



**St. John the Baptist
Catholic School**

School.StJohnsCatholic.org

Parent/Student Handbook

2018-2019

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Dear Parents/Guardians and Students,

Welcome to St. John the Baptist Catholic School, a ministry of St. John the Baptist Catholic Parish, committed to a quality, faithful education based in Catholic values and traditions.

I hope you find this handbook helpful, and reference it throughout the year. I encourage you to print it and place it in a convenient location at home, where it can be easily referenced.

Our professional teachers are dedicated to providing faithful witness, a caring classroom environment and challenging instructional experiences for all students. Our teachers represent a balanced mix of experience and youth. I am proud of the faculty and staff for their commitment to Catholic school education.

Please understand that the ultimate goal of this handbook is to maintain an orderly, safe, and nurturing environment, where children can achieve optimum academic, social, physical, and spiritual growth. We are all partners in this effort – everyone shares in the responsibility of making our school community a positive, supportive place that promotes the development of each child. If you have any questions about what you have read in this book, please do not hesitate to ask me.

Thank you for your continued support of St. John the Baptist Catholic School.

Blessings,

Deacon Joe Oberting

Deacon Joe Oberting, Principal/School Director



St. John the Baptist
Catholic School

Jesus, you are the vine and we are the branches!

HANDBOOK CHANGES

This handbook serves as a summary and delineation of the policies and procedures of St. John the Baptist Catholic School. The school may find it necessary during the course of the year to amend the handbook for clarity or other just cause. As a living document, it is subject to review and change. If amendments are necessary, parents will be given a prompt notice of changes by way of the school newsletter, the website or by a special flyer.

ADMISSION PROCEDURES

Application Forms

Parents or guardians who are interested in their child(ren) attending St. John the Baptist Catholic School may acquire application forms from the school website or office. Transferring students are required to include a copy of their most recent report card and standardized test scores with the application. A student assessment will be scheduled after the application has been received. A meeting with the principal will be scheduled upon enrollment into the school.

Records Required

- Birth Certificate
- Immunization Records [Including immunization of 7th Graders for hepatitis B (CA Law AB 381) and Tdap and Kindergartners for Varicella (SB 741)]
- Health Exam (CA H & S Code Sec. 324.2)
- Baptismal Certificate (if student is baptized)

Age Requirement

- Kindergarten: 5 years old by September 1
- We offer a Transition Kindergarten for qualified 4-year-old (by September 1) students who might not be quite ready for Kindergarten.

Entrance Assessment

An entrance readiness assessment will be administered for all students. Satisfactory performance is necessary for admission and grade level assignment. Parents/guardians shall be notified of the screening results within one week of the screening. The principal has the final decision on acceptance of a new student.

Acceptance Policy

Acceptance to St. John the Baptist Catholic School will be based upon the following priority criteria:

- Siblings of current St. John the Baptist Catholic School students
- Registered and active St. John the Baptist Parishioners
- Catholics
- Non-Catholics

Non-Discrimination Policy

St. John the Baptist Catholic School in the Diocese of Santa Rosa, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

The Catholic schools in the Diocese of Santa Rosa do not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, sex or disability in the administration of educational policies, admissions, policies, scholarship and loan programs, and athletic and other school administered programs.

Probationary Status

Enrollment is probationary during the first grading period after admission. The following points will be evaluated during the probationary period:

- a) Student achievement, attitude and behavior, and
- b) Parental support and cooperation as expressed by telephone, in letters, in conferences, and in compliance with the Agreement to Cooperate & Participate form. If results of the probationary period are unsatisfactory, the probationary period may be either extended, or the student will be transferred out of the school at the end of the grading period.

COMMUNICATION AND ATTENDANCE

General

Communication is a vital component of a Christian Catholic Community. As parents/guardians, students, and faculty, it is important that the lines of communication be kept open through:

- Contacting your child's teacher via email or written note if there is any question, information, idea, or concern regarding academic progress, behavior, classroom procedure, or the child/teacher relationship
- Following the chain of command by speaking with the teacher first, then addressing unresolved concerns with administration
- Scheduling appointments with the teacher or principal in advance: avoid spur of the moment chats on the schoolyard. Teachers must remain focused on supervising students throughout the school day
- Taking all deliveries or messages for students to the school office, thus avoiding class disruptions
- Marking lunches, clothing, or other items with your child's name
- Remembering and reminding your student that the telephones in the school are for emergencies only
- Using the school website (School.StJohnsCatholic.org), voice mail system, as well as checking the monthly calendar and daily student planner
- Reading/referencing the weekly eGazette

Homework/General Communication

Check the school website at grade level for postings of assignments at School.StJohnscatholic.org. A family "Wednesday Envelope" is sent home with the youngest child every other Wednesday (with a few exceptions for holidays, etc). Please sign as indicated and return to school the following day. Please be sure to return the envelope to the school office so that you are sure to receive all information that is sent home. Please read the Principal's Letter and weekly eGazette every Wednesday.

If necessary, A **Parent Notification Form** will serve to inform parents of important information about the child's school day. This form can be used to notify parents of minor rule violations, but it is not considered a disciplinary notice. One copy goes to the Parent. Notification Form should be signed by a parent/guardian and returned to school the following day.

Lunch

Students must bring a lunch each day, except on minimum days. **NO GLASS CONTAINERS ARE ALLOWED.** No sodas, candy or energy drinks are permitted as lunch items. Students should bring their own reusable spoons, forks and napkins. Fast food is not an acceptable lunch option and should not be sent for school lunches.

The School provides the following lunch options:

- Fridays – 2 slices of cheese pizza from Filippi's Pizza, carrots w/ranch dressing, and a treat – cost \$5.00
- Occasional lunch fundraisers

Students who forget their lunches should have their lunch delivered to the table set aside for this purpose in the main hallway, labeled with the child's name and grade clearly on the lunch. **PLEASE DO NOT TAKE LUNCHES DIRECTLY TO THE CLASSROOM.** A phone call will be made to parents to make arrangements for a lunch to be delivered to the school office.

Attendance

Students are expected to be in school every scheduled school day. Students are to be on the playground **NO EARLIER THAN 7:50am**. Students who arrive prior to this time must be taken to the **Extended Day Center**, and a charge will be assessed in accordance with Extended Day Center policies and procedures. Once on school grounds, each student becomes the responsibility of the school and is not allowed to leave school grounds without parent/guardian permission.

Absences and Tardies

Regular attendance is essential to a student's success in school. If a student is absent for **ANY** reason, a parent/guardian **MUST** telephone the school office before 8:30am on each day the student is absent. All tardies need an Office slip to report to class. An excused absence will be granted for illness, medical/dental appointments, and family emergencies. **ALL** other absences, including those that are not reported to the school office, will be recorded as unexcused. Students are required to bring a signed parental note explaining the absence to the school office on the morning that they return to school. If a student is absent due to illness five or more days in a row, a note from your doctor is required. If a student is ill and misses three or more excused days of school, a parent/guardian may request assignments from the classroom teacher. One day per absence will be allowed for make-up work.

If a student will be out of school due to a vacation, parents/guardians are to notify in writing, the Principal and the teacher of the planned duration of the absence. Parents/guardians who choose to have their children miss school due to a family vacation that does not coincide with the school's vacation breaks may not request work to be pre-assigned. Class work and assignments missed due to unexcused absences can be made up only at the discretion of the classroom teacher. Some assignments, such as Science labs, may not be made up.

Students arriving at school after 8:10am are tardy. Students who leave school before the school day is over may be marked with an early dismissal tardy. An excused tardy will be granted for medical/dental appointments (an official medical office note is required when the student returns to school) or major traffic congestion where all students from the same area are late. **ALL other tardies will be recorded as unexcused.**

If a student receives two (2) or more unexcused tardies, two (2) or more unexcused absences, or two (2) or more uniform notices during the calendar month, that student will not be allowed free dress on the scheduled Free Dress Friday at the end of that month. Tardies for loss of free dress are counted from the first day of the month or the Monday following the prior free dress day, whichever is earlier.

Three (3) unexcused tardies will equal one (1) unexcused absence. Ten (10) or more unexcused absences during the school year may put the student at risk of non-promotion at the end of the school year.

Tardies are disruptive not only to the student but the teacher and classmates who have already begun their learning.

Removing a Student During the School Day

- Students will be signed out at the School Office by means of the “Sign-Out” form and must obtain an “Admit” slip upon returning.
- **If someone other than those listed on the emergency card is to pick up the student, the parent/guardian shall notify the school beforehand in writing that the person is authorized to pick up the child PRIOR to the student’s leaving school.**
- Special concerns or situations regarding the removal of a student from school should be immediately reported to the administration.

Students are not permitted to leave campus during the school day to attend tutoring sessions given by independent professionals. St. John the Baptist Catholic School supports parents in seeking additional support for their children, however, such support must be sought outside regular school hours (i.e. before or after school or during weekends).

EXTENDED DAY CARE

Extended Day Care is available to all students at a reasonable cost. Our Extended Day Care program is open as follows:

7:00am – 7:50am, and
3:00pm – 6:00pm (1:30pm – 6:00pm on Minimum Days)

Students arriving before 7:50am must/will be taken to Extended Day Care. Students not picked up by 3:15pm (1:45pm on minimum days) will be taken to Extended Day Care. If a parent/guardian is not present upon release of an after-school activity, such as choir, homework hour, student council meetings, etc, students must go to Extended Day Care. Charges are incurred for Extended Day Care.

The charge for use of Extended Day Care is \$6.00/hour. There is an annual fee of \$20.00 per student. Invoices are sent home monthly. Pick-up after 6pm will be charged at \$1.00 per minute. It is mandatory that a parent/guardian sign students in and out when they arrive at Extended Day Care before school, and when they are picked up after school. If a child is not signed in or out, an estimate will be made of the time of drop off or pick up and you will be billed accordingly.

Students attending Extended Day Care should bring a healthy snack each full day and a healthy snack and lunch on each minimum day. Play clothes that follow the free dress guidelines are strongly encouraged.

Outstanding/Overdue balances - Students may not participate in activities at the discretion of the teacher/principal.

VISITORS/VOLUNTEERS

St. John the Baptist Catholic School relies upon and is appreciative of all parent and extended family volunteer efforts. Many co-curricular activities and fundraising events would not occur without their dedicated time, talent and treasure. This includes classroom volunteers, coaches, field trip chaperones, etc. Since all families are required to fulfill parent participation hours (as agreed at the time of registration for the school year), all parents/guardians can be considered visitors/volunteers and are required to abide by visitor/volunteer policies. Failure to complete the required hours will automatically place a family's registration for the following year at the non-participating rate.

All visitors/volunteers must sign in at the school office and obtain and wear a visitor's pass. As a courtesy to staff, visitors/volunteers are not to go directly to any classroom. Volunteers should not use the student's restrooms downstairs. Restrooms are available upstairs by the computer lab.

Diocesan Mandates

All volunteers at St. John the Baptist Catholic School must comply with mandates as set forth by the Diocese of Santa Rosa, including a criminal background check, Live Scan fingerprinting, and completion of on-line Safe Haven and Safe Driving Programs. These mandates are important: (1) primarily to protect your children; (2) to protect the volunteer; and (3) to protect the school from liability.

Volunteer Responsibilities

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed-upon time
2. notifying the appropriate persons if you are going to be absent or tardy
3. performing your tasks to the best of your ability
4. understanding that the Administration values your service, but may not always be able to honor your preferences for days, times and places of service
5. keeping young people under your supervision safe and appropriately occupied
6. notifying your supervising faculty or staff member or the Administration about unsafe conditions or issues causing you concern
7. supporting the teachings of the Catholic Church and living in accordance with those teachings
8. supporting the authority of teachers, staff, and the Administration
9. upholding school rules
10. keeping confidential any information that you have garnered during your volunteer service that is private to students and/or their families
11. promptly making known the confidences of young persons that involve issues of health, life, and/or safety
12. not smoking, using tobacco products or vaping devices in the presence of children
13. not using, possessing, or being under the influence of alcohol or illegal drugs at any time while volunteering;
14. presenting any health risk to children (i.e., no fevers or potentially contagious viruses)
15. never humiliating, ridiculing, threatening, or degrading children physically or emotionally

Field Trips

Volunteers who serve as chaperones on field trips must abide by the Diocese of Santa Rosa Forms: CRITERIA FOR VOLUNTEER DRIVER AND VEHICLE – DSRT 2 and VOLUNTEER DRIVER FORM – DSRT 3 as well as comply with the following:

1. All school rules are in force, unless the Administration has explicitly stated otherwise.
2. Chaperones are to stay with their assigned groups.
3. Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise.
4. If your own school-aged child is on the trip, he or she must not be treated any differently than any other child.
5. Siblings are not allowed to accompany volunteers on field trips.
6. Unplanned stops may not be made when providing transportation to or from any field trip.

Health and Safety

Any student reporting illness or injury should be referred to the supervising faculty or staff member immediately. In an emergency, bring the student to the office immediately.

Emergency Procedures

Volunteers are asked to become familiar with the School's Emergency Operation Plan, which is posted next to the telephone in each workstation.

Child Abuse Laws and Reporting

School personnel are mandatory reporters in the State of California and therefore, if abuse is suspected, it is the volunteer's responsibility to report the abuse. It should be noted that volunteers are the reporting agents, not the screening agents; thus, it is not appropriate for volunteers to conduct investigations to determine the truth or falsity of the suspicion. Volunteers who make child abuse reports must notify the Principal immediately that they are making a report.

Loyalty to the Church and School

When you are a volunteer, you are a representative of the Church and the school. You are expected to support the directions given by the staff and the Administration. If you disagree with policy, the Administration will be happy to hear your concerns. Since you are serving in a Catholic school, you are expected to support and to live in a manner consistent with the Administration and the teachings of the Catholic Church.

Supervision of Volunteers

The Administration is responsible for the total school operation; thus, they supervise or may delegate supervision of all who serve in any capacity in this volunteer ministry.

Volunteer Dress

Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. John the Baptist Catholic School and wear modest clothing while working in the school or during school activities.

Security Clearance/Fingerprinting

Per the Diocese of Santa Rosa policy, all school faculty, staff, administration, clergy, and all volunteers, including room parents and field trip drivers, must be fingerprinted, complete training in sexual harassment, and register on the Diocese of Santa Rosa Safe Environment Database. Instructions and forms for clearance and on-line training are available from the Front Office. The website for Safe Environment and Driving Training are on www.cmgconnect.org. Once an account is created, please do not create another account. If you forget your login information, please contact the front office. On-line Safe Environment training must be renewed every three years.

DRESS CODE

General

The school dress code shall be strictly followed. Students shall be properly groomed and attired at all times. The school administration and staff makes the final decision regarding appropriateness of student attire and grooming. **Uniforms are to be worn as they are intended to be worn and in good repair. Students may be sent home if they do not arrive at school properly dressed.**

- Jackets other than the official St. John the Baptist Catholic School apparel shall not be worn inside school buildings or classrooms. They may be worn outside at recess or lunchtime only if the student is wearing a uniform sweater or sweatshirt underneath.
The hood of a jacket may not be pulled up at any time during morning assembly.
- **Full uniform, which includes; sweaters for both boys and girls, long pants for boys and the plaid skirt or plaid skort for girls, are to be worn to all school Masses. School Masses are every Wednesday at 8:30am, unless otherwise noted.**
- Shirts and blouses must be tucked in at all times during the school day.
- Black or brown leather belts must be worn with pants or shorts (canvas belts are not allowed, except in T/K - 1st grades).
- Socks must be no shorter than “ankle crew” length (they must **completely cover** the ankle bone at all times). Socks must be solid white, gray, red or black in color. Black, gray, red, or white tights are permitted for girls.
- No cargo pants are permitted. All pockets of pants must be on the inside.
- Hair shall be neatly trimmed and combed; boy’s hair shall not cover the eyebrows, ears or neck. No facial hair is permitted, including 'sideburns' below the middle of the ear.
- Spiked hairstyles, hairpieces, hair coloring or hair bleaching are not permitted for boys or girls.
- All hair adornments will be non-distracting and in school colors only.
- Make-up and/or nail polish may not be worn at any time. Artificial nails are not permitted.
- Post earrings only are permitted for girls. No earrings are permitted for boys.
- Jewelry of a Christian nature is allowed. No other type of jewelry allowed.
- No temporary tattoos are allowed.

Uniform Purchases

School uniforms may be purchased from Lands’ End or Dennis Uniform Company.

Lands’ End orders may be placed by phone at 800-469-2222 or via the internet at www.landsend.com/school. Our St. John the Baptist School code is 9001-1890-2.

Dennis Uniform orders may be placed by phone at 510-763-0967 or via the internet at www.dennisuniform.com. Our school code is NCESJN.

PE T-shirt/Short Uniform pieces are purchased through the school. Information will be provided at the beginning of the school year. All students in grades TK-8th will wear PE uniforms and athletic shoes on their given PE day.

Uniform Requirements - Girls - Grades TK - 8

- McDonald plaid skirt or plaid skort (NO SHORTER THAN 4" ABOVE THE CREASE AT THE BACK OF THE STUDENT'S KNEE), uniform khaki pants, or walking shorts. Khaki pants or walking shorts may not be worn at Mass. Cargo pants are not allowed. All pants pockets must be on the inside.
- Grades TK – 3rd – optional McDonald plaid jumper (NO SHORTER THAN 4" ABOVE THE CREASE AT THE BACK OF THE STUDENT'S KNEE).
- Uniform, white, short-sleeved blouse with a collar, short or long-sleeved red or white polo shirt, or long-sleeved turtleneck shirt. No logos, except school logo, are permitted.
- Solid black or solid white **flat**, rubber soled shoes only.
- Shoelaces and accents must match the color of the shoe. Boots of any kind are not allowed.
- Black or brown belts must be put through belt loops and may not have raised brads or other ornaments. Canvas belts are not permitted (except TK – 1st grades).
- Lands' End logo'd cap in khaki or red are to be worn outdoors only.
- School uniforms must be clean, with no obvious holes, stains or frayed edges.

Uniform Requirements - Boys - Grades TK - 8

- Uniform khaki pants or walking shorts. Khaki walking shorts may not be worn at Mass. Cargo pants are not allowed. All pants pockets must be on the inside.
- Uniform, white or red short or long-sleeved polo shirt with a collar or long-sleeved turtleneck shirt.
- Solid black or solid white flat, rubber soled shoes only
- Shoelaces and accents must match the color of the shoe. Boots of any kind are not allowed.
- Black or brown belts must be put through belt loops and may not have raised brads or other ornaments. Canvas belts are not permitted. (Except T/K-1st grades).
- Lands' End logo'd cap in khaki or red to be worn outdoors only.
- School uniforms must be clean, with no obvious holes, stains or frayed edges.

Sweaters/Sweatshirts and Vests

- **Grades TK – 6** - Red uniform approved sweaters/sweatshirts, or vests
- **Grades 7 – 8** - Gray uniform approved sweaters/sweatshirts, or vests
- Only sweatshirts/vests with the St. John the Baptist logo may be worn.
- Red and gray jackets with the school logo may also be purchased. No other jackets may be worn inside the school building during the school day.

Physical Education Uniforms

The P.E. t-shirts and short uniform for grades TK – 8 should be purchased through the school. In cold weather, St. John the Baptist Catholic School logo'd black sweatpants and uniform sweatshirts or fleeces are allowed. Students who arrive at P.E. in partial P.E. uniform will be marked as out of uniform.

Lost Clothing

Please label clearly all articles of clothing, book bags/backpacks, lunch containers, etc., with your child's name and grade directly on the garment or item being marked. Clothing that is found which is not marked will be donated at the end of each trimester.

Free Dress Guidelines – At School's Discretion

Free Dress is allowed on the last Friday of each month or as otherwise noted. A student receiving two (2) or more dress code violations (Uniform Notices), or is marked tardy three (3) or more times in that month he/she will not earn Free Dress.

Boys

- Shirts depicting vulgarity, gore, skulls and the like are not allowed
- Plain white under T-shirts and tank tops are not allowed
- Pants sagging below the waist and exposing underwear are unacceptable. Pants must hold at natural waistline if without a belt
- Cut-off jeans or torn pants are not allowed
- Flat, closed-toe and closed-back shoes must be worn at all times.
- Hats are allowed but must be removed inside the building and the classrooms

Girls

- Dresses, skirts, and shorts must be of modest nature and not must be no shorter than 4" above the crease at the back of the student's knee.
- Short mini-skirts (more than four inches above the top of the knee), slit skirts, strapless dresses, backless dresses, spaghetti straps and halter style tops or dresses are not allowed, even if worn over leggings or with a sweater.
- No open-shoulder or off-the-shoulder tops without at least 3" wide straps underneath
- Cut-off or torn jeans or pants are not allowed
- Jean leggings or tight skinny jeans are not allowed
- Leggings may not be worn alone as pants.
- Sleeveless style tops are allowed; straps must be 3 or more inches wide
- Tops must be of appropriate length and not expose the midriff when the arms are raised
- Necklines need to be modest in nature
- No undershirts or camisoles as outerwear
- No bra straps showing
- All shirts will have appropriate depictions and expressions
- Flat, closed-toe and closed-back shoes must be worn at all times. No heels.

Halloween Costumes

Students may wear costumes on Halloween. No masks, fake blood, or weapons are allowed. No scary costumes are allowed. Students must wear free-dress approved shoes.

ACADEMIC EXCELLENCE

St. John the Baptist Catholic School seeks to provide the highest quality curriculum and is continually reviewing and updating its academic programs, using the California Content Standards and recommendations for the Diocese of Santa Rosa as our guide.

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignment are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary measures.

Standardized Testing

Students in the Diocese of Santa Rosa will take the ACT Aspire in the spring. Administration dates will be published on the school calendar. Students in the Diocese of Santa Rosa also participate in Renaissance STAR assessments, having one baseline and three formal assessments during the year.

Computers, iPads, Books and Desks

Each child is responsible for computer equipment assigned at various times, and any set of textbooks assigned. If he or she loses, writes in, or otherwise defaces a computer or textbook in any way, his/her parents/guardians will be expected to replace/repair it. If a student damages a desk, he/she will be required to pay for its repair. All schoolbooks should be properly covered. Stickers are not to be affixed to any school property.

Homework

Homework is assigned for the purpose of reinforcing classroom lessons, extending the curriculum beyond the school hours, mastering the School wide Learning Expectations and fostering independent study habits. Assignments are determined and given by the individual teacher depending on the subject and/or skill being taught and for making up missed assignments due to absence.

The average time allotted for homework each night on a grade level basis shall be:

- 1st and 2nd Grades-----30 minutes average
- 3rd and 4th Grades-----30-60 minutes average
- 5th and 6th Grades-----60-90 minutes average
- 7th and 8th Grades-----60-120 minutes average

Times will vary depending on the night of the week and demand of the assignment. Teachers will coordinate assignments to address potential overloads.

Progress Reports & Report Cards

Progress reports at the approximate mid-point of each grading period are sent home to inform parents/guardians of child's progress in grades TK-2. For students in grades 3-8, only students who are receiving a "D" or "F" or a "3" or "4" in Christian Living will receive a Progress report. Report cards are distributed each grading period to all students. End of year report cards are sent home on the last day of school for all families who are current with school financial obligations.

Parent/Guardian Conferences

Frequent communication between parents/guardians and teachers is important to assure the best progress in a child's education. Formal parent/guardian conferences are scheduled and dates are published in the school calendar. Additional conferences may be scheduled at any time by contacting the teacher. Parents/guardians who would like to visit a classroom or meet with a teacher are asked to first make an appointment with the teacher. Teachers are available one-half-hour after school on most school days except when staff meetings are held. It is NOT appropriate to approach any teacher on the playground before or after school. Their responsibility at this time is to supervise students.

Honor Roll

Students in Grades 7 – 8 are eligible for honor roll status for each report card period. "Principal's Honor Roll" is awarded to students who maintain a grade point average of 4.0 in all subjects. "High Honors" are conferred on students with a grade point average of 3.70 - 3.99. "Honors" is awarded to students with a grade point average of 3.30 – 3.69. Grade point averages are calculated using the core curricular subjects: religion, language arts, math, social studies and science. Students receiving a four (4) in any of the conduct categories will not be eligible for honor roll. The grading scale used by St. John the Baptist Catholic School is as follows:

Grading Scale	A	=	94.0 – 100%
	A-	=	90.0 – 93.9%
	B+	=	87.0 – 89.9%
	B	=	83.0 – 86.9%
	B-	=	80.0 – 82.9%
	C+	=	77.0 – 79.9%
	C	=	73.0 – 76.9%
	C-	=	70.0 – 72.9%
	D+	=	66.0 – 69.9%
	D	=	63.0 – 65.9%
	D-	=	60.0 – 62.9%
	F	=	59.9% or below

Retention

Retention indicates that a student has not achieved all the requirements or has not performed satisfactorily for the year and must either make-up the failed course(s) or repeat the grade next year. The decision to retain is taken very seriously and is based on the following:

Grades TK-2: A student who performed unsatisfactorily and receives an average of “U” or “F” on his/her report card for the year in Language Arts and/or Mathematics or has not achieved overall readiness for the next grade level must attend an accredited summer school program or accredited tutoring program for the subject(s). A student who does not successfully complete an accredited summer school or accredited tutoring program will repeat the grade for the next school year.

Grades 3-8: A student who averages an “F” for the year in one or more core subjects (Reading, English, Mathematics, Religion, Social Studies, and Science) must attend an accredited summer school program or accredited tutoring program for the subject(s). A student who does not successfully complete an accredited summer school or accredited tutoring program will repeat the grade for the next school year.

A student who averages an “F” for the year in three or more core subjects will automatically repeat the grade for the next year.

Remediation Program Requirements

A student who has failed one or more courses as defined above may either participate in an accredited summer school program or receive tutoring by a credentialed teacher.

For an accredited summer school program, the principal must see and approve the program as proposed by the accredited school. St. John the Baptist Catholic School may offer an appropriate program.

For tutoring provided by a credentialed teacher, the principal must receive

- Name and copy of the teaching certificate of the person providing the tutoring
- Written verification of 30 hours of tutoring per subject area (usually across a six week time period)
- Written verification of 20 hours of supplemental work per subject area (homework, reading, etc.)
- Some form of assessment indicating that the student has met a passing criterion in the subject area
- Written report and credentials of the tutor must be submitted by August 1

CAMPUS LIFE

First Eucharist and Reconciliation

Students in Second Grade are given the opportunity to receive their First Reconciliation and First Eucharist. Sacraments requirements are outlined by the church. The school assists in the sacramental process by providing classroom religion instruction.

Extra-Curricular Activities

Students who wish to participate in school sponsored extra-curricular activities are encouraged to do so. Extra-curricular activities in which students may become involved include:

- Sacristans (Grades 7-8)
- Altar Server (Grades 3–8)
- Choir (Grades 2–8)
- Athletics (Volleyball/Basketball Grades 5–8, Track & Field Grades TK–8)
- Student Council (Grades 6–8)
- Drama (Grades 2-8)

Students receiving a Conduct Referral may be excluded from participation in, or practice for, extra-curricular activities.

In order to be eligible for student council, a student must have ALL A's & B's and have their teacher sign off that they are eligible for student council. The student is expected to maintain these grades throughout his/her term of office. Any student who receives a four (4) in any conduct area will not be eligible for student council. Should standards not be upheld, students may be removed from student council.

St. John the Baptist Catholic School is an active member of the North Bay Catholic Schools League (or similar league) and abides by its laws and policies. Volleyball and Basketball are available to our students as after-school sports for boys and girls in fifth through eighth grades.

Athletic Activities Participation:

- Excused absences from school are accepted as excused absences from practice or a game.
- Unexcused absences from school will be considered unexcused for practice or games and will result in loss of playtime. Students may not play in a game if they were marked with an unexcused absence on the day of the game nor are they allowed to play in any game on a Saturday or Sunday if they were marked with an unexcused absence on the previous Friday.
- Students must have at least a 2.0 average at the end of the previous grading period in order to be eligible to play on any team, and maintain a 2.0 average throughout the term to stay on the team.
- Students must have a C- or above, in any core subject throughout the season.

Room Parents

All parents are considered room parents. There will be one coordinator who will work directly with the classroom teacher to coordinate classroom and Family Club activities and that coordinator will contact other room parents as necessary. Room parents are encouraged to contact the Family Club president if they are interested in serving as a coordinator. Opportunities for parent involvement will be presented at Back to School Night and throughout the year.

Field Trips

Classroom teachers schedule field trips. Permission forms are sent home for the signature of parents/guardians before scheduled trips. Field trips are a privilege and may be denied if a student fails to meet behavioral requirements. Parents/guardians wishing to go on field trips must comply with school and diocesan policies regarding security clearance, mandatory fingerprinting, driving rules, insurance and procedures. If the field trip requires adult drivers, each year drivers must fill out a Volunteer Driver Form and present their driver's license and valid proof of current automobile insurance certificate and declaration page with limits of coverage to the school. Copies of the Criteria for Volunteer Driver and Vehicle (DSRT2), Volunteer Driver Form (DSRT3), and Field Trip Parental Consent Form (DSRT4S) are provided in the back of this handbook. Eligibility to go on class field trips is at the discretion of the classroom teacher.

Per Diocesan regulation, no siblings are permitted to accompany adults on field trips. Also, drivers are not allowed to make unscheduled stops while driving students on a field trip, such as stopping to buy drinks, treats, etc.

Social Activities

According to diocesan policy, elementary schools may sponsor parties and dances for our seventh and eighth grade students. Seventh and eighth grade students from St. John the Baptist Catholic School and other nearby Catholic Schools and private schools may be invited to attend. These events are sponsored at the discretion of the school staff and depend on the amount of parental support available. These events are considered school-sponsored activities, and students will be held to the same behavioral requirements as if they were at school.

Birthdays

Some parents wish to provide treats on their child's birthday. Parents should ask the teacher to make appropriate arrangements in advance. ***No party invitations should be passed out at school.***

Student Cumulative Files

Only authorized St. John the Baptist Catholic School personnel have access to student cumulative files. Cumulative files are maintained in a locked file cabinet. Parents/guardians may request to review these records by making an appointment to do so with the principal. When formally requested, a cumulative file containing academic transcripts, academic testing, health records, and emergency information, is forwarded to a student's new school.

Yearbook/Student Pictures

Yearbooks are distributed at the end of the year to ALL students. Yearbook will not be distributed if student's family has outstanding financial balance/unfulfilled family volunteer hours. Eighth grade students will have special photographs taken close to the time of graduation. Parents will be notified of the date and time of these pictures in advance.

Internet Access

Internet access is available to teachers and students in the classroom, computer lab, and the library. Despite all precautions, it is possible a student could inadvertently or intentionally bring up objectionable sites. All students in grades 4-8 are required to read and sign an Internet Use Contract, located at the end of this handbook.

Lost and Found

ALL sweaters, sweatshirts, jackets and vests should be clearly marked with the student's name. Other articles of value are turned into the office where the student may claim them. All clothing and lunchboxes found on campus are placed in the Lost and Found bin, which is located in the hall next to the school office. At the end of each month, the Lost and Found bin is checked for unlabeled clothing. All unclaimed clothing and items will be donated at the end of each trimester. Please keep all clothing labeled.

Personal Technology and Toys

Electronics, such as radios, pagers, CD players, iPods, lasers, games and/or toys are not to be brought to school. This includes fidget spinners. Students who required devices such as fidget spinners should have a note from his/her physician. The school is not responsible for any damaged, lost, or stolen personal items. If such items are used during school hours, they will be confiscated and kept in the school office, and may be retrieved by the parent only. Personal valuables should not be brought to school.

While mindful of the desire of parents to provide cell phones to their children for safety purposes, cell phones may not be used during school hours. If a student is allowed by the family to bring a cell phone to school, it is the responsibility of the student to turn off the phone and stow it away in a backpack. In the case of emergency, parents should call the school office to relay information to their children.

Messages

You may leave messages for the faculty/staff on their voice-mail, email, or with the school secretary. Please provide your daytime and evening telephone numbers. Messages for students should be left with our school secretary.

Use of Office Telephone

The office telephone is not to be used by students without the permission of a staff member and should only be used for emergency purposes.

No Pets/Animals

Please do not bring animals on campus. Animals are not allowed on campus due to allergies and the dangers created by interactions with stray animals.

Asbestos Report

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all our school buildings was done during the summer, 2003. This inspection was conducted by EPA accredited inspectors in accordance with the guidelines established by the EPA. The asbestos-containing materials located at this school are all non-friable condition. A copy of the school's asbestos management plan, including the inspection report is in the school office.

DISCIPLINE

Philosophy

St. John the Baptist Catholic School seeks to provide the necessary framework to guide our students in developing the self-discipline that will serve them throughout their lives. We believe that the effectiveness of the learning process at our school is directly related to the quality of the environment, along with positive discipline at our school. Such an environment requires regulations that focus on the safety, dignity and well-being of our students, faculty, staff, and the entire school community.

It is important to be mindful that the disciplinary process can be sensitive. To achieve our goal of positively forming all children, patience and thoughtful processing are necessary, along with an understanding that all involved parties (staff, students, parents) are human and can occasionally, error in judgment or action. Ultimately, we must work in partnership, within the mission of our school.

Our standards of enrollment depend upon the cooperation of student and parent/guardian with school faculty and staff, along with the adherence to all school policies.

Harassment

Harassment shall be defined as: to annoy persistently, or to create an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct. Consistent with maintaining a Catholic environment, St. John the Baptist Catholic School shall not tolerate the harassment of any student, employee or volunteer by any student, parent or person at any time. Anyone found guilty of harassment shall be subject to the school's disciplinary procedures.

The following types of conduct are examples of prohibited activities that may constitute harassment. This list is NOT all-inclusive:

- Bullying (Bullying is persistent unwelcome behavior, mostly using unwarranted or invalid criticism, nit-picking, fault-finding, also exclusion, isolation, being singled out and treated differently.)
- Unwelcome sexual flirtations or propositions
- Graphic, degrading, verbal or written comments about an individual's appearance, ethnic, religious or family background
- Any act of retaliation against an individual who reports a violation of the school's Harassment Policy or who participates in the investigation of a harassment complaint
- "Cyberbullying" which is defined by StopCyberbullying.org as "a situation when a child, tween or teen is repeatedly "tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted" by another child, tween or teen using text messaging, email, instant messaging or any other type of digital technology." Cyberbullying upsets the harmony of the school environment and therefore, can be subject to disciplinary action.

Teachers shall discuss this policy and appropriate procedures with their students in age-appropriate ways and should assure students that they need not endure any form of harassment, sexual or otherwise.

Any student who feels that he/she is being harassed in any manner should immediately contact a teacher or the principal. The principal or designee shall take the appropriate disciplinary action that may include suspension or expulsion. If the principal at an informal level does not promptly remedy a situation involving sexual harassment, a complaint of student harassment should be filed with the Superintendent of Catholic Schools for the Diocese of Santa Rosa.

If a complaint of student harassment is alleged to have been perpetrated by a staff member or volunteer at the school, then the procedure outlined in the Diocesan Administration Handbook for Schools shall be followed. Students and parents are required to submit their signed and dated concern in writing (emailing is unacceptable in these cases) to the Principal or Pastor.

No parent/guardian nor any other person shall insult or physically or verbally abuse any teacher or member of the school personnel on the school premises or the public sidewalks, streets, or other public places adjacent to school premises or at any other place if the teacher or school personnel member is required to be at such place in connection with assigned school activities.

No parent/guardian or other person shall engage in disruptive behavior of any kind that threatens the harmony of school procedures or communication between parents and school personnel, or is detrimental to the school in any manner. Violation of this policy may lead to dismissal of a student.

Misconduct

The following are examples of student misconduct that violate school policy when they occur at school or during school activities. This behavior will result in disciplinary action. This list is not intended to be all-inclusive.

1. Failure to obey classroom or school regulations
2. Disrespectful speech or behavior (irreverent, immoral, ethnic slurs, obscene gestures, harassment, threatening, intimidating, bullying, cyberbullying, etc.)
3. Showing disrespect to teachers, staff, principal, pastor or any authority figure
4. Vulgar language or profanity
5. Destroying, damaging, or stealing property belonging to the school or to any person at the school
6. Cheating or plagiarism
7. Leaving campus

The following behaviors may result in expulsion:

1. Possessing, selling, and/or using drugs, alcohol, tobacco, or vaping on school property or at any school-sponsored function.
 - Substance will be confiscated
 - Police will be called.
 - Parent/guardian will be called
2. Possessing firecrackers, "stink bombs," matches, or lighters

3. Possessing weapons or dangerous instruments, including but not limited to guns (including toy guns and toys that look like weapons) and knives or other sharp instruments either at school or at any school-sponsored function
4. Sexual harassment of students or adults
5. Acts of assault, violence, intimidation, extreme antagonism, or sexual assault
6. Receiving more than three suspensions during a single semester

St. John the Baptist Catholic School is co-tenant to all desks and reserves the right to search them at any time without notice.

Discipline Process

Each teacher has a posted list of classrooms expectations and rules with an established classroom behavior management system in accordance with our overall school standards for safety and discipline. The breaking of classroom rules will be handled according to the age-appropriate classroom behavior management system.

If a child repeatedly breaks classroom rules or breaks a school rule, as defined below, the school behavior management system takes effect.

Consistent violation of any rule or a major infraction of school or civil regulations may result in suspension or expulsion. This process is defined and outlined completely in the following document.

A **Conduct Referral** will serve as parental notification and documentation of violation of school rules. The conduct referral will contain details of the misconduct and resulting consequences. A given conduct referral must be signed by a parent/guardian and a copy returned by 8:30am on the day following the misconduct. The student will not be allowed to return to class until the signed Conduct Referral is returned.

Implementation of School Disciplinary Action

The school disciplinary process can either be cumulative, as described below or, in the case of a serious behavioral offense, the progressive disciplinary process above may be forgone and suspension or expulsion.

Detention: Detention refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school.

Detention will occur before school on Wednesdays beginning at 3:15PM through 4:15PM.

- The detention will be served on the Wednesday following the misconduct, unless otherwise noted.
- Notification of detention will be given on a conduct referral.
- Detention may be given to a student by the principal or any teacher.
- Detention will occur in the room of the supervising teacher.
- There will be no eating or drinking during detention.
- No excuses will be accepted for serving.

- Detentions cannot be made up at lunch time or any other time.
- Students will not be allowed to work on school or homework; they must sit quietly or complete a project as assigned by the supervising teacher.
- If a student misses a detention they will serve their detention the following week, and receive an additional detention.
- If, after a student receives 3 detentions and the student displays a behavior that would result in a 4th detention in a given trimester, he/she will receive a 1-day suspension.
- Detention is for students. Parents may not attend detention with their children.

Suspension: Suspension refers to the removal of students from the school's educational program. It is a drastic consequence that will be used only in response to an action of a very serious nature or after other remedial measures have been employed without success.

- Suspension shall not exceed five days, except in extraordinary circumstances.
- Suspension extends to extracurricular activities including school or Diocesan-sponsored events, dances and sports teams.
- Suspension will occur immediately following infraction.
- Parents will be informed of the reasons and decision for the suspension.
- A conference must be held with the parents, teacher and principal before the student's return to his/her classroom.
- During the conference, a behavior plan will be developed and/or revisited.
- A written record of the suspension, including date, reasons, and conference with the parents, will be kept on file at school.
- Students will not be provided school or homework to complete while on suspension.
- Upon return to class, student is responsible for any future tests or quizzes, but will not receive any credit on missed class work.
- The decision to suspend a student must be made by the principal.

Expulsion: Expulsion refers to the permanent dismissal of a student from school.

- Expulsion is an extreme measure taken only as a last resort, after all other efforts at discipline have failed and where attendant circumstances of immorality or disruption constitute a threat to the physical or moral welfare and progress of other students and the school community.
- A record will be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions.
- A conference will be held with the parents and student at which time the grounds for dismissal will be presented.
- The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor.
- Once the decision has been made to expel a student, written notification of the decision will be provided to the parents.
- Tuition for remaining days of school, after expulsion, will be refunded.

Discipline Process Summary

Parental notification of student misconduct and documentation will be conducted via a **Conduct Referral**.

If a student breaks a classroom rule, consequences are handled by the classroom teacher through a classroom management system. If this system proves ineffective in re-mediation or if the behavior justifies, the student will receive detention. If, after a student receives 3 detentions, he/she displays a behavior that would result in a 4th detention, he/she will receive a 1-day suspension. If, after a student receives an additional 3 detentions, he/she displays a behavior that would result in a 4th detention, he/she will receive a suspension of more than 1-day. If an additional infraction occurs within a trimester, or if the behavior justifies, the student will be expelled.

In the case of a serious behavioral offense, the progressive disciplinary process above may be forgone and suspension or expulsion may be considered.

Our goal is to avoid dire consequences and instruct proactively. It is our hope that, working together with parents, we can bring about positive behavioral changes if misconduct occurs.

Student Withdrawal on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

- Refusal to cooperate with school personnel, or
- Refusal to adhere to Archdiocesan or local policies and regulations, or
- Interference in matters of school administration or discipline

Searches of Student's and School's Property

The principal or pastor may conduct a search of the school plant and every aperture thereof, including desks, backpacks, etc. if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which are prohibited on school property.

HEALTH AND SAFETY

Student and Personnel Safety

The following guidelines have been established to ensure the safety of all students and personnel at St. John the Baptist Catholic School:

- Safety drills are held monthly.
- A written earthquake emergency plan exists and is in place.
- Earthquake drills are held quarterly.
- The Napa Health and Fire Departments hold regular inspections in accordance with state law.
- Game and playground equipment are monitored, permitted, or limited by St. John the Baptist Catholic School staff.
- The Safety Committee meets regularly to review safety issues and develop long-range and short-range efforts to ensure a safe environment.
- A crisis intervention plan is in place.
- Fire escape on second floor is for the sole purpose of emergencies and safety drills only. Students and staff are prohibited from using them for any other reason.

Emergency Forms

Each student is required to have an emergency card on file at the school office, and Extended Day Care if attending. If any of the data on the card changes during the year, the parent/guardian is asked to call the school office. Please keep your child(ren) informed as to where you can be reached in an emergency. This information is also used to notify parents in the case of school or district wide emergencies.

Illness or Injury

Students should not come to school unless they have been fever-free, and without vomiting, or presence of diarrhea for at least 24 hours.

In case of illness or injury during school hours, school personnel will care for a child temporarily. Only first aid treatment will be rendered. If emergency medical treatment is necessary, the parent will be contacted. If unable to contact parents, the school personnel will follow the information on the emergency card.

Immunizations

Each student must have proof of all immunizations required by the State of California (Health and Safety Code Sections 120325-120375, formerly Sections 3380-3390, of California Administrative Code, Title 17, Sections 6000-6075) prior to admission to St. John the Baptist Catholic School. All health and immunization records shall be complete, accurate, and current.

Communicable Diseases

Cases of communicable diseases, such as chicken pox, measles, strep throat, pink eye, impetigo, lice, etc., must be reported to the school office immediately. Notices will be distributed to other students who may have contracted or been exposed to the disease. Certain diseases require a doctor's release before the student may return to school.

Medications

State law prohibits students from carrying medication on their person and from administering it to themselves. If a student needs to take medication (including aspirin, cough drops and inhalers) at school, it shall be brought to the school office where it will be kept and distributed. In order for medication to be administered, these procedures must be followed:

- Parents/guardians assume full responsibility for the supply of medications.
- Medications must be delivered to the school by the parent/guardian or by an authorized employee of a pharmaceutical supplier.
- A request form for each medication, completed by the student's physician and signed by the parent/guardian shall be placed on file with the school office.
- Each medication will be in a separate container. It will be labeled with the student's name, the physician's name and telephone number, the name of the medication, the dosage to be administered, the schedule by which it is to be administered, the dose form, and the date of expiration of the prescription.
- Authorized school personnel will assist students in taking their medications, and a log of distribution will be kept.
- All medications will be kept locked in a secure place.

Non-Smoking and Non-Vaping Policy

Smoking and Vaping are strictly prohibited within all school areas and public spaces: including classrooms, offices, restrooms, conference rooms, reception areas, break-rooms, lunchrooms, stairwells, hallways, workstations, playgrounds, parking lots, and any other places where people gather together.

Smoking and Vaping are strictly prohibited in all vehicles owned, leased or under the control of St. John the Baptist Catholic School, including while on volunteer duty on behalf of the school. This policy applies to all staff, students, employees, contractors, parents, volunteers and visitors.

DIOCESE OF SANTA ROSA

CRITERIA FOR VOLUNTEER DRIVER AND VEHICLE – DSRT 2

1. Driver Criteria:

- be at least 25 years of age
- have driven in the United States with a valid driver's license for at least 5 years
- have no physical or mental health condition that would adversely affect their ability to safely drive a vehicle

2. Vehicle Criteria:

- designed to carry 10 or fewer occupants including driver
- owned or leased by the driver
- primary insurance with the following minimum coverage:
 - \$100,000 bodily injury per person
 - \$300,000 bodily injury per accident maximum
 - \$50,000 property damage per accident
- be in good running condition (tires, seat belts, inside cleanliness, etc.)
- have a seat belt available for each occupant
- child restraints are available as required by law

3. Paper Work to be submitted by driver:

- completed driver's information form
- copy of valid driver's license
- written proof of vehicle primary insurance with current coverage as noted above

4. Driver will attest to the following:

- that they are 25 years of age or older
- that they have no physical or mental health condition that would adversely affect their ability to safely drive a vehicle
- that they have been driving in the United States for 5 years or more with a valid driver's license
- that their vehicle is in good running condition
- that their vehicle is designed to carry 10 or fewer occupants
- that their vehicle has a seat belt available for and will be used by every occupant and
- that child restraints will be used as required by law
- that all children 12 years and younger will ride in the back seat
- that there will be no smoking or alcohol in the vehicle during this trip
- that they have received a written emergency plan in case of accident of what to do and who to contact
- that they will follow the written route plan if one is provided
- that they will not make detours or additional errands or destinations a part of this trip
- that they understand in the event of an accident while on this trip, any claims will be tendered to their personal automobile insurance company and their insurance is primary

DIOCESE OF SANTA ROSA

VOLUNTEER DRIVER FORM – DSRT 3

THANK YOU for volunteering to drive others for our school

(parish or other diocesan entity) sponsored activity.

To insure the highest safety for all making this trip, please review the criteria for driver and vehicle and, if you and your vehicle meet all the criteria, complete this form and return it to our office. Please provide a copy of your driver's license and your vehicle insurance certificate or declaration page with limits of coverage and attach them to this form.

St. John the Baptist Catholic School

DRIVER AND VEHICLE INFORMATION

**NAME OF
DRIVER** _____

**VEHICLE
YEAR/MAKE/MODEL/COLOR** _____ **LIC#** _____ **ST** _____

Please respond to each item with a **yes** or **no** answer.

YES/NO

_____ Are you 25 years of age or older.

_____ Do you have a valid California driver's license.

_____ Have you been driving in the United States with a valid driver's license for 5 years or more.

_____ Do you have any physical or mental condition which would adversely affect your ability to safely drive a vehicle.

_____ Have you had any moving violations or at-fault accidents in the past 3 years.

_____ Do you own or lease the vehicle you will be driving for this trip.

_____ Do you have primary insurance on your vehicle with minimum coverage of
\$100,000 bodily injury per person
\$300,000 bodily injury per accident
\$ 50,000 property damage per accident

_____ I understand that, in the event of an accident while on an (parish, school, etc.)
related activity, any claims will be tendered to my personal automobile insurance
company, and my insurance is primary.

YES/NO

_____ My vehicle is designed to carry 10 or fewer occupants.

_____ My vehicle is in good running condition.

_____ My vehicle has a seat belt available for each occupant and seat belts will be used by
every occupant and child restraints as required by law will be used.

_____ No child 12 years of age or younger will ride in the front seat.

_____ Child restraints will be used as required by law.

_____ There will be no smoking and no alcohol in the vehicle during this trip.

_____ I will not make detours or additional errands or destinations a part of this trip.

SIGNED

DATE

(Volunteer)

Reviewed for completeness by administrator or designee:

SIGNED _____ **DATE** _____

(Administrator or Designee)

DSRT 3 (rev. 9-02)

DIOCESE OF SANTA ROSA – DSRT 4 S FIELD TRIP PARENTAL CONSENT FORM

I/we the undersigned request that my/our child be permitted to participate in the activity named below.

SCHOOL NAME AND ADDRESS: ST. JOHN THE BAPTIST CATHOLIC SCHOOL, 983 NAPA ST., NAPA, CA 94559

CHILD'S NAME: _____ GRADE: _____

TEACHER'S NAME: _____ MODE OF TRANSPORT: _____

DESTINATION: _____

EDUCATIONAL PURPOSE _____

DATE OF TRIP: _____ DEPARTURE TIME: _____ RETURN TIME: _____

VOLUNTEER DRIVERS ARE NEEDED FOR THIS ACTIVITY: YES _____ NO _____

ALL VOLUNTEERS MUST BE FINGERPRINTED AND COMPLETE THE SAFE ENVIRONMENT TRAINING.

SPECIAL INSTRUCTIONS:

Yes, I can drive _____ I have room for _____ students in my car.
Please Check Enter Amount

Please note that siblings are not allowed to accompany the class on field trips.

MEDICAL RELEASE

I understand that every effort will be made to contact me in the event of any accident or injury to my child, but in the event that I cannot be reached, I hereby authorize the school representative to consent to whatever medical or surgical treatment may be considered necessary or advisable by the physician or nurse in attendance and treating such injuries.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of my agent to give specific consent for any and all such diagnosis, treatment or hospital care which the aforementioned physician or nurse in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to the applicable provisions of the Family Code of California and the Health Code of California.

RELEASE OF CLAIMS AGAINST THE DIOCESE OF SANTA ROSA AND ST. JOHN THE BAPTIST CATHOLIC SCHOOL

As Parent/Guardian, I have voluntarily applied, on behalf of my child, to participate in the above-identified field trip. I understand that there are risks in my child's/ward's presence, transportation, and participation in this school-sponsored program. I HEREBY AGREE ON BEHALF OF MY CHILD TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY CHILD'S/WARD'S PRESENCE AND PARTICIPATION IN THIS FIELD TRIP. I HEREBY RELEASE THE SCHOOL, DIOCESE OF SANTA ROSA, AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT MY CHILD, MY CHILD'S HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY CHILD'S PARTICIPATION IN THIS FIELD TRIP.

I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF ON BEHALF OF MY CHILD, AND THE SCHOOL/DIOCESE OF SANTA ROSA AND I SIGN IT OF MY OWN FREE WILL.

BEHAVIOR EXPECTATIONS

I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to direct my child to cooperate and conform with directions of the supervising personnel.

SIGNATURES

Parent/Guardian Signature: _____ Date: _____

Please print name: _____ Phone: _____

ACCEPTABLE INTERNET USE POLICY AND CONTRACT

INTRODUCTION

Internet access is available to teachers and students in each classroom, the computer lab, and the library at St. John the Baptist Catholic School. Like encyclopedias, books, and video/audio tapes, the internet is a valuable resource for accomplishing the instructional goals of the school.

With internet access, however, comes the danger that some materials may not be appropriate for a school setting. We take precautions to prevent access to objectionable materials. Our technology infrastructure includes a security firewall and regular monitoring by our support personnel to block undesirable information or images from being accessed through our system. Also, we do not allow students to use the internet in unsupervised situations. Students are not allowed to use some search engines because of the danger of inadvertently bringing up objectionable sites. We use only those search engines designed for children. Primary teachers also research topics before instruction, allowing young children to view only those sites that have been pre-selected.

Despite such precautions, it is possible for students to access material that is objectionable for racist, sexist, political, sexual, or other reasons. Therefore, it is important that parents read the following contract and review it with their child before access to the internet is permitted.

TECHNOLOGY USE CONTRACT

INTERNET USE CONTRACT

Use of the internet is a privilege, not a right, and inappropriate use as outlined in the Internet Use Contract which is part of the Parent/Student Handbook will result in a cancellation of those privileges. Students will be trained by teachers as to proper behavior on and use of the internet. The principal of St. John's will make the final determination on appropriate use. **This contract includes the responsibilities associated with and permission for school-issued email addresses, necessary for participation in the "Google Docs" educational program. This "gmail" account will only interface within the domain established by "Google" for St. John's; students will only be able to email or receive email from others within the St. John's "Google" domain. "Google" provides an extensive firewall protection system.**

Contract Signatures:

I understand and will abide by the rules outlined the Internet Use Contract which is part of the Parent/Student Handbook. I also understand that any violation will result in loss of my privilege to use the school computers in the computer lab, library, and classrooms and could result in disciplinary action. I also agree to report any misuse of the internet to a school staff member.

Student Signature

Student Signature

Student Signature

Student Signature

As the parent or guardian of this student, I have read the Internet Use Contract which is part of the Parent/Student Handbook and understand that St. John the Baptist Catholic School is providing the internet for educational purposes only. I also understand that it is impossible to restrict access to all controversial materials, and I will not hold the Bishop of the Diocese of Santa Rosa or any of its employees responsible for any damage or injury from internet use. I also agree to report any misuse of the internet to the principal when I become aware of it.

I hereby give my permission for my child to use the internet at St. John the Baptist Catholic School.

Parent/Guardian Signature: _____ Date: _____

**ST. JOHN THE BAPTIST CATHOLIC SCHOOL
AGREEMENT TO COOPERATE & PARTICIPATE
2018/2019**

**PLEASE SIGN, MAKE YOURSELF A COPY, AND RETURN
THE SIGNED ORIGINAL TO THE SCHOOL OFFICE.**

IN ACCORDANCE WITH OUR MISSION STATEMENT, WE ARE PARTNERS IN YOUR CHILD(REN)'S EDUCATION. FAMILIES OF ST. JOHN THE BAPTIST CATHOLIC SCHOOL MUST BE MINDFUL THAT THEY ARE REPRESENTATIVES OF ST. JOHN THE BAPTIST CATHOLIC SCHOOL AT ALL TIMES AND MUST CONDUCT THEMSELVES ACCORDINGLY.

Date _____

To the Administration, Faculty, and Staff of St. John the Baptist Catholic School:

The _____ Family has read the contents of this St. John the Baptist Catholic School Parent/Student Handbook. We understand that this handbook endeavors to keep communication open, procedures clear, and the spirit of cooperation a priority. With a sense of commitment and good will, we agree to cooperate and participate as active and supportive partners of St. John the Baptist Catholic School.

Parent/Guardian Signature

Student's Signature

Student's Signature

Student's Signature

Student's Signature