



**2018-2019**

**Parent and Student Handbook**

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## **I. Mission and Philosophy**

### **A. School Mission Statement**

Guided by Jesus Christ, we are a caring community dedicated to academic excellence, serving others and developing the whole child within the traditions of our Catholic faith.

### **B. School Philosophy**

We believe the ultimate purpose of faith-based education is to serve God and God's creation. We believe all children can learn and that parents are the primary educators of their children. We believe that our community works together to inspire all to reach their potential and to develop the spiritual, moral, intellectual, emotional, social growth, and physical well-being of the whole child. We believe that our professional educators provide a child-centered, nurturing and safe environment that empowers each child to become a life-long learner, active Catholic, self-aware individual, effective communicator, and responsible citizen. We believe that all are engaged in a dynamic process of discovering their gifts and who they are in relationship to God and His creation.

### **C. Student Learning Expectations (LASER skills)**

School-wide Learning Expectations (SLEs): Statements of what a student should know, understand, value, and be able to do by graduation. These learning outcomes are collaboratively developed and represent the focus of the entire school community.

At St. John Bosco we use the acronym LASER to help draw the students' attention to the ultimate goals of their time at St. John Bosco. Each student at St. John Bosco recognizes his or her rights and responsibilities as an active participant in our faith community and witnesses and learns to exemplify the LASER skills:

#### **LIFE-LONG LEARNER**

The students will...

- L.1 apply the skills learned in the curriculum to continuously seek further knowledge
- L.2 exhibit critical thinking and problem solving abilities
- L.3 take responsibility and be accountable for academic growth
- L.4 research and analyze information effectively

#### **ACTIVE CATHOLIC**

The students will...

- A.1 demonstrate knowledge of the Catholic faith
- A.2 participate in the life of the church
- A.3 serve others
- A.4 exhibit a Christian attitude

#### **SELF-AWARE INDIVIDUAL**

The students will...

- S.1 understand how learning occurs
- S.2 develop and use time management and organizational skills
- S.3 develop and practice healthy habits of mind, body, and spirit
- S.4 recognize how their behavior affects themselves and others

#### **EFFECTIVE COMMUNICATOR**

The students will...

- E.1 demonstrate written and oral communication clearly and competently
- E.2 use active listening skills
- E.3 use technology responsibly and effectively

## RESPONSIBLE CITIZEN

The students will...

- R.1 understand and follow the rules and procedures of the class, school and community
- R.2 learn and practice the skills of self-disciplined behavior (DWP 1-15)
- R.3 exhibit positive behavior when working and playing with others

## II. Discipline

### A. Discipline with Purpose - DWP Expectations

We believe children can be taught self-discipline skills as a part of the total school curriculum. To this end, the school implements a program called *Discipline With Purpose (DWP)*, a positive approach to discipline based on the developmental level of the student.

The two goals of discipline, according to the DWP philosophy, are to maintain safety and order within the community, and to identify, teach, and practice the skills necessary to be self-disciplined. With this in mind, discipline is not punishment, but rather an opportunity to teach a skill that is not yet developed.

We expect students to conduct themselves in a manner that is becoming of a Catholic student and exhibit self-disciplined behavior at all times, on or off campus, in conformity with the norms of this handbook. The principal is the final recourse in all disciplinary situations.

### B. 15 Self-Discipline Skills

The fifteen skills that are taught include:

<b>Basic Skills</b> Taught in grades Pre-K-2 Reviewed in all grades	<b>Constructive Skills</b> Taught in grades 3-5 Reviewed in all grades	<b>Generative Skills</b> Taught in grades 6-8 Reviewed in all grades
1. Listening	6. Cooperation	11. Organization
2. Following instructions	7. Understanding rules	12. Resolving problems
3. Asking questions	8. Completing a task	13. Initiating solutions
4. Sharing	9. Leadership	14. Fact vs. feelings
5. Social skills	10. Communication	15. Service to others

### C. Student Behavior

Good habits of conduct and proper attitudes toward school originate in the home. It is not expected that a child will learn self-discipline in school if that development has not been started at home. The school is an extension of the home and shares the responsibility with the parent(s) to help the student develop appropriate behavior and effective learning habits. To achieve self-discipline in the classroom, the students need to understand the rules and know the consequence.

Self-discipline is a skill and it takes time to develop. Unacceptable behavior often occurs because children are children and they make mistakes in the process of growing up. Usually a serious talk, "time out" during recess, work that is a natural consequence of the child's action, or a talk with the administration is sufficient to bring about change. However, if no change in

behavior occurs, other steps will be taken to maintain a reasonable standard of behavior and a good learning situation. Every student has the right to a proper learning environment and the actions of a few students cannot be allowed to detract from the educational welfare of all the students.

There are many privileges for students at St. John Bosco Catholic School particularly in the 8<sup>th</sup> grade. Inappropriate behavior by a student can result in the loss of some or all of these privileges.

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

Certain types of behavior are totally inappropriate in a Christian learning center. The following examples of actions committed by students which under the jurisdiction of the school may be reasons for being kept after school, suspension or expulsion:

1. Use or possession of narcotics, alcohol or tobacco on or near school premises.
2. Possession of a weapon on school grounds.
3. Action gravely detrimental to the moral and spiritual welfare of other students.
4. Habitual profanity or vulgarity.
5. Assault, battery or any threat of force or violence directed toward any school personnel or students.
6. Persistent insubordination.
7. Stealing.
8. Habitual truancy.
9. Willful cutting, defacing or otherwise damaging in any way property belonging to the school, teachers, staff or students.
10. Leaving school grounds without permission. Once a student comes on the school property, she/he is not to leave except by following the procedure set forth in the handbook.

From parents, we need, expect and require honest and consistent cooperation to implement the spirit as well as the letter of the Handbook's guidelines and rules. The Diocesan Handbook of Policies and Regulations for Catholic Schools states that "Parents or guardians are expected to support teachers and administrators and to recognize that disciplinary action entails the exercise of judgement, often under pressing circumstances."

There are those rare times when the school makes a decision with which a parent or guardian disagrees. If attempts to deal with the matter are unsuccessful, the school reserves the right to require a parent to withdraw from the working partnership.

Any appeal of decisions by the principal should be directed to the pastor.

## **D. Reasonable Contact - Diocesan Policy**

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, or escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- a. committing a criminal offense;
- b. causing personal injury to, or damage to the property of, any person, including the student him/herself;
- c. significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

## **III. Student Policies and Information**

### **A. Academics – General**

#### **1. Curriculum**

The curricula in all subjects, Pre-K through 8, are set by the Diocese of Phoenix and align with, or exceed state and national standards. The middle school prepares students for the transition to high school.

Each grade level, K-8, has instruction in religion, language arts, math, science, social studies, reading, and Spanish. Every student attends library, and PE classes.

#### **2. Homework**

Teachers expect students read or are read to on a daily basis. In core subject areas, homework assignments are long enough to provide adequate reinforcement. The departmentalized teachers strive to balance the load between subject areas.

Recommended average homework time should be:

Grade 1-3	30 minutes – 45 minutes nightly
Grade 4-6	1 hour – 1 ½ hours nightly
Grade 7-8	1 ½ hours – 2 hours nightly

Failure to do or hand in homework will result in the lowering of the child's grade. Students are to record daily homework and long term projects in their planner/agenda.

##### **a. Plagiarism and Cheating**

Students are taught how to avoid cheating and plagiarism. If plagiarism or cheating occurs, parents will be notified and it will result in a disciplinary consequence for the student involved.

#### **3. Make up Work**

Students who are absent from school are required to complete class work, quizzes, tests and homework missed during their absence.

#### **4. Grades**

PreKindergarten through 2nd grade use a skill based grading system that helps monitor the student's development and basic curricular objectives. The following codes are used:

M = meets the standard

P = progressing toward meeting the standard

I = intervention necessary (child not progressing on a specific objective).

NA = not assessed

The teacher will offer recommendations for intervention to the families of children receiving an "I".

Grades 3-8 use letter grade averages only. In accordance to Diocesan Policy, the following grading scale is considered for grades 3–8:

94 - 100 = A    85 - 93 = B    75 - 84 = C    65 - 74 = D    0 - 64 = F

Grades 4-8 will be given a grade in conduct and effort.

O = Outstanding, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

Students who have questions about an assignment or a grade are encouraged to ask the teacher. Students and parents are encouraged to monitor academic progress through RenWeb. Students wishing to appeal a grade must make the request in writing and submit it to the teacher. Final grades are averages of the four quarters.

*Any questions or concerns about grades are directed to the teacher assigning the grade.*

## **5. Report Cards**

Grades are posted on the parent’s website through RenWeb. Grades are updated weekly. Each subject will have a final reporting grade at the end of the school year that will be an average of all four quarter grades given. This final grade is the one that appears on the permanent school record card.

## **6. Eligibility**

See page 15 for eligibility information.

## **7. Academic Probation**

Any student receiving more than two grades 74% or lower (D or F) in any quarter grading period is on academic probation. The teacher will meet with the student and the parents to implement interventions. Students on academic probation are ineligible to participate in after school sports.

## **8. Retention of Students**

Some students may lack the necessary academic, social or maturity skills to insure success at a higher-grade level. Outside testing may be suggested or required so a plan of action can be created to extend every effort to correct academic deficiencies as early as possible. In cases like this the school follows the diocesan policy on retention which states:

1. Discussions must involve the teachers and principal.
2. Discussion should begin before the end of third quarter.
3. A final decision will be made by April 15.

Parental input is welcomed and appreciated in making the difficult decisions that pertain to promotion or retention. In all cases, the final decision regarding promotion resides with the Principal with input from parents, faculty, and others.

## Junior High

1. Students at this level who fail an academic class must make up that class in summer school.
2. An eighth grade student who fails an academic class may not receive a diploma or report card until the class has been made up. However, the student may participate in graduation ceremonies.

## **9. Textbooks**

Students are responsible for proper care of the books assigned to them. Textbooks should be properly covered at all times.

When a student withdraws or completes the school year, they return their assigned books in good condition to the homeroom teacher. A fee is assessed for all excessive wear, damages or lost books.

Outstanding fees are paid before a student receives a diploma or a report card.

### **10. Delivery of Student Supplies**

Students are taught to be responsible for bringing their own homework, lunch, books, permission slips, uniforms, sports equipment or musical instruments to school. On the rare occasion an item is forgotten, it may be left at the front office for student pick up. Students may ask permission from their teacher to check in the office for the delivered items. **Items will not be delivered to the classroom, students will not be called to pick up items and parents are not permitted to deliver items.**

Forgotten lunches will be delivered to the MPR. If homework is left at the office and not picked up by the student, it is dated and placed in the teacher's box at the end of the day.

### **11. Field Trips**

Official permission slips are required with the parent's signature prior to the field trip. Students who do not return the permission slip cannot attend. Telephone calls, handwritten notes or emails will not be accepted in lieu of proper forms. Students wear their school uniform (unless otherwise instructed on the permission slip).

Parents who chaperone field trips must be current with Safe Environment training and if driving, must have the driver form on file. Chaperones should not bring guests (including siblings) so their attention is devoted to the students assigned to them. Parent chaperones should consult the teacher concerning appropriate attire.

The school nurse will provide a first aid kit and necessary student medications for the teacher.

#### **a. Chaperones/Volunteers/Drivers for Field Trips**

In order to be considered as a chaperone for a school event:

- chaperones must be current with Safe Environment training
- adult waiver forms are required for all chaperones
- parents who drive for a school event have a "Driver Information Form" on file in the school office. These documents are renewed each school year
- drivers **MUST** have another approved adult in the vehicle (per Diocesan Policy).
- vehicles used for students have a seat belt for each student in the car. Students do not sit in the front seat of the vehicle
- chaperones do not bring other siblings, relatives or guests with them on field trips
- drivers have a valid, non-probationary driver's license and do not suffer physical limitations that could in any way impair their ability to drive
- vehicles have a valid and current registration along with valid and current license plates
- vehicle are insured to the following minimum limits: \$100,000 per person/\$300,000 per occurrence
- drivers do not make unauthorized stops (i.e. stop for gas, or drive through for lunch)

### **12. Community Service**

All students participate in service with the teachers helping to integrate their experiences of service to their classroom education. There are many opportunities for students to serve others through classroom, team, or club projects.

Sixth, seventh and eighth grade students document their service. Whenever possible, students will wear their school uniform when completing service hours. Sixth grade students complete 10 hours of service specifically at carpool after school. Seventh grade students complete a minimum of 14 hours of service, while eighth grade students complete a minimum of 20 hours of service.

Service hours are divided in half between service to the school and service to the parish or community. Eighth graders will write a paper reflecting on the service which will be due on the first Monday in May. Students who do not meet the required number of service hours or who fail to complete the paper will not be allowed to participate in the eighth grade graduation activities.

### **13. Graduation Activities**

Graduation plans are within Diocesan Policy and directed and carried out by St. John Bosco staff, administration and parent volunteers. Graduation is a school sponsored event that focuses on Mass and is followed by a simple ceremony to recognize each 8th grade student. Final plans for all school related events require the Principal's approval.

In order for an eighth grader to participate in the graduation exercises and activities, the following requirements must be met:

- Eighth graders have completed their service hours and have submitted the required documentation and reflection paper
- Students have returned all school property and have paid any outstanding fines for lost or damaged items
- Parents have paid outstanding balances owed for tuition and ESP

## **B. Anti-Bullying Policy**

### **1. Introduction**

Our goal is to create a culture that values cooperation, true appreciation of diversity, tolerance and healthy relationships that support the development of leadership. We are dedicated to creating a safe, social climate for all. We want our students to know they are supported and valued and will be helped when there is a problem. Safety comes when everyone is held accountable for their actions.

The following definitions are provided to clarify terminology:

#### **What is Bullying?**

Bullying is an act which is an intentional, repeated act of aggression, based on an imbalance of power that is meant to harm a victim either physically or psychologically.

#### **What Bullying is NOT**

It is important to understand that bullying is not the odd occasion of a falling out with friends, name-calling, arguments or when the occasional trick or joke is played on someone. It becomes bullying if it is done several times on purpose.

Children sometimes have a falling out, hurt each other or say things because they are upset. When occasional problems of this kind arise it is not classified as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name-calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.

#### **Prevention**

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us.

If a bullying event is occurring, we encourage the child, as a victim or a bystander, to notify an adult. If they do not and report only to the parents at home, ask for a meeting with the homeroom teacher. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when informed about them.

Administration will take action to investigate and follow up with all appropriate parties, and take appropriate action.

### **Reporting Procedures**

The goal of St. John Bosco Catholic School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning.

All members of St. John Bosco Catholic School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so together we can maintain a safe environment for all and practice the skills necessary for positive relationships with the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed.

The following steps will be taken when dealing with bullying incidents:

1. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
2. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, a staff member, or the principal. If so, students are encouraged to report as soon as possible following the incident(s).
3. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined accordingly. Depending on severity and length of incident, parents may be notified.
4. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken accordingly, up to and including withdrawal from school.

In addition to the above outlined steps, anti-bullying policy depends on the following:

1. Teachers and Staff members of St. John Bosco Catholic School:
  - a. Remaining alert to signs of bullying and act promptly and firmly against it.
  - b. Reporting incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken and/or if parents should be notified.
  - c. Offering support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
  - d. Encouraging all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.
2. Parents of St. John Bosco Catholic School students:
  - a. Reporting concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal.
  - b. Supporting the school's anti-bullying policy and actively encouraging their child to avoid bullying behavior.
3. Students of St. John Bosco Catholic School:
  - a. Reporting incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
  - b. Whenever possible, standing up for the student being bullied, and refraining from joining in bullying behavior.
  - c. Treating others with the respect and dignity expected of any Catholic school student.

**All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. School administration will maintain records of all reports filed during the school year. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.**

## **2. Cyberbullying**

Cyberbullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. Cyberbullying includes: writing hurtful statements on a social media site or website, forwarding rumors and gossip through text messages or emails, posting embarrassing pictures of someone online, digitally editing and distributing pictures of another person, flaming, insulting, or slandering others in a public area online, pretending to be another person online and setting up fake user accounts to stalk, harass, or embarrass others.

Online bullying is becoming more common. Cell phones with texting and social networking sites tempt children to say things that they would never say in person. Social networking sites require members to be at least 14 years of age. The school encourages parents to enforce this and not allow their child(ren) to be a bully or a victim by allowing them to have a phone, computer, or on a site that is not monitored.

Anytime technology is used by any member in the community to harm another person it will not be tolerated. See “Acceptable Use” in Chromebook Policy, Procedures, and Information Individual Use under Technology.

**There is a very clear distinction between Aggression and Bullying. Aggression is a more isolated event where a person intentionally harms another. Bullying involves more specifically repetition. Any form of bullying directed toward any member of the community is contrary to the Christian values of treating all people with respect and dignity and will not be tolerated.**

## **C. Attendance**

### **1. Absence**

**Parents and guardians report a student absence by email to [attendance@sjbosco.org](mailto:attendance@sjbosco.org) or phone at 480-219-4849 by 8:00 a.m.**

At this time, you may also request homework that will be available at the end of the school day in the office by 3:30 p.m. Regular school attendance is a prerequisite for successful learning. Students should strive to be in school daily and be on time. Students arriving late, not only interrupt the class, but also can miss significant classroom instruction time. Students who are absent from school are not eligible to participate in after school or evening events, including sporting events, socials, and classroom presentations.

The parent notifies the teacher and the nurse’s office of every planned absence. Students follow the school handbook and classroom teacher procedures for make-up/missed work and parents are encouraged to check RenWeb to determine missing work. A parent may also at this time, request homework that will be available at the end of the school day in the office by 3:30 p.m.

### **2. Tardy**

A child is considered tardy, regardless of the reason, if he or she is not in their homeroom at the designated start time. If a student is not in their homeroom when the bell rings at 7:50 a.m., they must report to the office to obtain a tardy pass.

## **D. Arrival**

### **1. Campus Access**

**For the safety of our students and staff, all visitors must enter through the office, sign in, obtain a visitor sticker and sign out as they are leaving campus.**

Below are the entry locations and times during which parents and students may enter the campus each morning on school days:

Any student not in the classroom by 7:50 must report to the office for a tardy slip

- North Gate (ESP access): Available to all students from 7:00 a.m. to 7:50 a.m.
- Front Drop-Off (Carpool Bay): Available from 7:15 a.m. to 7:50 a.m.
- Front (Main) Gate: Open from 7:15 a.m. to 7:50 a.m.
- SE Gate (from St. Benedict): Open from 7:30 a.m. to 7:50 a.m.
- NE(PE) Gate: Not open in the mornings except to staff
- SW Gate (Preschool): not available during school except to staff
- Playground and Library are open at 7:30 a.m.

### **2. School Hours**

The school day begins at 7:50 a.m. and ends at 3:00 p.m. If a pupil must leave school before the time of regular dismissal, parents are required to submit a written request. The note should be given to the homeroom teacher first and then sent to the school office. For the safety of the child, parents are asked to come to the school office and sign the dismissal book before the child will be called out of class to be removed from school.

Students who arrive between 7:00 a.m. and 7:30 a.m. must enter through the North Gate. ESP will release the lock for the arriving student, who must go **directly** into the MPR. Students arriving between 7:15 a.m. and 7:30 a.m. may enter through the front main gate and go **directly** to the MPR. There is no student access to the courtyard, classrooms, library, or playground until 7:30 a.m.

### **3. Visiting Campus**

Visitors sign in at the front office and secure a visitor sticker. Parents are active volunteers on campus at the invitation of a teacher or staff member. Other types of visits are arranged through the teacher or the administration to minimize the disruption to the learning environment. All visitors to campus should dress appropriately for a conservative Catholic school.

When dropping off children in the morning, parents may either park and walk their children in, or drive through the carpool bay in front of the school where children proceed through the main gate. If using the bay, drivers are asked to follow the directions given by the traffic directors and all laws that govern traffic safety and common sense. Drivers do not get out of the car when using the carpool bay. Our traffic directors will safely assist the children out of the car. If parking, accompany the children until they are through the main or side gates. ***Do not use the north parking lot as a drop off or pick up lot.***

**Parents are liable for child until student is signed into ESP.**

### **4. Parking**

There is parking in the north lot with a turnaround at the east end and in the south lot at St. Benedict Parish. Please park appropriately and be mindful of children walking with their parents. Use the sidewalks and crosswalk when walking.

There is "No Stopping" along the entire frontage of the school from St. Benedict to the apartments. "No Stopping" is enforced from 6:30 a.m.-8:30 a.m. and pick-up hours from 2:00 p.m.-4:00 p.m. There are plenty of options to park either at St. John Bosco, St. Benedict, or use the carpool lane. Continued patience, especially when behind the wheel is a virtue. Be safe! **Parking on the west side of 48th Street and walking across, or using any parking lot as drop off or pick up is dangerous.**

The City of Phoenix Police Department and the City of Phoenix Transportation Department periodically review our traffic situation and have recommended and approved the procedures we have in place. Please adhere to our traffic procedures for drop off and dismissal.

## **E. Dismissal Procedures**

### **1. Pickup Procedures**

School is dismissed at 3:00 p.m. Monday - Thursday and 12:30 p.m. on Friday. Parents are asked to complete and submit the form that indicates if the child stays in the classroom or goes to carpool pickup. If there is a temporary change, notify the school office prior to 2:15 p.m. Monday - Thursday and 12:15 p.m. Friday on the day of the change.

When picking up your child(ren) after school, parents may either park and walk to their child's classroom, or drive through the carpool bay where their child(ren) will be called to the curb as their car arrives.

***PLEASE DO NOT USE THE FIRE LANE FOR PICKUP OR DROP OFF UNLESS DIRECTED.***

Parents may enter the campus through the following gates at 3:00 p.m.:

- North Gate (ESP access): Unlocked from 3:00 p.m. to 3:15 p.m.
- Front (Main) Gate: Open from 3:00 p.m. to 3:15 p.m.
- NE (PE) Gate : Unlocked from 3:00 p.m. to 3:15 p.m.
- SE Gate (from St. Benedict): Unlocked from 3:00 p.m.-3:15 p.m.

If a parent designates another person to pick up his/her child, they should notify the teacher or the front office in writing or by updating RenWeb. The designated person should have some form of picture identification available so the staff member can confirm the person's identity. **Phone calls or emails are not acceptable for requesting someone that is not on your pick up list to take your child from school.**

Cooperation and courtesy is critical to smooth, efficient and safe dismissals. Traffic congestion can create frustration, but drivers should be mindful of the example set for children when abusive language or gestures towards traffic directors or ignoring directions happens. Staff and fellow parents are caring for the children. Do not use the north parking lot as a drop off or pick up lot.

### **2. Carpool Bay**

Parents are asked to furnish large, easy-to-read cards in their front car window that list all child (ren)'s last names. Parents picking up children in the carpool bay should enter the St. Benedict Parish parking lot (southernmost entrance) and proceed through the carpool bay. Once a car is in the carpool bay, it is necessary to proceed forward as directed by the traffic directors. Until the volunteers or staff assisting with dismissal can identify the drivers as belonging to the child(ren), they will ask the child(ren) to confirm the driver's identity before entering the car. Drivers should also be ready to produce picture ID if it is requested.

### **3. Early Dismissal**

In order to avoid interruptions to the classroom, please send a note with your child on the day they will need to be dismissed early stating what time you would like them in the office. The note should go to the teacher, who will release the child to the office at the appropriate time. Emails sent on the day of the early release may not be read. Please send a note your child can hand to their teacher.

Students leaving campus before the dismissal bell are signed out in the school office by a parent or guardian. Only a parent, guardian or identified emergency contact may sign out a

student. Anyone else requires identification and written permission with a parent signature. An email or phone call is not sufficient to send a child with someone else.

#### **4. Rainy Day Schedule**

When announced, students proceed directly to the MPR or their classrooms upon entering the campus. Dismissal procedures on rainy days will be announced before the end of the day.

### **F. Extracurricular Activities**

#### **1. Athletics**

Fifth through eighth grade students join CYAA (Catholic Youth Athletic Association). The following sports are available for students:

Boys: Flag Football, Basketball, Baseball and Cross Country

Girls: Volleyball, Softball, Basketball and Cross Country

Students should see the Athletic Director if they are interested in representing St. John Bosco in these CYAA sports. *This list is subject to change.*

Permission forms and physical forms may be accessed via our web site [www.sjbosco.org](http://www.sjbosco.org). Students participating in CYAA sports are obligated to review and understand all the rules governing the sport and the expectations given to all players. See the Athletic Handbook on [www.sjbosco.org](http://www.sjbosco.org). Foul language or gestures from players or observers is not acceptable and is contrary to our mission. The coaches report unsatisfactory or unsportsmanlike conduct to the Athletic Director immediately. The same expectations are held for all coaches and parent volunteers.

#### **2. Ambassador Program**

The Student Ambassador Program allows students the opportunity to participate in various public relations and leadership activities at St. John Bosco. Students will participate in a variety of activities on campus including New Student Welcome, Open House, leading campus tours, and assisting with other special events.

Students wishing to apply should be in good academic standing, able to attend the training session (summer date to be determined), able to speak comfortably with adults and to groups and have a positive attitude toward school and St. John Bosco. Students will be required to submit an application and seek recommendations from their homeroom teacher. Applications are submitted in the spring for the following year.

**Applicants must meet all deadlines or the application will not be considered.**

#### **3. Student Council**

Eligibility to run for Student Council will be determined by Faculty and the Principal. To be eligible, students must maintain at least an 85% average and have satisfactory conduct reports. Eligible students must continuously model DWP Skills.

Grades 3 through 7 will vote to elect Student Council officers in May. Officers include: President, Vice-President, Secretary, Treasurer, Spirit and Sport Commissioner. Each homeroom in grades 4 through 8 will elect one class representative to Student Council in August.

Eligible students maintain satisfactory conduct as determined by the administration. A student may be removed from Student Council because of discipline infractions. All elected officers and representatives are expected to maintain high standards in academics and behavior throughout their term. Failure to attend meetings or participate fully in Student Council activities may cause the removal of a member from Student Council. Student Council representatives will solicit feedback from classrooms to be presented to the Council. Officers will present proposals to administration or faculty as warranted.

#### **4. National Junior Honor Society**

The National Junior Honor Society recognizes and encourages academic achievement as well as the ideals of scholarship, character, service, citizenship and leadership. Membership is both an honor and a commitment. Students in grades 6-7-8 are eligible to apply to the National Junior Honor Society during the 4<sup>th</sup> quarter. Students must have at least a cumulative GPA of 90% in core subjects in the first, second, and third quarter in the current year, and request a recommendation to be completed by a teacher or community member as part of the application process. The induction ceremony is held at the end of the 4<sup>th</sup> quarter.

#### **5. Clubs/Organizations**

Other afterschool activities currently include Battle of the Books, Bookworms, Earth Savers Club, Chess Club, Lego Club, Scouts (boy, girls), and Robotics. *This list is subject to change.*

Siblings, friends, or carpool members not enrolled in a particular activity are not permitted to wait on campus during after school activities without parent supervision.

#### **6. Eligibility**

Participation in any extracurricular activities (athletics, Student Council, Ambassadors) may be affected by academic eligibility. The administration reserves the right to revoke a student's eligibility if there is a concern about academics or behavior or if there is failure to obtain the necessary physical exam, submit proper permission forms or pay any required fees. Students must attend school the entire day in order to participate in a practice or game, dance or evening event.

In order to be eligible to participate in extracurricular activities, students must maintain a satisfactory academic record and behavior. Eligibility is defined as earning a C or better (no D's or F's) in all subjects and behavior must be satisfactory. Eligibility is reviewed each Monday beginning with the fifth week of the first quarter. For the second, third, and fourth quarter, eligibility is reviewed each Monday beginning with the third week of the quarter. If a student is deemed ineligible, they are notified on Monday with ineligibility beginning on Tuesday. If any quarter ended with a D or F grade in any subject, the student will be ineligible for the first week of the following quarter. An ineligible student can regain active status by printing and submitting a copy of the RenWeb gradebook summary to the Athletic Director by 8:00 a.m. the following Monday. Upon receiving a satisfactory report showing the RenWeb gradebook summary, the Athletic Director will make a change in the eligibility status of the student. The Athletic Director will inform the coaches, administration, and parent Monday afternoon of the eligibility that goes into effect on Tuesday. When a student athlete is ineligible, **he/she will not attend practices or games** but will go to the ESP if they are remaining on campus to work on any school assignments. Participation in other extracurricular activities may be affected by academic eligibility. Student athletes are required to follow the guidelines set forth in the Student Athlete Handbook.

### **G. Student Dress Code/Uniform Policy**

#### **1. Student Dress Code**

In addition to the uniform policy, St. John Bosco students are neat and well groomed. This defines a student's appearance every day, whether in uniform or not and on free dress days. At all times, clothing is neat, clean and true to color. Faded or torn clothing does not meet uniform requirements and is not to be worn at school.

Student clothing should be labeled. Spare clothing is kept on hand in the health office for emergencies. If used, it is to be washed and returned the next day to the nurse.

### **a. Proper Grooming**

Shirts are tucked in, and not “bloused” while on campus, including carpool lane. All skirt, shorts, skorts and jumpers are worn within 2” from the back of the knee. Shorts worn under skirts or jumpers should not be visible under the clothing when the student is standing. Skirts, shorts, and pants are worn at the natural waistline, and are not rolled or sagged. Shoes are tied securely and properly. Students do not draw on themselves, others or their shoes or clothing. Undergarments are solid white with no logo.

### **b. Outdoor Wear**

Hats and sunglasses may be worn to and from school, at recess and when P.E. is outdoors. Hats are removed when students are indoors. In cold weather, navy or white sweatshirt with St. John Bosco logo may be worn. Non SJB sweatshirts or jackets will be removed in the classroom.

### **c. Hair**

Hair is neat and well-groomed without elaborate or outlandish hairstyles, as determined by the administration. Spiking, streaking, head shaving, hair dying and/or highlights are considered inappropriate. Boys’ hair should be clean, combed, cut above the ears, eyebrows and collar.

Girls’ hair is clean, brushed, worn off the face and out of the eyes. Hair extensions are not acceptable. Hair hardware should be for function, not fashion. Tinsel, glitter, or highlights are fashion accessories and are not allowed. Hair hardware must match the Christopher plaid, and be solid navy, black, brown, or white.

### **d. Accessories**

Acceptable jewelry is a simple watch, a single, religious necklace (worn under the shirt), and a single set of simple stud earrings for pierced ears lobes (girls only).

Bracelets, rings and tattoos are not permitted. Nail polish (including French manicure), artificial nails and makeup (including, but not limited to mascara, blush, eyeliner, eye shadow, lipstick/gloss, and glitter) are not permitted.

### **e. Field Trip Dress Code**

Students wear the school uniforms on field trips, unless indicated otherwise by administrative approval.

## **2. Non-Uniform Dress Days**

Clothing must NOT be considered offensive in any way. Non-uniform shirts may be t-shirts or collared shirts of appropriate length and style. Tank tops, spaghetti straps, cutoffs, ripped, frayed, or faded shirts are not permitted. Non-uniform shorts, skirts, or pants may be denim or appropriate material. No leggings, jeggings or yoga pants are allowed.

Skirts, shorts and dresses may be worn, but must be no shorter than 2” from the back of the knee. Shoes must be closed at toe and heel and flat. Safe and conservative jewelry is acceptable. If free dress day falls on PE day, athletic shoes must be worn.

**3. Uniforms IMPORTANT: ALL uniforms must have the new school logo.**

Preschool students may wear the P.E .uniform every day or follow the uniform below. The 3's are exempt.

Official St. John Bosco uniforms must be purchased from either **Dennis Uniforms and/or Educational Outfitters**. All PE uniforms are purchased from **sjbstore.com**.

**Acceptable logo:**



**GIRLS' UNIFORM**

Skirt	(3 <sup>rd</sup> - 8 <sup>th</sup> Grade) Christopher Plaid Skirt 2” from the back of the knee (PreK – 2nd grade) Christopher Plaid Jumper-either style 2” from the back of the knee
Skort (optional)	Christopher Plaid (PreK - 8 <sup>th</sup> grade) 2” from the back of the knee
Slacks or Shorts	Navy twill dress slacks or walking shorts 2” from the back of the knee. Belt to be worn if slacks/shorts have belt loops. <b><i>Leggings, yoga pants or jeggings are not acceptable at any time.</i></b>
Shirt	White or navy short or long sleeve polo shirt in a traditional polyester/cotton-blend material with the acceptable St. John Bosco logo. <b>NO</b> moisture wicking shirts, ex: Under Armour.
Belt	Solid black or navy belt with plain buckle. Grades PreK – 2 belt is optional with twill dress pants or walking shorts.
Sweatshirt	In cold weather, navy or white sweatshirt with St. John Bosco logo. The approved zipper hooded sweatshirt is available at sjbstore.com and may be worn at any time on campus. <b><i>Non SJB sweatshirts or jackets will be removed in class.</i></b>
Socks	<b>Plain</b> white, navy or black socks or tights. Socks must be worn with all shoes. <b>NO</b> logo. <b>NO</b> leggings
Shoes	Any flat, closed toe, closed heel shoes. Tennis shoes, ballet flats, Toms, etc. in any color or color combination are all acceptable. <b>NO</b> neon, light-up, roller shoes, glitter, boots, wedges or wedge heels will be allowed. Shoe laces must match each other.
Mass Attire	White polo and Christopher Plaid skirt (grades 3 – 8) or jumper (grades PreK – 2) is required on Mass Day. When P.E. is scheduled for Mass day, P.E. uniform should be worn. <b><i>Navy sweatshirts are removed for Mass. Non SJB sweatshirts or jackets will be removed during Mass.</i></b>

## BOYS' UNIFORM

Shorts	Knee-length navy twill walking shorts 2” from the back of the knee worn with belt
Slacks (optional)	Navy twill dress slacks worn with belt
Shirt	White or navy short or long sleeve polo shirt in a traditional polyester/cotton-blend material, with the acceptable St. John Bosco logo. <b>NO</b> moisture wicking shirts, ex: Under Armour.
Belt	Solid black or navy belt with plain buckle. Grades PreK – 2 belt is optional with twill dress shorts/pants.
Sweatshirt	In cold weather, navy or white sweatshirt with St. John Bosco logo. The approved zipper hooded sweatshirt is available at <a href="http://sjbstore.com">sjbstore.com</a> and may be worn at any time on campus. <i>Non SJB sweatshirts or jackets will be removed in class.</i>
Socks	<b>Plain</b> white, navy or black socks. <b>No</b> logo. Socks must be worn with all shoes.
Shoes	Any flat, closed toe, closed heel shoes. Tennis shoes, Toms, etc. in any color or color combination are all acceptable. <b>NO</b> neon, light-up, roller shoes, glitter, boots, wedges or wedge heels will be allowed. Shoe laces must match each other.
Mass Attire	White polo required for all students. When P.E. is scheduled for Mass day, P.E. uniform should be worn. <i>Navy sweatshirts are removed for Mass. Non SJB sweatshirts or jackets will be removed during Mass.</i>

## BOYS' AND GIRLS' P.E. UNIFORM

Shorts	Solid, navy shorts - 7”-9” inseam, 2” from the back of the knee, creating a basketball shorts length. No logo or a logo no larger than a quarter.
Shirt	White or navy short or long sleeve polo shirt in a traditional polyester/cotton-blend material with the acceptable St. John Bosco logo or white or gray P.E. t-shirt. <b>NO</b> moisture wicking shirts, ex: Under Armour
Sweatpants (optional)	In cold weather, plain, navy athletic pants. Approved logo sweatpants are available at <a href="http://sjbstore.com">sjbstore.com</a> . These are only for PE days; dress twill long pants are to be worn other days. Leggings, yoga pants and jeggings are NOT acceptable at any time.
Sweatshirt (optional)	In cold weather, navy or white sweatshirt with St. John Bosco logo. The approved zipper hooded sweatshirt is available at <a href="http://sjbstore.com">sjbstore.com</a> and may be worn at any time on campus.
Shoes	Any flat, closed toe, closed heel shoes. Tennis shoes, ballet flats, Toms, etc. in any color or color combination are all acceptable. <b>NO</b> neon, light-up, roller shoes, glitter, boots, wedges or wedge heels will be allowed. Shoe laces must match each other.
Socks	<b>Plain</b> white, navy or black socks or tights. Socks must be worn with all shoes. <b>NO</b> logo.

## **IV. Student Services**

### **A. Health Office**

#### **1. Health Guidelines**

In compliance with state law and in order to attend classes, all students of St. John Bosco Catholic School must show proof of up to date immunizations. Parents are responsible for keeping the school informed about their health concerns such as accidents, illnesses, surgeries, allergies and special medications. Please inform the health office of any contagious condition or changes in medical condition during the school year. Students with a fever above 100 degrees, excessive cough, rash, vomiting or diarrhea are required to stay home until they are symptom free for 24 hours. This policy prevents the spread of infectious disease to other students and staff.

#### **2. Medications**

Prescriptions must be in the original container labeled with the student's name, medication, dosage and number of times to be administered. Only the school nurse or assigned designee can dispense medications or over the counter medications. All medications are brought and stored in the health office with a consent form signed by a parent. Students who need inhalers or an EpiPen on their person are to make arrangements with the nurse.

Students must have a separate prescription and medication form for use in ESP. The ESP staff will only administer emergency medications such as an EpiPen and inhalers. All medication not picked up at the end of each school year will be disposed of as part of Diocesan Policy. In the event of any persistent conditions or illnesses on campus, the administration may issue additional policies specific to lessen the impact on the student body.

#### **3. Wellness Policy**

The Wellness Policy requires that **no** "unhealthy" birthday treats, cupcakes, birthday cake, junk food, soda, caffeine, or monster drinks are allowed in the classroom or on the school campus before or after school. Most of the classrooms are Nut-Free Zones due to allergies, so please be aware when packing snacks for your children. Nuts, treats containing nuts, and peanut butter are allowed in the MPR at lunchtime, but are not allowed in the classrooms. Classrooms will have 2-3 parties a year where special treats agreed upon by the teacher **prior** to the party may be served.

St. John Bosco Catholic School is committed to providing a school environment that promotes and protects children's health and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health. The purpose of the policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies. The complete wellness policy can be found online at [www.sjbosco.org](http://www.sjbosco.org)

***Gum is not allowed on campus at any time.***

### **B. Counselor**

Elementary school is a time when students develop attitudes concerning school, self, peers, social groups and family. During this time, they are also developing decision making and communication skills, as well as life skills and character values. The counseling program at St. John Bosco is based on prevention, with a focus on early identification of and intervention with emotional or social challenges that could interfere with learning. The counselor helps

students who are having difficulties with understanding self and others, coping strategies, peer relationships, effective social skills, communication, problem solving, decision making, self-esteem, personal adjustment, family issues, study skills and academic development. Referrals for counseling can be made by administration, teachers, parents or students (self-referral). Students may talk with the counselor on a drop in or short term basis without parent permission. Any ongoing counseling would require parent permission.

### **C. Cafeteria**

Students may purchase hot lunch with milk from the school's lunch provider or may bring a lunch from home. Orders for lunch are to be placed online at <https://bluewillocatering.orderlunches.com> and **orders must be placed by NOON on SATURDAY for the following service week.** The program accepts payment by debit card or credit card: VISA, MasterCard, and Discover for all online purchases. If you need to cancel an order for **credit** this must be done by **email by 9:00 p.m. the night prior to the service.**

All walk in meals must be paid for in full at time of service. The cost is \$5.00 paid with cash or check. All checks must be made out to **Blue Willo.**

### **D. Media Room**

Students are permitted in the Media Room only when supervised by a teacher.

### **E. Library**

Students may visit the library beginning at 7:30 a.m. and during lunch recess, provided there is an adult present and supervising. Students may be sent to the library with a pass in order to do research, study, pay fines, return books, or check out materials. Only one book is checked out at a time with exceptions allowed for assigned projects. Whenever students are in the library, they are expected to be quiet, orderly, and respectful of others.

#### **1. Library Fees**

The librarian periodically provides each teacher an "overdue list" to keep students and teachers aware of outstanding books and fines. All fines must be paid before a student receives his or her report card, re-registers or has records forwarded to another school.

### **F. Extended School Program- ESP**

The state licensed Extended School-day Program (ESP) is available to St. John Bosco students. The complete statement of services is available at [www.sjbosco.org](http://www.sjbosco.org). The program is held in the Multi-Purpose Room (MPR) and is available from 7:00 a.m. until 7:30 a.m. and 3:00 p.m. (or dismissal) until 6:00 p.m. The rate is charged only when ESP services are used.

#### Hours

7:00 a.m. - 7:30 a.m. Monday-Friday  
3:00 p.m. - 6:00 p.m. Monday-Thursday  
12:30 p.m. - 6:00 p.m. Friday

#### Fees

No charge 7:00 a.m. - 7:30 a.m. Monday-Friday  
\$3.00/every half hour 3:00 p.m. - 6:00 p.m. Monday-Thursday  
\$3.00/every half hour 12:30 p.m. - 6:00 p.m. Friday

**Late Fee: \$1.00/every minute after 6:00 p.m. Monday-Friday**

The annual registration fee is \$25.00 per student to attend ESP. All students will be registered for ESP, but families will not incur the \$25.00 registration fee unless ESP services are used.

**ESP will not be available on the following dates:**

**Thursday, October 11, 2018 - 12:30 p.m. school dismissal**

**Wednesday, November 21, 2018 - 12:30 p.m. school dismissal**

**Thursday, December 20, 2018 - 12:30 p.m. school dismissal**

**Thursday, April 18, 2018 - 12:30 p.m. school dismissal**

## **G. Lost and Found**

If parents write the child's name inside clothing and clearly visible on lunch boxes or other items they can be returned. Items not marked can be found in a cabinet in the MPR, items will be donated monthly if not claimed. Personal items such as glasses or keys can be found in the front office.

## **V. Discipline**

### **A. Discipline with Purpose**

All people, regardless of age, deserve to be treated fairly and with respect. As such, the school has a discipline program called Discipline with Purpose. All behaviors and actions, both positive and negative, need to be acknowledged. Positive behaviors and actions deserve acknowledgement and praise. Negative behaviors and actions need to be addressed with a consequence so the behavior is corrected.

### **B. Quiet Signal**

In the Discipline with Purpose program the schoolwide quiet signal is a raised hand. The response from the students is a raised hand.

### **C. Classroom Discipline**

All disruptive behavior is routinely handled by faculty in the school. Teachers welcome opportunities to meet face-to-face with students for the purpose of teaching DWP skills and changing behavior. Classroom teachers establish procedures to assist students to follow the rules on a daily basis. The classroom discipline cycle is designed to help students make appropriate choices regarding their behavior.

### **D. Disciplinary Consequences**

#### **1. Behavior Plans & Behavior Contracts**

A behavior plan can be developed for a student who needs additional monitoring to change behavior. This may require a daily signature from teachers and parents and weekly meetings. In cooperation with the parents, a student who does not respond to a behavior plan may be assigned a behavior contract with additional consequences to motivate a change in behavior, up to required withdrawal.

#### **2. Office Referral**

In serious situations or when other measures have failed, the student may meet with administration.

#### **3. Suspension**

Suspension from extracurricular activities (games, socials, and weekend events), in school and out of school suspensions may be assigned as a consequence for serious misbehavior.

#### **4. Required Withdrawal**

Withdrawal may be necessary when a student does not improve his/her behavior despite various interventions or for any of the following:

- when the moral or physical well-being of individual students, the staff or the student body is endangered
- carrying a weapon or any object that could reasonably be perceived to be a weapon
- when there is a prolonged and/or open disregard for school authority and/or the student violates probation

- gross insubordination
- further misconduct after being placed on probation or a contract
- theft or malicious damage to school property or the personal property of staff or students
- obscene or offensive material
- severe or moral misconduct
- possession, use of, being under the influence of alcohol or illegal or prescription drugs or selling or distributing alcohol or drugs
- violating civil law of the reasonable rights and dignity of others

## **VI. Safety on Playground/Campus**

### **A. Accidents**

Anytime a student is injured on campus they should report the incident to the supervising adult. The adult will then make the determination if the child's injury will require them to be seen by the nurse. **No unsupervised children on the playground. After designated school hours, parents are responsible for supervision of their children.**

### **B. Fire Drill and Lockdown**

Fire drill evacuation plans are posted in every room. Teachers review procedures to ensure that all students know what to do in case of a fire. Students stay quiet in order to hear teacher instructions. Students can expect to have fire and lockdown drills throughout the school year.

### **C. Pets on Campus**

Pets are not allowed to be on campus.

## **VII. Acceptable Use of Technology Policy**

### **A. General Guidelines:**

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives of St. John Bosco Catholic School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of St. John Bosco Catholic School.
- Access to St. John Bosco Catholic School's technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the School's Acceptable Use of Technology Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school policy.

- All users of the school's technology resources and/or school network must sign the Acceptable Use Policy and abide by the rules defined in the school's Acceptable Use Policy.

### **Privacy and Safety:**

- Do not enter or use any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that all computer work is not guaranteed to be private or confidential. School administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, close and notify a parent, teacher or principal immediately.

### **Legal Propriety:**

- All student and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the technology administrator or librarian if you are in compliance with the law.
- Plagiarism is a violation of the St. John Bosco Catholic School discipline code. Give credit to all sources used, whether quoted, paraphrased, or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

### **Email:**

- The use of private email is not allowed on school campus.
- Do not transmit inappropriate language/material that is profane, obscene, abusive, or offensive to others.
- No private chatting.
- All data is subject to inspection at any time by school administration.
- Students will only be able to communicate with other SJB students and faculty through Google Drive.

### **Consequences:**

- The student whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the Acceptable Use Policy will result in disciplinary action.
- Google Drive, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the technology administrator or other school administrators to ensure appropriate use.

For the protection of the students, teachers and officials and for reasons associated to school safety and the school reputation, students are expected to demonstrate responsible social behavior and conduct themselves as good citizens when using the internet, whether on or off campus. As a result, if the school becomes aware that a student has posted or displayed information on the Internet or on any social networking site or other website (including but not limited to Facebook, YouTube, Instagram, Snapchat, etc.) that involves inappropriate behavior, the school will investigate the activity and the student may be subject to disciplinary procedures up to and including dismissal and contacting law enforcement.

Students are prohibited from posting any materials on the internet or networking sites, and are prohibited from sending information via electronic transmission that is associated or linked to

St. John Bosco School, its students, faculty or staff without prior written consent from school administration. This may include but is not limited to pictures and videos of students, teachers, or officials that are taken on campus or at St. John Bosco sponsored events. Any violation of this policy will be subject to appropriate school disciplinary procedures up to and including dismissal or contacting law enforcement.

## **B. Personal Devices**

Students should not wear or use personal technology devices (smart watches, handheld video devices, iPods, cell phones, cameras) on campus except with permission of the teacher (e.g. for a project or a special day). The school will not be responsible for any missing, misplaced, or damaged items. At no time should students leave personal devices at school overnight.

If the parent feels it is absolutely necessary for the student to carry a cell phone, then *when the student steps onto the SJB campus the student's cell phone must be turned off and placed in the student's backpack. Once the student is in the classroom, all cell phones will be collected by the homeroom teacher where it must be placed in a storage bag or container at the beginning of the school day and will be returned to the student at dismissal to avoid being confiscated.*

If the phone or any other technology is confiscated, it is turned over to the administration and will be returned to the parent after school.

*Administration holds the right to make changes to this document and policies at any time.*

## **VIII. Parent Information**

### **A. Guidelines for Parents**

Catholic schools are called upon to make faith real in the world. We are a living community witnessing the presence and reality of the Lord to and for the culture in which we exist. As parent participants in this community of faith, you have a personal commitment to Christ. The fact that you have enrolled your child(ren) in a Catholic school is proof of your commitment to these principles.

- Supporting school policies and procedures by word and deed
- Familiarizing yourself with and following the rules and regulations at the school
- Being aware that the placement of your child in our school is an acceptance of these rules, regulations and expectations
- Being a positive role model in dress, word and action while physically present on campus

### **B. Financial Matters**

#### **1. Admission Policy**

St. John Bosco Catholic School is a ministry of St. Benedict Parish and is open to students from other parishes and non-Catholics.

#### **2. Tuition and Scholarships**

The Tuition and Fee Payment policy is under the For Parents tab on our website at [www.sjbosco.org](http://www.sjbosco.org). Applicants seeking the Catholic parish tuition rate must have verification from their pastor that they are active members of a Catholic faith community; otherwise the non-parish rate applies.

Families seeking tuition assistance should apply online each to Catholic Education Arizona (CEA) at [www.fairapp.com](http://www.fairapp.com). Use school code 700 and school password: cea700. Please contact the Operations Manager for any additional financial questions or concerns.

### **3. Re-enrollment Fee**

The re-enrollment fee is due in February for the following school year. This allows us to plan for teaching staff to match our enrollment.

### **4. Incidental Billing**

Fees or costs that are outside of the normal tuition (athletics, ESP, field trips, etc.) are billed and paid online through FACTS (<http://www.factsmgmt.com>).

### **5. Stewardship**

All families are considered stewards of the school and are asked to give of their time, talent and resources to benefit the children of St. John Bosco. Community stewardship includes participation in:

#### **a. Fundraising:**

The major fundraising events include Running with Rosco and the Bosco Golf Tournament and Gala Auction.

#### **b. SCRIP Program:**

SCRIP is a major fundraising source and an easy way for families to support the school. Buying SCRIP also offers families the opportunity to get a credit toward their tuition based on their SCRIP purchases. There is no cost to you to participate in the SCRIP program. The school budget, and therefore, tuition is based on the hope that each family participates in the SCRIP program to the level of bringing in a minimum of \$100 in profit to the school. A family of four can typically do this solely based on grocery cards.

Your incentive for purchasing SCRIP is a tuition reduction. The first \$100 in profit from your SCRIP purchases goes directly to the school. Any profit earned over \$100 will be split 50/50 between the school and the family to go toward your tuition reduction. Further information is available on our website or from our SCRIP Office at 480-219-4846.

**c. Volunteering:** Without parent, grandparent, and family volunteers, many of our events could not happen. Faculty, staff, and club chairs work with parents to find opportunities that best fit skills, interests, and schedules. ***Before anyone may work with students, they must have completed Safe Environment Training.*** It is imperative that all visitors and volunteers are signed in and out with accurate times.

Non-school age siblings should not be brought to campus during school hours, even for participation in volunteer activities. However, providing childcare while another family serves, counts as hours for the family offering the child care.

For the comfort and safety of the students, the front office has a key for the adult restrooms. Adults do not use the student restrooms.

**6. Outstanding Fees:** Financial obligations are met before re-enrolling or withdrawing from St. John Bosco for the upcoming school year. Thirty-day notice is required for withdrawing a student in order to receive any refund for tuition paid.

## **C. Accreditation/Licensing**

The Western Catholic Educational Association and AdvancED accredit the School. WCEA works to “guarantee quality Catholic elementary and secondary schools through a process of accreditation.” AdvancED’s mission is to “Lead and empower the education community to ensure that all learners realize their full potential.” The Arizona Department of Health Services licenses Preschool and ESP.

*(Excerpts taken from [www.westwcea.org](http://www.westwcea.org) and [www.advanc-ed.org](http://www.advanc-ed.org))*

## **D. Change of Address/Emergency Contacts**

All parents must keep up-to-date email addresses, addresses and phone numbers (for home and work) with the school office, particularly for emergencies. It is important that we have a telephone number where both parents can be reached during the day. Please use RenWeb to keep your information up-to-date. Log on, go to School Information, then Webforms, click on Emergency Contact form and update.

## **E. Student Safety**

### **1. Safe Environment Compliance**

The Diocese requires all clergy, employees, and volunteers that directly serve minors, attend training on an annual basis. Training sessions are held at parishes and schools throughout the year and parents may attend a specific session at any location in the diocese. Documentation of attendance is sent to the school before volunteering on campus or chaperoning for a field trip. All adults complete an annual renewal as designated by the Diocese of Phoenix. The link to the Safe Environment Office is <http://www.safeenvironmenttraining.org/>

### **2. Child Abuse Reporting**

Arizona's Mandatory Reporting Law (ARS §13-3620) provides that all persons having responsibility for the care of children are obligated to report suspected child abuse and neglect. The law specifically names school personnel, parents, counselors or any other persons having responsibility for the care or treatment of children. It is the school's responsibility to report this information, but not investigate nor to prove any allegations. Any form of non-accidental injury, physical abuse, sexual assault, molestation or exploitation, inadequate supervision, improper/inadequate medical care or physical neglect that constitutes a potential health hazard, and circumstances suggestive of emotional abuse or neglect should be reported.

Reports of suspected abuse or neglect can be made to either Child Protective Services: <http://www.de.state.az.us/dcyf/cps/reporting.asp> (or **1-888-SOS-CHILD**), or to the local law enforcement agency. The mandatory reporting law stipulates that mandated sources provide written reports in addition to reports made by telephone. Reports can be made 24 hours per day, 7 days a week and should be made immediately. Arizona law provides immunity from civil and/or criminal liability for any person reporting suspected abuse whether the abuse was established or not.

### **3. Reporting to Non-Custodial Parents**

The school abides by the provision of the Buckley Amendment (1975) with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and to all school-related information regarding their child (ren). If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school is not responsible for failing to honor arrangements that have not been made known.

### **4. Photo Release/Picture Taking**

Each child is required to have a photo release form on file in the school office. Before the use of name, likeness, whether in still, motion pictures, audio or videotape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese, parish or school, news or feature stories in any media or other purposes whatsoever, written permission of this information will be secured from the parents. If a student does not have a photo release form on file, that student will not be included in the official class picture, yearbook, newsletter or any other publication. However, if parents want to allow their

child's picture in the yearbook there is a separate release form. Parents must obtain permission from the school administration and the classroom teacher before taking any pictures of students for a classroom activity.

### **5. Student Accident Insurance**

Per Diocesan Policy, all students in the Catholic Schools of the Diocese are provided accident insurance worldwide while on school grounds when school is in session, while taking part in a school sponsored and supervised activity, or while attending school sponsored and supervised religious services or instruction. This insurance is secondary to the family's primary insurance. (This policy applies to parents chaperoning school sponsored events as well).

## **F. Academics**

### **1. RenWeb**

RenWeb secures all student information behind a password protected portal. Attendance, emergency contact information, progress reports, and report cards are accessed through [www.Renweb.com](http://www.Renweb.com). The school code is SJB-AZ. Parents can use Renweb to monitor their child's academic progress, as well as discipline and attendance, to log parent service hours and to use the school directory for school related matters. For assistance logging into Renweb, click the RenWeb logo on our home page.

If a parent falls behind on financial obligations, access to certain information on RenWeb is blocked. Please contact the school at 480-219-4848 for assistance.

### **2. Student Service Plans (SSP)**

Parents are required to notify the Administration if a child has an Individualized Educational Plan (IEP) in place at the time of registration. School administration will review an offered IEP with the classroom teachers in light of the available resources to determine if the school has the personnel and ability to meet the needs of the student. If admitted, a Student Service Plan (SSP) is written based on the needs of the student and the ability of the school to meet the needs of the student. The parents and the school will review the SSP yearly and sign their agreement to the plan each year.

### **3. Testing Referrals**

On occasion, a student may demonstrate a need for services that St. John Bosco cannot provide. Together, the Student Service Team will meet to devise a plan to meet the student's needs. If it is determined that the services required cannot be provided by the school, then the parent, with support of the principal or designee, will begin the process of requesting an evaluation of the student by the local public school district's Special Services Department. The classroom teacher(s) and principal will extend the greatest effort to participate fully in any meetings or completion of paperwork that would be required to expedite this process. (See also Student Service Plan)

### **4. Retention**

A teacher may recommend retention of a student, based on developmental or academic reasons, to ensure a student's eventual success. Teachers alert parents of any impending retention as soon as possible. Outside testing may be suggested or required so a plan of action can be created to extend every effort to correct academic deficiencies as early as possible. In all cases, the final decision regarding promotion resides with the Principal with input from parents, faculty, and others.

### **5. Withdrawals**

The parent or guardian visits the office to complete the documentation, pick up student belongings and returns all books and other school materials. The school cannot transfer records until a withdrawal form is completed and all accounts are settled.

## G. Communication

### 1. Newsletters

St. John Bosco Catholic School sends a weekly newsletter called the “**Bulldog Bite.**” Information for the upcoming week is included in the Bite. Important information is sent pertaining to scheduling, upcoming events, thank you notices, recognition and Student Council. Submissions for this newsletter should be emailed to [apetitti@sjbosco.org](mailto:apetitti@sjbosco.org) by 3:00 pm Thursday afternoon for publication the following Monday.

### 2. Communication with Teachers/Staff

St. John Bosco Catholic School encourages strong communication. If you wish to contact a teacher, please write a note (to be delivered to the teacher’s mailbox in the office) or email requesting a call or an appointment. Teachers will share their schedules with parents at Curriculum Night. In addition, teachers will email classroom information through RenWeb and newsletters. Teachers’ personal telephone numbers or email addresses are never given to parents or students per Safe Environment policy.

#### **Email or written note**

All faculty and staff try to respond to questions or comments as soon as possible. Sensitive issues are best addressed in person or by phone. Please:

- in an emergency, contact the office.
- send emails prior to 4:30 p.m. Monday through Friday. Emails sent after 4:30 p.m. on Friday will be answered at the start of the next school week.
- emails should be brief, informational, and be used to confirm, clarify, or schedule appointments.
- emails should not be forwarded without the permission and knowledge of all parties involved.
- humor, chain or business solicitation letters should not be sent to school email address.
- please refrain from sending messages to multiple recipients unless there is a very specific reason for everyone to receive the message. Information pertaining to your child or staff member is not a group concern.

**By appointment:** Parents may contact faculty members to set an appointment to be held before school, after school, or during prep-time. If the teacher does not have notice of an appointment, the parent may be asked to make an appointment as requested and return at the meeting time.

### 3. Parent/Teacher Conference

The conference schedule will be announced early in the school year. Fall conferences are held for all families. Spring conferences are also offered per teacher/parent discretion.

### 4. Grievance Procedure

Parent concerns or words of encouragement should progress in the following order:

- Teacher/Staff Member
- Counselor
- Assistant Principal
- Principal
- Pastor

If the principal is believed to be acting contrary to Diocesan or local school policy, then a parent contacts the pastor. The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed. **It is imperative for parents to initially meet with the teacher or staff member with whom there is a concern.** If you believe that the situation has not been resolved after speaking with the teacher and/or staff member involved, then take your concern to the next level. Through the use of these steps, issues can be addressed in the most effective and respectful manner.

## 5. Appeal Process

When a parent wishes to appeal the decision of the school Principal in regards to how a policy was administered, the person shall submit a formal written document of the appeal to the principal first, and then to the pastor with the following information:

- the subject of the appeal
- any factual data, other than hearsay, which the person considers appropriate
- the efforts that have been made to resolve the issue

An appeal must be made within ten (10) working days of the communication of the administrator's decision. The pastor may designate another person to hear the appeal. If the pastor or designee determines that there is a legitimate ground for reconsideration, the principal will be asked to give a written explanation to the pastor of the decision in question. The decision of the pastor or designee is final and binding and concludes the appeal process.

## H. Parent Organizations

### 1. PTO

The mission of the Parent Teacher Organization is to provide and foster Christian communication, Catholic values, and goodwill while serving and supporting the families and the school. Information about PTO is available on the school website.

### 2. Dads' Club

The St. John Bosco Dads' Club promotes community and service among St. John Bosco fathers and families. Contact us at [sjbdadsclub@gmail.com](mailto:sjbdadsclub@gmail.com)

## I. Event Calendar

Parents are able to view the event calendar online by accessing Event Calendar on the website. Detailed descriptions of each event are available by "rolling over" an event or clicking to open a new window.

### Event Requests

When planning any event, teachers and parents complete and submit a **Facility Set-up Request Form**. Forms are found in the office and are turned into the front office when complete.

## J. Asbestos

No friable or non-friable asbestos containing building materials were used in the construction of St. John Bosco Catholic School. A letter from the architect to this effect is on file in the school office.

## K. Family Directory

The Family Directory is provided online in RenWeb for St. John Bosco student related matters only. Other uses of this directory are strictly prohibited.

### **Right to Amend**

***The principal and pastor have the right to amend, at any time, this living document. It is reviewed and revised annually in an effort to keep parents and students clearly informed of Diocesan and school policies and procedures. It is the intent of St. John Bosco School staff to abide by all federal and state laws. Additionally, the pastor and principal of St. John Bosco Catholic School may waive any and all regulations for just cause at their own discretion.***

**Student Handbook Agreement Form 2018-2019**

*Please print this page (one per family) and return it to the homeroom teacher of the youngest child. Return the signed form August 24. Thank you.*

St. John Bosco Catholic School

I pledge, as a St. John Bosco Bulldog, that I will be responsible for following the guidelines, rules and procedures within this handbook, including the Acceptable Use of Technology. I have read and understand the St. John Bosco Catholic School Handbook.

1. Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

3. Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

4. Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent Handbook Agreement Form 2018-2019**

I pledge, as a parent of a St. John Bosco student(s), I will be responsible for helping my child adhere to the guidelines, rules and procedures in the St. John Bosco School Handbook. Additionally, I have read and will follow the guidelines, rules and procedures within this Handbook as well. Signing the Handbook Agreement also indicates agreement with the Acceptable Use for all technology. Technology use at school may be revoked if a student does not adhere to the guidelines.

Parent's name (Print) \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_