

# Saint John the Baptist Middle School 2017-2018 School Year Parent/Student Handbook



## Mission

Saint John the Baptist Middle School develops the whole student by providing a quality Catholic education in a community environment.

## Philosophy

We, the community of Saint John the Baptist Middle School, are commissioned by the Church and delegated by the parents to teach the children entrusted to our care. We are committed to fostering our Catholic identity according to the four *Marks of the Church*: **One** in community, **Holy** through the sacraments, **Catholic** in the universality of the church, and **Apostolic** in being witnesses to the good news of Jesus Christ.

Our qualified and dedicated faculty and staff provide thorough instruction with the expectation of academic excellence. We recognize and affirm the various needs of learners. Our curriculum incorporates faith-related values, academic standards, and teaches skills necessary for lifelong learning.

We focus on educating the whole child: intellectually, socially, physically, emotionally, and spiritually. As a unique cradle-to-college community, we develop compassion, love, and respect while emphasizing service to others.

## TABLE OF CONTENTS

WELCOME AND INTRODUCTION	5
CATHOLIC SCHOOL SYSTEM	6
HISTORY	6
MISSION STATEMENT	7
PHILOSOPHY	7
INTEGRAL STUDENT OUTCOMES	8
COLORS AND SEAL	9
ADMISSION AND ATTENDANCE	9
Admission Policy	9
Enrollment Policy	9
Admittance (Diocesan Policy 3000)	9
Inclusion (Diocesan Policy 3010)	10
Respect for Persons with Disabilities (Diocesan Policy 3020)	10
Non-Discrimination and Compliance (Diocesan Policy 1200)	10
Legal Name/Custody	11
Immunization Requirements (Diocesan Policy 5110)	11
Attendance and Absences (Diocesan Policy 3110)	11
TARDINESS/STUDENT CHECK-IN AND CHECK-OUT	12
Tardiness	13
Release of Students from School (Diocesan Policy 3120)	13
STUDENT CUMULATIVE RECORDS	13
RELEASE OF DATA (Diocesan Policy 1700)	14
DRESS CODE	15
GOVERNANCE	17
Catholic School System (Diocesan Policy 1400.1)	17
Catholic School Leadership (Diocesan Policy 1430)	17
Web Site Information/PowerSchool	17
Interruptions	18
Back to School Night	18
Student Led Conferences	18
School Visitation	18
Telephone Use	19
Messages	19
CODE OF CONDUCT (Diocesan Policy 3310)	19
Behavior	20
Harassment by Students (Diocesan Policy 3320)	20

## Skaggs Catholic Center, LLC 2017-2018 Student Handbook

Catholic School Discipline (Diocesan Policy 3300)	20
Saint John the Baptist Middle School's Expectations for Student Behavior	20
Academic Honesty	22
Property Care and Maintenance	23
Threat to School Safety	23
Search and Seizure	23
Speech and Publications	23
Stealing	24
Acceptable Internet Use Policy	24
Termination of Enrollment (Diocesan Policy 3330)	26
<b>ACADEMICS</b>	<b>28</b>
Grading Scale	28
Homework	28
Tutoring	28
Midterm Reports	28
Report Cards	28
Promotion/Retention	28
Honor Roll/Honorable Mention	29
Class Change Request	30
<b>GRADUATION</b>	<b>29</b>
<b>EXTRACURRICULAR ACTIVITIES</b>	<b>29</b>
Ecology and Recycling	29
Lunch Program	29
Service	30
Sports Program	30
National Junior Honor Society	30
<b>FINANCIAL OBLIGATIONS</b>	<b>31</b>
Cost-Based Tuition and Fees (Diocesan Policy 6510)	31
Need-Based Tuition Aid (Diocesan Policy 6520)	31
Tuition Rate	31
Fees	31
2013-2014 Tuition	31
Financial Aid Assistance	31
Registration/Re Enrollment Fee	32
General Fee	32
FACTS Tuition Management Program	32
Non-payment of Tuition	32
Fundraising and Development	33
Fines	33
<b>INSTRUCTIONAL PROGRAMS</b>	<b>33</b>
General Curriculum	33
Planners and Book Bags	33

## Skaggs Catholic Center, LLC 2017-2018 Student Handbook

Books and Supplies	34
Field Trips	34
Library	34
Religion	35
Schedule	35
Standardized Tests	35
HEALTH, SAFETY AND EMERGENCY	35
Child Abuse	36
Communicable Diseases/Lice	35
Dispensing of Medicine (Diocesan Policy 5120)	36
Emergency Information Sheet	36
Emergency Procedures	36
Illness and Accident Reports	37
Medical Appointments	37
School Closure for Inclement Weather	37
Illness	37
Student Insurance	38
PARENT INVOLVEMENT	38
Relation to School Community and Philosophy	38
Home & School Association (Diocesan Policy 1510)	38
Meetings	39
Parent Service Program	39
Mandatory Meetings	39
School Board	40
TRAFFIC PATTERN	40
Arrival	40
Dismissal	40
MISCELLANEOUS	41
Lockers	41
Books	41
Lost and Found	41
Parties	42
Personal Valuable Materials	42
Electronic Communication Devices	42
Bicycles, Skateboards, Rollerblades	42

Saint John the Baptist Middle School  
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Office Hours: 7:30am – 3:30pm (Monday, Tuesday, Thursday, Friday)  
7:30am-2:00pm (Wednesday)

## **WELCOME AND INTRODUCTION**

Welcome to the ministry of education at Saint John the Baptist Middle School. Committed to excellence, the school's administration, faculty and staff accept the responsibility of guiding each student through the educational process in partnership with the parents. It is imperative that all – students, parents and faculty - work in unison to help each student reach the best of his/her ability.

The school's goals and objectives are to provide a Catholic education. It is the school's endeavor to achieve its goals through a daily schedule of religious and academic subjects taught in a variety of ways.

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

The middle school philosophy of early adolescent education was developed during the 1960's in the United States. It is based on the fact that the early adolescent student has unique psychological and physiological needs, and that the middle school approach to education can meet the needs of this age group more effectively. It is our philosophy that traditional junior high schools, which are patterned after high schools, and the self-contained classroom formats of elementary schools do not meet the needs of this developmental stage as well the middle school format.

Children at this age must learn to accept responsibility, become accountable for their learning and actions, and develop into independent learners. They need to learn that their choices will have consequences. It is the school's goal to lead students to the development of self-discipline.

The Parent/Student Handbook is part of the contractual agreement between you and Saint John the Baptist Middle School. Based on the policies of the Diocesan Catholic Schools' Administrative Handbook and guidelines pertaining to Saint John the Baptist Middle School in particular, this handbook provides valuable information and outlines important school policies and procedures. To the extent the policies of this handbook conflict with any provision of the Pastoral Directives or the Diocesan Policy for Catholic schools the specific provision of the Pastoral Directives or the Diocesan Policy for Catholic schools shall control unless express reference is made as an exception to the Pastoral Directives. While every effort has been made to make this handbook as complete and encompassing as possible, it cannot address all situations. All previously issued handbooks are superseded with the publication of this handbook. We hope it will promote understanding, cooperation and a spirit of support within Saint John the Baptist Middle School's community. Please read this handbook and familiarize yourself and your child(ren) with the information it contains. In addition, the disclosure statement indicating that you have read and agree to abide by the handbook must be submitted by Friday, September 9, 2016.

On occasion, Saint John the Baptist Middle School students are photographed during activities, events, etc. and the picture(s) may be used in a newspaper article, advancement newsletter, etc. If you do not want your child's picture to be used throughout the 2017-2018 school year, please notify the school in writing by Friday, September 9, 2016.

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

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

## **CATHOLIC SCHOOL SYSTEM**

*(Diocesan Policy 1400)*

The Catholic Schools in the Diocese of Salt Lake City are part of the educational ministry of the Bishop of the Diocese. Together, the schools exist as part of a system under the direction of the Superintendent of the Catholic Schools. The Diocesan Catholic School Board acts as an advisory body to the Bishop of the Diocese and the Catholic School Superintendent on all matters concerning Catholic Schools.

## **HISTORY**

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

Saint John the Baptist Middle School opened under the auspices of Saint John the Baptist Elementary School in August 1999. In February 2001, the diocese made a decision to divide the school into two schools, elementary and middle. The elementary school presently has enrolled 4 classes of pre-kindergarten and 3 classes of kindergarten through fifth grade. The middle school has the capacity to educate between 120-140 students per grade level in grades 6-8. Both schools are part of the Skaggs Catholic Center, a Diocesan Center. The generous gift to the diocese from the Skaggs family will serve the Catholic community for generations to come.

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

The first principal of Saint John the Baptist Elementary, appointed by Bishop George Niederauer, was Sister Karla McKinnie, CSC. She was one of two Holy Cross Sisters assigned to the Skaggs Catholic Center. The Holy Cross Sisters have been part of Catholic education and health care in the Salt Lake valley for over 100 years. Mr. Roger Marcy was the first principal of Saint John the Baptist Middle School. Mrs. Nikki Ward was appointed principal of the middle school in January 2003. Mr. Jim Markosian was appointed principal of the middle school in June 2009. Mr. Patrick Reeder was appointed principal of the middle school in June 2016.

## **Mission Statement**

Saint John the Baptist Middle School develops the whole student by providing a quality Catholic education in a community environment.

## **Philosophy**

We, the community of Saint John the Baptist Middle School, are commissioned by the Church and delegated by the parents to teach the children entrusted to our care. We are committed to fostering our Catholic identity according to the four *Marks of the Church: One* in community, *Holy* through the sacraments, *Catholic* in the universality of the church, and *Apostolic* in being witnesses to the good news of Jesus Christ.

Our qualified and dedicated faculty and staff provide thorough instruction with the expectation of academic excellence. We recognize and affirm the various needs of learners. Our curriculum incorporates faith-related values, academic standards, and teaches skills necessary for lifelong learning.

We focus on educating the whole child: intellectually, socially, physically, emotionally, and spiritually. As a unique cradle-to-college community, we develop compassion, love, and respect while emphasizing service to others.

## **Integral Student Outcomes**

Saint John the Baptist Middle School students are **REAL** people:

- **Responsible Citizens** who:
  - Exhibit social responsibility through empathy, compassion, integrity and service.
  - Respect and embrace diversity.
- **Effective Communicators** who:
  - Listen actively and work cooperatively
  - Express ideas clearly and creatively
- **Active Christians** who:
  - Integrate Gospel values in daily life.
  - Demonstrate knowledge of Catholic faith, teachings, and traditions.
  - Make good moral decisions.
- **Lifelong Learners** who:
  - Demonstrate curiosity and enthusiasm for learning.
  - Think critically, solve problems independently, and generate total quality work.

## **COLORS AND SEAL**

The school colors for Saint John the Baptist Catholic Schools are the same as the Juan Diego Catholic High School: navy blue, teal, and silver. The school uniform carries out the base color



of navy blue. These colors were chosen because they represent the colors on the dress of Our Lady of Guadalupe.

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

## **ADMISSION AND ATTENDANCE**

### **Admission Policy**

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

September: Application packets available in school offices

January: Re-enrollment for current students

February: Application packets for new students due/Placement Exam

March: Acceptance letters sent after review of total application. Acceptance is based on student meeting criteria established by Saint John the Baptist Middle School.

### **Enrollment Policy**

Application packets for the 2018-2019 school year will be available beginning Friday, September 15, 2017 and must be received by Friday, February 12, 2017 to be considered for current openings. Please note that applications will be accepted after February 16, 2018 as openings may occur between acceptance of new students and the beginning of the following school year. Students from the 2017-2018 waiting list will not be considered for enrollment unless parents submit an updated application packet. Applications will not be compiled on a first come, first served basis. Students may not apply unless they will be of school age on September 1 in accordance with the admittance policy. Admittance of students in good standing will be based according to the following priorities, as deemed by the Diocese of Salt Lake City, as space is available and at the discretion of the school's administration:

### **Saint John the Baptist Middle School**

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

**Admittance** *(Diocesan Policy 3000)*

Every Catholic child is given preference for a Catholic school education, presuming there is space available and that he/she can profit from the school program offered. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. We recognize the responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, the Catholic schools will serve children with special needs in general education classes.

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

Students entering Saint John the Baptist Middle School must present evidence of satisfactory conduct and academic achievement from the previous school attended. **All students are admitted on a one-year probationary status.** Saint John the Baptist Middle School **does not** have special education classes and **is not** able to provide an adequate program for serious learning disabilities.

**Inclusion** *(Diocesan Policy 3010)*

**Respect for Persons with Disabilities** *(Diocesan Policy 3020)*

**Class Size**

Saint John the Baptist Middle School follows the Diocesan policy of a maximum class size of 35 students.

**Non –Discrimination and Compliance with Title IX Education Act** *(Diocesan Policy 1200)*

**Proof of legal name, age and custody**

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

**Student Name**

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

**Immunization Requirements** *(Diocesan Policy 5110)*

Saint John the Baptist Middle School complies with the current Utah State Law, requirements for

immunization and health assessment as established by state and local health authorities.

The Utah Department of Health and the Catholic Diocese of Salt Lake maintains that students who have not been properly immunized or medically exempted from requirements of immunizations are to be excluded from school until requirements are met.

Annual immunization statistical reports must be submitted to the Department of Health.

4 or 5 DTP (Four if the 4<sup>th</sup> is given after the student's 4<sup>th</sup> birthday.)

4 Polio

2 MMR

3 Hepatitis B

2 Hepatitis A (Required for all kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students.)

1 Varicella (Required of all kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students or history of chicken pox disease.)

### **Students Entering 7<sup>th</sup> Grade**

As deemed by the Utah Department of Health, students entering 7<sup>th</sup> grade must have proof of receiving the following immunizations: 3 Hepatitis B, 1 Tetanus/Diphtheria (Td) booster and 1 Varicella (chickenpox).

### **Immunization Exemption**

A medical exemption of immunizations is the only exemption accepted and only if the correct procedures are followed as written and enforced by the Utah State Health Department. Information is available by calling (801) 538-9450.

### **Physical Examination**

All students entering Saint John the Baptist Middle School must have a physical examination by a medical professional prior to starting school. A *Unified Health Appraisal Form* is available in the office.

## **Attendance and Absences**

*(Diocesan Policy 3110)*

Regular attendance has a direct correlation with learning and achievement. Students should be in school except for illness or emergencies. Students may have difficulty maintaining acceptable progress if they are not in the classroom consistently and on time. Learning activities that take place in the classroom are impossible to recreate and the best quality learning opportunity will be the one the teacher has planned and created when he/she presents the lesson for the whole class.

If a child is absent, a parent is requested to call the school office by 9:00am. This does not excuse a student from school. Upon the child's return to school, a written note must be submitted to the office stating the reason for the absence. The note must be dated and signed by a parent/guardian.

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

### **Excused Absences**

Absences due to personal illness, severe illness in the family, death in the family, for medical, dental, optometry appointments or for similar situations in which it is not possible for the student to be in school are excused. A doctor's note is required after three (3) consecutive days of absences. If the student has had an injury or illness that restricts activities, a physician's note is required.

### **Unexcused Absences**

Vacations and any other reason not listed above.

### **Make-up work for all absences**

**Assignments or tests assigned or scheduled before the absence occurs are due on the day the student returns to school (in class/afterschool).**

For assignments or tests assigned during the absence the student has 2 school days from the day of return to complete work/test.

Work will **not** be given in advance for unexcused absences.

Grade level late work policies will apply.

It is the **student's responsibility** to request assignments upon returning to class or to make arrangements for a peer to bring home necessary books and materials. **Parents may request homework when a student is absent more than two days by contacting the HomeBase teacher.**

### **Insufficient Attendance**

Students with 8 or more class absences (excused or unexcused) in a given quarter may not receive a grade for the course(s). Students in this situation will receive "IA" for the course, reflecting that they had insufficient attendance for the course(s). An "IA" will count as a zero toward a student's grade point average.

## **TARDINESS/STUDENT CHECK-IN AND CHECK-OUT**

Students are expected to be in their first period class by 8:00 a.m. Students arriving after 8:00 a.m. are considered tardy, whether excused or unexcused, and must report to the office to be admitted to school. The reason for the tardiness must be communicated by parents to office personnel either by written note or in person. The student will then be given an admittance slip and may proceed to class. Middle school students must be on time to each class. Work missed

by tardy students may not be allowed to be made up and may impact grades. Students arriving 15 minutes or more to class will be marked as absent.

Just as it is important to arrive on time in the morning, it is also significant to a student's success to be in each class at the appointed time. Students are given a five-minute passing period. This is more than sufficient time to arrive in class, be seated and ready to learn. Being tardy to class adversely impacts the student's citizenship grade.

Tardiness will be considered excused for the following reasons:

1. Personal or family illness/emergency
2. Medical appointments (with written note from the doctor)
3. Extenuating circumstances as determined by the principal.

Tardiness without written communication from parents will be considered unexcused. Excessive tardies may result in detention and/or a meeting with the administration and/or disciplinary consequences. Continued tardiness or non-compliance with the above interventions may result in the child's suspension or removal from Saint John the Baptist Middle School.

**Release of Students from School** *(Diocesan Policy 3120)*

Parents/guardians presume their child is under the care of the school during school hours. Consequently, a student will not be released early without the **explicit written permission** of the parent/guardian. These requests are kept on file.

At no time during the daily school session, including lunch, shall students be allowed to leave the school grounds except when released to the parent/guardian/authorized representative of the parent/guardian. The principal shall not honor a telephone request for a student early dismissal to someone not listed on the emergency card. Parents are asked to make medical, dental and other appointments after school whenever possible. When it is necessary to leave school prior to dismissal, students must be checked out through the office; parents must pick up the students at the office and sign them out. Students will only be released to their parent/guardian and/or individuals listed as emergency contact/authorized pickup. Emergency dismissals may be made at any time by the principal when a serious condition warrants it.

Students should not be detained unduly after school without the knowledge/permission of parents/guardians.

**STUDENT CUMULATIVE RECORDS**

*(Diocesan Policy 3700)*

**RELEASE OF DATA**

*(Diocesan Policy 1700)*

## **DRESS CODE**

Students are expected to be dressed in a manner consistent with accepted Christian community standards of good taste. The school administration shall develop, publish and maintain uniform and/or dress code regulations.

Each Catholic school in the diocese requires the wearing of a school uniform.

### **Saint John the Baptist Middle School Uniform Policy**

It is important for all students to present an appropriate appearance at all times. The “appropriate” dress standard applies to all students while on campus. The uniform policy will be enforced during school hours. It may also be enforced at school sponsored and school related events. **Parent cooperation in following the policy is a necessity.** The complete, correct uniform is required at all times. Uniform clothing **MUST BE PURCHASED** from Saint Paul’s Place. **Uniform items from other vendors are not allowed and students will be excluded from school until the proper uniform has been purchased.** Students who do not abide by the uniform policy will receive a \$5 fine for each occurrence and may be sent home or held in the office until the proper uniform item is delivered by a parent/guardian. **More serious consequences may be imposed for frequent offenders.** **The administration has the discretion and final decision with respect to interpretation of the uniform policy.**

#### **Girls Uniform**

White button-down oxford, short or long sleeve (**Tie button only may be open.**)

White polo, short or long sleeve (**Tie button only may be open.**)

Navy blue skort (**Worn 1<sup>st</sup> and 4<sup>th</sup> Quarters only.**)

Navy blue twill pants

Navy blue twill shorts (**Worn 1<sup>st</sup> and 4<sup>th</sup> Quarters only.**)

Columbia Plaid Skirt (Fitted to fall at the top of the knee cap)

Navy v-neck pullover, cardigan or vest

Saint John the Baptist Middle School Sweatshirt

Saint John the Baptist Middle School Fleece Vest

**White, navy, gray or black solid socks or tights--No other colors allowed**

Covered shoes (Leather, dress, or athletic) – **No boots**

**Plain black, white, navy blue, khaki or dark brown belt – No ornamentation; simple buckle**

#### **Boys Uniform**

White button-down oxford, short or long sleeve (**Tie button only may be open.**)

White polo, short or long sleeve (**Tie button only may be open.**)

Navy blue twill pants

Navy blue twill shorts (**Worn 1<sup>st</sup> and 4<sup>th</sup> Quarters only.**)

Navy v-neck pullover, cardigan or vest

Saint John the Baptist Middle School Sweatshirt

Saint John the Baptist Middle School Fleece Vest

**White, navy, gray or black solid socks--No other colors allowed**

Covered shoes (Leather, dress, or athletic) – **No Boots**

**Plain black, white, navy blue, khaki or dark brown belt – No ornamentation; simple buckle**

### **Additional Requirements (Grades 6-8)**

- **Proper size** uniforms must be worn
- Pants must be worn at waist level (Top of hips).
- Solid white (t-shirt, undershirt/thermals and undergarments) may be worn under the oxford or polo shirt if covered by the uniform shirt.
- Shirt must be tucked in.
- Students must wear a belt with pants and shorts.
- **Skirts must be worn at knee-length.** (i.e. skirts must be fitted to fall at the top of the kneecap.)
- Jackets, unofficial sweatshirts and hats may not be worn in the classroom.
- Boots may not be worn to class.
- All students enrolled in Physical Education, Intro to Athletics or Hip Hop must wear the PE uniform

### **Shoes**

Covered shoes (toes and heels must be covered) must be worn. Shoes with laces must be tied. **No boots, slippers, or moccasins of any kind may be worn.** Shoes may not rise more than 2 inches above the ankle. **Extreme styles are not acceptable.** No high heeled shoes.

### **Hair**

Students are expected to come to school with neatly groomed and clean hair. **Hair must be natural in color and modest in style. Extreme styles are not acceptable.** Boys are expected to have neatly trimmed hair, cut above the collar and above the eyebrows (when combed straight). Boys must be clean-shaven. If hair is highlighted, the highlights must be a natural color. Students are not permitted to have hair extensions, hair beads or wrapped sections (with or without colored threads). Girls may wear modest hair accessories. Hair and hair accessories should not distract individuals or draw undue attention to the students. **Students may be excluded from school as deemed by the administration until his/her hair meets the above requirements.**

### **Jewelry**

Acceptable jewelry includes post earrings (no hoops or dangles), watches, and religious necklaces. **Bracelets, keys, and rings are not allowed.** Boys may not wear earrings. Girls may wear one earring per lobe. Body piercing and tattoos are not allowed.

### **Cosmetics**

**Girls may wear light foundation. Eye make-up including mascara, nail polish, artificial nails, and lip color are not permitted.**

### **Alternative Dress Days**

Periodically, students will be allowed to wear alternative dress. This is not a “free dress day.” The alternative dress will be in conjunction with a special theme or occasion. On alternative dress days the official school uniform policy (hair, shoe, cosmetics, and jewelry) will be in effect. Changes to the policy will be defined and the student’s will be notified in advance. Alternative dress must be modest and appropriate for a Catholic school. Uniform shorts during the 1<sup>st</sup> and 4<sup>th</sup> quarters are the only shorts allowed. Please note that leggings, sweats, short shorts, short skirts, halter tops, low cut tops, spaghetti straps, tank tops, bare midriffs, tube tops, distressed or clothing with holes will not be permitted. **Interpretation of appropriate dress is at the discretion of the school administration.**

### **PE Uniform**

Students enrolled in PE, Introduction to Athletics, or Hip Hop will be required to purchase a PE uniform through Saint Paul’s Place at the Skaggs Catholic Center. Athletic shoes properly tied are required.

### **Spirit Day Dress**

Students may wear uniform bottoms, shorts (1<sup>st</sup> and 4<sup>th</sup> quarters), jeans (see alternative dress for requirements)

- SJMBS/JDCHS apparel from Saints Paul’s Place
- SJBMS/JDCHS approved team shirt
- Solid blue or white shirt

### **Out of Uniform Fine**

Students will be given an out of uniform fine of \$5 when any part of the uniform code is violated. **Repeated violations of the dress code may result disciplinary action.**

## **GOVERNANCE**

**Catholic School System** (*Diocesan Policy 1400.1*)

**Catholic School Leadership** (*Diocesan Policy 1430*)

### **Line of Authority**

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



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

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

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

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

### **Newsletter**

A school newsletter will be available at least once a month at [www.sjb-middle.org](http://www.sjb-middle.org) and sent home with students upon parent request. This newsletter is the regular communication vehicle between home and school.

### **Communication with Non-Custodial Parent**

Noncustodial parents wishing to receive a copy of the school newsletter must ensure email addresses are current with school.

### **Web Site Information/Power School**

Saint John the Baptist Middle School's web site is a valuable source of information, including the school year and monthly calendars, Saint Joseph Common's daily menu, a daily bulletin, sports information, PowerSchool and more. Through PowerSchool parents have access to their child's academic progress, quarterly attendance and lunch balance in addition to being able to communicate with the faculty and staff through the email function. Each family is assigned a personal access number, which will be sent home at the beginning of the school year. Please note that access to students' grades will be available beginning Wednesday, August 24, 2016 at [www.skaggsatholiccenter.org](http://www.skaggsatholiccenter.org) or [www.sjb-middle.org](http://www.sjb-middle.org).

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

**It is expected that conferences with teachers and/or administrators be scheduled in advance. Please do not "drop in" and expect a teacher or administrator to be available for a conference.**

### **Interruptions**

Once school has begun, parents may not go to a classroom with forgotten items, etc. Parents and visitors are to check in at the office upon arrival. The office staff will ensure that your child receives his/her items. Items may not be given until end of day.

### **Back to School Night**

A Back to School meeting will be held at the beginning of the school year. Handbook policies and expectations are discussed. In addition, there is an opportunity for parents to visit with their child's HomeBase teacher where general classroom procedures, homework, school policies, and methods of cooperation and support will be presented.

### **Student Led Conferences**

Student Led Conferences are held at the end of the first quarter and in the third quarter. Please consult the calendar for exact dates. In this format your child will direct the conference, sharing evidence that best represents his/her growth. The majority of your time will be spent examining samples of your child's work and celebrating his/her accomplishments. Your child's advisor will briefly join the conference to share his/her perspective, answer questions and assist with goal setting.

### **School Visitation**

Visiting the school is welcomed by the school in order for parents to observe their children at work. It is requested that you contact the principal at least two days before your visit to determine whether or not it will be convenient for the teacher(s) to have visitors. Upon arrival at school, please obtain a visitor's pass in the office. When visiting, parents are requested not to disturb students or class schedules by talking with the teacher or students.

### **Telephone Use**

Student use of the school phone is limited to school-related matters. All arrangements for meetings, practices and other activities must be made prior to the school day. Permission to call will only be given at the discretion of the administration. **Students will not be allowed to call for forgotten forms and/or homework.**

### **Messages**

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

## **CODE OF CONDUCT** *(Diocesan Policy 3300)*

The Catholic Diocese of Salt Lake City is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into

responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment.

**RIGHTS AND RESPONSIBILITIES:** **Rights** are those things we are entitled to have. **Responsibilities** are the actions that are expected as a result of those rights.

Children and young people have the **right** to:

- a safe environment.
- receive the best formation program to meet their needs.
- feel secure from physical, verbal and written harassment.
- be treated in a fair, consistent and respectful manner.
- receive instruction and assistance for social, emotional and academic concerns.
- a clean and pleasant environment.

Children and young people have a **responsibility** to:

- share experiences in safe and pleasant surroundings.
- attendance that is regular and punctual.
- act safely in everyone's interest
- accept responsibility for their actions.
- practice good health habits.
- be honest and polite.
- not interfere with the leader's facilitation and the experience of others.
- show respect for the rights, feelings and property of others.
- seek help for social, emotional and academic concerns.
- adhere to rules during any related activities.
- work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate.
- respect ethnic, racial, religious, gender, intellectual and physical diversities of all people.
- report discretely any inappropriate behavior to a responsible adult.

### **Behavior**

- Reverence, Respect, Responsibility - All behavior should be guided by reverence for life, respect for self, others and property, and taking responsibility for one's actions.
- Behavioral standards should encourage self-discipline, create an atmosphere based on love, respect and cooperation, and provide a safe, positive and well-ordered environment.
- Offenses – The following behavior does not contribute to a safe, respectful Christian environment and will not be tolerated:
  - Causing physical harm (fighting, throwing objects, using drugs, weapons, etc.)
  - Causing psychological harm (intimidation, threats, etc.)
  - Using a tone or gesture of disrespect or that is abusive (profanity, harassment, etc.)
  - Showing disrespect to adults and authority (insubordination, unwillingness to obey, etc.)
  - Showing disrespect for property (vandalism, theft, etc.)

- Demonstrating behavior that is out of control (being unreasonable, repeated violations, unwillingness to change, etc.)
- Harassing others (verbal abuse, bullying, inappropriate touching, etc.)
- Being dishonest (lying, cheating, etc.)
- Use of electronics to perform the above

In addition to the Code of conduct for Minors, the Diocesan has a published Child Abuse Policy which is available in the Principal's Office or on the Diocesan Website: [www.dioslc.org](http://www.dioslc.org). A copy may be requested from the principal.

**Harassment by Students** (*Diocesan Policy 3320*)

**Catholic School Discipline** (*Diocesan Policy 3300*)

**Saint John the Baptist Middle School's Expectations for Student Behavior**

As a center for Catholic education, Saint John the Baptist Middle School believes that discipline is the student's ability to manage him/herself within the limits set by school policies and procedures. It is expected that students show respect for self and others so that goals and objectives may be accomplished. Parents/Guardians share equally with the teachers the responsibility for discipline. Unacceptable behavior deprives the others of the right to a positive learning environment. Acceptable behavior provides a climate where students can learn and grow.

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

Certain behaviors are totally out of context in a school where the primary focus is on living the tenets of Catholicism. Some behaviors are minor infractions while others are more serious. Consequences will vary according to the nature and seriousness of the infraction. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same. Consideration will be given to the circumstances involved and prior offenses committed by the student.

To be successful at Saint John the Baptist Middle School students are expected to be working toward the achievement of our Integral Student Outcomes.

**Inappropriate Behaviors**

Include, but are not limited to:

- Chewing gum.
- Consuming candy, food, etc. outside of the cafeteria.
- Giving locker combination to others.
- Opening another student's locker.
- Not adhering to the uniform policy.
- Bringing unnecessary personal items to school.
- "Horseplay" anywhere on school grounds.
- Throwing snowballs, food or other items.

- Profanity/Inappropriate language or gesture.
- Exhibiting public displays of affection.
- **Cell phones must stay off or silent and in a locker during the day. Cell phones confiscated during the day will be held in the office until a parent comes in to pick up and discuss our policy with the Administration.**

### Consequences

Fines will be given for the following:

- Uniform Policy Infraction: \$5
- Uncovered Textbook: \$2
- Gum: \$10
- Candy/Food: \$5
- Throwing snowballs, food or other items: \$5 and/or community service during lunch and/or after school
- Leaving books, materials, etc. in the hall, including littering: \$5

**Community service may be substituted or added as a natural consequence for the above. Fines must be resolved by the end of the school day on Thursday. Unpaid fines or unperformed service will result in additional consequences to be determined by the administrator. Students who exhibit consistent or chronic infractions will have more serious consequences.**

### Serious Infractions

The following behaviors are considered serious in nature and will be treated as such. Parents will receive notification and may be asked to meet with the administration. The student may be placed on a Disciplinary Probation Contract, suspended or asked to withdraw. If the student remains at Saint John the Baptist Middle School, he/she may be on a disciplinary contract for a portion or the remainder of the school year. A second offense within this probationary time may result in an immediate expulsion of the student from school. If any offense is of criminal nature, proper authorities will be notified.

Behaviors of serious nature include, but are not limited to:

- Sexual misconduct/harassment
- Bullying
- Possession of alcohol, tobacco or drugs
- Possession or use of any weapon
- Open defiance of school authority, including verbal or physical aggression
- Physical aggression against another
- Deliberate destruction of school, private or public property
- Theft
- Cheating (An academic consequence of zero credit will also apply.)
- Chronic absenteeism/tardiness
- Habitual lack of effort leading to academic failure in classroom work

- Conduct at school or elsewhere, which would reflect adversely on the Catholic Church and Saint John the Baptist Middle School
- Violation of the Internet policy
- Any physical or safety issue
- Inciting other students to participate in any of the above offenses

Verbal and/or written notification of suspension will be given to the parent/guardian of the student. Except for standardized testing, any in-class work, homework, tests or quizzes missed on the day(s) of suspension will result in a zero.

### **Academic Honesty**

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

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

- Plagiarizing (using the ideas of another as one's own work without acknowledgement of the source) in written, creative or oral work.
- Submitting work that is not original. Copying from another source and giving it as one's own work or resubmitting work from another person or another class.
- Give or receive unauthorized assistance on exams.
- Provide notes, signature or other documents that are forged.
- Academic dishonesty

### **Property Care and Maintenance**

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

### **Threat to School Safety**

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

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

### **Search and Seizure**

The principal of Saint John the Baptist Middle School and/or his/her designee retain the right to search students, student lockers, student possessions, and/or seize possessions.

### **Speech and Publications**

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

### **Stealing**

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

### **Acceptable Internet Use Policy**

#### **PURPOSE**

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, staff (faculty, administrators, staff, coaches, volunteers and school community) to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, staff or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

#### **SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over IP, chat rooms and instant messaging.

#### **RESPONSIBILITIES OF USER**

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use and we embrace the following conditions or facets of being a

digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.
- **Protect physical property.** Users of school equipment will protect it and keep it the same working condition as it was issued/granted to the user or you are subject to fines for repair or replacement of equipment.

### **UNACCEPTABLE USES**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Attempt to circumvent system security or use another individual's password.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under staff supervision.
- Violate license agreements, copy disks, optical media, or other copyright protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

### **ADMINISTRATIVE RIGHTS**

The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the schools of the Skaggs Catholic Center LLC reserve the right to amend or add to this policy at any time without notice.

### **PERSONAL USE OF SOCIAL MEDIA**

This section of the policy refers to the personal use of social media sites such as, but not limited



to Facebook, Twitter, Youtube and Instagram. □ Staff and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

‘Friending’ of current students by staff and vice versa is forbidden on a staff’s personal social networking **site**. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Except in the case of being a parent, you are a representative of the institution at all times.

## COMMUNICATIONS

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school sanctioned communications methods include:

- Staff school web pages, wiki or learning management site like, like Moodle or Teacher Web.
- Staff school email address.
- Staff school phone number.
- Staff created, educationally focused networking sites.
- No staff member is permitted to 1-on-1 text message any student and likewise no student is permitted to 1-on-1 text message any staff member, except in emergency reporting.

**Electronic and Mobile Devices, Cellphones:** Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or staff will provide parameters for this use, example: a text message connected Twitter feed for a course, club or sport.

## POLICY VIOLATIONS

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- For students, the loss of use of the school network, computers and software, including Internet access and including detentions/suspension, if applicable.

**Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties**

**Termination of Enrollment** (*Diocesan Policy 3330*)

**Student Withdrawal on Grounds of Parental/Guardian Behavior** (*Diocesan Policy 3340*)

## **Concluding Statement**

Not every possible situation concerning matters of behavior is included. Questions will arise that are not covered here or special circumstances may justify a course of action different from those

listed in this handbook. **The administration has the ultimate responsibility for discipline issues and how they are handled.**

## ACADEMICS

### **Grading Scale**

The approved grading system for all subjects, **grades 6-8** is:

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

The approved grading system for **citizenship** is:

O =	Outstanding
S =	Satisfactory
N =	Needs improvement

### **“I” Incomplete**

Final exams may be given during the last two weeks of a quarter. If a student misses class when a final exam is given, he/she may be given an “I” – Incomplete – until the final and/or work is completed per the absence policy. Work not completed will count as a zero in the student’s grade point average. All course requirements must be made up within one week of the end of the term.

**Citizenship** includes being respectful, responsible and ready each day, in every class. Each student begins each quarter with an “O.” The following are examples, not a conclusive list, of infractions that will impact students’ citizenship grade:

- Tardiness
- Being unprepared for class
- Lack of respect
- Discipline issues

3 violations per quarter = S; 5 violations per quarter = N

Students will receive a citizenship grade in each course. Students with an “N” in any subject or HomeBase will not qualify for Honor Roll.

Report card grades are not determined by test grades alone. Daily quizzes, oral participation, completed home assignments, individual ability and attitude are factors contributing to grades. The grades may be weighted according to the difficulty or quantity of the assignment. Teachers will share weighting scales (if applicable) with parents and students.

### **Homework**

Homework is required for learning at Saint John the Baptist Middle School. All teachers assign homework with care and for the purpose of fostering habits of independent study and reinforcement of learning. The amount and regularity of homework is left to the discretion of individual classroom teachers.

### **Late work**

Each grade level will have a late work policy. Late work will not be accepted after the completion of applicable test/project/unit.

### **Tutoring (Diocesan Policy 4110)**

### **Midterm Reports**

Midterm reports will be sent home with each student at the midpoint of each quarter. **If parents do not receive their child’s midterm report on the distribution date, as indicated on the monthly calendar, please contact the administration for a copy.** Power School will be available beginning Wednesday, August 24, 2016 for parents and students to check current progress. If parents do not have access to the Internet, they are encouraged to contact the administration for a printed copy of their child’s progress report.

### **Report Cards**

Middle School report cards are sent home on the date marked on the school calendar. If parents do not receive their child’s report card, please call the office. Report cards are issued four times a year at the end of each quarter.

### **Promotion/Retention**

To be eligible to be promoted or graduate, students must not fail a core class (Math, Science, Social Studies, Language Arts or Religion) more than one quarter in a school year. Students in this situation will not receive credit for core classes, and may have to repeat the grade, make up work in summer school, or transfer.

Students must maintain a 1.667 (C-) GPA each quarter. Failure to achieve the 1.667 will result in the student being placed on an Academic Contract with stipulations determined by the administration.

### **Honor Roll**

Saint John the Baptist Middle School believes in recognizing and awarding academic excellence. The Honor Roll is based on achieving a 3.67 grade point average or higher. **No one with a “D+,” “N,” or below qualifies for the Honor Roll no matter his/her average.**

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

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

### **Class Change Request**

Recreating a student schedule is a complicated and labor-intensive process. All changes must be approved by the administration and must have a legitimate, educational purpose. Class changes may not always be possible.

## **GRADUATION**

*(Diocesan Policy 3630)*

## **EXTRACURRICULAR ACTIVITIES**

*(Diocesan Policy 4510)*

### **Ecology and Recycling**

Saint John the Baptist School seeks to develop a reverence for the earth and all its resources. In this spirit there will be an emphasis on recycling and ecology. In order to accomplish this, single use, plastic water bottles are not allowed in the middle school. Students are encouraged to use refillable bottles and the water stations.

### **Lunch Program**

School lunch is available daily. The price of lunch is \$4.00-\$4.25 per published meal. Items may be purchased a la carte. Food must be consumed in Saint Joseph Commons during the lunch period. Food may not be brought from Saint Joseph Commons into the middle school or library.

Students are required to be courteous to all staff in the lunchroom. Students must move quickly to Saint Joseph Commons for lunch. Sack lunches may be brought or students can purchase lunches from the cafeteria with cash or through “My School Account”. **Students are not allowed to “charge” items.** It is both the students and parents’ responsibility to ensure that an adequate amount of money is available. Lunch balances can be checked 24 hours per day

through My School Account ([www.myschoolaccount.com](http://www.myschoolaccount.com)). It is recommended that you sign up for the automatic balance alert system.

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

After finishing lunch students may stay in Saint Joseph Commons, go to the library to study, or go outside to the patio or to the field on the northwest corner of the Skaggs Catholic Center until the end of the lunch period.

### **Service**

The purpose of service in the middle school is to develop a life long commitment to serving one's community. Throughout the middle school years, students will be exposed to, design, and implement various sorts of and aspects of service into their lives. Each grade will focus on a different area of service and incorporating that service, holistically in accordance with the mission of Catholic schools.

### **Sports Program**

The school sports program is coordinated under SCCYAA (Skaggs Catholic Center Youth Activities Association) and may be associated with PARA (Parish Athletic Recreation Association) or other association. Parent volunteers and teacher moderators will be used to coach seasonal teams after school and on weekends. The teams will play other Catholic parish teams as well as any interested civic organization teams.

### **National Junior Honor Society**

The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students at Saint John the Baptist Middle School.

### **Eligibility Process**

Students are eligible to be NJHS members after completion of 7<sup>th</sup> grade. They must have at least a 3.67 cumulative grade point average to be nominated and complete an application process. Participation of service is required and fee is assigned.

### **Probation**

If a student's cumulative grade point average falls below a 3.67, he/she will be placed on probation for one quarter. After an additional quarter if the student's cumulative grade point average is still below a 3.67, he/she will be dismissed. If a student earns one or more N(s) in citizenship, he/she will be placed on probation for one quarter. After the subsequent quarter, if he/she earns an N in citizenship, he/she will be dismissed.

### **Meetings**

Meetings will be held at various times throughout the year. Students must bring a note from their parent/guardian if they cannot attend a meeting. After missing one meeting without an excuse, students will be placed on probation. If student misses a second meeting without a

note, they will be dismissed. Attendance at assignments is required, a NJHS moderator must clear any absence. Failure to attend assignments may result in probation or dismissal.

## **FINANCIAL OBLIGATIONS**

### **Cost-Based Tuition and Fees** *(Diocesan Policy 6510)*

### **Need-Based Tuition Aid** *(Diocesan Policy 6520)*

### **Parish Support** *(Diocesan Policy 6520)*

#### **Tuition Rate**

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

#### **Fees**

Schools can charge per student or per family fees to defray the costs not included in the cost per student included in tuition.

#### **2016-2017 Tuition**

(Per student per year)

- A. Regular Tuition Rate: \$6,836.00+ fees
- B. Qualified Catholic Tuition Rate: \$5,513.00 + fees  
\*\*\*Upon approval from your Pastor\*\*\*

#### **Financial Aid Assistance**

Need based financial aid is available for financial hardship and special circumstances.

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

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

**Registration/Reenrollment Fee**

A \$100.00 nonrefundable registration/reenrollment fee is due annually (\$25.00 processing fee; \$75.00 will be applied to the general fee).

**General Fee**

The following are the General Fees, which covers the electives program, Wiegand Learning Center programs, Language Arts consumables, lunchroom supervision, HSA membership, lab fees, yearbook, 8<sup>th</sup> grade graduation and computer fee.

Grades 6-7: \$605

Grade 8: \$655

**FACTS Tuition Management Program**

Saint John the Baptist Middle School uses a tuition management system, FACTS, for tuition collection. Tuition is due monthly, with a choice of automatic payment on the 5th or 20th of each month. All tuition is collected by automatic bank withdrawal utilizing the FACTS system. Parents also have the option of paying the total tuition and fees in one payment in advance; this payment is made directly to the school.

**Non-payment of Tuition**

Should families who are delinquent in tuition payments, not be forthcoming in explaining the root cause of the non-payment, then the following steps shall be taken:

- After a non-payment period of thirty (30) days with no explanation to cause, a letter with the principal's signature will be sent from the school, requesting payment or arrangements for payment.
- If there is still no response after an additional period of two weeks, a second letter with the principal's signature will be sent from home with the student, along with a receipt that must be signed as having been read by the parent or guardian. The content of this letter will include a request that the parent or guardian meets with the principal concerning tuition matters within two weeks, or the student will not be permitted to return to school.

Once the responsible family member meets with the respective principal, the issue can be addressed as previously mentioned (work out ways to get the tuition current, forego tuition). However, should the principal detect that the means is there to pay tuition but there is a flagrant disregard to do so, (e.g., entitlement issues, waiting to see how student does in school before paying, etc.) then the principal may request the student(s) be withdrawn from the school.

**Fundraising and Development**

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

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

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

### **Fines/Fees**

Students will not be allowed to start the school year/quarter if fines are not paid and/or worked off. Fines must be paid weekly. Report cards, yearbooks and other items may be withheld from students with unpaid lunch balance, library or middle school fines, and outstanding finance department items.

## **INSTRUCTIONAL PROGRAMS**

### **General Curriculum**

All schools in the Diocese of Salt Lake City are required to adhere to the Diocesan Curriculum Guideline. These guidelines have been professionally and thoroughly researched. Guidelines are established through investigation of many professional organizations and documents such as the Utah Core Curriculum Guide for elementary and secondary schools, the Northwest Accreditation Association, the Western Catholic Educational Association, and the National Catholic Education Association. Copies of the Curriculum Guides for the Diocese are kept in the school office should a parent/guardian desire to have more specific information regarding the curriculum for each grade.

### **Planners and Book Bags**

Every student must purchase a planner from Saint John the Baptist Middle School and have it with him/her in every class. This teaches students to be organized and accountable for following up on homework assignments. A book bag, for carrying items to and from school is necessary. All book bags must be kept in each student's locker or backpack room.

### **Books and Supplies**

Books will be provided for each grade level and subject. Although a book fee is paid, this does not give ownership to the individual student. In order to keep the books in good condition and prevent frequent loss, all books must be covered. Damaged books will be charged partial or complete replacement cost.

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

### **Field Trips (Diocesan Policy 4500)**

**Students may not participate in field trips unless an official school form is signed by a parent/guardian and returned by the assigned date. Students will not call home if the form is forgotten. Permission by way of telephone or with an unofficial signed note is unacceptable.** A teacher can deny a student the privilege of participation in an activity outside



the school or require a student's parent to accompany the student for reasons relating to unacceptable behavior

### **Library**

Saint John the Baptist Middle School students may check out three books for 25 days with 1 renewal. The students will be assessed a fine of \$.25 per day for each overdue book, with a maximum fine of \$5.00 per book. If the fine reaches the maximum of \$5.00, the student's Internet access will be suspended until the fine is paid.

Magazines may be checked out for two weeks with an overdue fine of \$.25 per day. The maximum fine for an overdue magazine is \$2.00. If the clear plastic holder is damaged beyond reasonable wear, the fine is \$1.00.

Students with overdue items and/or fines will be notified via the office.

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

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

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

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

At this time, students may not check out videos or DVD's. They are for classroom curriculum use.

### **Religion**

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

### **Schedule**

Students will be allowed to enter Saint John the Baptist Middle School at 7:40am.

Your student should be picked up promptly at dismissal time. **The school assumes no responsibility for students on the premises before 7:40 a.m. or after 3:10pm.** Students are not allowed on the Skaggs Catholic Center campus unless they are involved in an after-school activity, and will not be allowed to remain in Saint Joseph Commons or the halls of Saint John the Baptist Middle School or Juan Diego Catholic High School. It is the responsibility of parents to ensure that arrangements are in place to have their child(ren) picked up at dismissal.

**Standardized Tests**

Students take ACT Aspire in April. Results help determine academic standing and projected needs of the students. The tests help teachers plan programs to address the academic needs of the students.

**HEALTH, SAFETY AND EMERGENCY**

**CHILD ABUSE AND SAFE ENVIRONMENT PROGRAM** (*Diocesan Policy 5200*)

**Communicable Diseases/Lice**

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

**Medication** (*Diocesan Policy 5120*)

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

**Self Carry/Use of Metered Dose Inhalers**

Legislative General Counsel Bill 53A-11-602 was enacted to allow asthma medication to be carried and self-administered in the school setting. Saint John the Baptist Middle School shall permit a student to possess and self-administer asthma medication if 1) the student's parent or guardian signs a contract, which authorizes the student to self-administer asthma medication and acknowledges that the student is responsible for, and capable of, self-administering medication, 2) if the student's health care provider provides a written statement indicating that it is medically appropriate for the student to self-administer asthma medication and be in possession of asthma medication at all times and 3) the name of the asthma medication prescribed is for the student's use. Please note that Saint John the Baptist Middle School holds no responsibility for the student's medication whereabouts or use. Students must understand the importance of seeking additional medical assistance if the self-administered dose does not correct the problem and to remember when the inhaler was last used.

### **Emergency Information Sheet**

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

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

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

### **Emergency Procedures**

An emergency procedure will be on file in the school. Staff will be aware of the procedure for all kinds of emergencies. In the case of a long power outage, sewage problem, snowstorm, or other disaster, students will remain at school unless parents come to pick up their children. No one will be released to someone other than a parent without prior authorization.

### **Fire/Earthquake Drills**

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

### **Illness and Accident Reports**

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

The safety of students is a matter of vital concern. Every effort is made to prevent accidents and to ensure the safety of the students. Parents of students with allergies are obliged to have information on file on the emergency sheet listing allergies and special health problems.

### **Medical Appointments**

Early dismissal for medical and dental appointments is granted when a written request is made. The time spent in treatment is legally credited as attendance and is considered an excused absence. Parents are urged to keep such requests to a minimum and are encouraged to make arrangements for these appointments after school hours. We suggest Wednesday afternoon when students are dismissed early. A note to the office will enable us to have the student ready in the

office upon your arrival. **All students must be signed out at the office before being taken for any early dismissal.**

### **School Closure for Inclement Weather**

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

### **Illness**

**Do not send your student to school when he/she is sick.** Besides the need to protect other children from infection, there is no facility to care for sick children and they will be sent home. If both parents work, arrangements will have to be made to have someone pick up the sick student. We will not send sick students home alone. **A written note to the middle school office is required to excuse an absence.**

### **Student Insurance**

Each child is covered by special school insurance. This is a diocesan requirement. The registration/administrative fee covers the cost. The student is covered:

- During the hours and on days when school is in session.
- While the insured is participating in or attending any school activity, sponsored and under the direction and supervision of the school.
- While away from school premises, if participating in school sponsored and supervised activity, including athletics.
- Accidents that occur and are covered by the terms of this policy should be reported to the school office immediately. This insurance is a secondary insurance.

## **PARENT INVOLVEMENT**

### **Relation to School Community and Philosophy**

Parents are the primary educators of their children. Parent involvement is therefore highly encouraged and important to the success of the total school program. Open communication between home and school facilitates the growth of the Saint John the Baptist Middle School Community and provides an opportunity for teachers and parents to work together for the good of the students.

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

**Home & School Association** (*Diocesan Policy 1510*)

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

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

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

**Meetings**

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

**Parent Service Program**

Saint John the Baptist Catholic Schools has initiated a Parent Service Program. Each school year, parents/guardians are required to contribute a minimum of twenty-five (25) hours to Saint John the Baptist Catholic Schools. This policy helps to achieve the goals of providing quality programs for the students and building community. Involvement in the form of service is preferred, but in lieu of service, families will be required to pay \$25 for each non-performed service hours. Ten (10) of the twenty-five (25) hours may be performed at Juan Diego Catholic High School or Saint John the Baptist Parish. Service given to entities outside the Skaggs Catholic Center does not count toward the required hours.

Each family is required to complete a Volunteer Opportunities form electronically each school year. This form will list various parent volunteer opportunities, which are numerous. And include library help, tutors, classroom assistants, room parents, field trip chaperones, coaches, office assistance, etc. Training is provided, if necessary. Service opportunities may be published in the school newsletter or parish bulletin. Parents may contact the person in charge of the service project to volunteer. Parents keep track of the service hours on the computer in the school office. **Families are expected to find ways to volunteer. Do not rely on the school to contact you.**

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

The present requirement is 25 hours of service per family or \$625 (\$25.00 per hour) in lieu of service. Parents will be charged, at the end of the school year, for any hours, at \$25.00 per hour, for service not completed. It is preferred that each family give service rather than money to build community between the school and home.

### **Mandatory Meetings**

At least one parent is required to attend the following:

- Back-to-School Night
- Student Led Conferences

Time spent attending each meeting counts toward the 25-hour parent service program requirement.

### **Middle School Liaison**

This person is the link between the Home and School Association and Saint John the Baptist Middle School. This person will assist the HomeBase parents, who assist the teachers, in building the community by participating in service projects, fundraisers, etc.

### **School Board**

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

## **TRAFFIC PATTERN**

### **Arrival**

#### **West Entrance**

From 11800 South turn onto the outer ring road. Stop your vehicle on the left curb of the ring road and refrain from using cell phones during arrival times. Students should exit your vehicle to the curbside only and proceed to the entrance/crosswalk. Proceed to the South entrance/exit of the Skaggs Catholic Center.

#### **Bell Tower Circle**

Bell Tower Circle is for Elementary drop off/pick up. Families with students in multiple schools are asked to use the traffic pattern associated with the youngest student on campus. Middle school students who have a sibling in the elementary school are to be dropped off at the elementary school. Those students will walk around the circle, using the sidewalk to the middle school.

Students are not allowed in the middle school until 7:40am. Please arrange to drop them off close to that time.

### **Dismissal**

#### **West Exit**

From 11800 South turn onto the outer ring road. Stop your vehicle on the left curb of the ring road and refrain from using cell phones during arrival times. Students should enter your vehicle from the curbside only, using the crosswalk if necessary. Proceed to the South entrance/exit of the Skaggs Catholic Center. Parents may also use the west parking lot.

#### **Bell Tower Circle Exit**

Bell Tower Circle is for Elementary drop off/pick up. Families with students in multiple schools are asked to use the traffic pattern associated with the youngest student on campus. Middle school students who have a sibling in the elementary school are to be picked up at the elementary school. Those students will walk around the circle, using the sidewalk to the elementary school.

**Please arrange to have your child picked up within 15 minutes of dismissal. After that time students must be involved in a school activity or be meeting with a teacher. Students may not be in the high school or any other part of the Skaggs Catholic Center.**

## **MISCELLANEOUS**

### **Lockers**

Locker use is a privilege, not a right, and students should remember that the lockers are the property of the school. Lockers are to be kept clean. There is to be no writing inside or outside the lockers. Glue, stickers and tape are never allowed. **Students should not give their locker combinations to others and may not trade lockers without the permission of school administration.** Lockers are to be opened and closed quietly and kept orderly. Food items should not be kept in lockers for more than one day. **Lockers may not be decorated for birthdays, sporting events, etc.** If unable to fit in lockers, jackets and book bags may be stored in the backpack room. **Books, binders, etc. may not be left in the hallway at any time.** A \$5 fine will be assessed for items left in the hall. Students may be fined for damage to the locker. Lockers are subject to search in the interest of school safety, sanitation, discipline and/or enforcement of school regulations.

### **Books**

In order to keep textbooks in good condition and cut down on unnecessary replacement costs, students are expected to keep their textbooks covered all year. **A fine of \$2.00 will be assessed for uncovered books.** No contact paper of any kind may be used. Textbooks will be checked out to each student for each class. The teacher will record the condition of the textbook. Students will reimburse the school for any damage that occurs to the book or will be charged the replacement fee.

### **Lost and Found**

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

### **Parties**

Parties are a rare occurrence since they take away from the educational time of the students. Classes may have parties for school-related events. Permission for other parties must be sought from the principal. **Parties for teachers are not allowed.**

Parties for individual student birthdays are not permitted. **Parents are encouraged to make arrangements for birthday parties outside school time. Students should not deliver invitations to friends at school, especially if only selected students are involved. Flower or balloon bouquets may not be sent to school for birthdays or other special occasions.**

### **Personal Items and Materials**

The school takes no responsibility in replacing any lost or damaged items. Personal items (toys, spinners, fidget cubes, etc.) that distract from the learning environment will be deemed a nuisance item, confiscated and returned at the end of the school year.

### **Electronic Communication Devices**

Students are prohibited from using personal electronic devices during the school day (7:55am-3:00pm, including lunch). These include, but are not limited to the use of cellular phones, pagers, smart phones, music and media players, gaming devices, laptop computers and personal digital assistants, etc. A student who chooses to bring an electronic device must keep it in the off position and in his/her locker. Electronic readers/tablets can be used for **reading only** and **at the discretion of the classroom teacher.**

Saint John the Baptist Middle School recognizes that many parents/guardians have provided electronic devices to their children. Texting, taking photos or videotaping on school property during the school day is not allowed. **Electronic communication devices may not be used as a daily means of determining pick-up and drop-off and/or making social arrangements.** Each student should know his/her family/carpool's pick-up procedure prior to arriving at school. Electronic devices being utilized during the school day will be confiscated and only returned to the student's parent/guardian. After the first confiscation, the electronic device may be kept until the last day of school. Saint John the Baptist Middle School assumes no responsibility for recovering or replacing lost, damaged or stolen items.

### **Bicycles, Skateboards, Rollerblades**

Students may ride bicycles to school. Skateboards, rollerblades, Heelies, etc. are not permitted on the grounds at any time.