attitude toward all people and increases an awareness of a sense of respect, responsibility and compassion toward self and others and their possessions.
7. To work toward greater consistency in carrying out teacher and student directives.
8. To continue to strive for direct and open communication among teachers, parents, administration, students, and community.

*We sincerely appreciate your cooperation in making St. John's School a wonderful Christian Community. We, the staff and faculty, stand responsible to you, to the parish, to the church, to the nation and especially to God for the care and education of His children so, we ask your cooperation and prayers for the coming school year. God bless you all.*

*St. John's School, staff & faculty*

## St. John's School Calendar 2016-2017

August 15 & 16	Professional Development Days
August 22	Open House 4:00-6:00 PM
August 24	Classes Begin
August 29	School Pictures
September 1	Parent-Teacher Org. Mtg. (PTO)
September 5	Labor Day(No School)
September 21	Dismiss @ 1:15pm - Professional Development
October 20 & 21	Teacher Convention - No School
November 4	No School
November 7 & 8	Parent-Teacher Conferences & Book Fair
November 11	Veterans Day - No School
November 17	Parent-Teacher Org. Mtg. (PTO)
November 24 & 25	Thanksgiving - No School
November 30	Dismiss @ 1:15pm-Professional Development
December 3	NOEL NIGHT Dinner Event
December 13	Christmas Program @ 7:00 P.M., NDSCS
December 22	Christmas vacation begins
January 3	School Resumes
January 29 - February 4	Catholic Schools Week
February 6 & 13	Preschool P/T Conferences
Feb 13 & 14	Parent-Teacher Conferences(K-6)
February 17	No School
February 20	No School-Presidents' Day
February 22	Dismiss @ 1:15pm - Professional Development
March 9 & 10	Spring Break-No School
March 14	Parent Teacher Org./Expert Expo (PTO)
April 14 & 17	Easter Vacation
May 2	Parent Teacher Org. Mtg./Slide Show (PTO)
May 3	Dismiss @ 1:15pm - Professional Development
May 22	Kindergarten Graduation, 7:00P.M.
May 23	6th Grade Graduation, 7:00P.M.
May 24	Last Day of School

Designated storm days - May 25 & May 26 (No school unless make up days are needed)

## ST. JOHN'S SCHOOL DIRECTORY

[www.stjohns-wahpeton.org/school](http://www.stjohns-wahpeton.org/school)

Lagodinski, Fr. Dale	Pastor and Religious Director	642-6982 ext. 861
Parks, Fr. Patrick	Parochial Vicar	642-6982 ext. 862
Langenwalter, Renee	Principal <a href="mailto:renee.langenwalter@k12.nd.us">renee.langenwalter@k12.nd.us</a>	642-6116 ext. 878
Walter, Renée	Secretary <a href="mailto:renee.walter@k12.nd.us">renee.walter@k12.nd.us</a>	642-6116 ext. 877
Picken, Angie	Preschool <a href="mailto:angie.picken1@k12.nd.us">angie.picken1@k12.nd.us</a>	642-6116 ext. 886
Keehn, Mary Ann	Kindergarten <a href="mailto:MaryAnn.Keehn1@k12.nd.us">MaryAnn.Keehn1@k12.nd.us</a>	642-6116 ext. 887
Woodruff, Cheryl	Grade 1 <a href="mailto:cheryl.woodruff1@k12.nd.us">cheryl.woodruff1@k12.nd.us</a>	642-6116 ext. 888
Shockley, Jennifer	Grade 2 <a href="mailto:Jennifer.Shockley1@k12.nd.us">Jennifer.Shockley1@k12.nd.us</a>	642-6116 ext. 889
Madsen, Connie	Grade 3 <a href="mailto:Connie.Madsen1@k12.nd.us">Connie.Madsen1@k12.nd.us</a>	642-6116 ext. 890
DeVine, Marsha	Grade 4 <a href="mailto:marsha.devine1@k12.nd.us">marsha.devine1@k12.nd.us</a>	642-6116 ext. 891
Terfehr, Sharon	Grade 5 <a href="mailto:sharon.terfehr1@k12.nd.us">sharon.terfehr1@k12.nd.us</a>	642-6116 ext. 892
Matejcek, Lori	Grade 6 <a href="mailto:lori.matejcek1@k12.nd.us">lori.matejcek1@k12.nd.us</a>	642-6116 ext. 893
Kelly McNary	Physical Education <a href="mailto:kgmcnary@wah.midco.net">kgmcnary@wah.midco.net</a>	642-6116 ext. 863
Conzemius, Jennifer	Library <a href="mailto:jennifer.conzemius1@k12.nd.us">jennifer.conzemius1@k12.nd.us</a>	642-6116 ext. 883
Thomas, Kevin	Music Education <a href="mailto:kevin.thomas@k12.nd.us">kevin.thomas@k12.nd.us</a>	642-6116 ext.885
Schneider, Elaine	Counselor <a href="mailto:elaine.schneider1@k12.nd.us">elaine.schneider1@k12.nd.us</a>	642-6116 ext. 879
Nelson, Butch	Head Custodian	642-6116 ext. 894
Privratsky, Darren	Head Cook	642-6116 ext. 882
Schultz, Marlette	Assistant Cook	642-6116 ext. 882

## **ST. JOHN'S RELIGIOUS BOARD OF EDUCATION**

Lisa Graves (2013) - President

Fr. Dale Lagodinski - Pastor  
Fr. Patrick Parks - Parochial Vicar  
Renee Langenwalter - Principal  
Michelle Fehr - Parish Life Coordinator  
Melissa Schroeder - Youth Director  
Jim Milne (2009) - member  
Vicky Schafer(2011) - member  
Melissa Schroeder(2012) - member  
Neire Nelson(2013) - member  
Kyle DeVries(2013) - member  
Kelly Jorgens(2013) - member  
Christin Neiber(2015) - member

## **ST. JOHN'S PARENT TEACHER ORGANIZATION**

Shannon Meyer - President  
Kaja Kaste - Vice President  
Aimee DeVries - Secretary  
Heather Weber - Treasurer

### Hospitality Committee

Nancy Muehlberg, Jean Hinsverk,  
Andrea Hornstein, Amy Thielen, Christin Neiber

### **PTO**

St. John's Parent-Teacher Organization meets four times each year.  
PTO sponsors a volunteer classroom aid program, various fund-raising activities,  
parent information and educational programs, and provides an opportunity for  
parents and teachers to meet socially and discuss ideas and concerns for improvements.



### **ACADEMIC RETENTION / PROMOTION**

St. John's School is a continuous academic program where students do not repeat grades. Children continue each Fall from wherever they stopped in the Spring. Progress is monitored at all times. Most children complete all required material in the seven years that they are at St. John's. If at any time teachers feel that a child's progress is slow enough in a given area to require an extra year in the St. John's program, parents will be advised immediately, so that all possible assistance can be given the child to master skills required.

### **ACCIDENTS**

In case of an accident at school, the following procedure will be used:

- Immediate first aid will be given.
- The school will attempt to reach the parents.
- If the parents cannot be reached, the person you designated as an emergency contact will be called.
- If the accident seems to need medical attention and the parents cannot be reached, the child will be taken to the clinic or hospital and the services of the doctor you listed as your family physician will be requested.

### **ADMISSION**

St. John's School is a Catholic school providing education for children, preschool through grade six, for the communities of Wahpeton and Breckenridge and surrounding area.

- A. A registration form and a fee of \$80 per family (\$20 for preschool only) is required in advance of enrollment and will hold a place on the waiting list should the school be filled to capacity.
- B. The priority for enrollment is as follows:
  1. Children of employees
  2. Registered parishioners of St. John's Parish and current families
  3. Other Catholic families
  4. Others

### **ANTI-BULLYING POLICY**

Bullying is strictly prohibited by St. John's Catholic School on the school premises, at any school-sanctioned or sponsored activity or event, or in a school-owned or leased school bus or school vehicle. Retaliation or reprisal against a victim of bullying or anyone who witnesses, reports, or provides information on acts of bullying is also strictly prohibited. Any person who is being bullied or who is aware bullying is taking place must immediately report it to St. John's Catholic School faculty, administration, pastor, or other employee. St. John's Catholic Schools administration shall deal with reports of bullying or reprisal promptly and confidentially.

### **ARRIVAL**

Children should not come to school before 8:00 a.m. There is no supervision outside before that time and accidents may happen. If the weather is cold or rainy, there may not be anyone here prior to 8:00 a.m. to let the children into the building. If children must come early, arrangements can be made with St. John's Child Care Center for before school care and breakfast.

8:00 to 8:10 a.m. is the time provided for the teachers to prepare for the day. Unless it is very cold or raining, children should remain outdoors until their bell rings.

Children should leave the playground immediately after dismissal. If any students stay after school to finish homework or help a teacher, they should notify their parents. If children must wait for rides after 3:30 p.m., special arrangements should be made with the school. On Wednesdays, all children should leave immediately at dismissal time, as Religious Education classes are held for public school students at St. John's School on that day.

## **ATTENDANCE**

Regular attendance at school is important if your child is to get maximum benefit from the instruction provided. If absence is necessary, below are some suggestions that will help minimize effects from loss of instruction time.

If a student will be absent from school due to illness or some last minute situation, please call the school office between 8:00 and 8:30 a.m. to excuse the child for the day. This also assures us that the child was not sent to school and got lost on the way. At that time we can make arrangements for picking up assignments.

Doctor and dental appointments cannot always be arranged outside of school hours. In such cases it would be best to make the appointments in the afternoon so the child will miss the least amount of instruction. Please inform the teacher prior to the expected absence and in writing, when and why your child will be gone from school and, when they are expected to return.

Family trips or vacations may, at times, be necessary during the school year and are of great educational benefit to a child. Parents are asked to discuss the trip ahead of time with the principal and the child's teacher as to the effects it will have on the child's progress at that particular time. Parents and teachers are to meet and prepare for special assignments that the child may do while absent.

A doctor's excuse is required to excuse students from regular school activity such as Physical Education Class. If your child has some type of illness or injury that keeps him/her from physical activity, please send a written excuse from your physician.

## **BASEBALLS, SOFTBALLS, SNOWBALLS**

Baseballs or softballs are prohibited on the school playground during recess and before or after school.

Picking up, making, and throwing snowballs or ice chunks on school property is prohibited.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES, ROLLER SHOES, and SCOOTERS**

Bicycle racks are provided for children who ride their bicycles to school. When children arrive at school with their bicycles, they should go directly to the bicycle parking area to park and lock the bicycle. Bicycles may not be ridden in school playground areas.

Roller shoes are prohibited in school at all times.

Skateboards, scooters and roller blades are not to be used on school property during the school day.

## **BOOKS**

Parents are asked to impress upon their children the monetary value of books. Books have become a very expensive item in the school budget. Students will make restitution for any damaged books beyond normal wear and tear or any lost books. We ask that the children provide an appropriate school bag to carry their books to and from school to help protect them.

## **COMMUNICATION**

Problems or misunderstandings may at times occur. We ask that parents seek open and direct communication with the teacher or principal on such matters. Please do not hesitate to call or stop in and speak directly about any concerns you may have. The principal or any teacher will be happy to meet with parents to discuss any school programs, policies or problems. For the convenience of everyone, we ask that you call for an appointment.

### ***TELEPHONE CALLS TO TEACHERS***

The best way to contact the teacher by phone is to call the school office and leave a voice mail message for the teacher with whom you wish to speak. The teacher will then return your call at their earliest convenience. Teachers may not be called from their class for telephone calls unless it is an emergency. Most teachers do not object to calls at home if you choose an appropriate time and limit the length of your call.

### ***TELEPHONE USE BY STUDENTS***

Students are asked not to use the school telephone unless absolutely necessary. Arrangements for after school visits, where and when the child will be picked up, etc. should be made before coming to school. This ties up the phone and other incoming calls cannot get through. If you need to make contact with your child in regard to a change of plans, just call the school office and they will be happy to give your child a message.

### **CRISIS INTERVENTION**

All teachers should be available to talk with students in time of crisis. Each classroom should have a place where a child may pray or be in silent thought. There should be a stuffed animal, Bible, plant or some sign of life and some symbol of Christ's presence such as a crucifix, statue, candle, etc.

Procedures to follow:

1. If there is news that someone close to student or staff member has been killed, injured, or taken ill, please notify the Principal first.
2. Principal will call Pastor and team members.
3. Principal calls faculty meeting: basic facts will be given and teachers are given a statement to be read to children so that all students hear the same thing. This is followed by prayer (use same prayer throughout the day, before and after classes or before dismissal).
4. Students should be allowed to go to the prayer corner in the classroom to pray or just be silent with their feelings.
5. If students need to talk to someone, they should be free to talk to the Principal or any staff member.
6. Go on with school schedule as always, this is necessary.
7. Letters to parents as to what is being done at school.
8. Principal and teachers visit parents if applicable.
9. It is important to help people in crisis express their feelings and then come to peace with the situation. We must be careful not to increase their anxiety. Living with uncertainty is a sure sign of maturity.

### **DRESS CODE**

The purpose of the dress code is to ensure that the students have a clean, well groomed, modest(not revealing or emphasizing the figure), and neat appearance. This contributes to a positive self-image and a more conducive learning environment. Students are to comply with the dress code at all times including field trips unless specifically excused by the administration. References on clothing that are inconsistent with Catholic faith and morals are not allowed. Items that reference drugs or alcohol, and/or songs or musical groups whose lyrics have contents inconsistent with Catholic teaching are inappropriate for school. When there is a need for special occasion clothing, all dress must fit within the school's guidelines for modesty. The school administration reserves the right to determine appropriateness of a student's apparel. If you have any questions regarding appropriate dress, please feel free to check with the school office prior to wearing the item to school.

General Guidelines:

1. Each student's appearance must be appropriate to a Catholic school setting.
2. Clothing, hairstyle, or jewelry is not to be distracting or disruptive of the educational process.
3. All items worn to school must be clean and appropriately fitted. Clothing shall be without tears or holes.

4. Hairstyles must be of reasonable style and color.
5. Body piercing acceptable in ears only. No large hoop earrings may be worn.
6. No chains may be worn.
7. Outerwear may not be worn in the classrooms.
8. Modest, sleeveless garments may be worn. Tank tops, halter tops and spaghetti straps may be worn under another top with sleeves. Tops must have modest neck lines and completely and continuously cover the midriff. All straps and undergarments must be concealed.
9. Skirts, dresses and tops worn with leggings or yoga pants must be of modest and appropriate length, which is at or below fingertip when standing.
10. Pants must be neat in appearance and appropriate in size and length. Pants must completely conceal all undergarments. No tear-away, PJ type, or flannel pants are allowed. Yoga pants may be worn with tops at a modest length, but are not to be worn when going to church for Mass.
11. Shorts may be worn in the months of August, September, and May. Shorts shall be no shorter than mid-thigh.
12. Caps and hats of any type may not be worn in school.
13. When going to church for Mass and other celebrations, students may not wear shorts, yoga pants, or sweatpants; and, tops must be of appropriate length or tucked in. Leggings may be worn with a dress or skirt at a modest length.
14. Students are required to have a coat, hat, mittens or gloves, snow pants, and boots at school during the snow season.
15. Appropriate footwear must be worn at all times in school and on the playground. An inexpensive pair of tennis shoes must be worn for all P.E. classes and kept at school.
16. Students in grades 4-6 are required to dress for P.E. classes in red shorts or sweatpants and white or red t-shirts.

Violations of the dress code:

**First offense** - a phone call to the parent or guardian OR note home to be signed by the parent or guardian and returned to the classroom teacher.

**Second offense** - a call home to replace the dress.

**Third offense** - a call home to replace the dress and detention.

### **ELECTRONIC DEVICE USE**

Students are encouraged to leave all electronic devices such as cell phones, ipads, ipods, MP3 players, Gameboys, etc. at home. Please note that if students find it necessary to bring these devices to school it is their responsibility to find a secure location to store them during the day as they may be used only before and after school. These devices may not be activated or used during the school day or other supervised school event or activity except in case of an emergency or with permission of the teacher.

### **FIELD TRIPS**

Field trips provide excellent learning experiences. Field trips may be taken by classes during the school term for enrichment and the integration of subject matter with real life application and study skills. Parental or guardian permission for field trips will be obtained by a signed release form. Teachers will notify parents prior to any planned outing as to the activities planned, educational value, and any details of the specific trip. Drivers for field trips will adhere to the Volunteer and Safe Environment policy.

### **FIRE / TORNADO DRILLS**

North Dakota law requires that fire and tornado drills be conducted by each school throughout the school term. St. John's School has a carefully developed plan for evacuating the school building in the event of fire. The school also practices tornado drills in the Fall and Spring of the year.

## **HEALTH ISSUES**

### *IMMUNIZATION*

The School Immunization Law provides that no child be admitted to Kindergarten, elementary school, junior high school or senior high school in a public or nonpublic school unless he/she has a Certificate of Immunization on file at the school or submits one prior to admission. The law requires that the certificate be signed by a physician or local health department representative.

### *MEDICATION*

School personnel may not dispense any medication without permission of a parent; this includes Tylenol. Some children are subject to sinus problems or run fevers easily and do require Tylenol. If your child is one of these, please make arrangements with the office and they will see that the child receives Tylenol when necessary. Other types of medication should be brought to school, properly labeled with instructions as to how and when it is to be administered. Children may not keep medication in their desks or lockers. Medication is to be kept in the office unless other arrangements are made with the administrator.

### *SPECIFIC HEALTH CONCERNS*

It is the parents' responsibility to notify the classroom teacher regarding any health needs their child may have including allergies.

## **HOMEWORK**

To the extent that homework instills a sense of responsibility and enables the student to form desirable, independent study habits, it is a useful asset to the curriculum. Homework supplements the work of the classroom; hence, it must be based on material which has been taught and understood. Homework which is assigned outside of the classroom experience should be supervised with a wholesome attitude by parents. By doing this the student is encouraged and hopefully motivated. As it would be difficult to define what type of homework is given or how often it should be given, this will be left to the discretion of the individual teachers. It should be remembered that not all homework is in written form but may be required reading, studying or work projects. Most teachers that require homework have the students write their assignments in some type of assignment book. Parents can help a great deal by checking with the students to see what their assignments are and if they are completed.

## **INVITATIONS**

If your child brings party invitations to school, please be sure that either all the girls, all the boys, or all the children in the class are invited.

## **NONDISCRIMINATION**

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

## **NUTRITION**

### *HOT LUNCH PROGRAM*

St. John's participates in the Federal Breakfast and Hot Lunch Program and follows all of the federal guidelines connected with such a program. Cost of breakfast is \$1.35 and lunch is \$1.90 per meal. Meals may be purchased as follows: 20 meals for \$27(breakfast), \$38(lunch). Reduced prices are as follows: breakfast 0(paid by state of North Dakota), lunch .40 per meal. Seconds on meat and bread is an option when purchased a la carte. All students, including Free & Reduced students, will need to pay for seconds. A la carte is .35 per serving. Since tasty, well balanced meals are provided, we encourage the children to eat hot lunches at school. However, if your child brings lunch from home, we ask that they be nutritious meals.

Pop and other soft drinks are not allowed. Please refer to the Wellness Policy for acceptable beverage choices. Your child may purchase just milk to go with their lunch. Application forms for free or reduced meals, according to the USDA income levels, were sent to you at the beginning of the year. You may make application at any time during the year if your economic situations changes. Menus are sent home monthly, printed weekly in the local paper and announced on the radio.

***MILK-JUICE***

A midmorning break is held in each classroom (morning and afternoon for Kindergarten). 20 beverages may be purchased for \$8.00. Choices are chocolate or white milk, or orange juice.

**PROGRESS REPORTS**

Individual Progress Reports are issued four times each year, to enable parents to see what progress their children are making in school. It is advantageous to study these reports carefully and to discuss them with the children. Parent-teacher conferences are held the first and third quarters. You will be given an appointment time for these conferences. A mid-term report will be sent home after the first four weeks of school to give parents an idea of how the student is progressing in the new school term. We encourage parents, however, to contact their child’s teacher at any time in regard to their child’s progress.

**SCHEDULE**

8:10	Primary Students’ Bell
8:15	Intermediate Students’ Bell
8:15	Morning Preschool Begins
8:25	Morning Prayer & Announcements
11:15	Morning Preschool Dismissed
11:20	Noon Lunch Schedule Begins
11:25	Noon Recess Schedule Begins
12:00	Afternoon Preschool Begins
3:00	Students Dismissed
3:05	Buses leave

**SCHOOL LITURGIES**

All-school Liturgy is held each Thursday at 1:00 p.m. at St. John's Church. Exception to this would be a Holy Day, in which case, the school Mass will be on the Holy Day, such as All Saints Day. The children plan and participate in these liturgies. Parents are encouraged & welcome to attend the school Mass and worship with the children whenever possible.

**SPECIAL SERVICES**

The following services are available to students at St. John’s School, in part, through Wahpeton Public School:

1. Spiritual, Emotional, or Behavioral Guidance
2. Speech Therapy
3. Chapter I Basic Skills Instruction in Reading
4. Learning Disabilities Instruction
5. Occupational and Physical Therapy
6. Psychologic Evaluations & Counseling

St. John’s is dedicated to treating each child as a unique individual. We will do our best to provide or obtain whatever services necessary for the needs of each child.

## **STANDARDIZED TESTING PROGRAM**

St. John's school testing program is coordinated by the Diocesan Education Office and the North Dakota Department of Public Instruction. The North Dakota State Assessment in science is given to all students in grade 4 during the fall of each school year. The STAR Reading and STAR Math assessments are given fall and spring to students in grades 1-6. Testing may be administered more often to monitor growth and progress. Teachers analyze and make use of test results to determine where the child may need more assistance and aid in the selection of teaching resources.

## **STORMS**

Please listen to the local radio station for announcements about school closing. We will follow the decision of Wahpeton Public Schools in regard to closing, as the children ride the same buses. When a storm arises during the school day, you can be assured that your child will not be allowed to leave the school until proper arrangements have been made and approved by parents for his/her safe transportation home. Children will not be allowed to go home with friends unless the parents instruct them to do so. Telephone use by students will be restricted when a school closing is announced. We must leave the phone lines open for incoming calls with instructions to us. If you should miss the announcement and do not come for the child immediately, be assured that the child will be safe here and will be allowed to call you as soon as possible.

## **STUDENT CONDUCT**

The purpose of school discipline is the training and strengthening of the child's character in accordance with true Christian principles and the promotion of order within the school and classroom so that a rich atmosphere of learning may prevail. Discipline in its true sense should be regarded as a positive term. The true form of discipline is self-discipline in which the child is led to the understanding that he/she is responsible for his/her actions. In order for an individual to grow in the love of God and of others he/she must act according to desired norms. Rather than centering on punishment for infractions of discipline, we encourage the positive motivation that our faith provides.

The school at large and each classroom will have rules that encourage self-discipline, respect the rights of others and self, the right of each child to learn, and the right of each teacher to teach. Affirmation, praise, and positive consequences are an integral part of our discipline attitude.

Some of the school rules that pertain to all students are:

- Children are expected to be courteous to one another, to faculty members and to visitors.
- Children are to greet others pleasantly, be helpful to teachers and visitors
- to accept and welcome all new students.

In order to observe an atmosphere which is conducive to learning, students are to observe reasonable quiet in the halls during school hours. Students are allowed to work in the halls during certain periods, so long as they are quiet and use their time constructively. The consequences for not doing so will be loss of hallway privileges and being restricted to his/her desk in the classroom until such time that the student is able to control his/her behavior.

Students will be held responsible for any breakage or damage done to church or school property.

We try to instill a sense of pride and ownership in their school and impress upon them that it does belong to them and their parents. However, it does take some time for children to understand what this means. Students will be held responsible for any breakage or damage done such as cutting or scratching of desks, marking walls, breaking windows, etc. Children who break things intentionally, will be held responsible for having the damage repaired. It is also good to involve the child in some way in correcting the damage to instill in them the proper sense of responsibility for property.

Gum, candy, and sunflower seeds are not permitted, at leisure, in school or on the playground before, during, or after school.

## **TECHNOLOGY**

### ***ACCEPTABLE USE***

For any computer task, including internet, to make a relevant and significant contribution to students' learning, it is recognized that teacher direction, guidance and supervision is essential. It is expected that the school will endeavor to provide sufficient and appropriate supervision for these computer tasks.

When students access computer equipment and internet, they will follow these basic rules:

1. Never share your password with anyone.  
You have full responsibility for the use of the internet. You will be held responsible for any violations of these rules that can be traced to your account.
2. Take good care of, and be responsible with all computer equipment.
3. Use appropriate language.  
Profanity or obscenity will not be tolerated on the school network. You must use language appropriate for school situations as indicated by school policy. When exchanging e-mail, only use words you would use on the chalkboard.
4. Be aware that giving out personal information on the internet can be dangerous.
5. Do not use the school name to post anonymous or false information.  
Individuals must take responsibility for their words and actions.
6. Do not intentionally search for, view, or distribute inappropriate materials.
7. Know what you are meant to be doing, don't guess.

### ***COMPUTER USE***

Because of the high cost of the computers and their maintenance, as well as the confidentiality of information available through the use of the computers, students' grades, parent & family information, etc., the following use policy is in effect:

*Students and others using computers at St. John's Schools must be under the direct supervision of a member of St. John's School education staff.*

### ***INTERNET USE***

Internet access is available to students and teachers at St. John's School. We are very fortunate to have this access at St. John's School. The internet offers vast, diverse, and unique resources to both students and teachers.

Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. Internet technology resources will assist students in achieving their learning outcomes while at the same time providing them with the skills to become fully functioning members of the *Information Age*. We believe it is essential that students be responsible for their actions at all times when utilizing technology resources in their studies. This applies not only to internet access but also to all hardware and software applications. (see Acceptable Use policy)

St. John's School's purpose in providing access to the internet is to support research, education, unique resources, and the opportunity for collaborative work. The use of the internet must be in support of education and research and consistent with the educational objective of our school. Sending or receiving of any material in violation of any U. S. or state regulation is prohibited.

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The St. John's faculty will deem what is inappropriate use and their decision is final. Before access is granted each user will receive training. Parents have the option of denying their child individual access to the internet.

The following guidelines are provided so everyone is aware of the responsibilities that come with using the internet. If a student violates any of these provisions, his / her internet access will be terminated and future access could be denied. The signatures on the document are legally binding and indicate that those who signed have read the terms and conditions carefully and understand their significance.



## **TITLE IX**

It is the policy of St. John's School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the St. John's School staff to harass another staff member or student through conduct or communications of a sexual nature as defined in section II, Administrative Rule. It shall also be a violation of this policy for a student to harass another student or staff member through conduct or communication of a sexual nature as defined in section II, Administrative Rule.

## **TRANSPORTATION**

### *BUSING SERVICES - (Provided by Wahpeton Public School District)*

Bus and transportation services are provided by the Wahpeton Public School District. Following is the policy that applies to all students who receive transportation services. Periodically during the course of the school year the bus driver may choose, as a form of positive reinforcement, to stop at a local convenience store, Dairy Delight, pizza shop, etc., to allow students to purchase a treat as a result of their good behavior. The district considers this practice to be consistent with its student discipline plan. The driver will make an effort to inform parents in advance of such an activity.

### Student Responsibilities While Riding The Bus

The following rules and regulations apply to all students riding school buses. These rules and regulations were established to assist the drivers in assuring you the safest possible ride. The school bus driver is responsible for the enforcement of the regulations.

1. Students being transported are under authority of the bus driver.
2. The students must respect the driver, who in turn, must report any disturbances, or examples of bad behavior to the office. A definite procedure will be followed in dealing with these behavior problems as indicated under the school responsibility section.
3. Students are to keep the bus from becoming untidy by putting their refuse in the container provided at the front of the bus, this is to be done upon entering or leaving the bus. Conditions of the buses will be checked at regular intervals.
4. Students shall be moderate in their talking and singing on the bus and shall be quiet when the driver requests it. The use of profane language is prohibited on the bus as well as on school property.
5. The student shall approach to enter the bus only after the bus has stopped and the door opened.
6. The student shall use the back door only in case of an emergency or with the driver's permission.
7. Students shall abide by the same regulations when traveling to school activities as they do when they are being transported to and from school.
8. Students must keep hands and heads inside the bus at all times after entering and until leaving the bus.
9. Students must be on time at bus stops to maintain the bus schedule.
10. Students should treat the bus equipment as they would valuable furniture in their own homes. Books, lunches, or other articles should not be left on the bus as the school can assume no liability for items lost.
11. In case of an emergency, the students are to remain on the bus until told to vacate by the driver or by the chaperone when there is one.
12. Cross the road when necessary after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure no traffic is approaching from either direction.
13. Students will refrain from scuffling on the bus at all times.
14. Students should respect fellow students' property.
15. Students must remain in their seats while they are riding the bus and keep their hands and feet to themselves.

16. Students are regarded as still in school when boarding the bus and not regarded as out of school until leaving the bus at night. When waiting in line, there will be no pushing or shoving.

17. Students must have permission from parents and / or school officials to leave the bus other than at regular stops. Children who are not bus students, but plan to ride home with a bus student will need a note from their parent.

18. Students who misbehave on the bus will be subject to the following procedures:

- **First Offense** - student suspended from riding the bus for two days.
- **Second Offense** - student suspended from riding the bus for two weeks.
- **Third Offense** - automatic removal from bus for the remainder of the school year.

**\*\*If at anytime, the transportation supervisor and/or school administration deem that a student's behavior is of aggressive nature (excessively aggressive or extremely disrespectful), a student may be removed from the bus on the first offense for the remainder of the school year. The Wahpeton School District reserves the right to remove students from the bus who do not act appropriately.**

### *BUS STOPS*

Parents are asked not to park or drop off their children where the buses normally stop at the schools to load or unload.

### *IN TOWN BUSING*

It is imperative that parents instill in their children the importance of proper behavior while waiting for the bus at the various bus pickup points in Wahpeton. You, as parents, are responsible for your child's behavior prior to their loading the bus in the morning and after unloading in the afternoon.

### **VOLUNTEERS AND SAFE ENVIRONMENT**

Volunteers are encouraged as there is a great need for them throughout the school. If you are interested or know someone who is interested in volunteering, please contact your child's teacher or the school principal. All volunteers must adhere to the Diocese of Fargo, Code of Conduct for safe environment, complete a background check, and complete volunteer training as required.

### **WEAPONS & NONVIOLENCE**

It is the policy of St. John's School to maintain a learning and working environment that is safe and free from violence. It shall be a violation of the policy if:

1. Any staff member threatens another staff member or student with physical violence.
2. Any student threatens a staff member or another student with physical violence.
3. Any student brings objects to school that are dangerous and/or could be harmful to self or other students and staff members such as sharp object, jack knives, live bullets, play swords, play or real guns or pistols of any kind, sharp sticks, matches, lighters or harmful chemicals of any kind.
4. A student or staff member deliberately causes serious harm to another student and/or staff member.

### **WELLNESS POLICY**

Childhood obesity is increasing, and the status of children's health is declining. To address this problem, Congress passed a law as part of the Child Nutrition Reauthorization Act of 2004 to require local education agencies that participate in National School Lunch and/or Breakfast Programs to develop a local wellness policy.

## GOALS

- provide a learning environment for developing and practicing lifelong wellness behaviors.
- support proper dietary habits contributing to students' health status and academic performance.
- provide nutrition instruction that is integrated within the comprehensive school health education curriculum and coordinated with the food service program.
- maintain a food service program that employs well-qualified staff who efficiently serve appealing choices of nutritious foods that comply with or exceed federal and state standards.
- provide a pleasant eating area for students and staff with adequate time for unhurried eating.

## GUIDELINES

1. Nutrition Education
  - A. Nutrition will be taught by well-qualified and supported staff and should be aimed at influencing students' eating behaviors as well as their knowledge and attitudes. Teachers are encouraged to seek outside professionals to aide in this goal; for example, various health professionals and education specialists.
  - B. School personnel are encouraged to be good role models.
2. Physical Activity
  - A. Every student in grades preschool-grade 6 shall be encouraged to participate in the school-based physical education class at every grade level.
  - B. The school will promote lifelong physical activity through its academic and Physical Education program. Activities may include but are not limited to snow skiing, ice skating, sledding, bowling, walking, etc.
  - C. Noon recess may not be lost as a form of academic discipline. Recess may be restricted when a student misbehaves during the recess time.
3. School Based Activities
  - A. School Day: Time students are present for the purpose of academic instruction.
    1. Beverage Standard
      - a. Students will be offered skim milk, 1% milk, skim chocolate milk, or orange juice for the morning break. Students will be offered either skim or 1% milk for all meals. Water will be the alternative for those unable to consume milk.
      - b. Students may bring from home a beverage on special occasions. Parents and teachers are to encourage healthy beverage options such as; 100 % fruit juices, water, flavored water, beverages low in sugar and beverages without carbonation.
      - c. Recognizing that people/students eat/drink what an entire package is, it is recommended that smaller serving sizes be sold. A 12 oz. beverage is the preferred serving size.
      - d. A student bringing sack lunch may either choose to select a beverage offered at the noon meal or is asked to bring a healthy alternative from home such as, 100% fruit juice. No pop is allowed for noon lunch.
    2. Food Standard
      - a. All students and employees should have a minimum of 20 minutes to eat a meal.
      - b. All meals served in the cafeteria meet USDA requirements for a healthy meal.
      - c. All lunches brought from home should contain healthy food choices.
    3. Classroom Snacks
      - a. Parents are encouraged to provide healthy snacks for their child's class when appropriate.
      - b. Parents are encouraged to be mindful of appropriate serving sizes when providing snacks for their child(ren)'s classroom(s).
    4. Additional Items
      - a. It is recognized that there may be RARE Special Occasions when the school principal may allow a school group to deviate from these standards.

## B. Fundraising

### 1. Classroom Snack Sales & 6th Grade Canteen Sales

- a. Classroom snack sales will be held during the school year. The classroom must include in their request to parents donations of a healthy snack.
- b. Students may purchase 2 snacks per sale. 1 of the choices must be considered a healthy snack. A cookie, bar, cupcake, and other various baked goods are not considered to fit under the 'healthy choice' category.
- c. Students are limited to one beverage and choices must include 100% fruit juice or water.