

Table of Contents

Mission Statement	1
Philosophy	1
Non-Discrimination Policies	1
FACULTY, STAFF, AND GOVERNING BODIES	2
Faculty and Staff	2
Board of Directors	3
Board of Trustees	3
SCHOOL PROCEDURES	4
Office Hours	4
School Hours	4
Arrival/Dismissal Procedures	4
Transportation changes	5
Bus Service	5
Attendance	5
Make-up Work for Absences	6
Illness at School	6
School Closing	7
Parties	7
Admission of Students	7
PARENT INFORMATION	7
Custodial Parents	7
Non-Custodial Parents	8
Partnership with Parents	8
Communication	8
Report Cards	8
Testing	9
Grievance Procedures	9
Conferences	9
Volunteers	9
Diocesan Volunteer Requirements	10
Religious Education	10
Student Records	10
Transfer of Records	11
Visitors	11
FINANCES	11
Tuition/Fees	11
Tuition Assistance	11
STUDENT RESPONSIBILITIES	12
School Supplies	12
Personal Possessions	12
Phone Access	12
Cell Phones	13
Dress Code	13

SCHOOL DISCIPLINE.....	14
Minor Misconduct	14
Major Misconduct	15
Snow Rules.....	16
Homework	15
Library	16
SCHOOL PROGRAMS	16
Field Trips.....	16
State and Federal Programs.....	16
School Lunch and Milk Program	17
Co-Curricular Programs	18
Use of School Name/Logos.....	18
HEALTH AND SAFETY	18
Emergency Procedures	18
Emergency Information.....	18
Health/Medical Records	18
Medications	19
Blood-borne Pathogens	19
WELLNESS POLICY	19
Student Nutrition Procedures.....	20
St. John Bosco Catholic School Nutrition Guidelines	20
Student Physical Activity.....	21
CURRICULAR/CO-CURRICULAR CODE OF CONDUCT.....	22
INTERNET USE POLICY	24
Internet Terms and Conditions:	24
EIGHTH GRADE CLASS TRIP	24

**Parent Student Handbook
2017-2018**

Mission Statement

St. John Bosco School is shaping future leaders by providing academic excellence in a caring 4K-8 Catholic environment where God's gifts are nurtured and where faith is put into action.

Philosophy

St. John Bosco School

- Exists as an instrument of the Catholic Church in revealing God's word and teaching
- Exists to provide each student with the opportunity to develop mentally, physically, socially, emotionally, academically and spiritually.
- Through an application of a faith life based on the principles of the Gospel, encourages the student to provide leadership and service to the Church and community.
- Provides an atmosphere that shows a respect for God, the people around us, and a reverence for life.

Non-Discrimination Policies

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



2017-2018 FACULTY, STAFF, AND GOVERNING BODIES

St. John Bosco Catholic School
 730 W. Maple Street
 PH: 920-743-4144
 Fax: 920-743-4106



Faculty and Staff

Position	Name	Email
4 Year Old Kindergarten	Jennifer Kacmarynski	jennifer.kacmarynski@johnboschool.org
4K Aide	Sig Weber	sigrid.weber@johnboscoschool.org
Kindergarten	Elizabeth Spaude	elizabeth.spaude@johnboscoschool.org
Teacher Aide	Michelle Bruemmer	michelle.bruemmer@johnboscoschool.org
1 st Grade	Lisa Mueller	lisa.mueller@johnboscoschool.org
2 nd Grade	Ashley Garlow	ashley.garlow@johnboscoschool.org
3 rd Grade	Ashley Prue	ashley.prue@johnboscoschool.org
4 th Grade	Nancy Koller	nancykoller@johnboscoschool.org
5 th Grade	Meaghan Retzlaff	meaghan.retzlaff@johnboscoschool.org
6 th Grade	Kathryn VanArman	kathryn.vanarman@johnboscoschool.org
7 th Grade	Ashley Brauer	ashley.brauer@johnboscoschool.org
8 th Grade	Tracy Glasheen	tracy.glasheen@johnboscoschool.org
Art	Jared Nellis	jared.nellis@johnboscoschool.org
Physical Education/Technology	Tyler Jahn	tyler.jahn@johnboscoschool.org
Technology Integration Specialist	Kathy Hartl	kathy.hartl@johnboscoschool.org
Music/Band	Bruce Newbern	bruce.newbern@johnboscoschool.org
Business Office	Tina Stawicki	sjbbusiness@johnboscoschool.org
Administrative Assistant-AM	Amy Alberts	amy.alberts@johnboscoschool.org
Administrative Assistant-PM	Michelle Bruemmer	michelle.bruemmer@johnboscoschool.org
Administrator	Vickie Dassler	vickie.dassler@johnboscoschool.org
Maintenance	Clay Recupero	
Janitor	Jim Whitmore	

Board of Directors

St. John Bosco School is a non-profit 501 (c)(3) corporation managed by a Board of Directors consisting of the pastors and parish trustees of Sts. Peter and Paul, St. Joseph, and Corpus Christi parishes, the Director of Education of the Diocese of Green Bay, and the Chairperson of the Board of Trustees. Areas of responsibility for the Board of Directors include:



- The Catholic Identity of the School
- Appointment and Renewal of the School Administrator
- Budget Review
- Capital Expenditures

Members of the Board of Directors for the 2017-2018 School Year are:

Fr. Carl Schmitt, Pastor, Corpus Christi Parish
Fr. Bob Stegmann, Pastor, St. Joseph Parish and Sts Peter and Paul Parish
David Weber, Chairperson, Board of Trustees
Peter Kerwin, Trustee, St. Joseph Parish
Mitch Paschke, Trustee, St. Joseph Parish
Brian Woods, Trustee, Corpus Christi Parish
Jim Collins, Trustee, Corpus Christi Parish
Karen Haen, Trustee, Sts. Peter and Paul Parish
Rae Ann Gosser, Trustee, Sts. Peter and Paul Parish
Dr. Joe Bound, Director of Catholic Education, Diocese of Green Bay

Board of Trustees

Members of the Board of Trustees are appointed by the Board of Directors. Areas of responsibility for the Board of Trustees include:

- Planning
- Policy Development and Formulation
- Financing
- Development, Public Relations, and Marketing
- Catholic Identity

Members of the Board of Trustees for the 2017-2018 School Year are:

David Weber, Chairperson
Neil Saindon
Greg Stephan
Greg Holub
Cathy Meyer
Nicole Rabach
Ellen Binard
Tara DePrey
Stephanie Reinhardt
Vickie Dassler, Administrator
Fr. Carl Schmitt, Pastor, Corpus Christi Parish
Fr. Bob Stegmann, Pastor, St. Joseph Parish and Sts Peter and Paul Parish

SCHOOL PROCEDURES

Office Hours

The school office is open between 7:30 a.m. and 3:30 p.m. on the days when school is in session. There are limited office hours during the months of June, July and August.

School Hours

- Regular school hours for students in K-8 are 8:00 a.m. to 3:00 p.m.
- Regular school hours for students in 4K are 8:00 a.m. to 11:30 a.m.
- Students should arrive at school no earlier than 7:50 a.m. When the first morning bell at 8:00 rings, all students should be in their classrooms ready to begin instruction.
- Students arriving after the 8:00 a.m. bell are considered tardy and must stop by the office for a tardy slip before going to class.



Important

- There will be no outside supervision for students who arrive before the school opens. Students in 4K-8 are to go directly to their classrooms when they arrive. The school doors will be open at 7:50 to give the students time to prepare for the school day which begins at 8:00.

Arrival/Dismissal Procedures



- The Maple Street entrance (Door 1) serves as the main entrance to St. John Bosco School. This door is the only accessible entrance during school hours.
- Once students arrive at school whether by bus, car, bike or on foot they must stay on the school grounds until dismissal.
- Parents may drop off students in the morning in front of the school on Maple Street.
- Parents who wish to escort their children into the building may park in the church parking lot off Duluth Avenue.
- The school buses will drop students off at the Maple Street curb.
- Students riding bicycles to school must walk their bikes to the bicycle racks in the parking lot.
- The Maple Street parking lot will remain blocked from 7:30 a.m. to 3:15 p.m.
- Students with an excused tardy, need to be escorted into the school by a parent and signed in at the school office.
- Parents picking up students after school will form a car line along the Maple north curb and wait for their children to be dismissed or they may park in the Duluth parking lot.
- Bus dismissal pick-up is at the Juniper St. entrance near the gym.

TRANSPORTATION CHANGES

A note (handwritten, e-mailed or faxed) must be sent to your child's teacher and the school office indicating any changes in daily transportation. PLEASE DO NOT LEAVE A MESSAGE ON VOICE MAIL.

Bus Service

Southern Door, Sturgeon Bay, and Sevastopol School Districts provide bus transportation both to and from school each day for St. John Bosco students.

Parents should call the Transportation Department of the district directly to make any bussing arrangements or changes for their children.



**Southern Door Transportation Number
920-825-7321 X251**

**Sturgeon Bay Transportation Number
920-818-0785**

**Sevastopol Transportation Number
920-743-6282 Ext. 1116**

St. John Bosco students are expected to respect and cooperate with the rules set by the school districts and with the school bus drivers. If needed, disciplinary action will be taken by the school district and St. John Bosco which may result in the denial of bus privileges.

Attendance

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever.

State law defines lawful reasons for a child to miss school include illness, professional appointments, religious holidays, funerals, and family emergencies. Absence for such reasons as camping, vacations, missing the bus, oversleeping, or babysitting are considered truancy. Repeated truancy has serious consequences both for the student and the parent and will be reported to the proper authorities as required by law.



Parents are encouraged to take school attendance seriously and make sure their children are on time for classes each day.

Parents are requested to call the school by 8:30 a.m. on each day a student is absent from school. Absences should be reported to the school office at 743-4144. If parents have not called by 8:30 a.m., school personnel will call to check on the child.

There is no provision for supervision of students who cannot go out for recess. If your child is not well enough to go outside, it probably would be best to keep your child at home.

Parents are encouraged to arrange medical and dental appointments during vacation periods or after school. In cases where this is not possible, please notify the office at least one day in advance of the appointment.

In all cases of early release, parents should meet their children in the school office. Students will be called to the office when you arrive to sign them out prior to leaving the building. Students who are not in attendance during the school day are not allowed to participate in concerts, sports practices and games, or other school events.



Students in grades 4K-8 are expected to be in their seats ready to begin at 8:00 a.m. Students are marked tardy if they are not in the classroom when the 8:00 a.m. bell rings.

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies. This regulation does not include students who experience serious illness and/or surgery that requires extended absence. Excessive absence or tardiness may result in dismissal from the school.

Make-up Work for Absences

Teachers will not be responsible for sending homework home the first day of an absence. Students will get missed assignments when they return the next day. If a student is absent two or more days, the student's work may be requested before 8:30 a.m. when calling the office to report the absence. Assignments may be picked up in the office after 3:00 p.m. Individual teachers will set reasonable limits regarding time allowed to complete missed assignments.



Parents are urged to make every effort not to plan vacations or activities other than at specified vacation times and school holidays listed on the school calendar. Parents should be aware that the school cannot accept responsibility for educating students who are not present for class instruction. Parents are responsible for tutoring their children who miss classes due to vacations outside the school calendar. Teachers are not required to re-teach lessons missed. Requests for assignments in advance or make up work following vacations will not be honored. Students who are absent for major tests, projects, or assignments will be expected to make them up at the teacher's direction.

Illness at School



The school personnel will give temporary care for students who become ill during the school day. Parents/Guardians will be notified to pick up their ill child or asked to make arrangements for a relative or other authorized person to pick up the student in the school office.

Students who have a fever and/or vomiting may not return to school until 24 hours after the symptoms have ceased. In addition students placed on an antibiotic may not return to school for 24 hours after beginning the antibiotic. Students are still contagious during this time.

School Closing

St. John Bosco Catholic School will be closed whenever the Sturgeon Bay public school district is closed due to severe weather conditions. School closings will be posted on the school website and on WDOR (910AM and 93.9FM) WBDK (96.7FM) or major TV stations (NBC 26, Fox 11, and WBAY 2).

Parties



Classroom parties will be short and simple. Classroom teachers may contact room parents to arrange healthy treats and/or help coordinate age appropriate activities with the teachers.

Birthday treats are to be arranged with the classroom teacher. Suckers or gum are not allowed as birthday treats.

All birthday treats must be individually wrapped or in single portions. Do not send whole cakes, quart containers of ice cream, etc. These are difficult to distribute during the school day.

Invitations to private parties being held outside of school may not be distributed at school unless all students in the class are invited or all the girls or all the boys in the class are invited.

Balloons, flowers or gifts sent to the school for a student's birthday will be kept in the office until dismissal.

Admission of Students

Students entering preschool must be four years old on or before September 1; students entering kindergarten must be five years old on or before September 1. First graders must be six years old by the first of September of the calendar year in which they intend to enroll.

Students shall not be denied admission because of a handicap unless the handicap seriously impairs the student's ability to complete successfully the school's academic program or unless the school cannot provide sufficient care or make reasonable accommodations for the child.



All new students are admitted on probation for one academic year.

PARENT INFORMATION

Custodial Parents

Parents who have a court ordered custody arrangement are asked to provide the school with a copy of the order. It is not necessary to provide the entire document, only the parts pertaining to the court orders relative to the custody of the children.

Non-Custodial Parents

In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. Upon request, parent conferences will be scheduled for the non-custodial parent. Non-custodial parents who wish to receive school newsletters are asked to contact the school office to provide the appropriate information.

Partnership with Parents

Parents/Guardians are important partners with the administration and staff in the education of their children. To strengthen this partnership, parents/guardians are asked to:



- Check website for updates/news regularly
- Review school newsletters and other communications
- Inform the school of:
 - Student illness or absence
 - Parental status and custodial constraints
 - Changes in transportation routine
 - Changes in address, phone, emergency contact, and childcare
 - Arrangements that might affect communication with the school
- Meet the financial obligations of tuition, fees, lunch accounts or other accounts that apply
- Support and comply with school policies, regulations, procedures
- Work closely with their child's teachers by maintaining good lines of communication

Communication

The level of communication between the staff and the school families has a significant impact on the overall effectiveness of the home/school partnership. The following means of communication are used to help keep parents informed about the progress of their children and various school activities:



- Website
- Parent/Student Handbook
- Family Folder Information (i.e. School newsletter, etc.)
- Classroom newsletter
- Report cards/Progress reports
- Parent/Guardian, student, and teacher conferences
- Telecommunications (i.e. voice mail, phone calls, e-mail)

As part of the communication process, family folders will be sent home with the youngest member of the family. These folders should be sent back to the school office once information has been viewed.

Report Cards

Report cards are issued at the end of each quarter. They will be sent home in the regular family folders. Parents are encouraged to review the reported academic and behavioral progress with their children and set goals for improvement with them.



Testing

Students are assessed throughout the school year. Results of these tests are used by the school in evaluating and planning curriculum. Individual student results will be reported to parents.

Grievance Procedures

Parents who have complaints or issues of concern are asked to address those issues promptly and directly with the person involved. Discussion and gossip with persons who cannot resolve the issue are destructive to the Catholic school community and are in direct conflict with the values being taught and modeled for the students.



Steps for addressing grievances are listed in order:

- 1) If there is an issue with a teacher, it needs to be brought to the teacher's attention first. Teachers are in the best position to help parents resolve a problem and/or answer questions about a situation.
- 2) If a parent does not feel satisfied with the teacher's response, contact the principal to discuss the concern and request help to resolve the problem.
- 3) If a parent does not feel satisfied with the principal's response, they may contact the President of the Board of Trustees. The Board of Trustees has the final decision in areas of conflict.

Conferences



Two conferences are scheduled during the school year; in fall and at the semester. Parents are asked to call the teacher if they wish to schedule additional conferences at any time during the school year.

If you need to talk to a teacher, please call the school office and leave a message or send the teacher an e-mail message. Teachers set aside specific time each day to return parent e-mails and messages and can answer questions or make appointments at that time.

Because instructional time belongs to your children, please do not attempt to conference with a teacher without an appointment. Teachers are not free for unplanned conferences/conversations during the school day and they are usually occupied before and after school with class preparations and meetings. To ensure quality time with the teacher, it is always best to make an appointment.

Volunteers

St. John Bosco Catholic School is blessed with many generous volunteers. These people are a valuable asset to the school and its students. The school seeks to promote an atmosphere welcoming to its volunteers.

All volunteers shall operate under the direction and supervision of appropriate school personnel and shall receive appropriate training. Classroom volunteers shall follow a teacher appointed classroom volunteer schedule.



In order to maximize the learning environment for our students and to minimize risks for younger children, all parent volunteers are asked to place their preschool children with outside childcare while they are doing volunteer work at school.



Diocesan Volunteer Requirements

Diocesan Mandatory Criminal Background Check Policy: All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

The following positions are subject to a mandatory background check: Teachers, Specialist Teachers, Tutors, Coaches, Field Trip Chaperones, Librarians, Extracurricular Advisors, Paraprofessionals, Food Service Personnel, and Janitorial Service Personnel.

Virtus Training: All volunteers are required to attend a Virtus training session. Visit the website, www.virtus.org for information on the location and dates for training.

Code of Pastoral Conduct for Volunteers: All volunteers are required to sign an annual Diocesan Code of Conduct for Volunteers form.

Religious Education

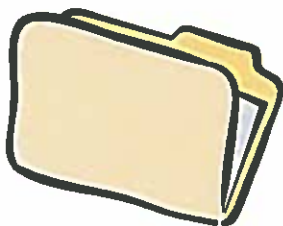
The formal study of the Catholic religion as well as curriculum which reflects Catholic values and tradition are integral parts of our total education. All students, including non-Catholics, attend religious instruction and liturgies.

Parents/Guardians are invited and encouraged to attend the school Mass on Wednesdays at 8:20 whenever their schedules permit.



Student Records

St. John Bosco Catholic School shall permanently maintain records for each student enrolled at the school in compliance with all provisions of the Student Privacy Act. Such records are and will remain the property of the school.



No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age shall have access to individual student records without either a subpoena or appropriate written authorization either from the parents/guardians of minors, or from the adult student or former student.

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. A written request and an appointment to view the records with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days.

Non-custodial parents have legal access to their child's school records unless the custodial parent has obtained and provided the school administrator with a prior court order denying such access.

Transfer of Records

Records will be transferred to another school if requested by the transferring school office where the child is registered. Parents may also complete and sign a form requesting the transfer of records.

Visitors



All visitors are asked to enter the building through the Maple Street entrance (Door 1) during school hours. All visitors, including parents and volunteers, must check in at the school office upon entering the building to sign in and receive a Visitor's Badge.

If you need to drop off something for your child during school hours, check in at the school office. A staff member will deliver the item to the classroom. This will prevent disturbing instructional time for the teacher and students.

FINANCES

Tuition/Fees

Tuition for the 2017-2018 school year:

- \$ 1800 for the first child in 4K-8
- \$ 3400 for two children in 4K-8
- \$ 5000 for three children in 4K-8
- \$ 6600 for four children in 4K-8



Fees for the 2017-2018 school year:

- A non-refundable \$50 registration fee per child is due at the time of registration.
- A \$25 playground/lunchroom fee
- A \$5 Gala of Giving Class Project fee per student
- A \$3 per child fee for Assignment Notebooks in grades 3-8

All tuition payments are managed by FACTS Tuition Management. Families will sign up online to choose their tuition payment plans.

Mid Term Tuition Charges and Refunds

Students who enroll after the beginning of the school year shall be charged as follows:

- During the 1st quarter – charge 100%
- During the 2nd quarter – charge 80%
- During the 3rd quarter – charge 60%
- During the 4th quarter – charge 40%

Students who leave during the school year will receive refunds as follows:

- During the 1st quarter – refund 60%
- During the 2nd quarter – refund 40%
- During the 3rd quarter – refund 20%
- During the 4th quarter – no refund

Tuition Assistance

Financial Aid is available to qualified families through the FACTS Tuition Aid and Grant Assessment program. Applications must be made annually and are available online at www.factstuitionaid.com.

Families can reduce the amount of tuition paid up to a total of \$250 per family by using \$CRIP.

- The \$CRIP program allows you to purchase gift certificates or gift cards (called \$CRIP) to be used as cash at local retail and some national service and food establishments. When \$CRIP is used, the business donates a percentage of the amount spent to the school. Families may generate up to \$250 of \$CRIP to apply to their tuition. When purchasing \$CRIP, let the staff member know to credit your family.
- \$CRIP can be ordered through the school office or purchased directly at the Corpus Christi parish office (Thursdays 11:30-1:00 only) or before and after Mass on the weekends. When ordering through the school office, orders will be filled on Monday morning and Thursday afternoon and will be sent home with your child (unless directed otherwise). Extended family and friends may also help in reaching the assigned goal.
- \$CRIP credit will be applied to your tuition account three times during the school year from May 1 to April 30.



STUDENT RESPONSIBILITIES

School Supplies

Parents/Guardians will provide school supplies for their children. A list of needed supplies will be provided for each grade level and is posted on the school website. If parents cannot provide supplies due to financial reasons, please contact the school principal.

Personal Possessions

IPODS, MP3 players, Radios, CD players, headphones, electronic games, and toys of any kind do not enhance the educational environment and are not to be brought to school. Items of this nature that are found will be held in the office until they can be picked up by parents. St. John Bosco cannot assume responsibility for loss/damage to personal possessions.



Students in Grades 4-8 may use e-readers (e.g. Kindles) for their personal reading. All personal e-readers will be subject to appropriate use and content and may be reviewed by the teacher

Phone Access



Students will not have access to phones during the school day except for emergencies with the approval of the principal or teacher. Please assist us in teaching children to be responsible by not bringing forgotten items to school. That action may communicate to children that they don't have to think for themselves and that parents will come to their rescue when they forget. Invaluable life lessons are learned when children deal with the consequences of their actions.

Cell Phones



The use of cell phones by students is not permitted during the school day or on school grounds. Cell phones brought to school must be kept in backpacks with ringers turned off. Abuse of this policy will result in phones being confiscated and kept in the school office until parents can pick them up.

Cell phones may be searched if there is probable cause that it is being used for sexting, harassment, bullying or contains inappropriate images. Police may be contacted to investigate.

Dress Code

The dress code at St. John Bosco Catholic School reflects the seriousness and importance of learning and our pride in being members of this school community. Parents are expected to monitor student dress to ensure compliance with the dress code.

TOPS

Shirts with sleeves

Notes:

- All shirts must be long enough to be tucked in
- No spaghetti strap or tank top shirts or dresses are allowed unless another shirt is worn over the top
- All tops must cover the collarbone and must not be excessively tight fitting and/or may not expose the stomach area.



BOTTOMS

Skirts/Dresses must be worn with tights, leggings, or shorts

Well fitted jeans, athletic pants, sweatpants, or dress pants

Mid-thigh shorts or capris (May 1 through October 31 only)

Notes:

- Shorts must be no more than 3" above the knee.
- Leggings or tights may not be worn without a skirt or dress.

SHOES AND SOCKS

- Shoes worn must be functional and neat and must have a back. (Tennis shoes are preferred.)
- Tennis shoes are required for participation in Physical Education for all grades.
- Waterproof boots for outdoor wear during the winter season. (Boots worn outdoors may not be worn in the classrooms so students must have an indoor pair of shoes too.)
- PK-4 must wear snow pants to play in the snow.

OPTIONAL UNIFORM

- Navy blue or Khaki pants (Mid-thigh shorts May 1 through October 31 only)
- Royal blue or white long or short sleeve shirts with collars

PE DRESS CODE 5-8 ONLY

Middle School students have a uniform for PE classes which are purchased through the school. Student names must be identified on all PE clothes and shoes.

UNACCEPTABLE DRESS AND APPEARANCE*

The following are not permitted at St. John Bosco School at any time:

- Short shorts/short skirts (more than 3 inches above the knee)
- Mesh or sheer (see-through) clothing or clothing exposing the midriff area or cleavage
- Clothing with inappropriate words or symbols (Advertising drugs, alcohol, tobacco, etc. or vulgar, profane, inappropriate, or sexually suggestive symbols or words)
- Flip flops or shoes with wheels
- Ripped/torn clothing
- No hats, caps, bandanas, sports headbands, sunglasses, or other outdoor attire may be worn at any time in the school building unless for medical reasons.
- Low riding, hip hugging pants, or oversized jeans
- Excessive or inappropriate jewelry including rings, bracelets, necklaces, and earrings
- Extreme haircuts/styles
- Boys' and girls' hair may not be colored to an unnatural hue.

* Final decisions regarding appropriate attire will be at the discretion of the school principal.

SCHOOL DISCIPLINE

Since the Gospel spirit is one of peace and understanding, students are expected to exhibit Christian behavior consistent with their age and maturity level at all times. A school rooted in love, patience and respect must explore ways to deepen its students' concern for others. The principal and faculty are to encourage students in self-discipline by word and example.

As members of the St. John Bosco Catholic School community, parents and students agree to comply with the policies and regulations of the school. The school reserves the right to dismiss any student whose conduct is detrimental to the community.

The staff is committed to establishing a school atmosphere permeated by gospel values and a spirit of mutual respect, order, responsibility, and self-discipline. St. John Bosco Catholic School provides classroom management systems designed to maintain an environment conducive to learning and to assist each student in growing in the image and likeness of Christ.

With every right there is a corresponding responsibility; it is the responsibility of every student to respect the rights of all involved in the educational process and to refrain from any behaviors which interfere with the education of other students. As we work to help children grow in a spirit of reason, cooperation and conscience, the procedures most often used in managing school rules use counseling as well as giving consequences.



Minor Misconduct

Guidelines for classroom behavior will be established by the teacher and students and discipline for minor misconduct or infractions will be managed by the classroom teachers. Discipline for minor misconduct may include verbal warning, written warning, no school recess and/or detention.

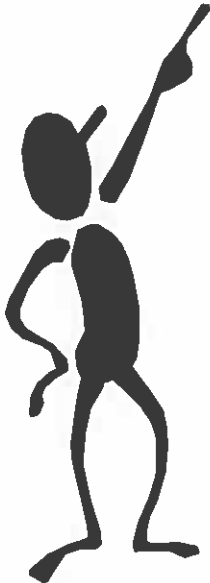
Parents will be notified if these behaviors are repeated frequently. Samples of minor misconduct include but are not limited to:

- Being unprepared for class
- Disrupting the class
- Running in the halls
- Improper dress
- Gum chewing during class

Major Misconduct

Student conduct, which in the opinion of the school constitutes major misconduct, may result in detention, removal from class, in-school suspension, out-of-school suspension, or expulsion.

Major misconduct includes but is not limited to the following:



- Theft
- Destruction of property or vandalism
- Leaving the school grounds without permission
- Fighting
- Cheating
- Bullying of any kind including Cyber bullying
- Harassment including but not limited to threats, demands, annoyances, or behavior that is insulting or embarrassing in nature
- Inappropriate or profane language
- Disrespect of other students or teachers/staff
- Conduct which endangers or has the potential to endanger others or the property of the school
- Physical, verbal or emotional harassment of a student based on gender, ethnicity, or any other area.
- Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the school community.

Any particularly serious offense will be immediately brought before the principal for action. If suspension or expulsion is being considered, the principal in consultation with the Board of Trustees President will determine the appropriate course of action in the best interests of the student and the school.

Homework

Homework is essential to the learning experience and is assigned for the following reasons:

1. To reinforce concepts and skills that have been presented in class.
2. To foster creativity and discipline through enrichment projects and research.
3. To train students to work independently and to accept responsibility for completing a task.

Students vary in their ability to complete homework, so time allotments must be flexible. If there is concern about time required to complete homework, please contact your child's teacher.

It is helpful for students to be provided with a quiet area to complete homework, and a scheduled homework time. Parents may assist in the homework process, but assignments should be completed by the student and reflect his/her own ability.



Snow Rules

When snow is on the ground, water-proof boots are required for students in grades PK-4. Boots worn outdoors are kept in the hall outside the classroom arranged neatly with heels to the wall. Snow pants are required for students to play in the snow. With snow pants, playing on the snow banks is allowed. This privilege can be denied at the discretion of the playground supervisor if play becomes too rough. Snow may not be thrown on school grounds.

Library

Students are encouraged to use the school library. Each student is responsible for the books signed out. A fine of \$.10 per school day is charged for an overdue book. Students will also be asked to replace or pay for any damage done to borrowed books. Students with unpaid fines and/or overdue books will not be able check out additional books until their account is cleared.



SCHOOL PROGRAMS

Field Trips

Field trips are a valuable extension of the classroom experience. Only field trips which have a specific goal clearly related to the curriculum and have a significant educational value will be considered. The principal will give approval and sanction arrangements for all school field trips.



Parents/Guardians will be notified in advance of scheduled trips. Parents are responsible for field trip fees. However, no student will be denied the opportunity to participate for financial reasons.

Field trips are a privilege. Students whose general behavior does not merit participation may be excluded from these events.

Insurance regulations of the Diocese require written parental approval for each field trip on the official form provided by the school. Students who do not have the signed permission form will be excluded from the field trip and must stay at school. Verbal permission is not acceptable.

Fast food lunches are not allowed on day field trips.

State and Federal Programs

There are several state and federal programs in which nonpublic students may participate on an equal basis with public school children. These programs are administrated through the local public school district.

St. John Bosco Catholic School receives state and federal entitlements allocated on a per-pupil basis.

State programs include:

Transportation -Wisconsin public school districts provide transportation within the district boundaries. The public school has the sole discretion, control and management of scheduling, routes, and bus stop locations.

Federal Programs include:

Title I Services – Students in grades K-5 who are experiencing serious difficulties in math and/or reading may qualify for additional support in the form of tutoring and/or educational support. Consultation with the public school district is held to determine the appropriate level of services for the students.



Special Education - The special needs of students in the non-public school are addressed through the public school district in three ways:

- Classroom teachers see the needs of their students and consult with the Special Education Staff from Sturgeon Bay Public Schools. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.
- If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is complete, a meeting is set up to report on the results and develop a service plan for the child.
- The service plan may be written with the goals to help improve the areas of need. The services may be direct or indirect.

School Lunch and Milk Program

A hot lunch/milk program is available to all students in the St. John Bosco dining room. Sturgeon Bay Public School will be providing the hot lunch and milk program for St. John Bosco School. A lunch calendar will be sent home monthly in the family folder. Lunches and/or milk orders need to be prepaid. Checks can be made out to Sturgeon Bay Schools. Parents can either send the check to our St. John Bosco School Office, can be sent directly to Sturgeon Bay School, or a payment can be sent with another family member that attends a Sturgeon Bay School.



The cost of milk is \$.40; the cost of lunch which includes milk is \$3.30 for students in grades K-3 and \$3.40 for students in grades 4-8. Parents, grandparents, and friends of the students are welcome to enjoy lunch at school. The cost for adult lunches is \$3.90. Guests are encouraged to notify the school by **8:30** on the days they plan to come for lunch so that accurate counts can be given to Sturgeon Bay Schools.

Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct are discussed as a regular part of respecting others, being responsible and acting safely.

Fast food lunches are not allowed in the school cafeteria or on field trips. Parents are encouraged to follow the nutritional guidelines of the school's wellness policy when planning lunches for their children.

Free and reduced lunch rates are offered each year to families that apply and meet the criteria established by the Federal Child Nutrition Program. Forms are sent home annually but may be requested at any time during the school year.

Co-Curricular Programs



St. John Bosco Catholic School strives to create an extracurricular program emphasizing fun, a sense of challenge, and a Christian atmosphere that encourages honesty, integrity, respect, effort and participation of all participants representing our school. Our programs are designed to teach rules, basic skills of the activity, the value of cooperation and teamwork and the ideals of hard work and sportsmanship.

To be eligible to participate, students are expected to comply with the school Co-Curricular Code of Conduct.

Parents are reminded that they represent the school at sporting events. These activities should be fun for both participants and spectators.

Use of School Name/Logos

All use of the St. John Bosco School name or logo must be approved. This includes all wearable or printable items, use of the name for non-school sponsored sports teams, etc.

HEALTH AND SAFETY

Emergency Procedures

Fire drills, severe weather drills, lock down drills, and emergency evacuation drills will be conducted as required by law. An emergency procedures handbook at the doorway in each classroom delineates specific procedures for emergencies.



Emergency Information

An emergency form for each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. All students must have current emergency information on file at school. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

In the event of a medical emergency, paramedics or other response team will be called as deemed appropriate by the school and the student's parent or guardian will be notified immediately.

Health/Medical Records



Parents/guardians are asked to provide accurate, current health and medical information for each of their enrolled students. Students must be up to date on all required immunizations.

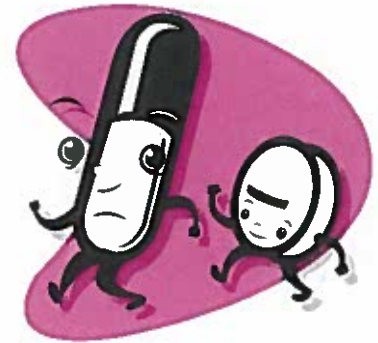
To help ensure a learning environment free from conditions that may pose a health hazard, parents/guardians are asked to notify the school of any and all known health conditions affecting their students including allergies, asthma, diabetes, epilepsy, and infectious diseases.

School medical records contain:

- Emergency information
- Selected physical, health, and sensory data
- School health screening test results
- Physical examination reports
- Immunizations and medications

Medications

If any medication needs to be dispensed during the school day, parents must sign a permission form which can be obtained by contacting the school office. To dispense prescription medications, a physician must also sign the form.



Prescription and nonprescription medications will be kept in the office and dispensed by school personnel. All prescription bottles must be labeled by the pharmacy with the student's name on the bottle. Medication will be dispensed according to the written instructions of a physician.

Non-prescription medications must be in the original package in order to be dispensed by the school. All non-prescription medications must be provided by parents and marked with the child's name. The school will not provide any over the counter medications.

Blood-borne Pathogens



Any student with a disease transmitted by a blood-borne pathogen (i.e., AIDS, Hepatitis B or C) will be permitted to attend all classes and school functions as long as that student is not putting himself/herself or others at a health risk. In implementing this policy, St. John Bosco Catholic School will comply with all OSHA recommendations. Parents/guardians are asked to notify the school if their child is infected with a disease transmitted by a blood-borne pathogen.

WELLNESS POLICY

St. John Bosco Catholic School promotes health by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The school supports a healthy environment where youngsters learn and participate in positive dietary and lifestyle practices.

By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of the youngsters. Improved health optimizes student performance potential.



St. John Bosco Catholic School will:

- A. **Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.
- B. **Support and promote proper dietary habits contributing to students' health status and academic performance.** All foods available on school grounds and at school sponsored activities during the instructional day should meet or exceed the USDA Nutrition Standards. Emphasis is placed on foods that are nutrient dense per calorie. Foods are served with consideration toward variety, appeal, taste, and safety to ensure high quality meals.
- C. **Increase the amount of time students are engaged in physical activity.** A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grade 4K through 8. Physical activity should include regular physical education, co-curricular activities and recess.

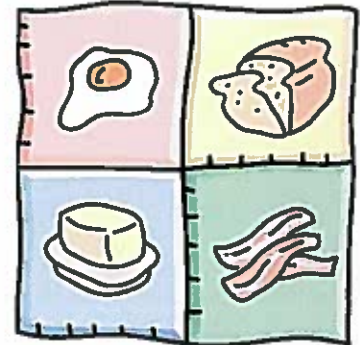
Student Nutrition Procedures

Hot Lunch Program:

- The Hot Lunch program will continue to follow the USDA Nutrition Standards.
- When at all possible, skim and 1% milk will be made available.

Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
 - adequate space to eat in pleasant surroundings
 - adequate time for meals
 - convenient access to hand washing facilities before meals



Student Nutrition Education:

All instructional staff are encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutrition themes include, but are not limited to:

- | | |
|--|--------------------------|
| • Knowledge of the food guide/healthy pyramid diet | • Diet and disease |
| • Healthy heart choices | • Understanding calories |
| • Food labels | • Proper sanitation |
| • Sources and variety of foods | • Healthy snacks |
| • Major nutrients | • Healthy breakfast |
| • Multicultural influences | • Portion Control guides |

St. John Bosco Catholic School Nutrition Guidelines

St. John Bosco Catholic School encourages the sale or distribution of nutrient dense foods for all school functions, fundraisers, and other activities. Those foods that provide many nutrients

relative to the number of calories are called nutrient dense. Examples include: lean meat, fish and poultry, eggs, legumes, dark green vegetables, citrus fruits, nonfat milk, fruits and vegetables. All school groups are encouraged to follow these nutrition guidelines when selling food and beverages on school grounds.

Food Items:

- Provide food options that are low in fat, calories, and added sugars.
- It is recognized that there may be special occasions when the school deviates from this guideline.



Beverage Items:

- The sale of soda or artificially sweetened drinks will be prohibited during the instructional day.
- Healthy beverage choices will be made available at the concession stand at all school related activities.

Candy:

- At all school related events food choices other than candy, such as nuts, fruits, or granola, will be made available at the concession stand.

Fundraising:

- The Board of Trustees must approve all fundraising projects.
- All fundraising projects are encouraged to meet the school's nutritional standards.

Classroom Incentives:

- Teachers are encouraged to consider non-food items as a teacher to student incentive.

Student Physical Activity

Physical Education



- Students in K - 8 shall participate in a minimum of 60 minutes of physical education per week. Physical Education classes shall be taught by a certified teacher.
- The physical education class shall:
 - emphasize knowledge and skills for a lifetime of regular physical activity
 - provide different physical activity choices
 - feature cooperative as well as competitive games
 - promote participation in physical activity outside of school
 - be an enjoyable experience for students.

Recess

- All students in Grades 4K thru 8 shall be given appropriate recess time each day. Except in extreme cases, students will not be denied recess time as a consequence for poor behavior or non-completion of school work.
- Students will be encouraged to be physically active during recess time.

Classroom Integration

- Teachers are encouraged to integrate physical movement into academic instruction.

CURRICULAR/CO-CURRICULAR CODE OF CONDUCT

St. John Bosco Catholic School recognizes and supports the importance of co-curricular activities which encourage maximum participation and which are organized to meet the spiritual, intellectual, social, physical, and emotional needs of the students. Commitment to regular schoolwork must take precedence over involvement in any of the activities. The specific purposes of the co-curricular activities should support and enhance the educational goals of St. John Bosco School and comply with School policies and established administrative procedures.

The intent of this document is to provide standards by which a sound, consistent, and fair educational program can be administered.



Participation in co-curricular activities is a privilege not a right. A student must earn this privilege through dedication, desire, and discipline. The administration and faculty believe that to promote co-curricular achievement, the following co-curricular policies must be understood and agreed to by the school, the students, and the parents/guardians.

A. Responsibilities

The participant's greatest responsibility is to be a credit to his/her parents, school, community, and self. Therefore, it is required that the participant:

1. Display high standards of spiritual and social behavior
2. Display high standards of sportsmanship
3. Display proper respect for those in authority, including the administration, faculty, coaches, and officials
4. Display a real spirit of cooperation and togetherness
5. Display proper attitudes towards their appearance

Parents are expected to set an example for the above responsibilities.

B. Sportsmanship

St. John Bosco Catholic School and the WIAA require good sportsmanship by students, coaches, parents, and all spectators at athletic events.

Good sportsmanship is demonstrated by respecting and positively supporting the students, coaches, spectators, and officials.

Profanity, racial, sexist or ethnic comments, and any other intimidating action that is directed at officials, students, coaches, or spectators will not be tolerated and will be grounds for removal from an athletic event.

C. Eligibility

To be eligible for co-curricular activities, students must comply with all St. John Bosco School policies, rules, and regulations and the following:

Attendance

1. All students are required to attend school regularly. Excessive absences from school may result in suspension from a co-curricular program.
2. Students involved in a co-curricular program must develop and exhibit a behavior of loyalty to the program. If circumstances arise which prevent students from attending regularly scheduled practices, meetings, or programs, every attempt must be made to contact the coach or school prior to the absence.
3. The participant and his/her parent or guardian must sign a "St. John Bosco Co-Curricular Code of Conduct Agreement"
4. A participant must be in school all day on the day he/she is to practice, compete, or perform except in cases of family emergency or excused preplanned absences (such as dental or medical appointments).



Academics

The academic requirement is a guide to help students meet academic standards for co-curricular participation. Therefore, all students participating in a co-curricular activity must meet the following academic expectations to be eligible for program participation.

1. Maintain a score/grade of 2.0/C in all subject areas.
2. Demonstrate responsibility and accountability to complete assignments by deadline dates. Continual late or missing assignments may result in program excusal.
3. Beginning on the Monday of the third week of each quarter and every Monday after for the duration of the quarter, the athletic director will run a report on student grades. Should it be found that a student is below a C in any class he/she will be suspended from practice/play/activities for the week. The report will be run again on the following Monday. If the student is still below a C in a class, the suspension will remain in effect. Should the grade be improved to a C or better the student can resume practice/games/activities. Information on the student being suspended from activities will be shared with the parents before the end of the day on Monday.

Personal Appearance

Because a student in a co-curricular activity is viewed by the public, he/she becomes a representative of the school and is considered to be in a position of leadership. Therefore, the student's personal appearance not only reflects his/her attitudes but those whom he/she represents. It is expected that students involved in a co-curricular activity model neatness, cleanliness, and moderation.

Travel Regulations

1. Student members must use the mode of travel designated by the school.
2. A participant who travels to an out-of-town activity with a school group must return with that group. Exceptions to this rule are:
 - a. If a parent/guardian is present at an out of town site, the parent/guardian may request that the student return with him/her. This request **must** be made in person and in writing by the parent/guardian to the coach/advisor in charge.



- b. A parent/guardian may make prior arrangements in advance of the activity for his/her student to ride with another adult. A note detailing the travel arrangements must be completed by the parent/guardian and presented to the coach/advisor.
3. It is the parent's responsibility to secure transportation to and from all co-curricular practices and games not held after school.

INTERNET USE POLICY



Internet access is available to students and teachers at St. John Bosco. The Internet offers diverse and unique resources. Our goal in providing this service to students, teachers, and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication with a global community.

Internet Terms and Conditions:

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The teacher and/or principal will deem what is inappropriate use and may close an operation at any time. The administration, faculty, and staff of St. John Bosco Catholic School may deny, revoke, or suspend specific user accounts.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- 1) Internet users will review or download only information, computer software, or images that are classroom related, have educational value, and are consistent with the school's educational goals. No games may be downloaded.
- 2) General school rules and policies for behavior and communication apply just as they do in the classroom or hallway. Do not send abusive messages to others.
- 3) Do not, under any circumstances, reveal your personal address or the phone numbers of students or colleagues.
- 4) Respect intellectual property of others by crediting sources and respecting all copyright laws.

Vandalism

Vandalism will result in immediate cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses or breaching security measures.

EIGHTH GRADE CLASS TRIP



The Board of Trustees of St. John Bosco School realizes that there are many opportunities for learning not available within our community and that there are many areas of education where learning can be greatly expanded through experience. The Board, therefore, supports the idea of an extended trip for the 8th grade class to the greater Washington, D.C. area.

The following policy will be used in planning the 8th grade trip:

The eighth grade will be extended the privilege of participation in a class trip that shall not exceed five days. The trip shall be primarily educational in nature and include activities that appeal to a variety of interests and are economically feasible. The details of the trip will be determined by the administration.

Fundraisers for the class trip will be chaired by the class parents and must have the approval of the principal. Any unearned portion of the cost of the trip will be the responsibility of the student's family. Excess funds earned will go to the school.

Participation in the class trip is a privilege which can be revoked by the principal if the student demonstrates that he/she does not have the self control necessary to take part in an activity of this nature.

- * This handbook may be amended as needed. Parents/students will be notified if changes are made during the school year.