

St. John Bosco Interparish School

A learning community dedicated to educating the whole child

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St. John Bosco School Official website: www.sjbosco.org. The 2009-2010 school year calendar is included on the website.

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This student handbook serves as a guide for the students of St. John Bosco Interparish School to allow our growth as a community of faith, and the opportunity for every student to learn in a disciplined, respectful environment. As a St. John Bosco Bulldog, each student strives to meet these expectations.

OUR 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.

ST. JOHN BOSCO SCHOOL PHILOSOPHY

We believe that all children, by their God-given nature, can learn. All learners, users and creators of knowledge, are engaged in a dynamic process of discovering who they are in relationship to God, the human family, and nature.

We believe that our community, which includes students, educators, parents and families, parish members, and clergy, consists of leaders working together as one in God to inspire all to reach their potential. Furthermore, our community assists in the lifelong development of the whole person, including spiritual, moral, intellectual, emotional, and social growth and physical well being.

We believe that schools provide professional and caring educators who, as positive role models, teach traditions and build character. They inspire students to learn and support parents as the primary educators of their children.

We believe in providing a child-centered and nurturing environment. The school community empowers children to become critical thinkers who can problem-solve through life's challenges.

We believe the ultimate purpose of faith-based education is to serve God and God's creation.

The following handbook describes the Diocesan and St. John Bosco policies and procedures that govern our school. Parents and/or guardians are noted in the following text as "parent" or "parents," and it applies to both parents and guardians in all situations.

L.A.S.E.R SKILLS

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 learners who:

- show proficiency in essential skills as defined in the Diocesan Curriculum, which are measured through oral, written, or project-based assessments
- use and develop their strengths to achieve their goals
- are able to identify, analyze and solve problems using a variety of strategies
- demonstrate critical and creative thinking by evaluating, predicting and inferring in any given situation

Active Catholics who:

- understand and practice the teachings of the Roman Catholic Church
- demonstrate faith through active service, stewardship, and Christian attitude toward others
- exhibit a Catholic identity
- show understanding and respect towards other religions

Self-Aware Individuals who:

- show confidence and motivation, and work toward achieving their goals
- demonstrate awareness through their minds, bodies, and spirituality to achieve self-actualization
- understand how learning occurs

Effective communicators who:

- speak, read and write effectively and confidently in any forum
- demonstrate active listening skills
- show empathy for others
- incorporate the use of technology
- use good organizational skills

Responsible Citizens who:

- understand and practice their civic responsibilities
- cooperate with others and demonstrate teamwork
- show dedication to the common good vs. self-interest
- accept responsibility for their actions
- are aware of global and community issues
- appreciate and understand our multicultural society and individual differences

School-wide Learning Expectations are defined as what students should know, understand, value and be able to do by graduation. **LASER** is the acronym we use to name our School-wide Learning Expectations. All of our rules, skills and procedures stem from the LASER Skills.

Life Long Learner

Active Catholic

Self Aware Individual

Active Catholic

Responsible Citizen

GUIDELINES FOR STUDENTS: Each student recognizes his or her rights and responsibilities as an active participant in our faith community.

Students have the right to:

- a learning experience that reinforces a Catholic system of values
- the opportunity to learn the essence of the Catholic principles as a condition of Christian life
- the opportunity to attain a high level of academic excellence
- develop the means to express creative potential and individuality
- the opportunity to participate as a Christian citizen and as a potential leader in our faith community

Students have the responsibility to:

- be Christ-like in word and deed
- cultivate recognition of the dignity and value of each person
- respect the rights and property of parents, staff and fellow students
- attain a level of excellence that reflects the best of one's ability
- conform to the school's 15 self-discipline skills and school-wide rules

OFFICE HOURS

Monday-Thursday 7:15 a.m. - 3:30 p.m.
Friday 7:15 a.m. - 1:15 p.m.

SCHOOL HOURS

Grades 3-8 7:40 Warning Bell, 7:45 Class begins
Grades K-2 7:55 Warning Bell, 8:00 Class begins
All Grades 3:05 Dismissal, Monday - Thursday; 1:00 on Friday

ALL-SCHOOL MASS

Fridays at 11:45 at St. Benedict Parish. Holy Day Mass times will be announced.

RECESS & LUNCH TIMES

On scheduled half-days when students are released at 12:00 noon, lunch is NOT served.

Monday - Thursday

Grades 6-7-8	11:20 - 12:05
Grades 3-4-5	11:40 - 12:25
Grades K-1-2	12:05 - 12:50

Friday Snack Break

Grades 6,7,8	10:00 – 10:20
Grade 4	10:20 – 10:40
Grade 3	10:30 – 10:50
Grade 5	10:40 – 11:00
Grade 2	10:50 – 11:10
Grades K – 1	11:00 – 11:20

Fridays and early release days are days of instruction and should not be considered as days to “take off.”

General Information

ACCIDENTS

Any time a student is injured on campus they should report the incident to the supervising adult who makes the determination to send the child to the nurse.

AFTER-SCHOOL ACTIVITIES

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 participating with these CYAA sports teams to represent the school. Permission forms and Physical forms may be accessed via our web site www.sjbosco.org. Non-CYAA sports such as Golf, Lacrosse and Soccer may be offered.

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. 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 and the Principal immediately. The same expectations are held true for all coaches and parent volunteers.

Other after-school activities can include Archery, Band, Battle of the Books, Bookworms, CAP (Conserve and Preserve), Cheer Leading, Chess Club, Choir, Dance, Drama and Acting, Glee Club, Guitar, Irish Dance, Liturgical Dance, Math Club/Math Counts, Orchestra, Press Club, Scouts, Strings, Student Council, and Yearbook.

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.

ARRIVAL & DISMISSAL

Students arriving between 6:45 a.m. and 7:15 a.m. must be registered with MAP. Students arriving between 7:15 a.m. and 7:30 go to the MPR. Campus, including library and playground supervision begins at 7:30 a.m. until the warning bell when students proceed to their homeroom. Students not in their seat when the bell rings for class are considered tardy and must obtain a tardy slip from the office before proceeding to class.

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 a student out. Anyone else requires identification and written permission with a parent signature.

If a "Rainy Day Schedule" is announced, students proceed directly to the MPR or their classrooms upon entering the campus. Dismissal procedures will be announced before the end of the day.

ATTENDANCE

St. John Bosco students strive to be on time, in attendance every day, for the full day, through the last day of the school year. Missing instructional time, whether through absence or tardiness, is avoided whenever possible. Parents and guardians report a student absence by 8:00 a.m. to the Health Office at 480-219-4849 on the day of the absence. On the day the child returns to school, the parent sends a signed note to excuse the absence. If it is necessary for a student to be absent for more than one week, administrative approval is required. Doctor and dentist appointments are scheduled outside of school hours. Parents reserve family vacations and holiday times to those dates when school is not in session. Students who are absent from school are not eligible to participate in after-school or evening events. Tardiness and absences are recorded on student's permanent records. Students must be in school two hours to be marked present for the day.

CAFETERIA

A student may purchase hot lunch with milk or juice from the school's lunch provider or may bring a lunch from home. The current lunch menu, costs and procedures are posted at www.sjbosco.org. No soda or energy drinks allowed with lunch. There are no vending machines or microwave ovens available. Carried in "fast food" and soda or going off-campus for lunch is prohibited. If a student forgets a lunch, he or she may eat a hot lunch and pay for it the following day. Students do not share lunches (allergies). As in all areas of campus, students are expected to practice their DWP skills and be respectful of all staff and volunteers helping in the cafeteria.

COMMUNITY SERVICE

All students participate in community service and the teachers will help to tie their experiences of service to their classroom education. There are many opportunities for students to serve others through classroom, team, or club projects.

Seventh and eighth grade students document their service. 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 between service to the school and service to the parish or community. The form to document this service is available on the junior high website. All documentation is due by the end of the third quarter. A paper reflecting on the service will be due the first Monday in May. Students who do not meet the requisite number of service hours or who fail to complete the paper will not be allowed to participate in the eighth grade promotion activities.

COUNSELOR AVAILABILITY

The counseling program at St. John Bosco is based on prevention, with a focus on early identification and intervention of emotional or social challenges that could interfere with learning. The counselor helps children who are having difficulties with understanding self and others, coping strategies, peer relationships and effective social skills, communication, problem-solving, decision-making and conflict resolution skills, self image and self-esteem, personal adjustment, family issues, study skills and academic development. Students can ask to see the counselor by filling out the self-referral form available in each classroom.

FIELD TRIPS

Official permission slips are required with the parents' signature prior to the field trip. Students, who do not return the permission slip, cannot attend. A phone call from the parent does not suffice. A teacher may decide not to take a student on a field trip for behavioral or academic reasons.

Students are on their best behavior and clearly exhibit self-discipline when they are on a field trip. Students are to follow the field trip guidelines as outlined by the teacher. Students are required to wear their school uniform, unless otherwise instructed on the permission slip.

FIRE AND LOCKDOWN DRILLS

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 can expect to have fire and lockdown drills throughout the school year.

FORGOTTEN ITEMS

To encourage student responsibility and eliminate disruption, items delivered during the day (with the exception of a forgotten lunch), will not be delivered to the student. The office does not deliver forgotten homework, uniforms, permission slips or musical instruments.

LIBRARY

Students may visit the library before school and during lunch recess, provided there is supervision and the library is available. 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. Whenever students are in the library, they are expected to be quiet, orderly, and respectful of others.

LOST AND FOUND

Unclaimed items are placed in a cabinet in the MPR, and if not claimed will be donated. Personal items such as glasses or keys can be claimed from the front office.

MEDICATIONS

Only the school nurse or an assigned designee can dispense medications, including cough drops or over the counter medications. All medications are brought and stored in the health office with a consent form signed by a parent. Students do not carry medication to or from school.

PASS TO BE OUT-OF-CLASS

Students carry a pass from the office or a staff member when out-of-class. Students are permitted in the computer lab only when supervised. If a student arrives at the computer lab or library and there is not a staff member willing to supervise the student, he or she returns to class.

PETS ON CAMPUS

Do not bring pets to campus, before, during or after-school. Request to do so must be made in writing to the teacher, who will forward the request to the administration for approval.

PERFORMING ARTS

All seventh and eighth grade students are expected to participate in the evening performances of the Winter Showcase in December and the Spring Showcase in May. The performances are considered an extension of the Performing Arts class and the culminating events for semesters one and two. Due to the participatory nature of the Performing Arts classes, all students are integral to the outcome.

PROMOTION ACTIVITIES

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

1. Eighth graders have completed their service hours and have submitted the required documentation and reflection paper.
2. Students have returned all school property and have paid any outstanding fines for lost or damaged items.
3. Parents have completed and recorded their service hours.
4. Parents have paid outstanding balances owed for tuition, Big John's Catering and MAP.

SCHOOL WIDE QUIET SIGNAL

Leader: "5-4-3-2-1"

- Freeze.
- Turn and face the speaker and become silent, (Voice Level = 0)
- If someone nearby is talking, students can help by pointing to the one who called for quiet.
- While continuing to look at the speaker, be ready to listen for instructions.
- Maintain this position until the speaker is finished and **releases you**.

SPIRITUAL EXPRESSION

Students attend Mass each week at St. Benedict Church, and are encouraged to actively participate through prayer and response. Students are reverent during school-wide prayer announcements and Mass. The chapel is open during the school day and students may use it with permission and supervision.

STUDENT COUNCIL

Eligibility to run for Student Council will be determined by faculty and the Principal. To be eligible, students must maintain at least a 3.0 or "B" average, and have good conduct reports. Eligible students must continuously model DWP Skills, particularly Leadership, Cooperation, Completing a Task, Following Instructions, Communication, and Service to Others.

Grades 3 through 7 will elect Student Council officers in May. Officers include: President, Vice-President, Secretary, Spirit and Sport Commissioners, and Treasurer. 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.

TALENT SHOW

Each spring, the SJB Student Council sponsors a student talent show. Auditions are held and the following are considered when selecting students to be in the talent show:

- Representation of all grade levels
- Variety of talent (instruments, singing, comedy, reading, dance, etc.)
- Showmanship
- Talent
- Stage presence
- Memorization

TARDY

A child is considered tardy if he or she is not in his or her seat at the designated start time for their grade level. Any student not in their assigned seat in the classroom when the bell rings, (after 7:45 a.m. or 8:00 a.m., respectively) reports to the office and obtains a pass before going to class.

Students bring a note from a parent, doctor or dentist to be considered excused. Students in grades 3-8 are issued a detention for every five tardies in a semester. If tardiness persists, and no solution can be reached, an alternative placement for school may be recommended. Tardiness and absences are recorded on a student's permanent record.

TELEPHONE

Telephones in the classrooms are not for student use. Messages other than of an emergency nature are given to students at the end of the day.

TEXTBOOKS

Students are responsible for proper care of the books assigned to them. Textbooks will be labeled and covered in paper. 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. All outstanding costs are paid before a student participates in promotion, receives a report card, or re-registers for the following school year.

USE OF TECHNOLOGY

All technology (computers, cell phones, I-pods, and other developing technologies) is expected to be used appropriately and responsibly as defined in a Terms of Use Agreement, which is signed by each student and parent at the beginning of the school year. Students are permitted in the computer lab only when supervised. St. John Bosco students are expected to use all technology appropriately and responsibly as defined in Terms of Use Agreement.

VOICE LEVEL EXPLANATIONS

- 0 – Silent. No sounds, not one little word!
- 1 – Whisper. Talking without vocal chords vibrating.
- 2 – Conversation Voice. Talking so that only someone close to you can hear what you say.
- 3 – Presentation Voice. Voice level you would use to make a presentation to the class when everyone else is quiet. Other than use during a presentation, this voice level is not used indoors.

Uniforms

Official St. John Bosco uniforms can be purchased from any uniform supplier provided the style and other requirements are met.

BOYS' UNIFORM

Shorts	Knee-length navy twill walking shorts 2" from the back of the knee
Slacks (optional)	Navy twill dress slacks
Shirt	White or navy short or long sleeve polo shirt with St. John Bosco embroidered emblem in jersey or pique knit
Belt	Solid black or navy belt with plain buckle. Grades K and 1 belt is optional with twill dress shorts/pants with or without belt loops
Sweatshirt (optional)	Navy or white sweatshirt with St. John Bosco embroidered emblem
Socks	Plain white or navy socks
Shoes	White sneakers or tennis shoes with one minimal contrasting trim color in either black, navy or gray, logo no larger than a quarter or black dress shoes. (Refer to uniform link on St. John Bosco website.)
Mass Attire	White polo required. Navy sweatshirts removed for Mass.

GIRLS' UNIFORM

Skirt	(4 th - 8 th Grade) Christopher Plaid Skirt 2" from the knee (K – 3 rd grade) Christopher Plaid Jumper-either style 2" from the back of the knee
Skort (optional)	Christopher Plaid or Navy Skort (K - 8 th grade) 2" from the back of the knee
Slacks or Shorts (opt)	Navy twill dress slacks or shorts
Shirt	White or navy short or long sleeve polo shirt with St. John Bosco embroidered emblem in jersey or pique knit
Belt	Solid black or navy belt with plain buckle. Grades K and 1 belt is optional with twill dress pants with or without belt loops
Sweatshirt (optional)	Navy or white sweatshirt with St. John Bosco embroidered emblem
Socks	Plain white or navy socks or tights
Shoes	White sneakers or tennis shoes with one minimal contrasting trim color in either black, navy or gray, logo no larger than a quarter or safe black dress shoes with minimal heel (Refer to uniform link on St. John Bosco website.)
Mass Attire	White polo and Christopher Plaid skirt (grades 4 – 8) or jumper (grades K – 3) is required on Mass Day unless P.E. is scheduled for the day. When P.E. is scheduled for the day, P.E. shorts are worn. Navy sweatshirts removed for Mass.

BOYS' AND GIRLS' P.E. UNIFORM

Shorts	Navy shorts (Russell Dry Weave or Augusta Sports Wear- 7"-9" inseam) 2" from the back of the knee
Shirt	White or navy short or long sleeve polo shirt with St. John Bosco embroidered emblem in jersey or pique knit
Sweatpants (optional)	In cold weather, navy athletic pants with no elastic at ankle and no emblem
Sweatshirt (optional)	In cold weather, navy or white sweatshirt with St. John Bosco embroidered emblem
Shoes	White tennis shoes with one minimal contrasting trim color in black, navy or gray. Logo no larger than a quarter (Refer to uniform link on St. John Bosco website.)
Socks	Plain white socks

P.E. uniforms may be worn on days of child's scheduled P.E. class, noting however, that any P.E. day, which is also a Mass Day, requires the white polo to be worn.

Dress Code

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

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

PROPER GROOMING

Shirts are tucked in, and not "bloused" while on campus.

All skirts, skorts and jumpers are worn within 2" from the back of the knee.

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 with pen or marker.

Undergarments, worn under the uniform, must be solid white with no logo.

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. Non-uniform sweatshirts or winter-weather jackets (**no** hoods on campus) are removed when in the classroom or at Mass.

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 outlandish. Boys' hair should be clean, combed, cut above the top of the ears, eyes and collar. Sideburns are permitted, but should be no longer than the middle of the ear. Facial hair is not permitted, so boys should be clean-shaven.

Girls' hair is clean, brushed, worn off the face and out of the eyes. Hair extensions are not acceptable. Hair accessories, including beads, must be either Christopher plaid, solid navy, black, or white.

ADORNMENTS

Acceptable jewelry is a simple watch, a single, thin-chained, religious necklace (worn under the shirt), and a single set of simple stud earrings for pierced ears lobes (girls only). Bracelets and rings are not permitted. Hair elastics are not to be worn around the wrist. Nail polish (including French manicure), artificial nails and make-up (including, but not limited to mascara, blush, eyeliner, eye shadow, lipstick/gloss, and glitter) are not permitted.

SPIRIT DAY

First Wednesday of each month - Students may wear an "official" St. John Bosco team or club shirt including Boy Scouts or Girl Scouts to school on a designated "Spirit Day" day. Uniform bottoms, belts (grades 2-8) and shoes are required.

DENIM DOLLAR DAY

Third Wednesday of each month - On scheduled Denim Dollar Days, students may bring a dollar, designated for Student Council or a specific charity. Students are then allowed to wear denim bottoms with their uniform shirt, which is tucked in. Denims must not be frayed and must be worn within 2" from the back of the knee if not long pants. On Denim Dollar Day, students can have Free Dress for Accelerated Reader.

FIELD TRIP DRESS CODE

Students always wear the school uniforms on fieldtrips, unless indicated otherwise on the permission slip.

FREE DRESS DAYS

Clothing must NOT promote alcohol, or drugs or 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, cut-offs, ripped, frayed, or faded shirts are not permitted. Non-uniform shorts, skirts, pants may be denim or appropriate material. Skirts, shorts and dresses may be worn, but must be no shorter than 2" from the back of the knee. Shoes must be closed toe and heel.

FORMAL ATTIRE

Girls wear a modest dress and boys wear dress pants and a collared dress shirt with a tie. Baggy pants, or pants without a belt, spaghetti straps or strapless tops or dresses, bare midriffs or backs, skirt or dress length shorter than 2" above the knee or plunging necklines are not acceptable dress.

Final determination of appropriate uniform and dress code resides with the administration.

UNIFORM VIOLATIONS

When a student is in violation of the uniform or dress code, he or she is asked to remedy the problem. If the violation becomes an issue of non-compliance or disrespect, an STP is issued for the student to reflect and may be recorded in RenWeb. The STP is signed by the teacher and the student and meant as a learning experience. In grades 3 through 8, after the 3rd uniform violation, a detention may be issued. Uniform violations are entered into RenWeb for tracking purposes.

The final decision on consequences for uniform and dress code violations is at the discretion of the administration.

School Rules

The St. John Bosco community lives by four rules that affect the daily interaction of all members. All students at St. John Bosco live by these rules:

1. Respect the Lord, yourself, others, and property.
2. Bullying and excluding others is unacceptable, preventable and must be reported.
3. Contribute positively to the learning environment.
4. Follow school and classroom procedures.

We have chosen a developmental approach to learning the skills needed to live these rules. The approach is called Discipline With Purpose (DWP). The fifteen skills that are taught include:

<u>Basic Skills</u> <i>Taught in grades PreK-2 Reviewed in all grades</i>	<u>Constructive Skills</u> <i>Taught in grades 3-5, Reviewed in all grades</i>	<u>Generative Skills</u> <i>Taught in grades 6-8 Reviewed in all grades</i>
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

A safe, calm and orderly environment is important to our school community. Self-discipline is the desired goal. Student discipline helps to integrate character, education, and Christian social living.

Teachers develop classroom discipline cycles that reflect the natural consequences of inappropriate or unproductive behavior. School rules, self-discipline skills, and discipline cycles are posted in each classroom and on teacher websites.

Consequences

Logical consequences may be used in lieu of, or combined with, any of the following to help a student understand the need for, or to help develop, self-disciplined behavior.

STP s

According to the discipline cycle of each teacher, when a student needs more than a verbal reminder, or persists in not following a rule, a STP form (Stop, Think, and Plan) may be given. This motivates the student to think about their behavior and also notifies the parents. A hard copy duplicate form is sent home with the student and may be recorded in RenWeb. A detention may be assigned after three STPs for ongoing or repetitive infractions.

DETENTION

Detention may be assigned as a consequence for inappropriate behavior or to deter escalating behavior. Parents are notified by email informing them in advance of the detention date. Detention is held on Tuesdays and Thursdays from 3:05-4:00 in the designated classroom. The student is held accountable for serving detention on the assigned day. Missing detention results in additional consequences.

SUSPENSION

In-school and out-of-school suspensions or suspension from school extracurricular activities may be assigned as a consequence for multiple detentions or serious misbehavior.

THE BIG THREE

Removal of a student from the group is sometimes necessary to protect the student or the learning environment of the school, or both. This might be when a student:

1. Is in physical or psychological danger or puts others in danger.
2. Is irrational or unreasonable, or lacks self-control when repeated correction from an adult does not help.
3. Pushes beyond the limits of respect in speech or actions.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, the two parties can work together to redirect the inappropriate behavior.

OFFICE REFERRAL

In serious situations or when measures have failed, the student will meet with either the Assistant Principal or the Principal. Administration issues the consequences for an Office Referral.

Academics

HOMEWORK POLICY

Homework reinforces the material taught and fosters habits of independent study and creativity.

The following is a guide for the amount of time a child should spend on homework, provided they use the time given to them during the day wisely.

Grade	Per day	Grade	Per day
K	15 minutes	5	50 minutes
1	20	6	60
2	25	7	70
3	30	8	80
4	40		

The above approximations are the average suggested times for all the content areas combined, not for each subject. Teachers follow the guidelines as best they can.

MAKE-UP WORK

Students who are absent from school are required to complete class work, quizzes, tests and homework missed during their absence. A parent may call for homework for students who are ill and will be out more than two days. Assignments will be available in the school office at 3:15 p.m. for pick up on the second day. Students are encouraged to use homework buddies to gather other information. It is the student's responsibility to speak directly with his or her teacher(s) regarding missed work. This is done before or after-school rather than during class time. The number of days allowed to make up work is the same as the number of days missed.

If a child is suspended from school, work will be provided for the parent to take home to the student to complete in his or her absence.

Grade level teachers in Kindergarten through 4th grade and special area teachers will develop procedures for late work in accordance with the age levels of the students. Consideration is given for the circumstances under which work was submitted late.

In grades 5-8, homework, class work and projects are considered late if they are not turned in at the beginning of the class period during which they are due. At the published discretion of the teacher, late homework or class work may not be accepted for full value unless there is an unusual circumstance. Teacher discretion will be utilized for each situation.

In the case of an absence, work is not considered late until after the time allowed by the absence policy has expired. Parents are encouraged to monitor their child's work through RenWeb.

Grading

Grades K-3 Kindergarten through 3rd grade use a skill based grading system that helps monitor the student's development and basic curricular objectives. Like all grade levels, skill based report cards are kept up-to-date on RenWeb.

For each skill, the teacher determines how the student is progressing by marking one of the following after assessing:

M = meets the standard

P = progressing toward meeting the standard

I = intervention necessary (in other words, the child is not progressing as a typical child in that grade on a specific objective). The teacher will offer suggestions to the families of children receiving an I.

Grades 4-8 The following Diocesan grading scale is used at St. John Bosco for grades 4 through 8:

A = 100-94 B = 93-83 C = 82-74 D = 73-65 F = 64-0

Student who have questions about an assignment or a grade are encouraged to conference with the teacher. Students wishing to appeal a grade must make the request in writing and submit it to the teacher. Final determination rests with the administration.

REPORT CARDS

Grades are posted on the parent's website through RenWeb.

All grades are current on Mondays. RenWeb access will be disabled the last two days of each quarter through the report card availability date to allow the teachers to upload grades.

Each subject will have a final reporting grade at the end of the school year that will be an average of all the quarter grades given. This final grade is the one that appears on the permanent school record card.

ELIGIBILITY

The administration has the right to revoke a player's eligibility if there is a concern about a student's 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.

In order to be eligible to participate in after-school activities, students must maintain a satisfactory academic record and satisfactory behavior. Eligibility will be reviewed each Monday after Progress Reports are issued. If a student is deemed ineligible, they are notified on Monday with ineligibility beginning on Tuesday. An ineligible student can regain active status by printing and submitting a copy of his/her RenWeb grade book summary to the Assistant Principal by 8:00 a.m. the following Monday. The summary should show no "D's" or "F's". Upon receiving a satisfactory (no "D's" or "F's") RenWeb grade book summary, the Assistant Principal will make a change in the eligibility status of the student. The Assistant Principal will report regained eligibility to the Athletic Director or moderator. The Athletic Director will inform the coaches Monday afternoon of the eligibility that goes into effect on Tuesday. 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.

ACADEMIC PROBATION

Any student receiving more than two grades of 'D' or one 'F' in any 9-week grading period is on academic probation. The administration will meet with the student and the parents to implement interventions. If the interventions fail, and the student is placed on academic probation a second time for the year, the student may be asked to register elsewhere. Students on academic probation are ineligible to participate in after-school activities.

Principal's Right to Amend

This Handbook is developed with the staff and will be reviewed and revised, at least annually, in efforts 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. The Principal has the right to amend, at any time, this living document. Revisions that are made during the school year will be communicated as they are made to all parents, guardians, staff members and students.

Please detach, sign and return to the homeroom teacher within the first week of school.

Student Handbook Agreement Form (2009-2010)

St. John Bosco Interparish School

I pledge, as a St. John Bosco Bulldog, that I will be responsible for following the guidelines, rules and procedures within this handbook. I have read and understand the Student Handbook for St. John Bosco Interparish School

Student Name _____

Student Signature _____ Date _____