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WELCOME AND INTRODUCTION

Welcome to Saint John the Baptist Elementary and the 2018-2019 School Year! This year's theme – Come, Follow Me (Matthew 4:19)– is a calling for us to intentionally follow Jesus by modeling love, humility, availability, acceptance, sincerity and patience. With Jesus as our guide, Saint John the Baptist Elementary will be successful in its mission of educating the whole child through our Catholic faith and everyone will grow as Christians, learners, communicators and citizens!

The school's administration, faculty and staff accept the responsibility of guiding each student through his/her educational endeavors in partnership with his/her parents. Through Saint John the Baptist Elementary's mission, we are called to educate the whole child through our Catholic faith, and lead the students to be Christians, learners, communicators and citizens. It is imperative that everyone – students, parents and faculty - work in unison to help each student be successful!

Saint John the Baptist Elementary is accredited through the Western Catholic Education Association, and received a six-year term in Spring 2018.

The school is one entity of the Skaggs Catholic Center. Saint John the Baptist Elementary and Saint John the Baptist Middle School work in cooperation with the same School Board and Home & School Association.

A Catholic school is one arm of the educational ministry of the Church. The Church seeks to prepare its members to proclaim the Good News and to translate this into action. Your choice to send your child to Saint John the Baptist Elementary indicates that you are interested in the total development of your child. Everyone working together will result in an individual prepared to cope with, live in, and contribute to the community in which he/she lives.

The Parent/Student Handbook is part of the contractual agreement between you and Saint John the Baptist Elementary. Based on the Diocesan Policy for Catholic Schools, which can be accessed at www.dioslc.org under Catholic Schools, and guidelines pertaining to Saint John the Baptist Elementary in particular, this handbook provides valuable information and outlines important school policies and procedures. While every effort has been made to make this handbook as complete as possible, it cannot address all situations. All previously issued handbooks are superseded with the publication of this handbook. I hope it will promote understanding, cooperation and a spirit of support within the Saint John the Baptist Elementary community. Please read this handbook and familiarize yourself and your child(ren) with the information it contains.

On occasion, Saint John the Baptist Elementary students are photographed during activities, events, etc. and the picture(s) may be used in a newspaper article, advancement newsletter, on social media, etc. If you do not want your child's photograph to be used throughout the 2018-2019 school year, please notify the school in writing by Friday, August 31, 2018.

Please consult the handbook prior to calling the school with a question – you may find the answer right here!

The administration retains the right to amend this handbook. Parents/Guardians will be notified in writing of any changes during the school year. Please keep all change notifications with this handbook for easy reference.

Thank you for partnering with Saint John the Baptist Elementary. I am looking forward to a successful year!

Mrs. Nikki Ward, Principal

VISITORS

Visitors/Parents/Guardians to Saint John the Baptist Elementary must report to the office immediately upon entering the building and before proceeding to any other location in the school. All visitors, including volunteers, are required to sign in at the office, wear a badge while on school grounds, and sign out at the office.

MISSION STATEMENT

Saint John the Baptist Elementary educates the whole child through our Catholic faith.

PHILOSOPHY

Saint John the Baptist Elementary's philosophy is to provide a well-rounded program by addressing the spiritual, academic, social, psychological, aesthetic and physical development of each child.

- We call our community – faculty, staff, parents and students – to model the ways and teaching of Jesus Christ.
- We collaborate with parents, the primary educators of their children, to develop the potential of each student.
- We educate students in a safe and nurturing environment.
- We provide an education that includes high expectations, academic rigor and discipline to promote life-long learning.

- We believe that each student is unique, and provide a variety of strategies for learning.
- We prepare and inspire our students to use their time, talent and treasure to serve others.

SCHOOLWIDE LEARNING EXPECTATIONS

Students at Saint John the Baptist Elementary are CHRISTIANS who:

- Demonstrate knowledge of Catholic teachings
- Grow in their faith
- Serve others

LEARNERS who:

- Demonstrate growth in academic skills
- Display critical thinking skills
- Use technology as a learning tool

COMMUNICATORS who:

- Listen actively
- Express written and verbal thoughts effectively
- Work cooperatively

CITIZENS who:

- Show respect for self, others and the environment
- Take responsibility for own actions
- Use virtues in daily life

HISTORY

After studying the need to build a high school in the south part of the Salt Lake Valley, the Diocese of Salt Lake City attempted to purchase an old public high school building. The diocese lost the bid to buy the school, but two days later on August 10, 1995, Mr. Sam Skaggs offered to assist the diocese in building a new school. In March 1996, the final parcel of 57 acres of land was purchased in Draper and the announcement was made that the diocese would build new Catholic elementary and secondary schools. Bishop Niederauer selected Monsignor J. Terrence Fitzgerald, Vicar General, and Dr. Galey Colosimo, both experienced Catholic school educators, to facilitate the projects. The 57-acre complex was named the "Skaggs Catholic Center," after Sam and Aline Skaggs and their family. The elementary and middle schools were named after the mission church in Draper, Saint John the Baptist. The high school was named after the Aztec Indian, Juan Diego, who received the apparition of Our Lady of

Guadalupe, in recognition of the Skaggs family long-standing outreach for the poor and minorities, and the growing number of Utah Hispanic Catholics.

Saint John the Baptist Elementary School opened its doors to over 900 students (PreKindergarten – 8th Grade) in August 1999. In February 2001, the diocese made a decision to divide the school into elementary and middle schools.

Saint John the Baptist Elementary Schools is under the auspices of the Diocese of Salt Lake City. The administration and faculty work closely with Saint John the Baptist Parish and Reverend Terence Moore, and celebrated the dedication of the new church on Sunday, September 7, 2003.

Guardian Angel Daycare, housed in Saint John the Baptist Elementary School, is another entity of the Skaggs Catholic Center. It provides care for children six weeks through 6th Grade. In 2004, Guardian Angel Daycare took responsibility for the Pre-School (Three-Year Old) Program. As a result, Saint John the Baptist Elementary includes PreKindergarten through 5th Grade.

The first pastor appointed to the parish and school was Reverend Monsignor Terence Moore, who retired at the beginning of August. Reverend Fr. Rick Sherman is currently serving as pastor of Saint John the Baptist Parish. The first principal of Saint John the Baptist Elementary, appointed by Bishop George Niederauer, was Sister Karla McKinnie, CSC. She was one of two Holy Cross Sisters assigned to the Skaggs Catholic Center. The Holy Cross Sisters have been part of Catholic education and health care in the Salt Lake valley for over 100 years.

COLORS AND SEAL

The school colors for Saint John the Baptist Catholic Schools are the same as Juan Diego Catholic High School: navy blue, turquoise, and silver. The school uniform carries the base color of navy blue. These colors were chosen because they represent the colors on the dress of Our Lady of Guadalupe.

The school seal is round with the school name surrounding a lamb holding a cross and banner. The lamb is the symbol of Saint John the Baptist. The background contains mountains with a stream flowing from the mountains past the feet of the lamb.



ADMISSION AND ATTENDANCE

Admission Policy

Parents/Guardians wishing to enroll their child(ren) at Saint John the Baptist Elementary must 1) complete an application packet, 2) submit a copy of the following: birth certificate, baptism certificate (if applicable), most recent report card and standardized test scores (Grades 3-5; Iowa Tests of Basic Skills or Stanford Achievement Test), and 3) \$35 nonrefundable application fee. Incomplete applications will not be considered. The general schedule for enrollment is as follows:

September: Enrollment opens for new students

January/February: Re-enrollment for current students

February: Application for new students due; Kindergarten Readiness Screening/Educational Assessment

March: Acceptance letters sent after review of total application, including Kindergarten Readiness Screening/Educational Assessment. Acceptance is based on a space available basis and the student meeting criteria established by Saint John the Baptist Elementary.

Enrollment Policy

Enrollment for the 2019-2020 school year will be available beginning Monday, September 17, 2018 and must be submitted by Friday, February 15, 2019 to be considered for current openings. Please note that applications will be accepted after February 15, 2019, as openings occur between acceptance of new students and the beginning of the following school year. Students from prior waiting lists will not be considered for enrollment; parents must submit updated information annually. Students will be placed on Saint John the Baptist Elementary's waiting list according to the priorities below, then by date of submission of completed application packet. Students may not apply unless they will be of school age on September 1 in accordance with the admittance policy as per Utah's Kindergarten Entry Cutoff Date. Admittance of students in good standing will be based according to the following priorities, as deemed by the Diocese of Salt Lake City, as space is available and at the discretion of Saint John the Baptist Elementary's administration:

Saint John the Baptist Elementary:

1. Children presently enrolled.
2. Siblings of students enrolled at Saint John the Baptist Elementary.
3. Children of active members of Catholic parishes without a school (Saint John the Baptist, Saint Thomas More, etc.) and siblings of students enrolled at Saint John the Baptist Middle School and/or Juan Diego Catholic High
4. Children of Catholic parishes with a school.
5. Children from non-Catholic families.

New applicants must provide a birth certificate, sacramental certificates (Baptism, First Communion – if applicable) and proof of all necessary immunizations to be on file before a child is admitted. A physical examination is also required for all incoming students.

Students entering grades 1-5 must present evidence of satisfactory conduct and academic achievement from the previous school attended. All students are admitted on a one-year probationary status. If students do not perform at an acceptable level, both academically and/or behaviorally, their admission may be terminated. Saint John the Baptist Elementary does not have special education classes and is not able to provide an adequate program for serious learning disabilities.

Parishioner Qualifications

To qualify as a parishioner, parents and their child must be:

1. Registered in the parish,
2. baptized in the Catholic faith,
3. attend Mass regularly, and
4. support the parish in the best way they can, whether monetarily or in service

Proof of Legal Name, Age & Custody

Before any child is admitted to Saint John the Baptist Elementary, the child's parents or guardians shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. At least one parent/guardian of the child must sign the child's application for admission to the school. In case of divorce, records, including a certified copy of the Decree of Divorce, must be on file stating who has custody and when. In cases where the child's name differs from the birth certificate, additional and supporting legal documents will be required.

Name of Student

Upon admission to Saint John the Baptist Elementary, a student shall be registered under the name that appears on the student's birth certificate. This must appear on the attendance register, permanent record file, and report card. The student may use a "preferred" name on papers, reports, etc.

Immunization for First Admission/Health Assessment Requirements

Saint John the Baptist Elementary complies with the current requirements for immunization and health assessment as established by state and local health authorities. All students entering Saint John the Baptist Elementary must have a physical examination by a medical professional prior to starting school. A *Unified Health Appraisal Form* must be completed for each student.

Age of Admission for Kindergarten and 1st Grade

Saint John the Baptist Elementary follows Utah's Kindergarten Entry Cutoff Date, which states that a student entering Kindergarten must be five (5) years of age before September 2 of the enrolling year. Likewise, a student entering PreKindergarten must be four (4) years of age and a student entering 1st Grade must be six (6) years of age before September 2 of that year. An exception may be made at the discretion of the administration if a student transfers from another state that has a different age requirement, and has already been enrolled in school.

Exclusion

The administration is authorized to exclude from admission to kindergarten or first grade those pupils who, on the basis of objective testing conducted by the school, are unprepared for regular classroom work on that level.

Respect for Persons with Disabilities

Saint John the Baptist complies with the regulations on the disabled (Section #504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1989) to the extent that they may apply to private educational programs.

Saint John the Baptist Elementary participates in the Carson Smith Scholarship program. Students who have an IEP from a public school may qualify for the scholarship. Information about the Carson Smith Scholarship program can be found at www.choiceineducation.org/carsonsmith.php.

Class Size

Saint John the Baptist Elementary strives to meet the following number of students per classroom:

- PreKindergarten: 16
- Kindergarten: 22
- Grade 1-5: 28

Immunization

Students enrolled in Utah Catholic schools must be properly immunized, unless the parents/ guardians have obtained a medical exemption. The medical exemption form may be obtained from the student's physician. Utah Catholic Schools maintains the policy that students who have not been properly immunized or properly medically exempted from requirements of immunization are to be excluded from school until requirements are met. **Utah Catholic Schools do not accept personal or religious exemptions.**

The Utah Department of Health maintains the policy that students who have not been properly immunized or properly exempted from requirements of immunization are to be excluded from school until requirements are met.

Saint John the Baptist Elementary complies with the current requirements for immunization and health assessment as established by state and local health authorities. By law, every student must be immunized before entering school with the following:

- 4 or 5 DTP- state requires 5 doses (4 doses are acceptable if the 4th dose was given after the 4th birthday)
- 4 Polio- state requires 4 doses (3 doses are acceptable if the 3rd dose was given after the 4th birthday)
- 2 MMR- state requires 2 doses
- 3 Hepatitis B- state requires 3 doses
- 2 Hepatitis A- state requires 2 doses
- 1 Varicella- state requires 2 doses (History of disease is acceptable, parent and physician must sign a verification statement.)

Immunization Exemption

Medical exemption of immunizations is accepted if and only if the correct procedures are followed as written and enforced by the Utah State Health Department. Information is available by calling 801-538-9450. Utah Catholic Schools do not accept personal or religious exemptions.

Assurance Statement

Saint John the Baptist Elementary, under the jurisdiction of the Roman Catholic Bishop, the Superintendent, and the Diocesan School Board, attests that it does not discriminate in admitting students of any race, color, gender, national and ethnic origin in its admission policies, treatment of students, and its employment practices.

Programs and Activities

Saint John the Baptist Elementary does not discriminate on the basis of race color, gender, nationality, religion and ethnic origin in the administration of its educational policies, scholarship and loan program, athletic and extracurricular activities, or in other school administered programs in employment or promotion practices.

ATTENDANCE & ABSENCE

Saint John the Baptist Elementary complies with Utah's Compulsory Education Requirements. The policy (Utah code, Section 53A-11-101) charges parents, guardians, and school administrators with the responsibility of ensuring that appropriate age children attend school daily. The policy (Utah code, Section 53A-11-101) can be found at <http://le.utah.gov/xcode/Title53A/Chapter11/53A-11-P1.html>.

Research shows that attendance is an important factor in student achievement. Students are more likely to succeed academically when they attend school consistently.

Absences

When a student is absent, Saint John the Baptist Elementary requires a verbal and/or written excuse from parents/guardians. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the administration may investigate the situation and apply appropriate solutions.

If a child is absent, a parent is requested to call the school office by 9:00am. If an absence is unreported, the school will contact the parent/guardian to verify that the child is absent.

Absences are categorized as follows:

- Excused: Absences due to personal illness, severe illness in the family, death in the family, for medical, dental, optometry appointments or for similar situations in which it is not possible for the student to be in school.
- Unexcused: Vacations and any other reason not listed above.

Absences are indicated in RenWeb with an A for Absent, AH Absent Half Day, T for Tardy.

Students who arrive after 8:30am or leave before 3:00pm will be considered ½ day absent.

If a student is too sick to come to school on a given day, he/she may not participate in any extracurricular activities that afternoon/evening (sports practice, performances etc.).

Vacations

Family vacations scheduled outside of regular school vacations are unexcused absences and are discouraged. When unexcused absences occur a student is put at a disadvantage because there is a gap in the learning process. **No work will be given in advance due to a vacation.** Upon the student's return his/her parents are responsible to assist in completing the missed work. Whenever parents/guardians will be out of town for an extended period of time, the school office should be notified and given names and phone numbers for emergency contacts.

Doctor's Note

A doctor's note may be requested after **three (3) consecutive days of absences** and/or when arriving late due to an appointment. If the student has had an injury or illness that restricts activities, a physician's note is required.

Make-Up Work

The following policy regarding make-up work is in place for absences and vacations:

- For each absence, two school days will be given for students to complete work.
 - After two school days, students will receive zeros for work not turned in.
- Vacation: **Work will not be given prior to a student leaving on vacation.** Make-up work will be given upon the student's return and he/she will have one week to complete it.
 - After one week, students will receive zeros for work not turned in.

Parents may request homework when a student is absent more than two days by calling the office before 9:00am. Assignments will be available for pick up in the office between 3:15-4:00pm.

Insufficient Attendance

After **three (3) absences** (excused or unexcused) per quarter, the administration will contact the student's parent/guardian to discuss absences. At **five (5) absences** (excused or unexcused) per quarter, the parent/guardian will receive notification in writing of excessive absences. If a student reaches **ten (10) or more absences** (excused or unexcused) he/she may not receive grades at the discretion of the administration. A student in this situation will receive "IA" for each subject, reflecting that they had insufficient attendance for the quarter. Insufficient attendance impacts a student's ability to be promoted at Saint John the Baptist Elementary.

Being absent 10% of the school year (i.e. 18 days total per year) is considered chronic absenteeism.

Perfect Attendance

Students with perfect attendance (no absences or tardies) for each semester and the school year will be recognized.

TARDINESS/STUDENT CHECK-IN AND CHECK-OUT

Tardiness

Being on time to school is important in allowing each student to have a good start every day. It is an important value for school as well as for life. Entering the classroom after class has begun is disruptive to the entire class and interferes with the teachers' lessons. School begins at 8:00am each day. Repetitive tardiness is detrimental to a child's education and his/her personal development. Students who arrive after 8:00am must report to the elementary office. The student will then be given an admittance slip and may proceed to class. At three (3) tardies per quarter, the administration will contact the

student's parent/guardian to discuss tardies. At five (5) tardies per quarter, the parent/guardian will be required to meet with the administration. Students who are tardy 10 or more times per quarter may be placed on probation.

Interruptions

Once school has begun (8:00am), parents may not go to a classroom with forgotten items, etc. Parents and visitors must check in at the office upon arrival. The office staff will ensure that students receive forgotten items.

Release of Students from School

Parents/guardians presume their child is under the care of Saint John the Baptist Elementary during school hours. Consequently, a student will not be released early without the written permission of the parent/guardian.

An elementary student may be released only to the parent/guardian/authorized representative of the parent/guardian. The school will not honor a telephone request for a student's early dismissal to someone not listed on the emergency card.

At no time during the daily school session, including lunch, are students allowed to leave the school grounds except by written permission of the parent/guardian. Parents are asked to make medical, dental and other appointments after school whenever possible. When it is necessary to leave school prior to dismissal, students must be checked out through the office; parents must pick up the students at the office and sign them out. Parents may not go to their child(ren)'s classroom and request that he/she be released. Students will only be released to their parents and/or individuals listed as emergency contact/authorized pickup.

Emergency dismissals may be made at any time by the administration when a serious condition warrants it. In the event of an emergency, parents will be immediately notified by phone, text, email, and/or social media.

STUDENT CUMULATIVE RECORDS

Access to Records

Parent(s) and/or guardian(s) wishing to see their children's cumulative records should request an appointment with the administration.

Non-Custodial Parents

Saint John the Baptist Elementary abides by the provisions of the Buckley Amendment and Utah law to the extent that they may apply with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the

responsibility of the custodial parent to provide the school with an official copy of the court order. This is kept in the cumulative record.

Privacy of Student Records

- Apart from the above provision, Saint John the Baptist Elementary will not give any personal information to any person unless the person is one of the following:
- Parent and/or guardian.
- Parent and/or guardian of an 18-year-old pupil who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.
- Persons permitted access to pupil records by parent(s)' and/or guardian(s)' written consent.
- Diocesan school officials and school administration/faculty.
- Federal, state and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded (such as public officials when the law specifically requires that such information be reported to them).

Transfer of Records

When a pupil transfers from one school to another a student withdrawal form is issued and the school from which the student transfers keeps the permanent record and sends the following to the new school:

- Original health records.
- Copy of transcript of grades.
- A copy of test results.
- Attendance records.

DRESS CODE

Students are expected to be dressed in a manner consistent with accepted Christian community standards of good taste.

Saint John the Baptist Elementary Uniform Policy

See Appendix A

GOVERNANCE

Catholic School Leadership

The principal in the Catholic schools of the diocese serves as spiritual, educational and managerial leader, responsible for Catholic identity, academic excellence and the building of a faith/learning community. In this role, the principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school and parish community.

At the elementary/middle school level, the parish pastor and the school principal share the important ministry of pastoral leadership in the Catholic school. In a regional school, the pastor of the parish where the school is located assumes responsibility with the principal for pastoral leadership of the school. Regional pastors are encouraged to collaborate with the principal when decisions impact either the school or the parish. Principals of diocesan regional schools and high schools share responsibility with the diocesan superintendent, in whom the bishop has entrusted the ministry of leadership for Catholic schools.

The pastor in collaboration with the principal of elementary/middle schools provides for the pastoral care of the faculty, staff and students. At the high school level and in diocesan regional schools, chaplains are selected, as available, by the principal to provide campus ministry, thus assisting the principal with pastoral care.

Mrs. Nikki Ward shares responsibility with the diocesan superintendent, in whom the bishop has entrusted the ministry of leadership for Catholic schools.

Reverend Fr. Rick Sherman serves as chaplain of Saint John the Baptist Catholic Schools. In providing campus ministry he assists the principals with pastoral care.

Line of Authority

As parents have delegated a share of their authority to teachers, it is imperative that there is a genuine unity of purpose and practice between home and school. Saint John the Baptist Elementary's goal is to solve conflicts at the lowest possible level by communicating directly with the party involved in a positive manner. For this reason, parents are urged to follow the following procedures when concerns or questions prompt an investigation of a school-related incident:

- LISTEN to what your child says, but remember you are only hearing one side of the story.
- DISCUSS the situation honestly with the teacher and child together.
- CONTACT the administration only when the situation requires additional decision-making.

It is important that parents contact the correct person in the line of authority and go to a higher authority only when necessary.

Line of Authority: Teacher ... Administration ... Superintendent

One of the most common causes of disunity is to have parents criticize teachers in the presence of children. When this occurs, it undermines the credibility and authority of the teacher. If a problem arises please communicate with the proper school official as per the line of authority stated above.

COMMUNICATION

Newsletter

Saint John the Baptist Elementary's newsletter – *The Good News* - will be distributed every Wednesday through the school's website. Parents/Guardians will be notified via email once the newsletter has been posted. This newsletter is the regular communication vehicle between home and school. Important and timely information is contained in the newsletter. Please review the newsletter weekly to ensure that your child does not miss important deadlines and/or school opportunities.

Web Site Information/Power School

Saint John the Baptist Elementary's web site – www.sjbelementary.org - is a valuable source of information, including the school year and monthly calendars, daily menu, sports information, RenWeb and more. Through RenWeb parents have access to their child's academic progress and quarterly attendance in addition to being able to communicate with the faculty and staff through the email function. Each family is assigned a personal access number, which will be sent home at the beginning of the school year.

Saint John the Baptist Elementary encourages parents to utilize RenWeb to check their child's academic progress. If necessary, a parent or teacher may request a conference at any time. Communication with teachers is encouraged through email and voice mail. Addresses and extensions are published at the front of the handbook and on the school's website.

Monthly Calendar

Monthly calendar drafts are included at the back of the handbook. An updated calendar will be sent out prior to the first week of the month. It will contain reminders of activities and schedules for the month. Should an event come up after the publication of the calendar, it will be published in the weekly newsletter and on the website calendar.

Meet-the-Teacher Open House

Saint John the Baptist Elementary has an annual "meet the teacher" prior to the beginning of the school year for students to visit their classroom and meet their teachers. This is not a formal presentation, but an informal opportunity for students, parents and teachers to meet each other before the first day of school.

Back-to- School Night

A Back to School meeting will be held at the beginning of the school year. This is an opportunity for parents to visit their child's classroom where individual

teachers will present general classroom procedures, homework, school policies, and methods of cooperation and support.

Parent/Student/Teacher Conferences

Parent/Student/Teacher Conferences are held during the first and third quarters. All parents and students are expected to attend conferences. Student's school endeavors, including formal assessments, achievements and goals, will be presented and discussed during conferences.

Other than the formal conferences, a parent, teacher and/or administrator may request a conference at any time. **It is expected that conferences with teachers and/or administrators be scheduled in advance. Please do not "drop in" and expect a teacher or administrator to be available for a conference.**

Telephone Use

Student use of the school phone is limited to school-related matters. All arrangements for meetings, practices and other activities must be made prior to the school day. In order for a student to use the office phone, he/she must have a note from his/her teacher. Students will not be allowed to call for forgotten forms, homework and/or lunch.

Electronic Communication Devices (Cell Phone Policy)

Students are prohibited from using electronic paging or two-way communication devices (i.e. Apple watch, cellular phone, electronic scheduler/Palm Pilot) at Saint John the Baptist Elementary. Parents are encouraged not to allow their elementary child to bring an electronic communication device to school. A student that chooses to bring an electronic device must keep it in the OFF position and in his/her locker. Electronic communication devices may not be used as a daily means of determining pick-up and drop-off and/or making social arrangements. Each student should know his/her family/carpool's pick-up procedure prior to arriving at school. Electronic devices seen or being utilized at Saint John the Baptist Elementary will be confiscated and only returned to the student's parent/guardian. After the first confiscation, the electronic device may be kept until the last day of school. Saint John the Baptist Elementary takes no responsibility for recovering or replacing lost or stolen items.

Messages

Relaying messages to the students is an interruption of the educational routine. **Therefore, only true emergency messages should be called into the office staff.** It is the responsibility of each parent and student to discuss and make all arrangements for transportation and after school activities prior to arrival at school.

CATHOLIC SCHOOL DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls; which promote the individual student's development and self-discipline, and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

Saint John the Baptist Elementary's Expectations for Student Behavior

As a center for Catholic education, Saint John the Baptist Elementary believes that discipline is the student's ability to manage him/herself within the limits set by school policies and procedures. Students are called to be Christians, learners, communicator and citizens. Within the schoolwide learning expectations, it is expected that each student shows respect for self and others so that goals and objectives may be accomplished. Parents/Guardians share equally with the teachers the responsibility for discipline. Unacceptable behavior deprives the others of the right to a positive learning environment. Acceptable behavior provides a climate where students can learn and grow.

Each staff member has the right and duty to redirect any student of any grade level.

Certain behaviors are totally out of context in a school where the primary focus is on living the tenets of Catholicism. Some behaviors are minor infractions while others are more serious. Consequences will vary according to the nature and seriousness of the infraction. Fair is not always equal. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same. Consideration will be given to the circumstances involved and prior offenses committed by the student.

Discipline Policy Principles

- Students have the right to an education in pleasant and safe surroundings.
- Teachers have the right to a conducive learning environment.
- Staff members have the right to carry out their duties in an atmosphere of respect.
- Administrators have the right to expect cooperation from parents, students, faculty and staff.

Guidelines for Behavior

- For a student to continue in attendance at Saint John the Baptist Elementary, he/she must:

- Reflect effort and motivation to achieve academic progress suitable to his/her ability.
- Reflect maturity in social behavior appropriate to his/her age.
- Follow the school's behavior expectations.
- Maintain regular attendance.

The following is a description of behavior that interferes with an individual's rights:

- Disruptive words or actions.
- Intentionally injuring an individual by physical and/or verbal means.
- Defacing or destroying an individual's and/or school property.

Parents/Guardians in cooperation with the school are expected to:

- Support the school's mission and staff.
- Cooperate with the administration and faculty.
- Actively participate in the child's academic, social and spiritual development.
- Reinforce Saint John the Baptist Elementary's policies and procedures.

Saint John the Baptist Elementary's expectations are enforced during school hours, on school property and at school-sponsored/school-related events. Expectations for student behavior may also be enforced for conduct outside of school that is damaging to the reputation and/or contrary to the values of Saint John the Baptist Elementary, Skaggs Catholic Center and/or Catholic community.

Specific Guidelines/Infractions

Academic Honesty

Saint John the Baptist Elementary regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted represent the original efforts of the individual student. Administration, faculty, students and their families are important contributors to upholding the academic integrity of the school community. To this end, it is important that all involved understand their integral role in helping to promote a climate of academic honesty. All forms of academic dishonesty are considered serious discipline offenses, and an academic consequence of zero credit will apply.

Examples of academic dishonesty include but are not limited to the following:

- Plagiarizing (Using the ideas of another as one's own work without acknowledgement of the source) in written, creative or oral work.
- Submitting work that is not original. Copying from another source and giving it as one's own work or resubmitting work from another person or another class.
- Give or receive unauthorized assistance on exams.

- Provide notes, signature or other documents that are forged.

Cheating for personal gain or assisting others to cheat will not be tolerated. Infractions will earn a student zero credit for the work on which cheating occurred. Additional infractions may jeopardize a student's enrollment at Saint John the Baptist Elementary.

Fighting/Violence

Fighting is in direct opposition to the philosophy of Saint John the Baptist Elementary. It is expected that students learn how to handle conflicts without resorting to physical means. Fighting, therefore, will be seen as a serious infraction of school policy. Students may be suspended if it is determined that they were involved in a fight and/or if it is determined that, at any point, they could have made a decision to remove themselves from the situation. Further infractions are grounds for dismissal from Saint John the Baptist Elementary.

Food/Gum

Food may not be consumed outside the cafeteria without permission. Gum is not allowed in the schools of the Skaggs Catholic Center. Gum brought to school will be confiscated.

Inappropriate Language

Students are expected to behave in a Christian manner, expressing support and consideration for others. Insults, "put-downs," and abusive, obscene or threatening language or gestures will not be tolerated and will be cause for disciplinary action.

Property Care and Maintenance

If a child mars or destroys any school property by intent or through carelessness, the child will be fined according to the expense entailed. Other consequences may also be enacted. Library books and textbooks, if damaged or lost, must be paid for by the person responsible. All textbooks must be covered.

Threat to School Safety

Any student who acts in such a way as to threaten the safety of him/herself or any other person in the school building or is in possession of, or brings onto school property, any article or substance* that endangers his/herself or any other person in the school building will be suspended and may be subject to expulsion. Any violation of the Safe Schools Act of the City of Draper allows the school to report such violations to the police.

*This policy includes as an unsafe "substance," any narcotic, tobacco, drug, alcohol, or any object that could be a potential weapon.

Search and Seizure

The administration of Saint John the Baptist Elementary and/or her designee retain the right to search students, student lockers, student possessions, and/or seize possessions.

Speech and Publications

Saint John the Baptist Elementary has the right to determine what is appropriate in school and at school sponsored or school related activities with regard to verbal or written expression. The school also reserves the right to control all publications, which directly or indirectly pertain to school or school related issues.

Stealing

Stealing is in direct opposition to the philosophy of Saint John the Baptist Elementary and contrary to the Catholic Church teachings. All items found at school should be turned into the school office. Failure to return items found at school places a student in a position to be suspended for stealing. Most serious consequences will be attached to someone involved in theft. Students may be suspended if it is determined that they were involved in stealing. Further infractions are grounds for dismissal from Saint John the Baptist Elementary.

Acceptable Internet Use Policy

The Internet is a tremendous resource for our students and staff. The Internet connects them to the rest of the world and to a vast information system. At the same time, Saint John the Baptist Elementary recognizes that the Internet can provide access to some material that may be inappropriate, unsafe, offensive, or obscene. We believe that our children need to, and can learn to use this resource in an appropriate manner. The school's code of conduct applies to all users of the Internet.

The following terms and conditions must be met for Internet use at Saint John the Baptist Elementary:

- No student will be allowed to use the Internet until he/she has taken part in an Internet orientation presented by the teacher and signed and returned the Skaggs Catholic center Computer Use Agreement.

Total School Discipline Cycle

Each teacher has his/her own style of implementing the first three steps of the discipline cycle.

- Step 1: REDIRECTION – The teacher redirects the student.
- Step 2: CONSEQUENCES – The teacher and student(s) have an interaction to address behavior. This may involve a student-to-student interaction. Teachers have specific consequences based on their classroom management plan.

- Step 3: PARENT INVOLVEMENT – If Step 2 does not solve the problem and/or if the behavior is repeated, the teachers will contact the parent. A contract with the student may be made.
- Step 4: ADMINISTRATOR INVOLVEMENT – The student and principal and/or assistant principal or the student, teacher, principal and/or assistant principal will meet to address the student's behavior.
- Step 5: ADMINISTRATOR/PARENT INVOLVEMENT – The student, parent, principal and/or assistant principal and teachers will meet to address the student's behavior. A student that reaches this step may be put on probationary contract.
- Step 6: SUSPENSION or EXPULSION – If no improvement in behavior or a serious offense.

Termination of Enrollment

Expulsion

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

- After all other efforts of motivation and counseling have failed; or
- where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of person; or
- as set forth in Diocesan Policy 3520 regarding student withdrawal of grounds of parental/guardian behavior.

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a conference with the parent(s) and/or guardian(s).

- This list shall not be considered exhaustive:
- Disobedience, insubordination or disrespect for authority
- Language or behavior, which is immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol, or any other legally controlled substance
- Injury or harm to persons or property or serious threat of same
- Unauthorized absence or continued tardiness
- Assault with, or possession of, a lethal instrument or weapon
- Serious theft or dishonesty
- Outrageous, scandalous or serious disruptive behavior
- Habitual lack of effort leading to academic failure in classroom work
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church
- Consistent disrespect for other students such as sexual harassment of another student
- Violation of Internet code of ethics

If, at the discretion of the administration, any of the above reasons do not warrant immediate expulsion, then suspension procedures will be followed.

Transfer

- The school decides a transfer is appropriate action when:
- The student will not profit from continued attendance.
- The student's continued attendance will make demands upon the school, which the school cannot meet.
- The parent or guardian has failed to meet the obligations to the school, which they accepted upon enrolling the child.
- All conditions for expelling a student have been met, but because there are extenuating circumstances, the principal may at his/her discretion, offer a transfer as an alternative to expulsion.

Procedures for Transfers

When the school has determined that a transfer is appropriate, the administration shall:

1. Discuss the student's condition with the parent(s) or guardian(s) and inform them of alternative facilities, if any are found available.
2. Review the recommendations and conditions with the superintendent.

Concluding Statement

Not every possible situation concerning matters of behavior is included. Questions will arise that are not covered here or special circumstances may justify a course of action different from those listed in this handbook. The administration has the ultimate responsibility for discipline issues and how they are handled.

ACADEMICS

Grading Scale

- The approved grading system for PreKindergarten is:
- 2nd Quarter: PreKindergarten Skills Based Assessment
- 3rd Quarter: Parent Conference & Kindergarten Readiness Screening
- 4th Quarter: PreKindergarten Skills Based Assessment

The approved grading system for Grades K-3 is:

- CP = 95-100 Consistently Proficient (Consistently grasps, applies and extends key concepts, process and skills.)
- P = 80-94 Proficient (Grasps and applies key concepts, processes and skills with limited errors.)
- DP = 70-79 Developing Proficiency (Beginning to grasp and apply key concepts, processes and skills.)
- N = 0-70 Novice (Not making expected progress.)

IA Insufficient Attendance

The approved grading system for Grades 4-5 is:

A = 95-100 Excellent	C = 75-78
A- = 92-94	C- = 71-74
B+ = 89-91 Very Good	D+ = 69-70 Below Average
B = 86-88	D = 67-68
B- = 83-85	D- = 65-66
C+ = 79-82 Good	F = Below 65 Failing
IA = Insufficient Attendance	I = Incomplete

The approved grading system for Citizenship & Handwriting (Grades 4-5) is:

CP = 95-100: Consistently Proficient (Consistently grasps, applies and extends key concepts, process and skills.)
P = 80-94: Proficient (Grasps and applies key concepts, processes and skills with limited errors.)
DP = 70-79: Developing Proficiency (Beginning to grasp and apply key concepts, processes and skills.)
N = 0-70: Novice (Not making expected progress.)
IA = Insufficient Attendance

Report card grades are not determined by test grades alone. Daily quizzes, oral participation, completed home assignments, individual ability, and attitude are factors contributing to grades.

Homework

Homework is required for learning at Saint John the Baptist Elementary. Teachers assign homework with care and for the purpose of fostering habits of independent study and reinforcement of learning. The amount and regularity of homework is left to the discretion of individual classroom teachers. Parents with children in Grades K-3 are encouraged to be actively responsible in ensuring that their children complete their homework. Parents with children in Grades 4-5 should hold their children responsible for completing their homework. In general, the suggested guidelines are as follows:

- Grades 1: 10 minutes
- Grade 2: 20 minutes
- Grade 3: 30 minutes
- Grade 4: 40 minutes
- Grade 5: 50 minutes

All parents should create a proper study environment for children to do homework. In part, this means limiting use of screens and creating an environment conducive to learning.

Late Homework Policy: Grades 2-5

Full credit is possible for assignments turned in on the due date. Late homework will be accepted based on each grade level's policy.

Assignments due the last week of each quarter are exempt from the policy.

Late homework will not be accepted the last week of each quarter.

Tutoring

Teacher recommendations for tutoring must be approved by the principal.

No teacher may accept pay for tutoring a pupil from his/her class during the academic year unless approved by the principal.

Report Cards

Report cards, Grades K-5, are issued four times a year at the end of each quarter.

Report cards are distributed on the date marked on the school calendar through email and hard copy. If parents do not receive their child's report card, please call the office. PreKindergarten students will not receive a written report until the end of the 2nd Quarter.

Promotion/Retention

Grades K-3

Because primary children do not achieve educational skills at the same chronological age, and are not the same level of readiness and maturity at the same time, standards for continuance at this level are based on indications of maturity and progress.

To be promoted a primary student:

Should be able to focus attention on lessons and work.

Should be able to function cooperatively in class.

Should show responsibility in completing work and caring for materials.

Should demonstrate skills in core subjects that are appropriate for the student's grade level ability.

If a student is not succeeding, a conference will be held with parents and an administrator. If a student has not mastered the concepts of the completed grade, but retention is not in the best interest of the child, he/she may be placed, rather than promoted, to the next grade level. This would be noted on the final report card, and by a letter sent to the parents. If a student who has been placed continues to struggle, he/she may be asked to withdraw from Saint John the Baptist Elementary.

Grades 4-5

All students in Grades 4 and 5 at Saint John the Baptist Elementary must maintain a minimum 2.00 cumulative core subject grade point average. If a student falls below a 2.00 core subject cumulative grade point average, he/she will be placed on academic probation, as deemed by the administration. Students who do not maintain a 2.00 cumulative core subject grade point average may be asked to withdraw from Saint John the Baptist Elementary.

Exceptions

Exception to this criterion will be on an individual basis and done with the approval of the parents, teachers, and administration.

Honor Roll

Saint John the Baptist Elementary believes in recognizing and awarding academic excellence for students in Grades 4 and 5. **Honor Roll is based on achieving a 3.5 core subject grade point average and a 3.5 grade point average or higher.** No one with a "D+," "N," or below qualifies for the Honor Roll no matter his/her average.

Each letter grade is assigned a point value. The points are averaged to determine a grade point average (GPA). All classes, except Handwriting, will be used to obtain a student's GPA.

A	4.00	B+	3.33	B-	2.67	C	2.00
A-	3.67	B	3.00	C+	2.33	C-	1.67

Honorable Mention

Honorable Mention recognizes a greater number of students for their academic achievement and is based on achieving a 3.0 – 3.49 core subject grade point average and 3.0 – 3.49 grade point average. No one with a "D+," "N," or below qualifies for Honorable Mention no matter his or her average.

EXTRACURRICULAR ACTIVITIES

Book Fair

Scholastic Book Fairs will be held annually to supplement the library and classroom libraries. They are also an excellent way to provide a source of good books for families.

Enrichment

After school enrichment classes may be offered as determined by the administration.

Lunch Program

School lunch is available Monday, Tuesday, Thursday and Friday. The price of lunch is \$3.40 per published meal. Milk, juice and water are available for \$0.50. A salad bar option is available for \$2.50. A menu will be published each month. The daily menu will also be published on the school's website.

Policy

Students are required to be courteous to all staff in the lunchroom. Sack lunches may be brought or students can purchase lunches from the cafeteria through "My School Account". Although students will not be denied lunch, it is the parents' responsibility to ensure that an adequate amount of money is available. Lunch balances can be checked 24 hours per day through My School Account (www.myschoolaccount.com). Notices will be sent home periodically for delinquent accounts.

Students must maintain reasonable voice levels and appropriate behavior and language during lunch. All students are responsible for cleaning up their area.

Saint John the Baptist Elementary does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student's lunch meal. No soda pop is allowed during lunch.

Social Justice

The purpose of social justice in the elementary school is to develop a life-long commitment to serving one's community. Throughout their education, students will be exposed to, design, and implement various sorts of and aspects of service into their lives. Each grade will focus on a different area of service and incorporating that service, holistically in accordance with the mission of Catholic schools. Saint John the Baptist Catholic Schools' Home & School Association oversees the Social Justice Program.

Sports Program

The school sports program is coordinated under SCCYAA (Skaggs Catholic Center Youth Activities Association) and may be associated with UCAA (Utah Catholic Athletic Association) or other associations. Parent volunteers and teacher moderators will be used to coach seasonal teams after school and on weekends.

FINANCIAL OBLIGATIONS

Cost-Based Tuition and Fees

Cost-Based Tuition/Needs Based Tuition Aid has been adopted as the model for financial support for ALL Catholic schools in the Diocese of Salt Lake City. This model takes into account the true cost of education for each child. Cost-Based

Tuition provides the parents the opportunity to invest fully in their child's education. It is based on the ability to pay.

Tuition Rate

Tuition for all elementary/middle schools is determined by the Catholic Schools Office based on the average cost per student of all elementary/middle schools. Reporting of expenses to determine cost per student will be based on a common chart of accounts for elementary/middle schools. The bishop gives final approval to the tuition schedule.

2018-2019 Tuition

See Appendix D

Financial Aid Assistance

Internally funded need based financial aid is available for financial hardship and special circumstances. Applications are available in the Finance Office at Juan Diego Catholic High School. Completed financial assistance forms must be accompanied by a copy of your current Federal tax return 1040 or 1040A. The Financial Assistance application along with a copy of your Federal tax return must be sent to FACTS Grant and Aid Assessment (FGAA) by the published deadline. Applications for financial assistance must be completed each year.

FGAA will review all applications. All requested information is kept confidential. All required information must accompany the form or it will not be considered. All students who submit tuition assistance applications by the published deadline will be notified by the school as to the amount of assistance the school is able to grant them for the following school year as soon as possible.

Registration/Reenrollment Fee

A \$100.00 nonrefundable registration/reenrollment fee is due annually.

General Fee

The following are the General Fees, which covers reading intervention programs, consumables, lunchroom supervision, HSA membership, lab fees, yearbook and computer fee.

- PreKindergarten: \$225
- Grades K-5: \$350

FACTS Tuition Management Program

Saint John the Baptist elementary uses a tuition management system, FACTS, for tuition collection. Tuition is due monthly, with a choice of automatic payment on the 5th or 20th of each month. All tuition is collected by automatic bank withdrawal utilizing the FACTS system. Parents also have the option of paying

the total tuition and fees in one payment in advance; this payment is made directly to the school.

Fundraising and Development

Fundraising and development will always be a necessity in our Catholic School system. The cost to educate a child is not fully covered in the tuition and fees. Operational costs must be supplemented by fundraising and development efforts.

Each family is encouraged to participate in the Home & School Association fundraising activities. There will be a stated goal for each fundraiser and a fundraising goal for the year.

Parents are the primary fundraisers, not the children. Parents are encouraged to involve their children when possible, keeping in mind their safety. In addition, the Diocese may sponsor an annual fundraiser, and all families are asked to support this effort.

INSTRUCTIONAL PROGRAMS

General Curriculum

Saint John the Baptist Elementary adheres to the Diocesan Curriculum Guidelines. These guidelines have been professionally and thoroughly researched. Guidelines are established through investigation of many professional organizations and documents such as the Utah Core Curriculum Guide for elementary and secondary schools, the Western Catholic Education Association, and the National Catholic Education Association. Copies of the Curriculum Guides for the Diocese are kept in the school office should a parent/guardian desire to have more specific information regarding the curriculum for each grade. A link to the Diocesan curriculum can be found under the Education tab on Saint John the Baptist Elementary's website.

Planners and Book Bags

Students in Grades 2-5 must utilize the planner provided by Saint John the Baptist Elementary. The cost to replace the planner is \$10. The planner teaches students to be organized and accountable for following up on homework assignments. A book bag, for carrying items to and from school is necessary. All book bags must be kept in each student's locker. Book bags with wheels are allowed as long as they fit properly in the student's locker. Rolling book bags must be carried up and down the stairs.

Books and Supplies

Books will be provided for each grade level and subject. Although a book fee is paid, this does not give ownership to the individual student. In order to keep the

books in good condition and prevent frequent loss, all books must be covered as well as carried off the premises in book bags.

Although some supplies will be provided in classrooms, each family must provide personal school supplies. A list of requested supplies is provided by the school prior to the beginning of each year and individual teachers may require additional supplies.

Field Trips

Field trips will be educational and cultural in nature with direct relation to the curriculum. Each trip will be carefully planned to include:

- An educational purpose with preparation and follow up.
- Adequate transportation - Bus will be taken if possible.
- Adequate adult supervision.
- Controlled expenditures.

Field trips are a privilege and not a right. Students may not participate in field trips unless an official school form is signed by a parent/guardian and returned by the assigned date. Students will not call home if the form is forgotten. Permission by way of telephone or with an unofficial signed note is unacceptable. A teacher can deny a student the privilege of participation in an activity outside the school or require a student's parent to accompany the student for reasons relating to unacceptable behavior.

When family cars are used for transportation, drivers of vehicles should be over 21 years of age and must have valid and appropriate Utah driver's license and insurance. Liability insurance in the minimum amount of \$100,000/\$300,000 must be carried on the vehicle to be used. Vehicles used must have functioning seat belts available and used by each passenger in the vehicle.

Students may not travel by air and out-of-state trips are not permitted.

Library

Saint John the Baptist Elementary students visit the library on a weekly basis and are encouraged to check out books. Students are responsible for books checked out in his/her name. Students with overdue items will be notified via the RenWeb.

A damage or replacement fee will be assessed on all library books lost and/or damaged.

- 1/3 the cost of the book for some damage
- 1/2 the cost of the book for considerable damage
- Full price if the book is damaged beyond repair or lost

If the lost book is returned and is in acceptable condition, the full amount that the student paid for the book will be returned.

Students are discouraged from checking out items for others. The borrower is responsible for any damage or fines.

Religion

Saint John the Baptist Elementary is a CATHOLIC school whose very reason for being is to further the message of Christ. All students participate in daily religion classes, as well as school wide prayer, religious services and Mass. Religious values and teachings are integrated into the total curriculum.

Schedule

PreKindergarten

- Morning Session: Monday – Friday - 8:00-11:00am
- Afternoon Session: Monday, Tuesday, Thursday & Friday - 12:00-3:00pm
- Modified Schedule
 - AM: 8:00-10:00am
 - PM: 10:45am-12:45pm

Kindergarten – Grade 5:

- Students will be allowed to enter Saint John the Baptist Elementary at 7:50am. Please do not drop students off earlier than 7:40am as they will not be allowed to enter the building regardless of weather conditions.
- School begins at 8:00am.
- Lunch/Recess: 11:00am-1:00pm
- Dismissal: 3:00pm (2:30pm on Wednesday)
- Half Day Schedule: 8:00am-12:45pm (No Lunch)

Students must be picked up promptly at dismissal time. Students who are not picked up by 3:15pm will be sent to Guardian Angel Daycare, where their parents will be charged accordingly. This is for the safety of the students. Please note that students will not be allowed to wait for their parents in the office and/or classrooms. **The school assumes no responsibility for students on the premises before 7:40 a.m. or after 3:15pm (2:45pm on Wednesday).** Students are not allowed on the Skaggs Catholic Center campus after hours unless they are involved in an after-school activity.

Standardized Tests

Children in Grades 3-5 take the ACT Aspire each spring. Results help determine academic standing and projected needs of the students. The tests help teachers plan programs to address the academic needs of the students.

HEALTH, SAFETY AND EMERGENCY

Communicable Diseases/Lice

If your child contracts head lice or a communicable disease, it is the obligation of the parent to inform the school. Should the condition be noticed at school the parent will be called and the child may not return to school until proper treatment is administered. A doctor's release must be presented when the student returns to school. Parents in the class of the child will be informed of the problem so they will be aware to observe their child for a similar outbreak. Should there be an epidemic, it is possible that the school would close until it is safe to resume.

Dispensing of Medicine

Utah State law forbids the dispensing of drugs to students, including any over-the-counter items such as cough drops, aspirin and Tylenol without parent and physician consent. If your physician decides that medication is necessary for your child during the school day, it is required that the school has specific instructions for administering the medication.

Any medication sent to the school must be in the bottle received from the pharmacy (over-the-counter drugs must be in their original containers). Do not send medication in other containers (no baggies). All medication must be left in the office. For children who take medication on a regular basis, a form from the doctor and the parent will need to be on file in the office of the regular time and dosage. Medication is not allowed at any time in the student's possession, backpack, or desk. The child will come to the office to get his/her medication at the time it is to be dispensed. A record will be kept in the office of any medication dispensed. All medical authorizations must be renewed each school year.

Self-Carry/Use of Metered Dose Inhalers

Legislative General Counsel Bill 53A-11-602 was enacted to allow asthma medication to be carried and self-administered in the school setting. Saint John the Baptist Elementary shall permit a student to possess and self-administer asthma medication if 1) the student's parent or guardian signs a contract, which authorizes the student to self-administer asthma medication and acknowledges that the student is responsible for, and capable of, self-administering medication, 2) if the student's health care provider provides a written statement indicating that it is medically appropriate for the student to self-administer asthma medication and be in possession of asthma medication at all times and 3) the name of the asthma medication prescribed is for the student's use. Please note that Saint John the Baptist Elementary holds no responsibility for the student's medication whereabouts or use. Students must understand the

importance of seeking additional medical assistance if the self-administered dose does not correct the problem and to remember when the inhaler was last used.

Emergency Information

Each family must have on file, current and fully completed emergency information pertaining to each student. The information is to be reviewed at the beginning of each school year for each student.

When a student becomes ill or is the victim of an accident, the parent or guardian will be contacted immediately. In emergency situations, if the parent cannot be reached, the school will follow the instructions on the student's emergency sheet. The signed sheet suffices for parent authorization when parents cannot be reached in emergency situations.

Emergency information must be kept up to date. Please, notify the school whenever there is a change in your address, phone number(s), or other pertinent information. Up-to-date records are important in handling emergency situations. No student will be released to any person not listed on the emergency form.

Emergency Procedures

The Skaggs Catholic Center operates under an emergency management guide. All faculty and staff are aware of the procedures for emergencies. In the case of a long power outage, sewage problem, snowstorm, or other disaster, students will remain at school unless parents come to pick up their children. No one will be released to someone other than a parent without prior authorization.

Fire/Earthquake Drills

Fire and earthquake drills are held regularly throughout the year. Proper discipline, rather than speed, is the goal of the drills. Each class has a designated exit procedure to be followed whenever the alarm sounds.

Illness and Accident Reports

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is necessary, the parent and/or contact person on the emergency sheet will be notified immediately. Students should be picked up within 30 minutes after notification of parent or authorized person on the emergency form. Parents are responsible to have at least one person listed on the emergency form that can be contacted when parents cannot be reached. Up-to-date emergency forms with all current phone numbers are vital.

The safety of students is a matter of vital concern. Every effort is made to prevent accidents and to ensure the safety of the students. Parents of students

with allergies are obliged to have information on file on the emergency sheet listing allergies and special health problems.

Medical Appointments

Early dismissal for medical and dental appointments is granted when a parent/guardian checks the student out of school. The time spent in treatment is legally credited as attendance and is considered an excused absence. Parents are urged to keep such requests to a minimum and are encouraged to make arrangements for these appointments after school hours. All students must be signed out at the office before being taken for any early dismissal.

School Closure for Inclement Weather

If, for some emergency reason, school will not convene, television and radio stations (KSL, KDYL, and KALL) will broadcast the message regarding school closures. Should the school be in session, it is the prerogative of the parents to decide whether or not their children will attend school on days of severely inclement weather. The school will honor the parents' decision.

Illness

Please do not send your student to school when he/she is sick. Besides the need to protect other children from infection, there is no facility to care for sick children and they will be sent home. If both parents work, arrangements will have to be made to have someone pick up the sick student. The school will not send sick students home alone. As recommended by the Centers for Disease Control and Prevention, **individuals with influenza-like illness, should remain home until at least 24 hours after they are free of fever (100 degrees) or signs of fever without the use of fever-reducing medications. All students must also be symptom free for 24 hours from: vomiting, diarrhea, unidentified rash, swollen glands, any contagious conditions (parasites, etc.), heavy nasal discharge and earache, lethargy/fatigue, or any physical condition that impairs a child from being able to participate in regular classroom activities.** Students who return to school after an illness must be prepared to participate fully in the day, including PE and recess. If parents feel that their child should not participate in recess, then the child should stay home for an additional day, so that upon his/her return, he/she is able to participate fully in school activities. **If a child is too sick to go outside for recess and/or fully participate, he/she is too sick to be in school.**

PARENT INVOLVEMENT

Relation to School Community and Philosophy

Parents are the primary educators of their children. Parent involvement is therefore highly encouraged and important to the success of the total school program. Open communication between home and school facilitates the

growth of Saint John the Baptist Elementary's community and provides an opportunity for teachers and parents to work together for the good of the students.

Saint John the Baptist Catholic Schools expect parents to conduct themselves in a manner which is consistent with Christian standards of morality regarding their support, behavior and dress. Parents represent both the schools and Skaggs Catholic Center while on campus, at school-sponsored events and in the greater community, in the way they dress, the way they behave and by their interaction with others. All parents are expected to promote the Catholic community and the values and behaviors espoused by the Diocese of Salt Lake City.

Home & School Association

The Home & School Association (HSA)'s primary purpose is to support the school's mission. Working under a Constitution and By-Laws that follow the national guidelines from the National Catholic Education Association (NCEA) the Home & School Association facilitates communication between home and school. HSA works with the administration to support the school in many ways. The Association raises funds throughout the year to help the school with special needs. The Home and School Association has a monthly executive board meeting; all parents are invited to attend. Requests for inclusion on the agenda must be submitted in writing to the principal or HSA president at least seven days in advance.

The primary purpose of a parent organization is to support the school's mission. This is done primarily by:

- Volunteering help in school programs and activities and supporting all volunteer efforts needed in the school.
- Organizing and supporting fundraising efforts to financially support the school and its programs.
- Supporting the school by giving positive feedback to the public.

Meetings

The Home & School Association (HSA) meets monthly throughout the school year. Please consult the school calendar for specific date. All parents are members of the Home & School Association; regular attendance at these meetings is strongly urged.

Parent Service Program

Saint John the Baptist Catholic Schools have initiated a Parent Service Program. Each school year, parents/guardians are required to contribute a minimum of twenty-five (25) hours to Saint John the Baptist Catholic Schools. This policy helps to achieve the goals of providing quality programs for the students and building community. Involvement in the form of service is preferred, but in lieu of service,

families will be required to pay \$25 for each non-performed service hours. Ten (10) of the twenty-five (25) hours may be performed at Juan Diego Catholic High School or Saint John the Baptist Parish. Service given to entities outside the Skaggs Catholic Center does not count toward the required hours. Parents who would like to volunteer during the school day and/or attend/chaperone field trips must complete the Diocese of Salt Lake City's CMG Connect Safe Environment Certification (Appendix C), which includes a background check (\$19 payable to Saint John the Baptist Elementary).

Parent volunteer opportunities are numerous and include library help, tutors, classroom assistants, room parents, field trip chaperones, coaches, etc. Training is provided, if necessary. Service opportunities will be published in the school newsletter or parish bulletin. Parents may contact the person in charge of the service project to volunteer. Parents keep track of the service hours through RenWeb.

It is expected and understood that parents are confidential with information about the children with whom they work in the classrooms, library, lab, and correcting papers, tests, etc.

The present requirement is 25 hours of service per family or \$625 (\$25.00 per hour) in lieu of service. Parents will be charged, at the end of the school year, for any hours, at \$25.00 per hour, for service not completed.

Presiding Lunchroom

Each family is required to preside in the lunchroom (11:00am-1:00pm) at least twice during the 2018-2019 School Year. Time presiding counts toward the 25-hour parent service program requirement.

Mandatory Meeting

At least one parent is required to attend Back-to-School Night. Time spent attending this meeting counts toward the 25-hour parent service program requirement.

School Board

School Boards are consultative to the administration of the school in the area of policy and long range planning. Standing Committees usually consist of a Finance Committee, a Development Committee, an Election Committee, and a Planning Committee. Other committees may be formed as needed. The School Board meets monthly; all parents are invited to attend. Requests for inclusion on the agenda must be submitted in writing to the principal or school board president at least seven days in advance. School board members may be appointed or elected to serve a three-year term.

ARRIVAL & DISMISSAL PROCEDURES

See Appendix B

MISCELLANEOUS

Lockers

Each student, Grades 1-5, will be assigned a locker. Locker use is a privilege, not a right, and students should remember that the lockers are the property of the school. Lockers are to be kept clean. Personal items – jackets, backpacks, etc. – will be kept in each student's locker. Writing is not allowed inside or outside the lockers. Glue, stickers and tape are not allowed. Students, Grades 4-5, should not give their locker combination to others and may not trade lockers. Lockers are to be opened and closed quietly and kept orderly. Food items should not be kept in lockers for more than one day. **Lockers may not be decorated for birthdays, sporting events, etc. Lockers are subject to search in the interest of school safety, sanitation, discipline and/or enforcement of school regulations.**

Books

In order to keep textbooks in good condition and cut down on unnecessary replacement costs, students are expected to keep their textbooks covered all year. No contact paper of any kind may be used on hardback books.

Lost and Found

The lost and found box is located in the office. Any found items should be brought to the office and given to the receptionist. Items will be kept until the last school day of each month. At the end of each month unclaimed items will be given to charity. If you are looking for a lost article, please check the office.

Parties

Parties are a rare occurrence since they take away from the educational time of the students. Each class will have a Halloween and Valentine's party sponsored through the Home & School Association. Classes may have parties for school-related events. Permission for other parties must be sought from the principal. Parties for teachers are not allowed.

Parties for individual student birthdays are not permitted. Class treats for birthdays may be arranged with individual teachers. All treats must be store bought. Examples of treats include: Cookies, cupcakes, donuts, ice cream bars, etc. Parents are encouraged to make arrangements for birthday parties outside school time. Students may not deliver invitations to friends at school, especially if only selected students are involved. **Flower or balloon bouquets may not be sent to school for birthdays or other special occasions.**

Personal Valuable Materials

Toys, electronic equipment (i.e. game boys, iPods, portable radios, TVs, and video games), or expensive jewelry should not be brought to school. The use of electronic readers is at the discretion of individual teachers. Items can easily be taken and the school takes no responsibility in replacing lost or damaged items.

Bicycles, Skateboards, Rollerblades

Students may ride bicycles to school but they must be locked at a bike rack. Skateboards, rollerblades, Heelies, etc. are not permitted on the grounds at any time.



SAINT JOHN THE BAPTIST CATHOLIC SCHOOLS 2018-2019 TUITION & FEE SCHEDULE

TUITION 2018-2019

PER STUDENT PER YEAR

Cost to Educate a Student, Tier 1 (grades K-8).....	\$7,750.00 + fees
Regular Rate, Tier 2 (grades K-8)	\$7,478.00 + fees
Catholic Rate, Tier 3 (grades K-8)	\$5,983.00 + fees
Financial Aid, Tier 4.....	Application Required
Pre-Kindergarten	\$3,545.00 + fees (PK4-4 days)
	\$4,500.00 + fees (PK4-5 days)

Financial Aid Assistance

Need based financial aid is available for financial hardship and special circumstances for students in kindergarten through 12th grade. Applications are available online at <https://online.factsmgt.com/signin/3G31V>. Completed financial assistance forms, a copy of your 2017 Federal tax return 1040 or 1040A, and any additional supporting documentation must be submitted to FACTS Grant and Aid Assessment (FGAA) by March 31, 2018. ***APPLICATIONS FOR FINANCIAL ASSISTANCE MUST BE COMPLETED EACH AND EVERY YEAR.***

FGAA will review all applications. All requested information is kept confidential. All required information must accompany the form or it will not be considered. The analysis and award process typically takes 45 days. Upon completion of the analysis, each family will be contacted as timely as possible by mail.

PAYMENT SCHEDULE

Registration Fee

For returning elementary school students, a \$125.00 non-refundable registration fee is due upon registration/re-enrollment. (\$60.00 registration fee; \$65.00 will be applied to the general fee.)

For returning middle school students, a \$100.00, non-refundable registration fee is due upon registration/re-enrollment. (\$60.00 registration fee; \$40.00 will be applied to the general fee.)

General Fee

The following are the General Fees, which includes: middle school learning enrichment programs, elementary literacy program, lunchroom/playground supervision, technology/computer lab fees, fine arts, and yearbook.

Preschool.....	\$225.00
Grades K—5	\$350.00
Grades 6—7	\$605.00
Grade 8.....	\$655.00 (includes graduation fees)

Tuition

Saint John the Baptist Catholic Schools will use a tuition management system, FACTS, for all tuition collection. General fees and tuition will be added together and divided into 11 monthly payments beginning in June and ending in April. Full payments made by June 14, 2018 will receive a \$100 discount per family.

K—5th Grade	Tier 1	Tier 2	Tier 3
Registration fee	\$125.00	\$125.00	\$125.00
Tuition	\$7,750.00	\$7,478.00	\$5,983.00
General fee balance	\$310.00	\$310.00	\$310.00
Gen'l fee plus tuition	\$8,060.00	\$7,788.00	\$6,293.00
Monthly Breakdown			
June through March	\$732.75	\$708.00	\$572.10
April	\$732.60	\$708.00	\$572.00

6—7th Grade	Tier 1	Tier 2	Tier 3
Registration fee	\$100.00	\$100.00	\$100.00
Tuition	\$7,750.00	\$7,478.00	\$5,983.00
General fee balance	\$565.00	\$565.00	\$565.00
Gen'l fee plus tuition	\$8,315.00	\$8,043.00	\$6,548.00
Monthly Breakdown			
June through March	\$755.95	\$731.20	\$595.30
April	\$755.50	\$731.00	\$595.00

8th Grade	Tier 1	Tier 2	Tier 3
Registration fee	\$100.00	\$100.00	\$100.00
Tuition	\$7,750.00	\$7,478.00	\$5,983.00
General fee balance	\$615.00	\$615.00	\$615.00
Gen'l fee plus tuition	\$8,365.00	\$8,093.00	\$6,598.00
Monthly Breakdown			
June through March	\$760.50	\$735.75	\$599.85
April	\$760.00	\$731.00	\$599.50

	Preschool 4 4 day tuition	Preschool 4 5 day tuition
Registration fee	\$125.00	\$125.00
Tuition	\$3,545.00	\$4,500.00
General fee balance	\$185.00	\$185.00
Gen'l fee plus tuition	\$3,730.00	\$4,685.00
Monthly Breakdown		
June through March	\$339.10	\$425.95
April	\$339.00	\$425.50

Diocese of Salt Lake City

CMGConnect

Safe Environment Certification

New User Account Creation Instructions

1. Select the following link: <https://saltlakecity.cmgconnect.org>
2. Under “Register for a New Account”:
 - **Account:** Name, Username and Secure Password
 - **Personal:** Address, City, State, Zip Code, Phone, Email, and Date of Birth
 - **Affiliation:**
 - Primary Parish/School/Organization (*volunteering or working*): ***Saint John the Baptist Elementary School – Draper***
 - Role (*select one*): ***Volunteer***
 - Participate (*select only one (a-m)*): ***d. Volunteer Curriculum (over 18)***
3. Select **Register My Account**
4. Complete **Required** Training
5. Print **Certificate of Completion** (available 24 to 72 hours after completion of training)
 - Repeat Step 1
 - Select **Sign In Here** (upper right corner of screen)
 - Type: **Username**, press Enter
 - Type: **Password**
 - Select **Log Me In**

Appendix B



Saint John the Baptist Elementary
Skaggs Catholic Center, LLC
2018-2019 School Year
Arrival & Dismissal Procedures

ARRIVAL:

Option A: Bell Tower Circle (Drive-Through)

From 11800 South turn into Bell Tower Circle at 300 East. Drive counterclockwise around the circle until you reach the drop off zone (**in front of the elementary school only**). Pull forward (up to the #1 sign if possible) to allow several cars in the drop off zone. Stop your vehicle. **Children must exit your vehicle from the right side only onto the sidewalk.** Students, Grades 1,2 & 4, will enter the building from the West doors (facing the Bell Tower). Students, Grades 3 & 5, will enter the building from the South doors. Students who arrive prior to 7:50am will line up according to grade and wait until the first bell rings (7:50am). Parking and waiting along the curb is not allowed in Bell Tower Circle, as there must be a continuous flow of traffic in order for all students to be dropped off in a timely manner. **If you prefer to park and wait and/or exit your vehicle, please use Option B for arrival.** Please refrain from using cell phones in Bell Tower Circle.

Option B: Kindergarten Doors: Parking Lots E & F (Park & Deliver) - Required for PreKindergarten & Kindergarten Students

From 11800 South turn into the far East entrance. Park in Lot E (north of the building) or Lot F (near the Skaggs Catholic Center garden). Please do not park along the sidewalk, in the Guardian Angel Daycare parking spots or along the outer circle. Walk your child to the Kindergarten doors, where he/she will line up according to grade and wait until the first bell rings (7:50am). **Parents, siblings and/or family members are not allowed to personally escort their child(ren) into the building. Siblings of PreKindergarten & Kindergarten students, Grades 1-5, may use Option B.**

Option C: Walkers

Students who walk or ride bikes to school may use Option A or B.

Note: Parents needing assistance from the office prior to the beginning of the school day may not walk their child(ren) to his/her classroom. Students will not be allowed to enter or exit Saint John the Baptist Elementary through the northwest doors (near Saint John the Baptist Church).

DISMISSAL:

Saint John the Baptist Elementary's students will be dismissed by grade level (PreKindergarten-5th Grade) and walked by their teacher to the following dismissal locations:

- Options A & C (Bell Tower & Walkers)
- Guardian Angel Daycare
- Option B (Kindergarten Doors)
 - PreKindergarten and Kindergarten (**Option B only**)
- Students will not be allowed to exit Saint John the Baptist Elementary from other doors.
- After School Activities when applicable, will be dismissed accordingly.

For the safety of all students, parents, grandparents, etc. will not be allowed to wait for their child(ren) inside the building. If you need assistance from the office prior to dismissal, please exit the building afterward.

Option A: Bell Tower Circle (Drive –Through)

From 11800 South turn into Bell Tower Circle at 300 East. Drive counterclockwise around the circle until the circle is full. Stop your vehicle. **Your child(ren) will be loaded into your vehicle in front of Saint John the Baptist Elementary between the marked signage using the right hand doors only.** Please use the yellow name sign provided by Saint John the Baptist Elementary in your car window to assist the administration/faculty in having your child(ren) ready when you reach the marked pickup location. After your child(ren) is safely buckled, please exit the circle. Please be patient and follow the car line and the directions of the staff. **Parking and waiting along the curb anywhere in Bell Tower Circle is not allowed as there must be a continuous flow of traffic in order for all students to be picked up in a timely manner.** Please refrain from using cell phones in the Bell Tower Circle. In the event of an emergency that closes Bell Tower Circle, students will be dismissed through the PreKindergarten/Kindergarten doors. **Note: Please do not parking along the curb and leave your vehicle unattended in Bell Tower Circle during the school day.**

Option B: Kindergarten Doors: Parking Lots E & F (Park and Pick-Up) - Required for PreKindergarten & Kindergarten Students

From 11800 South turn in the far East entrance. Park in Lot E (north of the building) or Lot F (near the Skaggs Catholic Center garden). **Please do not park along the sidewalk or the outer circle.** Wait for your child(ren) outside the Kindergarten doors. Students will be released to parents/carpool by a member of the staff. The students will not be released to parents waiting in vehicles. If you prefer to wait in your vehicle, please use Option A. **For the safety of all students, families with a PreKindergarten and/or Kindergarten student must use Option B.**

Option C: Walkers

Students dismissed from Saint John the Baptist Elementary as walkers must use the Bell Tower Circle doors (Option A). Students are expected to use the crosswalk at 300 East and 11800 South to exit the North side of the property.

Note: As per the Skaggs Catholic Center's Safety Committee, parents with children at multiple schools are asked to pick up their children at the youngest child's school. For their safety, Saint John the Baptist Elementary's students will not be allowed to wait for parents, siblings, etc. at Saint John the Baptist Middle School and/or Juan Diego Catholic High School. After 3:15pm, all students will be escorted to Guardian Angel Daycare (801-984-7135; accessible by the east door) and their parents will be charged accordingly.

Saint John the Baptist Elementary
Skaggs Catholic Center, LLC
Uniform Policy
2018-2019 School Year

Boys:

Everyday Wear (Grades PK-5)

- Green or White Monogrammed Polo Shirt, or White Monogrammed Oxford Shirt (long or short sleeve)
- Navy Blue Twill Pants or Shorts **(Shorts may be worn 1st and 4th Quarters.)**
- Solid Black, Navy or White Socks
- Solid Black, Brown, Gray, Navy Blue or White Shoes

Formal Uniform (Grades K-5; Not required for PreKindergarten)

- White Monogrammed Oxford Shirt (long or short sleeve)
- Navy Blue Twill Pants
- Solid Black, Navy or White Socks
- Solid Black, Brown, Gray, Navy Blue or White Shoes

Other

- Navy Blue Cardigan, Pullover or Sweater Vest
 - SJB Catholic Schools Zippered Hoodie Sweatshirt **(JDCHS and team sweatshirts are not allowed.)**
 - SJB Elementary Zippered Fleece Jacket
-

Girls:

Everyday Wear (Grades PK-5)

- Green or White Monogrammed Polo Shirt, White Monogrammed Peter Pan Blouse (long or short sleeve; Grades PK-3) or White Monogrammed Oxford Shirt (long or short sleeve)
- Columbia Plaid Knife Pleat or Drop Waist Jumper (Grades PK-3); Columbia Plaid Kick-Pleat Skirt (Grades 4-5) – Worn at Knee-Length
- Navy Blue Twill Pants, Shorts or Skort **(Shorts may be worn 1st and 4th Quarters.)**
- Solid Black, Navy Blue or White Socks
- Solid Black, Brown, Gray, Navy Blue or White Shoes

Formal Uniform (Grades K-5; Not required for PreKindergarten)

- White Monogrammed Peter Pan (Grades K-3) or Oxford Shirt (long or short sleeve)
- Columbia Plaid Knife Pleat or Drop Waist Jumper (Grades K-3); Columbia Plaid Kick-Pleat Skirt (Grades 4-5)
- Solid Black, Navy Blue or White Knee Socks or Tights
- Solid Black, Brown, Gray, Navy Blue or White Shoes

Other

- Navy Blue Cardigan, Pullover or Sweater Vest
- SJB Catholic Schools Zippered Hoodie Sweatshirt (JDCHS and team sweatshirts, jackets, etc. are not allowed.)

Appendix A

- SJB Elementary Zippered Fleece Jacket

(See back for additional information.)

Students are expected to present a good appearance at Saint John the Baptist Elementary. The complete, proper-size, correct uniform (**purchased from Saint Paul's Place**) is required at all times. Parent cooperation in following the policy is expected from the first to the last day of school. **Students who accumulate three uniform notices per semester will not be allowed to participate in non-uniform/free dress days for the remainder of that semester.** All students, except PreKindergarten, are required to wear the formal uniform each Wednesday for Mass, and as designated by the administration. **The administration has the discretion and final decision with respect to interpretation of the uniform policy.**

Additional Requirements

- Solid Black, Brown or Navy Blue Belt; No Ornamentation (including holes, rivets, etc.) - Recommended for 4th & 5th Grade with Pants/Shorts.
- **Solid Black, Brown, Gray, Navy Blue or White** Athletic or Dress Shoes with **Solid Black, Brown, Gray, Navy Blue or White** Shoelaces. **Shoe accents (i.e. Nike swish, Adidas stripe, Puma, etc.) must be Solid Black, Brown, Gray, Navy Blue or White.** Checkered, Designed Two-Toned shoes are not allowed. Boots, mules, sandals, open toe, wheeled and light-up shoes are not allowed.
 - *Do not hesitate to email Nikki Ward (nikkiward@sjbelementary.org) and/or Amy Cleveland (amycleveland@sjbelementary.org) pictures of shoes for approval.*
- Solid Black, Navy Blue or White Leggings may be worn 2nd & 3rd Quarters.
- Hair must be natural in color and modest in style, neatly groomed and clean. Boys' hair must be worn above the collar and above the eyebrows. Artificial color and/or highlights are not allowed. Hair extensions, feathers, beads, wrapped sections with colored thread are not allowed. **Accessories (i.e. bows, headbands, ribbons, flowers) must be Black, Green, Navy Blue, White or Columbia Plaid, and not be wider than 4 inches.**
- Post earrings (no hoops or dangles), watches and religious necklaces may be worn. Bracelets and rings are not allowed. Boys may not wear earrings. Girls may wear 1 (one) earring per lobe. Tattoos are not allowed.
- Make-up, nail polish and/or artificial nails are not allowed.

Non-Uniform/Free Dress

Non-Uniform/Free Dress days will be in conjunction with a special theme, occasion or incentive. Clothing worn on these days must be modest and suitable for a Christian atmosphere. **Sleeveless shirts may not be worn.** Jewelry and cosmetics, as described, are in effect. The following shoes may be worn with non-uniform dress: boots, checkered, glittered, light-up, patterned, sparkly, etc. For safety reasons, mules, sandals, open toes, and wheeled shoes are never allowed at Saint John the Baptist Elementary. **Interpretation of appropriate dress as described above is at the discretion of the school administration.**