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A MESSAGE FROM THE PRINCIPAL

Dear Children and Families:

It is an honor for us to serve St. John the Baptist Catholic Montessori School. St. John the Baptist is a rich and vibrant community, guided by the Holy Spirit and with Christ at its heart. Our children continue to grow into the people they are called to be, because we abide by what the Lord asks of us and because we follow effective policies and procedures. In this document you will find the guidelines that help make St. John the Baptist Catholic Montessori School a community of excellence.

Sincerely in Christ,

Angela Wroblewski

Principal
Mission Statement

ST. JOHN THE BAPTIST CATHOLIC MONTESSORI SCHOOL MISSION STATEMENT & PHILOSOPHY

Mission Statement

Guided by our Roman Catholic faith, St. John the Baptist Catholic Montessori School prepares students to live out the Gospel message, achieve academic excellence, and joyfully lead by faith, virtue and reason.

Catholic Identity

- We believe the foundation of a Catholic school is its Catholic identity.
- St. John the Baptist Catholic Montessori School loyally adheres to the teachings of the Magisterium of the Roman Catholic Church.
- The teachers, administration, and parish leadership are faithful Catholics centered in Eucharistic devotion, through the intercession of Our Blessed Mother. Members of the St. John the Baptist Catholic Montessori School community strive for growth in their relationship with Jesus Christ.
- The children are immersed and formed in the Catholic faith through the Eucharist, daily prayer, moral formation, and the teachings and practices of The Catechesis of the Good Shepherd.

Montessori

- St. John the Baptist Catholic Montessori School follows the educational method developed by Dr. Maria Montessori.
- We believe it is the role of the school and parents to assist children in discovering their God-given gifts and talents.
- We believe it is the role of the school to foster and nurture the children’s natural desire to learn by providing the proper learning environment, materials, guidance, and encouragement which helps them recognize and nurture their talents.
- We believe it is the role of the school to guide children through their developmental stages by encouraging independence and responsible engagement in their work, while providing regular, prayerful assessment of their progress.

Parent

- We believe that parents are the primary educators of their children.
• We believe that the home environment and the role of the parents as teachers and models throughout a child’s life are fundamentally important.

Child

• We believe that all children are called to holiness and are created by God in His image and likeness with a unique combination of abilities, interests, and learning styles.
• We believe that all children are inquisitive and creative and that they possess a natural desire to learn.
• We believe that all children move through successive developmental stages, and at each stage, the children must be committed and actively involved in the learning process.

Community

We believe the school needs to form a covenant of mutual service among the children, parents, staff, and parish leadership, in order to be unified in the education of the children.

RESPONSIBILITIES

Of the School
• To provide a warm, loving environment that is attractive, clean and safe.
• To follow the teachings, doctrines and disciplines of the Catholic Church.
• To maintain high educational Montessori standards.
• To provide a stimulating program consistent with Montessori philosophy.
• To provide an excellent, caring and fully engaged staff.
• To maintain written records on each child.
• To provide parent education and conferences.

Of Parents
• To understand and accept the Church’s teaching that parents are the primary educators of their children.
• To deliver and pick up their children on time.
• To read the school handbook.
• To attend conferences and parent meetings.
• To maintain realistic expectations about their children.
• To keep informed about school policies and goals.
• To become aware of the Montessori Method in order to assist the child.
• To fulfill financial and legal obligations to the school in a prompt and timely manner.
• To volunteer and become active in their child’s education.

Of the Child
• To “construct” the person God is calling him/her to be.
ACKNOWLEDGMENT

St. John the Baptist Catholic Montessori School intends to manage its school and policies in a manner that is consistent with applicable federal, state, and local laws. In those cases in which our policies conflict with applicable law, the conflict is unintentional and the law will take precedence.

St. John the Baptist Catholic Montessori School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this Child-Parent Handbook should be construed as a contract between you and St. John the Baptist Catholic Montessori School.

NONDISCRIMINATION POLICY

St. John the Baptist Catholic Montessori School complies with applicable federal, state, and local laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in the administration of its educational programs.

This policy does not prohibit giving Catholic children priority for admission.

St. John the Baptist Catholic Montessori School has the right and duty to conduct its programs and activities in a manner that it is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to children who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.
ADMISSION POLICIES

Policy and Procedure

While embracing the Catholic and Montessori philosophy that each child develops in a unique way and welcoming applications from a wide variety of children, we also recognize our limitations in meeting some highly complex or specialized learning needs. Our admissions procedure will therefore take into account our ability to accommodate a particular child’s special needs without disruption to our program as one factor when evaluating applicants. Children who have special needs that fall within our ability to address may be accepted on a provisional basis, with additional stipulations (such as cooperation in having the child assessed or requirement for tutor or therapist assistance.)

An Admissions Committee, consisting of the Principal, the child’s prospective Guide and any other relevant professionals or specialists who may be appointed by the Principal, will make all admission decisions. Admissions decision will be based on the following general criteria:

Toddler Children
- Stable walker
- Consistently demonstrates behavior that maintains a safe learning environment

Primary Children
- Able to cooperate in a social group
- Shows respect for authority
- Shows respect for other children
- Demonstrates independence in toileting skills
- Able to understand and follow school and classroom rules and guidelines
- Demonstrates an eagerness to learn
- Developmentally functional in all aspects of daily school routines

Elementary Children
- Able to cooperate in a social group
- Shows respect for authority
- Shows respect for other children
- Demonstrates an eagerness to learn
- Capable of working independently
- Able to understand and follow school and classroom rules and guidelines
- Developmentally functional in all aspects of daily school routines
- Current academic and life skills at levels commensurate with targeted class

Middle School Children
- Able and willing to build community
- Guide actions with others according to Christian values
- Take responsibility for personal intellectual growth and the educational environment of the school
● Are committed to participate in unique learning opportunities, e.g., field trips, with vigor and a positive attitude
● Serve all members of the St. John the Baptist community as Christ serves

Families
● Understanding of and commitment to our school mission and philosophy as a fully Catholic and fully Montessori learning environment
● Understanding of and commitment to long-term participation in the Montessori education process
● Understanding their role in partnering with the school in living its mission (e.g. volunteerism, attendance at school meetings and functions, support of school’s vision and growth)

Requirements for Admission
Families must complete an application and an interview with the Principal and the relevant Guide

Transfer Students
Children who are interested in transferring may apply through TADS.

Visiting Children
Prospective students who are applying for admission and their families are welcome to visit St. John the Baptist Catholic Montessori School. Parents must arrange all child visits with the Principal at least three days prior to the visit. Students may not arrange for visits. Visitors must follow all rules and regulations that are binding for current children.
ACADEMIC POLICIES

Curriculum

The heart of the curriculum at St. John the Baptist Catholic Montessori School is the spiritual formation the children will receive. All Children’s House and Elementary children will be participating in The Catechesis of the Good Shepherd. This is a unique religious experience designed for children by Sofia Cavaletti & Gianna Gobi in Rome beginning in 1954. It is based upon Maria Montessori’s spiritual vision for children, combined with the teachings and the traditions of the Roman Catholic Church regarding Holy Scripture and Liturgy, using Dr. Montessori’s educational principles.

The purpose of the Catechesis is to proclaim the message of Jesus to children using the “Parable Method” for meditation on Scripture, while using Montessori methods to provide a learning environment conducive to the spiritual development of the young child. Children are especially attracted and are sensitive to the Good Shepherd’s abiding love for His sheep. They in turn develop a special love for Jesus, who is the Good Shepherd even before they realize that they are the sheep. Materials usually accompany each presentation and are then left for the children to manipulate and meditate upon.

Each child is viewed as an individual learner, with unique learning style and capabilities. The children are allowed to move through the elementary curriculum at their own pace. This is why the multi-age grouping works so well. Something that may have held little interest for a first-year student, may become fascinating in the second or third year. In this way children experience the freedom to make choices in their work, and develop a sense of control over their education. This also virtually eliminates the child’s fear of being “behind.”

The mixing of ages also helps to strengthen the social development of the child. The relationships formed between the younger and older children are invaluable. The younger children look to the older children as inspiration in both behavior and work. The older children take pride in guiding the young ones through the ways of the classroom. The three-year cycle also helps the children build an extremely strong bond with their teacher. The teacher and child get to know and trust each other in a most profound way.

The teacher, known as a guide, is responsible for helping guide the children to find their own motivation for learning. By preparing the environment and observing each child carefully, the teacher “follows the child.” Children expand their knowledge by being guided toward materials that reflect their interests.

The Montessori teacher has what Maria Montessori calls a “Cosmic Task.” This task is to work with the children’s imagination to help them realize the interconnectedness of the universe. One of the foundations of Montessori education is to present the concrete, which leads to the abstract. By first striking the child’s imagination with a wonderful
story or lesson, the teacher taps into the child’s self-motivation to begin a search for more information.

In short, the Montessori toddler, Children’s House, Elementary, and Middle School classrooms provide the children with the freedom to learn at their own pace in a varied age group, with a teacher to help guide them through the curriculum. There is much more to know about the Montessori Method in addition to what is mentioned here, and we encourage all parents to educate themselves about this philosophy by reading about it, attending parent education nights, and observing in our classrooms. We assure you that the more you know about the Montessori philosophy, the more excited you will be to have your child join this community!

Parent-Teacher Communication and Conferences

Guides are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. In addition to semi-annual Parent-teacher conferences, additional meetings can be scheduled throughout the school year if necessary. Parents should first privately contact a guide with any concerns about a guide or class concerns before seeking intervention by the school administration.

Our staff welcomes and appreciates communication from the parents of children enrolled at the school. We are open to ideas and suggestions and enjoy getting to know the parents as well as having the parents get to know them. They encourage you to communicate with them as often as you feel necessary. Do not hesitate to write a note, send an email or request an appointment with any staff member. Please also respect their need to prepare and clean up after school, and please allow for evening personal family time.

Guides will respond to requests for communication within 48 hours. When dealing with a problem, the parent should first contact the Guide. If, after conferring with the Guide, the problem is not resolved, the Principal should be contacted.

Homework

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

When used correctly, homework helps to clarify and reinforce what is presented in classrooms. It also enables the child to broaden his/her knowledge beyond what is required and to discipline his/her mind to continue learning beyond the classroom.

Teachers are not required to assign homework. It is assigned only when it will benefit the education of the students.

Access to Records

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during
school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (Principal and those to whom the Principal extends access within a given year.)

The School administration may elect to provide at cost photocopies of a student’s educational records to parents, but documentation is to be stamped "unofficial."

**Transfer of Records**

St. John the Baptist Catholic Montessori School may disclose a student’s cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest when provided with a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child’s records to be released. Parent signature is required for release of a student’s confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information or reports by a school counselor).

Only copies of student records may be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, the school, at the discretion of its principal, shall have the right not to provide transcripts of the student's academic record to third parties such as other schools, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student’s confidential file. The refusal to provide such information is grounds for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students’ cumulative files.

**Extracurricular Policies**

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Children who successfully meet the school’s academic requirements and adhere to the code of
conduct will be given the privilege of participating in co-curricular and extra-curricular activities.

**Attendance Policies**

**Arrival Policy**

Arrival time is between 8:35 a.m. and 8:45 a.m. and children are expected to be entering their classrooms during this time. Families that arrive after 8:45 a.m. must report to the Main Office directly to check in.

From 8:35 a.m. to 8:45 a.m., there will be a guide, assistant, or administrator in the reception area to greet arriving families.

**Before Care**

If you arrive between 7:00 a.m. and 8:35 a.m., please drop your child off at the age-specific Before Care location. A staff person will greet you at the door to welcome your child. Remember, anytime you drop your child off at Before Care without a contract, you will be billed at the drop-in rate. If you wish to avoid this fee, please do not arrive before 8:35 a.m.

**Late Arrivals**

Classrooms begin with prayer. When children come in late, it is disruptive to prayer time and they miss receiving the benefits of God’s word. “Thus faith comes from what is heard, and what is heard comes through the word of Christ” (Romans 10:17). We understand that even in the most well planned mornings, “life happens” and when it does, please accompany your child to the main office.

All late arrivals will be noted as tardy. Out of respect for the teachers, the children, and your child/children, please make every effort to arrive at school in enough time for your child to be IN the classroom by 8:45 a.m. It is more than just being respectful; it is a life lesson on punctuality.

**Dismissal Policy**

**11:45 a.m. Departure**

Children’s House children that leave at 11:45 a.m. will be picked up by a parent outside the main door of the Children’s House. We request that parents allow their children to independently prepare to leave school for the day.

**3:30 p.m. Departure**
Toddlers & Children’s House children must be signed out at the classroom door by the adult picking up the child.

Elementary and Middle school children leaving school at 3:30 p.m. will line up outside the school door that faces the playground. Parents will enter the car pick-up line, and the children will be dismissed by their guides individually when their parent’s car has reached the front of the pick-up line. Please never use cell phones while in the car line.

In the event of inclement weather, the children will line up inside the building and Guides will call out children as parents arrive to the front of the pick-up line.

After Care

Parents may pick up their children from After Care (3:45 – 6:00 p.m.). Please ring the doorbell at the school’s main entrance, and a staff member will assist you.

If a child is picked up consistently after 6:00 p.m., the child will lose the privilege of being enrolled in the After Care program and/or late fees will be charged, unless extreme circumstances apply to each infraction.

Alternative Person to Pick Up

Occasionally, you may need someone other than yourself to pick up your child from school. To ensure your child’s safety and a smooth dismissal of your child, please:

- Make sure the person is on your signed “Student Release” Form OR call/send a note to the main office.
- Prepare your child ahead of time by letting him or her know who will be picking up
- Have the authorized person be prepared to show picture I.D.
- No child will be released alone or with anyone under the age of 16, and no child will be released to anyone who is under the influence of alcohol or drugs.

Late Pick-Up

Please be on time to pick up your child. As much as the children enjoy school, friends, and the work they are doing, they do look forward to seeing their parents at the appointed time and can become upset when their parent is late. Also, they are learning their first examples of consideration from you. If you must be late due to an emergency or an unforeseen circumstance, please call the school. If we are momentarily unavailable to take your call, you may leave a message. Late pick-ups should only happen in emergencies. If late pick-ups become a habit, late fees will be charged.

Absences

St. John the Baptist Catholic Montessori School expects strong parental support for the school’s attendance policies.
Children who attend classes every day increase their chance of academic success. If a child must be absent or tardy for any reason the parent must call the school at 952-474-5812 before 9:00 a.m. that day.

Attendance issues can be addressed most effectively if open communication is maintained between the school and parents. In fact, children who do not meet expectations regarding attendance and punctuality are subject to discipline, up to and including dismissal.

Whenever a child enters school after school has begun, or leaves school before school ends, he/she must be signed in or out by a parent/guardian in the Main Office.

**Unexcused Absences**

An unexcused absence occurs when a child is absent from school without parent permission and without communication providing the reason for the absence. When these conditions have not been met and the child remains unexcused, the school may request a meeting with the parents and child.

**Excessive Absenteeism**

Excessive absenteeism, including unexcused and parentally excused absenteeism, may adversely affect a child’s learning. Children with poor attendance may be subject to discipline, up to and including dismissal.

When excessive absenteeism is due to a medical concern, the school may ask for physician verification. If verification is not provided the child may be dismissed from school. Even with physician verification, the child may be dismissed if academic requirements cannot be maintained.

**SAFETY AND WELFARE POLICIES**

**Policy on Prevention of Sexual Misconduct and Child Abuse**

**Reporting**

The Law of the State of Minnesota provides that certain categories of persons must report to civil authorities if they know or have reason to believe that a minor or vulnerable adult is or has recently been the victim of maltreatment, including but not limited to neglected, physically abused, or sexually abused. St. John the Baptist Catholic Parish directs its employees who are mandated reporters to comply with the requirements of the Law. It should be noted especially that concerns should be reported within twenty-four (24) hours to civil authorities. Furthermore, St. John the Baptist Catholic Parish directs all of its employees, (even those who are not mandated reporters), to report their knowledge or reasonable suspicion or belief regarding the abuse of minors or vulnerable adults, to the county Child Protection Agency, to the County Welfare Agency, to the Municipal Police, or to the county Sheriff’s Department, unless the law
specifically exempts the obligation to report based on a legally recognized exception to disclosure. In such cases, the pastor or parish administrator should be advised of the existence of the claimed confidentiality restriction.

_Virtus Training_

All adults who either work or volunteer at St. John the Baptist Catholic Montessori School must be Virtus trained, have signed a code of conduct, and received a background check.

_Entry and Security Information_

All doors at St. John the Baptist Catholic Montessori School are always locked. Any non-staff person must always sign in at the front desk, and if necessary, will be escorted in the building.

St. John’s is equipped with video surveillance cameras that monitor the campus 24 hours/day.

_Emergency Plan_

St. John the Baptist Catholic Montessori School has developed an emergency plan for crises and emergencies.

_Fire, Tornado, and Safety Drills_

St. John the Baptist Catholic Montessori School participates in fire, tornado, and safety drills. When an alarm sounds, children are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of St. John the Baptist Catholic Montessori School personnel.

_Lockdown Procedures_

St. John the Baptist Catholic Montessori School participates in lockdown drills. If a situation requires St. John the Baptist Catholic Montessori School to go into lockdown, children and personnel are required to act in accordance with the school’s lockdown procedures. The lockdown will continue until the “all-clear” signal is given by the Emergency Response Team.

**Health Procedures**

_Illness_

Children who feel ill or need health assistance during the school day should report to the Main Office. Parents will be notified.

Your child will be excluded from school because of the following:
● A reported illness or condition determined to be contagious and there has not been sufficient treatment to reduce the health risk of others
● A temperature of 100 degrees Fahrenheit (under arm), or more, and should stay home for 24 hours after the temperature returns to normal
● Vomiting twice within 24 hours
● Three (3) abnormal loose stools or diarrhea in the last 24 hours.
● Contagious pinkeye or has pus draining from the eye
● A bacterial infection such as strep throat or impetigo and has not completed 24 hours of an antibiotic treatment and has been symptom free for 24 hours
● Chicken pox until no longer contagious. Usually about 6 days after the first sign of vesicles
● Unexplained lethargy
● Lice, ringworm or scabies that is untreated or contagious to others
● An undiagnosed rash or a rash attributed to a contagious illness
● A significant respiratory distress
● Unable to participate in the school with reasonable comfort
● Requires more care than our staff can provide without compromising the health and safety of the other children
● If your child is too ill to go outside and play

**Medication Administration**

Medications should be taken at home if at all possible. Except as otherwise covered by law, when a child under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

● Designated school personnel will administer or supervise the administration of prescribed medications.

● A consent form signed by a physician and a parent must be on file with the child’s health records for prescription medication.

● Medications must be in a prescription bottle labeled by a pharmacy with the child’s name, name of medication, dosage, time to be given, and the pharmacist’s date of dispensing.

● A consent form signed by a parent must be on file with the child’s health records for over-the-counter medication.

● Medications are stored in a locked cabinet.

● Children who wish to carry and administer their own medicine (e.g., an inhaler) must have on file in their health record written consent from the parent and physician to carry the medication.
POLICIES ON CHILD RESPONSIBILITIES AND BEHAVIOR

Violations of any of St. John the Baptist Catholic Montessori School’s policies, including the code of conduct and any of the policies specified below, may result in discipline, up to and including immediate dismissal from St. John the Baptist Catholic Montessori School.

Discipline Policy

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other children, circumstances may dictate that a child be removed temporarily or permanently from the particular school setting.

Responsibilities and Expectations

St. John the Baptist Catholic Montessori School is a Catholic community. Children are expected to act in accordance with Catholic principles in their behavior with others, including their peers. They are also expected to respect the property rights of other children, faculty, and the school. St. John the Baptist Catholic Montessori School expects parents and families to cooperate with the school in reaching these goals.

Improper behavior will not be tolerated and is grounds for disciplinary measures, up to and including dismissal. Behavior at school events, whether on or off school property, and while using resources provided by the school, whether on or off school property, is governed by all expectations and policies outlined in this handbook. In addition, St. John the Baptist Catholic Montessori School reserves the right to discipline children for behavior outside of school or school events, which disrupts the school or the school environment.

Consequences

St. John the Baptist Catholic Montessori School reserves the right to determine in its sole discretion the appropriate consequence for any violations of its policies. Consequences for violations may include, but not be limited to: loss of privileges, detention, suspension, disciplinary probation, and disciplinary dismissal.

Children’s House

The Montessori philosophy for social and intellectual development is centered on respect: Respect for God, oneself, others and the environment. In order to develop the child’s God-given gifts and talents to the fullest, the child is encouraged to cultivate a natural capacity for self-control. In addition, The St. John’s teaching staff encourages the children to interact with others in a Christian manner as “brothers and sisters in Christ.” The teachings of Jesus are our central focus and our guide.
When a child’s behavior is inappropriate, the child is redirected to a more satisfying activity. If the problem persists and a positive resolution cannot be reached through discussion with the classroom Guide, the child will spend some “buddy time” with the classroom Guide or be separated until he/she has regained proper composure and is ready and willing to return to work. The separation will usually take place in the same room as the Guide and the other children. If the child is removed from the room, he/she will always be placed in a well-ventilated, well-lit area within sight and hearing of an adult. It is always our goal to “Follow the Child” in order to discover and guide them according to their needs, and toward those activities that will follow their interests and highlight their talents and abilities. Respect for the child’s dignity is honored at all times.

Unacceptable Behaviors

- Physical Harm- hitting and or pushing others-causing injury
- Verbal Abuse- teasing or inappropriate language
- Unwillingness to follow directions
- Refusal to complete chosen work
- Blatant disrespect
- Disturbing others at work
- Careless use of materials
- Constant verbal outbursts

Parental Involvement

- Parents will be informed of behavior incidents via an “Unacceptable Behavior Form,” a phone call, or email.
- The classroom Guide will attempt to consult with the parents to resolve and correct the child’s behavior; a meeting may be necessary to discuss possible consequences to be set at home and at school
- If there is willful aggression toward another person, the parent will be contacted to remove the child from school for the day
- Persistent willful misconduct, with no improvement, may warrant administrative and/or board review and possible expulsion from the school

Social Skills That Aid in “Inner Discipline”

- Care in our movements: walking slowly and deliberately
- Care in our speech: using words of kindness; deliberate articulation
- Waiting one’s turn and sharing

Awareness of the needs of self and eventually, the needs of others

Elementary & Middle School

The Montessori philosophy for social and intellectual development is centered on respect: Respect for God, oneself, others and the environment. In order to develop the child’s God-given gifts and talents to the fullest, the child is encouraged to cultivate a natural capacity for self-control. In addition, the St. John the Baptist Catholic Montessori School teaching staff encourages the children to interact with others in a Christian
manner as “brothers and sisters in Christ.” The teachings of Jesus are our central focus and guide.

In the Elementary and Middle School environments, the children are expected to display a positive standard of work, which has been fostered during their Children’s House experience. We offer an environment designed to engage the children in serious thought and deliberation in their work. While the coursework may be demanding, we are convinced it can be successfully pursued by any child who is willing and able to approach their studies with an open mind and a sense of intellectual curiosity. Children are expected to work at their highest capacity. The goal of our teaching staff is to guide the children toward a genuine desire for exploration and learning. We expect a certain level of order and civility so that the teaching and learning can proceed in an uninterrupted manner for all children.

The Elementary & Middle School child is expected to have internalized a certain level of discipline during their early years in Montessori. They are on a path toward greater sociability and therefore, need our continued encouragement from their home and school environments. We are all members of the “sheepfold of Christ” and we must always strive to see each other and interact with each other as Christ would want us to.

Expected Levels of Discipline

- Respect for all Guides, staff, or adults in authority
- Honoring parents in word and action, and by remaining at school until given permission to leave
- Displaying a genuine desire to learn and making it possible for fellow children to do the same
- Focused attention during presentations
- Willingness to work and follow directions
- Appropriate use of technology in the classroom, as a learning tool
- Truthfulness
- Honesty
- Respect for another person’s body, which includes refraining from fighting, physical harm, and unwanted contact
- Respect for others’ feelings, in word and action
- Respect for school property, other children’s property and all the materials in the classroom environment
- Appropriate, respectful use of language
- Amenable behavior or attitude

Unacceptable Behaviors in Elementary & Middle School

- Physical Harm—hitting and/or pushing others—causing injury to self or others
- Verbal Harm—teasing, inappropriate language
- Unwillingness to follow directions—during work cycle, transitions, and classroom gatherings
- Refusal to choose work or complete chosen work
- Blatant disrespect
• Disrupting others at work—difficulty keeping hands to self, uncontrolled voice
• Careless or destructive use of materials; Refusal to keep the order of the environment
• Constant verbal outbursts or uncontrolled voice/mannerisms
• Physical or verbal contact with another child which could be interpreted to be an inappropriate display of affection.
• Unsafe behavior—Rough behavior in building or on the playground, roughhousing, etc.

**Parent Involvement**

- Parents will be informed of misbehavior via a phone call or email.
- The classroom Guide will work with the parents to resolve and correct behavior. Multiple contacts home will result in a meeting that includes a review of specific behavior situations and responses that may be implemented by the Guide, as well as by the parents in the home.
- If behavior continues or willful aggression toward another person occurs, parents will be contacted to remove the child from school for a day.
- Persistent, willful misconduct with no improvement may warrant an administrative review with possible expulsion from school.

**Dress Code and Personal Appearance**

The dress code provides a standard for our children that fosters an environment of Christian values, learning, and respectful behavior. Final decisions regarding the school uniform rest with the principal/administration.

With the exception of the Toddler Community and Children’s House, all uniform apparel must be purchased through Donald’s Uniform Store. For families who are interested, pre-owned uniforms are available.

**Children’s House Girls**

- Dark navy twill pants (Elastic or zip front)
- Plaid jumper worn to the knee (Tights must be worn underneath jumpers from October 15 to April 1)
- Dark navy twill shorts worn to the knee (Shorts may be worn from April 1 to October 15)
- Monogrammed (optional for Children’s House) plain red long or short-sleeved polo or white blouse with Peter Pan collar. Shirts are always tucked.
- A monogrammed (optional for Children’s House) red sweatshirt may be worn over uniform.
- Solid white or navy blue socks. Solid white or navy blue tights may be worn with jumper. (Only during recess in the winter months, pants may be worn under jumper.)
- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, rubber soles, and have
closed-toes and closed-heels. Shoes that light up are not permitted. **Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.

**Boys**

- Dark navy twill pants (Elastic or zip front)
- Dark navy twill shorts worn to the knee (Shorts may be worn from April 1 to October 15)
- Monogrammed (optional for Children’s House) plain red long. Shirts are always tucked.
- A monogrammed (optional for Children’s House) red sweatshirt may be worn over uniform.
- Solid white or navy blue socks
- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, rubber soles, and have closed-toes and closed-heels. Shoes that light up are not permitted. **Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.

**Lower Elementary (Grades 1 – 3)**

**Girls**

- Dark navy twill pants (Zip front)
- Plaid jumper worn to the knee (Tights must be worn underneath jumpers from October 15 to April 1)
- Dark navy twill shorts worn to the knee (Shorts may be worn from April 1 to October 15)
- Monogrammed plain red long or short-sleeved polo or white blouse with Peter Pan collar. Shirts are always tucked.
- A monogrammed red sweatshirt may be worn over uniform.
- Solid white or navy blue socks. Solid white or navy blue tights may be worn with jumper. (Only during recess in the winter months, pants may be worn under jumper.)
- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, rubber soles, and have closed-toes and closed-heels. Shoes that light up are not permitted. **Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.

**Boys**

- Dark navy twill pants (Zip front)
- Dark navy twill shorts worn to the knee (Shorts may be worn from April 1 to October 15)
- Monogrammed plain red long or short-sleeved polo. Shirts are always tucked.
- A monogrammed red sweatshirt may be worn over uniform.
- Solid white or navy blue socks
Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, rubber soles, and have closed-toes and closed-heels. Shoes that light up are not permitted. **Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.

**Upper Elementary (Grades 4 – 6)**

**Girls**

- The lower elementary uniform policy applies to upper elementary with the addition of:
- A plaid skirt worn to the knee may be worn instead of a jumper. (Tights must be worn under skirts from October 15 – April 1.)

**Boys**

- The lower elementary uniform policy applies to upper elementary.

**Middle School**

**Girls**

- Khaki, zip front pants (No jeggings, leggings, or yoga pants may be worn.)
- Khaki skirt with hem at the knee
- Khaki twill shorts with hem at the knee (Shorts may be worn from April 1 to October 15.)
- Monogrammed red long-sleeved or short-sleeved polo shirt. Shirts are always tucked in.
- Monogrammed red sweatshirt over uniform
- Solid white or navy blue socks
- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, rubber soles, and have closed-toes and closed-heels. Shoes that light up are not permitted. **Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.
- A brown leather belt must be worn with pants and shorts.

**Boys**

- Same as girls middle school without the skirt option

**Accessories**

**Girls**

- Makeup may not be worn.
- The following may be worn:
  - One simple necklace
  - Small earrings in the earlobes (no hoops or dangling earrings)
  - One simple ring
  - A simple watch
- Other forms of accessories that tend to be “faddish” in nature are unacceptable. Fads may be deemed unacceptable based on the trends that become popular at various times. The administration determines what is acceptable when these styles become apparent.
Boys

- Boys may not wear makeup or earrings.
- The following may be worn:
  - One simple necklace
  - One simple ring
  - A simple watch
- Other forms of accessories that tend to be “faddish” in nature are unacceptable. Fads may be deemed unacceptable based on the trends that become popular at various times. The administration determines what is acceptable when these styles become apparent.

Hair

Girls

- Hair must be above the eyebrows in the front.
- No extreme hairstyles
- Hair may not be dyed, bleached, tinted, tipped, or highlighted.
- A simple headband, ribbon, or barrette may be worn.
- No fad haircuts or styles are permitted. Fads may be deemed unacceptable based on the trends that become popular at various times. The administration determines what is acceptable when these styles become apparent.

Boys

- Hairstyles must be simple, clean-cut, and evenly trimmed.
- Hair may not extend below the middle of the ear.
- Hair may not cover the collar.
- No extreme hairstyles
- Hair may not be dyed, bleached, tinted, tipped, or highlighted.
- Must be clean-shaven
- No fad haircuts or styles are permitted. Fads may be deemed unacceptable based on the trends that become popular at various times. The administration determines what is acceptable when these styles become apparent.

Non-Uniform Day Dress Code

The goal of this section of the policy is to maintain the high standard set through our uniform policy. This policy is also set forth for the protection of all children. Attire should not distract any child from the educational process.

It is the responsibility of the child to dress appropriately. The following is a list of guidelines. All final decisions on attire shall be made by the school administration.

- Clothing is to be neat, clean, and modest in appearance. It may not be torn, cut, slit, ragged, or have holes.
- Girls’ tops must be opaque.
- The hem of a skirt must be at the knee.
- Tight clothing, shirts that expose the midriff, and low cut tops are unacceptable.
• All sleeveless attire is not permitted.
• No jeggings, leggings, or yoga pants are permitted.
• Clothing with any inappropriate symbols, pictures, or words is not acceptable.
• Shorts must be worn at the waist and must be at or below the fingertips when arms are resting at one’s side. Rolling of shorts is unacceptable.

Academic Integrity

Children are expected to evidence the qualities of honesty and integrity in all areas of school life.

Children demonstrate academic integrity by:
• representing their own work honestly and accurately;
• giving full credit to others who have helped them or influenced them, or whose work has been incorporated into their own;
• collaborating with other children only as specifically directed and authorized by the classroom instructor;
• reporting breaches of academic integrity to a teacher, counselor, or administrator.

Academic integrity violations occur on any type of assessment. Children are responsible for maintaining a clear understanding of each teacher’s policy regarding collaboration, particularly on small group assignments. Homework is assumed to be an individual assignment unless an explicit direction otherwise is given by the teacher for a particular assignment.

Cell Phone Possession and Use by Children

Child cell phones and other electronic devices must be turned off between 8:35 a.m. and 3:30 p.m. Cell phones and other electronic devices should be not seen or heard during the school day. They may be used before and after school only to contact parents. Violation of this policy will result in the confiscation of the cell phone/electronic device. Phones and other devices will be turned in to the school office, and a parent must pick them up.

Weapons Policy

St. John the Baptist Catholic Montessori School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued.

For the purpose of this policy, the term “weapon” shall include but not be limited to, firearms, rifles, pistols, guns, knives, devices, instruments, materials, substances or their respective components or ammunition, that are used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including firearm or other weapon replicas).

Prohibited Substances and Inappropriate Materials

Children are not permitted to possess the following items on school property or at school functions:
Items include but are not limited to:

- Pornographic or sexually explicit material
- Weapons, weapon facsimiles, including lasers or shock producing instruments
- Tobacco (including smokeless tobacco products)
- Illegal drugs
- Prescription medications not prescribed for the child and dispensed, or registered with the school nurse
- Alcoholic or intoxicating beverages or food items
- Valuable personal property, foodstuffs, or items not intended for support of academic endeavors to be stored in lockers, cabinets or other school spaces.
- Explosive materials/fireworks

Possession of these items can result in expulsion of the child.

**Smoking/Tobacco Use**

No smoking (including electronic cigarettes) or tobacco use is permitted at St. John the Baptist Catholic Montessori School or on school grounds.

**Drugs and Alcohol**

All children will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school.

**Theft, Vandalism, or Destruction of Property**

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Children are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Children may be required to pay for damage to desks, lockers, other equipment, or property. Unauthorized use of school equipment is forbidden.

**Sexual Harassment**

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. St. John the Baptist Catholic Montessori School endeavors to provide for its children an atmosphere free from sexual harassment.

No child is to sexually harass another member of the school community. Any child who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the
deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."

Any child who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A child who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Pastor. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner.

No child will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.

Bullying

*Purpose*

St. John the Baptist Catholic Montessori School is committed to providing a safe educational environment for its children and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a child’s ability learn and the teachers’ ability to educate children in a safe environment. The purpose of this policy is to assist St. John the Baptist Catholic Montessori School in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

St. John the Baptist Catholic Montessori School cannot monitor all activities and eliminate all incidents of bullying between children, particularly when one or more of the children involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at St. John the Baptist Catholic Montessori School, St. John’s reserves the right to take action to investigate and respond to such conduct.

*Definitions*

For purposes of this policy,

1. “Bullying:” Deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
   a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
   b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); an
d. Cyberbullying.

2. “Cyberbullying:” The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. “Cyberbullying” is a form of bullying, and provisions of this policy that refer to “bullying” are intended to refer to cyberbullying as well.

3. “On school property or at school-related functions:” St. John the Baptist Catholic Montessori School buildings, school grounds, and school property or property adjacent to school grounds; St. John the Baptist Catholic Montessori School school buses, school vehicles, and school-contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

**Provisions**

1. Prohibition: St. John the Baptist Catholic Montessori School expressly prohibits bullying, by either an individual child or a group of children, on school property or at school-related functions. St. John the Baptist Catholic Montessori School also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to children who directly engage in an act of bullying and to children who, by their indirect behavior, condone or support another child’s act of bullying. This policy also applies to any child whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the child, other children, volunteers, or employees.

2. Alleged Consent Irrelevant: Apparent permission or consent by a child being bullied does not lessen the prohibitions contained in this policy.

3. Reporting: A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns should also contact the Principal.

4. No Retaliation: Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.

5. False Accusations: False accusations or reports of bullying others are prohibited.

6. Violations: A child who violates this policy shall be subject to discipline for that act in accordance with St. John the Baptist Catholic Montessori School’s policies and procedures. St. John the Baptist Catholic Montessori School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include: the age, development, and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature and severity of behavior; past incidences
or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred.

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in St. John the Baptist Catholic Montessori School discipline policies, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from St. John the Baptist Catholic Montessori School’s property and events or termination of services or contracts.

St. John the Baptist Catholic Montessori School retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy.

7. Other Applicable Policies: Nothing in this policy prevents St. John the Baptist Catholic Montessori School from responding to violations of its other policies or code of conduct policy.

No Expectation of Privacy

St. John the Baptist Catholic Montessori School is a private school. Children have no expectation of privacy while on school-owned property or in their use of school-owned or school-provided resources.

St. John the Baptist Catholic Montessori School reserves the right to inspect any of its property at any time, with or without advance notice and with or without the consent of children or their families.
FINANCIAL POLICIES

Tuition Policy

Please go to http://www.stjohns-excelsior.org/school/Preschool/Tuition to view the tuition rates for the Toddler Community and the Children’s House. Please go to http://www.stjohns-excelsior.org/school/Enrollment/Tuition to view the tuition for Elementary and Middle School.

Each family’s account must be kept current according to the contractual arrangements between the parent/guardian and St. John the Baptist Catholic Montessori School as established at the time of executing each child’s tuition agreement. It is the policy of the school not to allow any child to attend school if his or her tuition account is not current. A child whose tuition account is not current may be un-enrolled from the school.

Tuition Reimbursements

Children's House, Elementary, and Middle School

One month’s tuition for any child withdrawn from enrollment in the school after April 1 and before the first day of school is the responsibility of the parent or guardian entering into the agreement. A semester’s tuition for any child withdrawn from enrollment in the school after the first full day of school is the responsibility of the parent or guardian entering into the agreement. Hardship cases will be considered on an individual basis. There is no distinction among various causes of withdrawal, unless it is requested by the school. In case withdrawal is requested by the school, the tuition obligation and normal refund policy does not apply, i.e., payment of the full semester tuition will be waived and a pro-rated refund will be made.

Toddler Community

One month’s tuition for any child withdrawn from enrollment in the school after April 1 and before the first day of school is the responsibility of the parent or guardian entering into the agreement.

Monthly tuition for any toddler withdrawn from enrollment in the Toddler Community after the date the tuition agreement has been signed is the responsibility of the parent or guardian entering into the agreement until a new child is enrolled in the Toddler Community.

Lunch Accounts

Families will be billed monthly through TADS for the lunches purchased.

Fundraising

All financial matters and activities within the school affect the operation of St. John the Baptist Catholic Montessori School. Therefore, development and fundraising initiatives may only occur under the direct supervision of the Principal. No money or gifts-in-kind, nor
any fundraising drives, collections, raffles, etc., may be solicited in the name of St. John the Baptist Catholic Montessori School without the written approval of the Principal.

St. John the Baptist Catholic Montessori School has one school-family fundraiser each year, and all Children’s House, Elementary, and Middle School families are required to participate. Toddler Community parents are encouraged to participate. Each Children’s House, Elementary, and Middle School student must raise a minimum of $300. Families will be invoiced by the school if the minimum due is not turned in by the due date.

**GENERAL POLICIES**

**Children’s Property**
St. John the Baptist Catholic Montessori School is not responsible for a child’s property, including money or other valuables that are lost, stolen, or misplaced.

*Toys*
Toys should remain at home (even on show and share days). Please assure your child that he/she will have special work to do at school and that his/her toys are for use at home.

*Candy and gum*
Candy and gum may not be brought to school.

*Special Items*
Children are permitted to bring items to the school that relate to classroom activities, especially books, science objects, geography items, or other religious articles. If you have questions about what is permissible, please discuss it with the staff. Please remember that there is a possibility that things may get broken or lost. Therefore, don’t send anything too valuable and please label all possessions.

*Photos*
From time to time, St. John the Baptist Catholic Montessori School produces various documents, electronically and in print, such as advertisements or school publications. As part of the production of such items, pictures of children or their activities and work may be included. St. John the Baptist Catholic Montessori School requests that parents who are willing to allow use of their child’s photograph, name, and work on such documents, indicate that approval in the school application process in TADS.

*Observations*
A parent welcome to see their child at any time. When a parent arrives, the child will be brought to the office. Also, St. John the Baptist Catholic Montessori School highly
encourages parents to observe in the classroom. It is an ideal way to get better acquainted with St. John the Baptist Catholic Montessori School and the application of Montessori method. We invite and encourage all parents to take advantage of this opportunity. Parents may begin observing in October. Visits begin in October to assure that classrooms have enough time to settle into the rhythm of the healthy use of freedom and exercise of responsibility without distractions.

It is important that you make an appointment to observe ahead of time, so we can plan appropriately for your visit. Please contact the office to set up an appointment.

Guests and Visitors Policy
St. John the Baptist Catholic Montessori School is pleased to welcome guests to our campus for school day visits, extracurricular activities, and special events. All guests must sign in at the Main Office and abide by the regulations outlined in this handbook. When observing classrooms, guests must abide by the Observation Guidelines, which will be provided on arrival. Guests visiting while school is in session must wear the provided visitor’s badge.

Communications

Contacting St. John the Baptist Catholic Montessori School
Normal business hours during the school year are 8:30 a.m. to 4:30 p.m. St. John the Baptist Catholic Montessori School’s main phone number is 952-474-5812.

Telephone Use/Messages for Children

Child cell phones and other electronic devices must be turned off between 8:35 a.m. and 3:30 p.m. Cell phones and other electronic devices should be not seen during the school day, and they should be used only before and after school and only to contact parents. Violation of this policy will result in the confiscation of the cell phone/electronic device. Phones and other devices will be turned in to the school office, and a parent must pick it up.

When there is a valid reason, children may ask to use the phone in the school office. Parents may call the school and leave a message for their child, and the child will receive the message at a time that does not interfere with learning.

Inclement Weather/School Closings

The decision to close St. John the Baptist Catholic Montessori School due to inclement weather will be made by the school principal, in consultation with the parish administrator and pastor. As a general rule, St. John the Baptist Catholic Montessori School will close when Minnetonka schools are closed for SNOW/ICE conditions. If and when Minnetonka schools close for COLD WEATHER conditions, and this closure is
announced in advance (the day before), St. John the Baptist Catholic Montessori School will remain open.

School closings will be communicated to families via email and phone preferences.

If the principal, in consultation with the parish administrator and/or pastor, decides to close St. John the Baptist Catholic Montessori School early on a particular day, families will be notified via phone and email preferences.

Transportation, Parking, and Car Safety

St. John the Baptist Catholic Montessori School expects all individuals on its premises to act in accordance with safety regulations, particularly when picking up and dropping off children from school. Please refrain from use of your cell phone while driving on St. John the Baptist Catholic Montessori School’s property or picking up and dropping off children.

Carpools

The basic responsibility for transporting your child to and from school rests with you, the parents. The school recognizes, however, that transportation can be a difficulty and has found that carpools are often the solution to that difficulty. If you need to form a carpool, we recommend that you read through the school directory, noting parent addresses close to you, and try to make your own arrangements.

Please notify the staff in writing of your carpool arrangements. While we realize carpool drivers are named on your Emergency Forms, having your carpool list handy will aid us in calling children’s names at the end of a session or calling drivers, if necessary.

Picking Up Your Child Early

In the event that you must pick up your child early, please send a note or call the office informing the staff of your arrival time. Check in at the office and sign out your child. The child will come to the office to meet the adult when leaving. Please do not go directly to the classroom.

Invitations

In an effort to be sensitive to all the children, please be discreet when distributing party invitations. We ask that the distributing not be done during school hours. Staff may not pass out invitations nor should the Family Folders be used for this purpose. Most often, it seems that when there have been invitations, they include all of one grade level so no one is left out. However, there have been instances when select children were invited and they began to talk. While no malice was intended, the hurt was still very real. We appreciate your partnering with us in teaching the children to be not only kind but also sensitive.
Parent Grievance Procedures

Conflict Resolution (Informal)

- We know that parents love their children and will be concerned at times.
- Contacting your child’s school when you have a concern can be an intimidating experience. Parents need to know that teachers at St. John the Baptist School welcome contact with parents.
- In the vast majority of instances when parents call with a concern, the teacher and parent are able to resolve the situation to the benefit of the student and relief of the parent.
- We also know that despite our best efforts, there are times when we need to talk together to communicate, report and solve problems. Therefore, we are suggesting the following protocol:
  1. Talk directly to your child’s teacher.
     - We cannot emphasize strongly enough that we know parents care about their children as do we.
     - Most concerns can be resolved or explained at this level to the satisfaction of parent and teacher.
  2. If, after meeting with the teacher, some concerns still exist parents are invited to contact the school administration.
     - Parents are also invited to discuss any administrative concerns directly with the Principal whenever needed.

Conflict Resolution (Formal)

In the event the informal conflict resolution process did not resolve the issue to the parent’s satisfaction, we ask you address your concerns formally to the following individuals in the sequence below:

FIRST: TEACHER/ STAFF MEMBER

SECOND: PRINCIPAL

THIRD: PASTOR

The following is the process we ask you to observe when raising Parent-Student issues or concerns:

Step 1. TEACHER

   A. Parent contacts the teacher to communicate concern/issue.
   B. If necessary, parent and teacher schedule and hold a meeting.
   C. Teacher and parent agree on an action plan to address the issue.
   D. Action plan is carried out. Progress is monitored.
E. Teacher and Parent determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If the issue is not resolved, teacher and parent may modify action plan as needed.

*To set up the proper time and place, we recommend that you contact the teacher by phone, in writing, or in person, to alert the teacher of your concern and schedule a meeting as needed.

Please avoid unscheduled contact during instruction time to respect the learning environment in the classroom. The teacher is expected to notify the principal and appropriately document any significant Parent-Student issues (i.e. requiring meetings with parents, action plans related to students, etc.).

Step 2. PRINCIPAL

The principal will verify resolution of significant Parent-Student issues.

A. Principal contacts the parent to determine if parent is satisfied with the action plan and outcome of Step 1. If issue is resolved and parent is satisfied, no further action is necessary.

B. If issue is not resolved / parent is not satisfied, principal will gather additional information individually from parent and teacher.

C. The principal will then schedule a joint meeting with the parent and the teacher to review actions to date and agree on future action plan.

D. Action plan is carried out. Progress is monitored.

E. Principal, parent and teacher determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, principal, parent and teacher may modify action plan as needed.

Note: Principal and/or teacher are responsible for notes/summaries adequately documenting issues, action plans and results.

(MOST ISSUES SHOULD BE RESOLVED WITHIN THE FIRST TWO STEPS. MOST ISSUES SHOULD HAVE A WORKING AGREEMENT IN PLACE WITHIN TWO SCHOOL WEEKS.)

Step 3. PASTOR

If a parent is not satisfied after meeting with the teacher, principal and SC as described in steps 1-3, then they may express their concerns to Pastor.

A. Parent contacts the Pastor regarding the situation.

B. The Pastor will consult with the school principal and other appropriate persons (committee members, etc.) to reach a decision.

Local Conciliation

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator by the person seeking relief within
10 business days after conferring with the last level of administration (pastor or canonical administrator).

2. The local conciliation committee will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.

3. The local conciliation committee will meet in a time period not to exceed 15 business days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.

4. At the conclusion of the meeting, and upon due consideration (discussion, thought and prayer), the committee will write a summary of the meeting and present its recommendations in writing to the administrator. The recommendations will then be forwarded to all concerned parties.

The local conciliation procedure should be completed within 25 business days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.
COMPUTER USE AND TECHNOLOGY POLICIES

Technology Policy

Proper use of technology, especially the Internet, is an important consideration. There is no expectation or right to privacy or right to freedom of speech when using the school’s computer resources, which are the school’s property. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of St. John the Baptist Catholic Montessori School. Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the child to other disciplinary action.

Electronic and/or Digital communications with children should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

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 an educational purpose, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- When using networks or computing resources of other organizations, children must observe the rules of that organization regarding such use.
- Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- Users are reminded that electronic mail (e-mail) is not guaranteed to be private.
- Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Children shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- Any attempt to log onto the Internet or the school’s network/system as a systems administrator by someone other than the systems administrator may result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school’s computers, networks and/or systems.
- Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - Messages to others shall be polite and shall not be abusive.
  - Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - Use of the network shall not disrupt use of the network by others.
Examples of Unacceptable Uses – Users are not permitted to:

- Use technology in sexting or cyber bulling: 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 persons, children, staff, or any other organization.
- Use a photograph, image, video, or likeness of any child or employee without express permission of the individual, individual’s parent, and the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual, individual’s parent, and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Violate license agreements, copy disks, CD-ROMs or other 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 school employees.
- Harm the good will and reputation of the school or school employees.
- Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

Users must immediately report damage or change to the school’s hardware and/or software.

The school has the right to monitor child use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image–video–sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

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

- Loss of use of the school network, computers, and software including Internet access.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Social Media Policy

The school retains the right to discipline children for their actions, regardless of when or where they occur, when those actions negatively impact the school’s image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary,
comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

**PARENT PARTICIPATION**

The staff at St. John the Baptist Catholic Montessori School firmly believes that the parents, child and teachers all interact to form the environment from which your child ultimately constructs himself/herself. We recognize that the Montessori method is most effective when the environments of both home and school are working together to provide a consistency in which your child can grow and develop.

Volunteering is vital to the success of St. John the Baptist Catholic Montessori School and we welcome and encourage your ideas and efforts. There are many opportunities to volunteer and as each family's time constraints/availability vary, we look forward to finding the type of volunteerism that works for you.

**Parent Volunteer Requirement**

Every family volunteers a minimum of 30 hours. Any way in which parents supports the school with their time, from chaperoning field trips to attending Parent Education Nights, along with many other opportunities, is considering volunteering. Opportunities to serve will be regularly shared with families.

**Family Fundraising Requirement**

Of the many fundraisers that St. John the Baptist Catholic Montessori School has, the Bowl-a-Thon is the one fundraiser that requires the active participation of all students in Children’s House through Middle School. Through pledges, each child is required to raise at least $300.

**Volunteer Policies**

**Application Process**

St. John the Baptist Catholic Montessori School is grateful for the assistance of its volunteers. Anyone wishing to volunteer at St. John’s should contact the Principal.

**VIRTUS Training and Background Checks**

In accordance with Archdiocesan policies, VIRTUS training and background checks are required for all school volunteers who work directly with children.

**Code of Conduct and Volunteer Agreement**
All volunteers must sign and abide by the volunteer code of conduct and volunteer agreement for St. John the Baptist Catholic Montessori School.

**Sign-in Procedures**

Volunteers must sign in and out each time they visit the school. For security reasons, and in case of an emergency, it is important for the school to have a record of who is in the building, for what reason, and for how long. ALL visitors are required to sign in.

**Identification**

Volunteers must wear a volunteer name tag while in the building. These name tags must be visible to staff and children and must be obtained when at sign in and returned at sign out.

**Important Limits on Volunteer's Responsibilities**

Volunteers are not permitted to provide curriculum, evaluate achievement, counsel, discipline children, discuss child progress with parents, or reveal any information obtained from student records. The professional staff is responsible for decisions regarding the instruction of children and school management.

**Child Abuse Reporting**

Child abuse is strictly prohibited and is against the law. Volunteers who suspect abuse or neglect are directed to report such abuse or neglect to law enforcement and to the school administration.

**Fire Drills, Severe Weather and Emergency Procedures**

From time to time, a volunteer might participate in fire drills, lock down drills, and tornado drills. Volunteers are required to follow the instructions of staff members during such drills and other emergency procedures.