

ST. JOHN'S AREA SCHOOL



320-968-7972

www.saintjohnsschool.net

Parent – Student Handbook

2017-2018

Dear Families,

Welcome to St. John's Area School! SJAS was established in 1963 building a sound tradition of Catholic education. We work to follow our Mission Statement and help support you in the development of your child. As a Catholic school, our first goal is to help develop faith through regular religious instruction and participation in daily prayer and weekly Masses. We believe in the education of the whole child, while providing a learning environment that is safe and positive.

We provide education for children in grades Pre-Kindergarten through Sixth Grade and recognize the unique differences in each grade level. A comprehensive and current curriculum plan is in place and in writing. This curriculum plan is revisited annually and each teacher has the curriculum standards for each subject available for viewing at their grade level. The curriculum standards are continually worked on to meet required State and Diocesan standards. Parents are encouraged to visit the school and classrooms at any time to learn more.

Communication between home and school is fostered through weekly office and classroom newsletters, via email and/or hardcopy. Teachers may be reached through email or by calling the office. Formal conferences are held twice a year and report cards are quarterly.

The SJAS School Board is another resource for families. Members of this Board represent you and your parish. Please check the handbook for a list of current members or contact the office or your parish.

We strive to be a school that provides excellent education and your involvement is necessary. Please share your ideas, interests, problems, and concerns. Check the school's website at: saintjohnsschool.net for more information and school links.

Thank you for choosing St. John's Area School for your family!

Sincerely,

Christine Friederichs
Principal

St. John's Area School

Mission Statement

As a Catholic school, we are dedicated to helping the whole child see **God in all things**. Guiding students through successes and challenges, we prepare them to live in and contribute to our changing world.

Philosophy

Jesus said, "Let the children come to me." St. John's Area School welcomes children from several parishes into our Christ-centered learning environment. We build on the children's varied backgrounds and challenge them to achieve academic success morally, as well as, academically. Together in a safe and loving environment, we share experiences that will foster well-formed individuals and life-long learners.

Nondiscriminatory Policy as to Students

St. John's Area 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 other school-administered programs.

About Saint John's Area School

This handbook is a summary of normal routines and policies at SJAS that are especially helpful for you to know. If you have any questions about information in this handbook, please do not hesitate to call the office at 968-7972, or you can email:

Office email: sjasfm@cloudnet.com

Principal's email: principal@saintjohnsschool.net

There are two official groups that work to support the work of the school:

School Board

The Board sets policies for the school. This group consists of the pastors of our seven corporate parishes (see below), and representatives from each parish for a total of 11 voting members. Members are appointed by their pastor, then approved by the Diocese of St. Cloud and serve for a period of three years. The principal is an "Ex officio" member and has no vote. The Board typically meets the third Tuesday of each month with the exception of December and July. Meetings are open to families and community members.

FFF- Faith, Family and Fun (Home and School Association)

Each family is automatically a member of FFF (Home and School Association). A group of parents work to support the students and staff through various activities and fundraisers. Funds raised have helped pay for fieldtrip busing, classroom supplies, and items requested by staff members. Annual fundraisers are the Soup Fest / Silent Auction held in February and the Annual Garage Sale in March. Activities hosted by FFF have included a Family Dance, Fall and/or Spring Fun Night, Teacher Feature, and Guess the Weight of the Pumpkin. Meetings are held periodically, and families are encouraged to attend and take part. Please check the office newsletter for dates and times as they are scheduled during the school year.

Corporate Parishes

The Corporate parishes that are legally part of the corporation known as, St. John's Area School are:

St. Elizabeth – Brennyville

St. John's Church – Foley

St. Joseph – Morrill

St. Lawrence – Duelm

St. Louis Bertrand – Foreston

St. Patrick – Minden Township

Ss. Peter and Paul – Gilman

Board Members and Terms Fall 2017

Mike Gadacz (1 st Term, 3 rd yr.)	2015-2018 (SSPP)
Jeremiah Bursh (1 st Term, 3 rd yr.)	2015-2018 (St. John's)
Suzy Molitor (2 nd Term, 2 nd yr.)	2013-2016, 2016-2019 (St. John's)
Gary Voigt (1 st Term, 3 rd yr.)	2015-2018 (St. Lawrence)
Kristine Hennix (1 st Term, 2 nd yr.)	2013-2016 (St. Louis Bertrand)
Randy Dorn (2 nd Term, 2 nd yr.)	2013-2016, 2016-2019 (St. Patrick's)
Jenny Genereau (2 nd Term, 2 nd yr.)	2013-2016, 2016-2019 (St. Elizabeth)

- Terms begin/end in August
- Terms are for three years
- Members may serve two consecutive Terms

Pastors and Deacon

Fr. Virgil Helmin: St. Lawrence, Duelm

Fr. Leo Moenkedick: St. Elizabeth, Brennyville, St. Joseph, Morrill, Sts. Peter and Paul, Gilman

Fr. Michael Wolfbauer: St. John's, Foley, St. Patrick's, Minden Township

Fr. James Remmerswaal: St. Louis Bertrand, Foreston

Deacon Gene Kramer: St. Louis Bertrand, Foreston

St. John's Area School Faculty and Staff

St. John's Area School's faculty and staff place a high expectation on themselves as well as our students, both academically and spiritually. The SJAS Faculty are:

Kitchen/Custodial

Eric Novak – Custodian
Denise Stawarski – Lunch Program Director

Office/Library

Christine Friederichs- Principal
Carol Stuckmayer – Administrative Assistant
Kathy Ross – Paraprofessional – Music Liturgy
Michelle Buettner – Paraprofessional – Librarian – Recess Supervision

Teachers

Amy Scott – Pre Kindergarten
Maria Domrovski– Kindergarten - First Grade
Sandy Anderson – Second Grade
Katie Gales - Third Grade
Karen Thorsten – Fourth Grade
Mary Ratz– Fifth Grade
Stephanie Miller – Sixth Grade

Classroom Para

Jody Torgerson – Kindergarten – First Grade

Specialists (Public School Staff – Share Time)

Glenda Prom – Phy Ed
Trent Robertson – Computer
Amy Walker - Music

Title One (Public School Staff)

SJAS School Procedures, Guidelines and Policies

School Hours

7:30: Arrival time. Please do not drop your child off at school before this time. This is a safety issue! We do not have supervision for your child until this time.

7:55: Start time. School begins at 8:00 each day.

11:30 – 12:20: Lunch and recess.

2:45: Dismissal

Bus note: All students will be sent home on their scheduled bus unless we have a note from the parents making other arrangements. **Students MUST have a written note from home to change plans.** If you need to call school to make other arrangements for your child, **please call before 2:00pm.**

Mass Times:

- Tuesday 8:30AM- Parish Mass, three grades attend Mass
- Wednesday, 10:00AM- All School Children's Mass (all students attend, classes alternate planning Mass)
- Thursday, 8:30AM- Parish Mass, three grades attend Mass

Note: Please dress appropriately on Mass days! Your child can change in comfortable clothing after Mass!

Weather Related Early Outs and Late Starts

These occasionally happen and it is important that as a family you have a plan for these events. **Early outs and Late starts** are announced through the local radio and TV media. Please note that in the case of an early out, school staff and teachers are also sent home right after the buses pick up the children.

In the event of a **Late Start**, there will be NO morning PreKindergarten class. Any 8:30 Masses planned for that morning are canceled.

Visitors

Visitors are welcome anytime. Please check in at the office when you come to visit. You are also welcome to eat lunch with your child(ren). Please call the office in the morning by 9:00 AM so that the kitchen can plan accordingly.

Criminal History Background Checks

Mandatory Criminal Background Check. All employees as well as school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. Successful completion of this check is a condition of employment/service.

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 require mandatory background checks (and annual refreshers):

- Administrative Assistant
- Book-keeper
- Cooks
- Custodian
- Para-professionals (librarian/teacher's aide)
- Principal
- Teachers
- Volunteers

Beginning in July 2012 all background checks must be resubmitted every five years.

Safe Environment Policy

In accordance with the rules established by the Diocese of St. Cloud, all regular school employees and volunteers need to read and sign off on the following:

- Ethics and Integrity in Ministry
- Sexual Misconduct Policy

In addition, a background check is required (as mentioned in above paragraph). Employees and volunteers are also expected to participate in an annual online 'refresher'. This online report is submitted annually to the Diocese of St. Cloud.

Complaints and Grievances

Differences may arise between parent and staff. When this happens, the first contact should be with the party involved (teacher, staff, administrator) to resolve the issue. If a satisfactory solution is not reached, the parent should contact the administrator. If that fails, a parent may ask for a discussion with the School Board, or a School Board member, to include their pastor.

Weapons Policy

SJAS is required to state: no weapons are allowed in school or on school property.

Hot Lunch Program

Hot Lunch is offered in accordance with state and federal guidelines. The kitchen is inspected and the staff are certified and licensed. Applications are available for free and reduced lunches. The State of MN determines the minimum lunch fee each year – please check the office for this year's rates. Each family has a single lunch account. A family may choose, for example to pay \$50 into the family account. When the account reaches \$10, a notice will be sent home that the account is getting low. Please feel free to call the office for an update at any time. Children will not be denied a hot lunch when the account is low, but families will be notified if the account is not brought up to date.

In accordance with Federal Law and U.S. Department of Agriculture, this NSLP is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-w, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. You may call: 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Milk Program

Morning milk is offered to all students. Students may choose white or chocolate milk, but are asked to not change their request as a standard count is needed for weekly deliveries. Kindergarten students receive morning milk free of charge

Allergies

For any special dietary needs, allergies and disabilities, a written form needs to be obtained from the office, filled out by the parent and a physician, and then returned to the school. If possible, it is advisable for the parents, teacher, and kitchen staff to meet and review options and needs. The kitchen is committed to providing healthy meals and needed alternatives.

Playground Policy

Students go out to recess each day, unless it is raining or the wind-chill factor is in the danger zone. Students should come dressed for the day's weather. In the winter, all students must have boots, snow pants, hat, coat, mittens or gloves. Please label your child's boots and snow pants as many of these items are similar. (The office does NOT supply hats for the students.)

Weather Notes

- AccuWeather is used by the office to check the wind-chill factor during the winter.
- The school has a Nova weather radio that is on and monitored when the weather is uncertain.
- The Foley Tornado Siren can be heard at St. John's Area School. In addition, the sheriff's department calls the office to alert the school of any tornado activity.

Attendance

- When your child is absent, please call the school office. If communication has not been made, the school will try to contact the parents.
- Students will be marked **'tardy'** if they arrive **after the 8:00 bell**.
- Work missed during absences must be made up by the student. Please contact the classroom teacher for information.
- Attendance cards are kept on each child. These cards become part of your child's permanent school record.

Truancy

St. John's Area School follows Benton County truancy procedures for children under 12 years of age. Children having 7 or more unexcused absences will be assessed as educational neglect. (MN Statute 260C.163 Subd. 11)

Family Vacations

There are times students miss school due to family vacations. Days missed cannot be made up, therefore your child misses the complete learning experience. If, however, you do take a trip, please let the school and the classroom teacher know in advance. Please do not expect the classroom teacher to be able to provide all of the work that takes place in your child's absence. Your child may be expected to make up work when returning from vacation.

Child Injured or Sick

When a child is injured, care will be given by the school staff, or the district nurse, whichever is most appropriate. Parents are notified of potentially serious injuries, such as a fall. Emergency services (911) will be used when necessary and the parents will be notified.

When a child comes to the office complaining of being sick, the child's temperature will be taken. Parents will be called to come and pick up a child that is vomiting or running a temperature of 100 degrees (or over). If parents cannot be reached, the office will call the alternate numbers on the family emergency card.

Medication

All prescription medications must be in the correct container with a current medical label. Parent consent forms and a written physician order must accompany all medications. Medications are to be brought to the school office and picked up at the school office by a parent. Non-prescription medicines (cough drops, etc.) must be accompanied by a parent's written consent. Medications are administered by a licensed school nurse or a trained staff member. Teachers do not administer medications and students may not self-medicate.

Electronic devices

The school discourages bringing cellphones, iPod, and other similar items to school. If any items are brought to school, they must stay in the child's backpack and turned off while on school property or at any school events. If a phone call needs to be made, students are able to use the office phone, or an adult will place a call for them. Electronic devices are not allowed on field trips.

Homework

When your child is absent, the classroom teacher will keep track of all missed assignments and will help you and your child successfully complete any outstanding work. Please understand, however, a teacher needs time to put together any notes, books, etc. and it is normally the end of the school day before this can be accomplished. Teachers and classrooms cannot be interrupted during the middle of their lessons to gather assignments.

Dress Code

Children should come to school clean, neat, and dressed for the weather. We ask that you monitor your child/ren's choice of clothing for appropriateness and safety:

- Clothing should not carry slogans for alcohol or other products that are inappropriate and not suitable for children.
- Clothing should cover the body – no tank tops, spaghetti straps, or muscle shirts.
- If your daughter is wearing a dress or skirt on a gym day, please send along a pair of shorts or pants to wear during PE. (May be worn under skirt/dress)
- Tennis shoes are required for gym class. Any brand, or non-brand will do – children do not need expensive footwear for P.E.
- Sandals worn in warm weather need to have a back strap. No flip-flops.
- Students are not allowed to wear hats in the building unless there is a special fun day planned, such as "Hat Day".
- During snow and mud season, BOOTS are required. Students must also have a coat, snow pants, hat, coat mittens, or gloves during the winter. Please label your child's personal items to avoid confusion.

Fieldtrip Procedures

Each grade takes one or two trips per year. When a trip comes up, permission slips and information go home with each student. Children must return a signed permission slip to be allowed to go on class fieldtrips. Students are not allowed to bring any type of electronic devices on field trips.

Trading Cards

Due to the misuse of trading and playing with "trading cards", no Pokemon or other trading cards are allowed in school.

Anti-Bullying and Discipline / Student Behavior

It is our goal as Catholic educators and parents to raise children who live the Gospel messages of respect, compassion, forgiveness and love. Therefore, we have adopted an Anti-Bullying Policy to help guide us in student behavior management. A Bullying Rubric and Behavior Notice (yellow slip) will be used for all infractions. A copy of these forms will be sent home so appropriate home follow up can take place. The school staff is eager to work with parents to bring about positive changes. The Anti-Bullying Policy, Rubric and Behavior Notice are included in this handbook.

Anti-Bullying Policy

Introduction

All students are entitled to a quality education that will help them become self-directed, lifelong learners who can create a positive future for themselves. Any inappropriate behavior that negatively affects the wellbeing of students and their ability to achieve cannot be accepted. As Catholics, we believe strongly in the dignity and respect of each person. The kindly treatment of others is a core Gospel value in our school community. Therefore, bullying is unacceptable in St. John's Area School.

Definition:

Bullying is intentional, repeated, behavior by an individual or group that is intended to cause the targeted student to feel frightened, threatened, intimidated, humiliated, ostracized or physically abused. Bullying involves the abuse of power in relationships and can be verbal, physical, social, psychological, or virtual. It is often continuous and repeated over time, but does not have to be. Once is enough to constitute bullying.

Scope:

St. John's Area School has an enduring interest in the welfare and conduct of our students and therefore will respond to bullying that takes place on the school grounds, at school sponsored activities and on school sponsored transportation. The school will also respond positively to any information it receives about bullying outside the school. This policy applies to students who engage in bullying and to students who support or appear to condone acts of bullying.

Prevention:

St. John's Area School will ensure that its anti-bullying policy is applied rigorously. All staff involved in the teaching and/or supervision of students will take responsibility for addressing incidents which fall within the definition of bullying. The targeted student will receive the support needed; the bully will be informed of the unacceptability of his/her behavior and a record will be made of the incident. Law enforcement will be involved when deemed necessary by the administrator.

Witnesses and/or bystanders will take responsibility to seek help for the targeted student by intervening to stop the bullying, help the targeted student escape, or tell a caring adult.

Parental Involvement:

St. John's Area School will work in partnership with parents (of both the targeted student and bully) and believes the best outcomes emerge when the school and parents are able to work together to prevent bullying and promote change.

Reporting:

Any and all incidents of bullying need to be reported to the staff/teachers/principal immediately. Parents need to report any targeting of their child. Information about the bullying will be gathered directly from the students involved and recorded in writing.

Peace Surveys will be filled out by the students every month. Students will have the opportunity to discretely report any problems/incidents to the classroom teacher on the survey. Teachers will address every issue that is reported. A summary of the classroom survey, per grade level, will be given to the principal each month. Surveys will be filed and kept by the classroom teacher until the student is no longer attending St. John's Area School.

Disciplinary Action:

Students involved will be held responsible for their actions. Incidents will be handled individually, one on one. Measures will be taken to keep the targeted student safe at school. A Bullying Rubric will be used for all infractions. The involved student(s) will be involved in filling out the Bullying Rubric. A copy of this form will be sent home so appropriate home follow up can take place. The school staff will work together with parents to bring about positive changes.

Bullying Behavior & Consequence Rubric

Name _____ Grade _____ Date _____ Incident # _____

* Consequence at discretion of teacher based on situation.

	Type of Behavior	First Incident	Second Incident	Third Incident
Verbal	<ul style="list-style-type: none"> ○ Name Calling ○ Teasing ○ Angry Language ○ Inappropriate Language ○ Insults ○ Physical Comments ○ Threats 	Inform parents and child spends ___ recesses in detention.	Inform parents and child spends ___ recess in detention.	Conference with parents and child spends 3 recesses in detention.
Emotional	<ul style="list-style-type: none"> ○ Gestures ○ Rumors ○ Exclusions ○ Humiliation 	Inform parents and child spends ___ recesses in detention.	Inform parents and child spends ___ recess in detention .	Conference with parents and child spends ___ recesses in detention.
Physical	<ul style="list-style-type: none"> ○ Pushing ○ Scratching ○ Hitting ○ Throwing rocks, snow, ice, or food ○ Taking others belongings ○ Pinching ○ Pulling hair 	Inform parents and child spends ___ recesses in detention.	Conference with parents and child spends ___ recesses in detention .	Conference with parents and child spends ___ days in in school suspension
Severe Physical	<ul style="list-style-type: none"> ○ Choking ○ Punching ○ Kicking ○ Biting <p>*Any excessive behavior that inflicts bodily harm</p>	Conference with parents and child spends 3 recess in detention area.	Child is in school suspension for ___ days.	Child is suspended from school for ___ days.

Description of incident -

Parents - Discuss this serious behavior with your child. Decide on a home-based consequence to support the action taken at school. Contact the school for more information or assistance. **Return after signing this form.**

Staff Signature _____

Date _____

Parent Signature _____

Date _____

Student Signature _____

Date _____

Discipline Worksheet

** work with the child to help them learn and grow from incident*

** instruct and guide the child to develop self-discipline coming from within, in the future*

Own what you did: Discuss what happened and why it harmed someone - unkind, hurtful, unfair or dishonest. Discuss affect on the victim (emotional, physical, psychological) and the group who witnessed or participated in it. Explain why it harms the school as a whole and creates an unsafe or undesirable environment.

Sample

Prevent: Figure out how to keep it from happening again. Discuss options for the situation or actions. Make a commitment that it will not happen in the future. How will that be monitored?

Heal: Make amends with the person you harmed. Keep the dignity of those involved, intact. How can trust and friendship be restored?

Sample

Foley School District School Bus Policy

Students of St. John's Area School are transported through the Foley Public School bus service. Our students are bound by the same bus policies as the public school students.

Below you will find the bus policy. If you have any questions, or a problem arises, please contact SJAS, or you may contact the school bus garage at 968-8618.

BUS TRANSPORTATION

Riding the bus is a privilege, not a right. This privilege can be suspended when students do not comply with policies, rules, or laws.

BUS PASSENGER RULES:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands and feet inside the bus.
9. Bus driver is authorized to assign seats.

BUS CONSEQUENCES:

First Offense: The driver writes up a school bus incident report. The principal/Dean holds a conference with the student, driver, and parent, either on the phone or in person. The student will be assigned one hour of detention and will lose riding privileges from the bus for one day.

Second Offense: The driver writes up a school bus incident report. The principal/Dean will notify the parent by phone and by report that the student will receive 2 hours of detention and lose riding privileges for up to 10 days.

Third Offense: The driver writes up school bus incident report. The principal/Dean will notify the parent by phone and report that the student will lose riding privileges for the remainder of the school year.

Following a student's removal from bus service for the remainder of the year, a meeting will be held to determine the student's eligibility to return to school transportation. This meeting will be held before the student can resume bus service. The meeting shall include building principal, transportation supervisor, parent or guardian and student. If the nature of previous infractions is serious enough, the student may lose privileges on the first major infraction following their return to bus service.

When a student is removed from the bus, the student's parent becomes responsible for arranging for and providing safe transportation to and from school. The rules apply to regular and activity bus routes.

When behavior violations occur on the regular or activity route, the resulting action affects the student's riding privileges on both types of routes. School absences due to bus suspension are considered unexcused.

- *The school principal or other designated administrator may impose other logical consequences or recommend longer suspensions, expulsion or any other discipline as deemed appropriate on a case by case basis.*

If you are planning a birthday, or other party, involving a number of other students, you must provide transportation. Only in the case of an emergency, will a student be allowed to ride a bus other than his/her assigned bus. In those cases, a student must have a note signed by the office.

Student will not be allowed to get off of the bus at locations other than their designated stop unless parents have provided the office, in writing, with a request to change the drop off location. An example would be a change in daycare providers, or moving to a new location.

Parent – Student Acknowledgement

Parents and students, please sign below and return to the school office.

We have reviewed the Parent – Student Handbook for the upcoming school year and will work with the school to help create a positive and healthy learning environment for each child.

Parent Signature: _____ Date _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Thank you on behalf of everyone at St. John's Area School for your commitment to Catholic education!