



**2024-2025**

**Parent and Student Handbook**

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## **I. Mission and Philosophy**

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

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

### **B. School Philosophy**

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

### **C. School-wide Learning Expectations (LASER skills)**

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

St. John Bosco Catholic School uses the acronym LASER to help draw the students' attention to the ultimate goals of their time at St. John Bosco. Each student recognizes his or her rights and responsibilities as an active participant in our faith community while witnessing and learning to exemplify the LASER skills:

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

The students will ...

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

#### **ACTIVE CATHOLIC**

The students will ...

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

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

The students will ...

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

#### **EFFECTIVE COMMUNICATOR**

The students will ...

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

E.3 use technology responsibly and effectively

**RESPONSIBLE CITIZEN**

The students will ...

R.1 understand and follow the rules and procedures of the class, school and community

R.2 learn and practice the skills of self-disciplined behavior (DWP 1-15)

R.3 exhibit positive behavior when working and playing with others

**II. Discipline**

**A. Discipline with Purpose - DWP Expectations**

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

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

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

**B. 15 Self-Discipline Skills**

The fifteen skills that are taught include:

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

**C. Student Behavior**

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

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

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

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

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

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

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

There are those rare times when the school makes a decision with which a parent or guardian disagrees. If attempts to deal with the matter are unsuccessful, the school reserves the right to require a parent to withdraw from the working partnership. Any appeal of decisions by the principal should be directed to the pastor.

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

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

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

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

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

#### **A. Academics – General**

##### **1. Curriculum**

The curricula in all subjects, preschool through eighth grade, are set by the Diocese of Phoenix and align with or exceed state and national standards. Junior high prepares students for the transition to high school.

Each grade level, preschool through eight, has instruction in religion, language arts, math, science, social studies, reading, and STEM. Students also attend the following enrichment classes:

- P.E.: PreK, once per week; Kindergarten–eighth grade, twice per week
- Spanish: Kindergarten–eighth grade, twice per week
- Music: Preschool–fifth grade, once per week
- Library: PreK–sixth grade, once per week
- Art: Preschool–eighth grade, once per week

RCL Benziger Religion program, *Human Reproduction Level A & B*: Grades 5 and 6 receive instruction by the school nurse and teacher in the spring. Parents must fill out and sign a permission slip for the child to attend. Students who opt out will be given other work to do in another location.

##### **2. Penmanship**

From Preschool to 8th grade, students at all grade levels will receive comprehensive instruction in the foundational aspects of handwriting. Teachers will dedicate daily lessons to teach proper formation, neatness, and legibility of handwriting. Starting from 3rd grade, students will also be introduced to cursive handwriting. It is mandatory for students in 3rd to 8th grade to utilize cursive writing for all their assignments, quizzes, and tests. All students are expected to include their first and last name on every assignment, quiz, and test, with 3rd to 8th grade students specifically required to write their names in cursive.

##### **3. Homework**

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

Suggested average homework times are as follows:

Grades <b>K–2</b>	30 minutes – 45 minutes nightly
Grades <b>3–5</b>	1 hour – 1 ½ hours nightly
Grades <b>6–8</b>	1 ½ hours – 2 hours nightly

Homework is always due when required by the teacher. Failure to do or hand in homework will result in the lowering of the child's grade. Third- through eighth-grade **students are required to record daily homework and long-term projects in their assignment planner.** Parents are responsible for reviewing the assignment planner each day with the child and checking to see that the work is complete. Lost or defaced agendas must be replaced in the office and the students FACTS account will be charged.

**a. After School Tutoring/Homework Help**

Kindergarten through 8th-grade teachers are expected to offer help after school until 3:30 pm Monday–Thursday. Teachers should encourage students that are struggling and need extra help to take advantage of this opportunity. Only students who are facing academic challenges can access after-school tutoring and homework assistance. To benefit from this service, students and parents must arrange this support with the respective teacher beforehand. Unplanned after-school help sessions are not permitted.

**b. Plagiarism and Cheating**

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

**4. Assessments**

MAP Assessments are administered to all 3rd–8th-grade students. Acadience (formerly DIBELS) Assessments are administered to all kindergarten–2nd-grade students. IOWA Assessments are administered to all 1st–8th-grade students.

Acadience (DIBELS) and MAP assessments are given three times each school year to measure growth and mastery of each student. (September, January, and May)

Acadience (DIBELS) Reading progress monitoring should be conducted at least once a month for all students and the progress monitoring graph report should be sent home to K–2nd-grade parents each month.

*Formative and Summative assessments should be graded and given to students in a timely manner so each student is aware of their successes and mistakes.*

**5. Make up Work**

Students who are absent from school are required to complete class work, quizzes, tests, and homework missed during their absence. The student is given two days per one day of absence to make up the missed assignments.

It is not possible for teachers to prepare homework for students who are absent prior to 3pm. Junior High students are expected to check for missing work and homework on Google Classroom or email their teacher in the event of an absence.

**6. Grades**

Preschool (3s and Pre-Kindergarten) grade scale codes are the following:

P = Proficient

D = Developing

N = Needs Growth

NA = Not assessed at this time

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

M = meets the standard

P = progressing toward meeting the standard

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

NA = not assessed

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

Grade 3 is a transition grade that uses a combination of a skill-based grading system with a letter grade scale. In accordance with Diocesan Policy, the following grading scale is used for Grade 3:

M = meets the standard

P = progressing toward meeting the standard

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

NA = not assessed

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

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

0 - 59% = F

Grades 4–8 use letter grade averages only. In accordance to Diocesan Policy, the following grading scale is used for Grades 4–8:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

0 - 59% = F

Grades 4–8 also will be given a grade in conduct and effort as follows:

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

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

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

*Not every child will achieve an A grade in every subject, but what truly matters is that they try their best. We respect each child's dedication and hard work.*

*Parents' attitudes towards academics significantly impacts younger students. Success isn't guaranteed; there will be challenges and disappointments. The key is to keep striving to improve.*

*Encourage your child's interests, recognizing they may change over time. If they lose interest in a subject or activity, discuss their feelings openly. Education teaches valuable life skills such as time management, perseverance, discipline, and confidence. Challenges, whether a difficult subject, a new teacher, or classmate interactions, often change over time.*

*Self-motivation is crucial for academic success, but when it wanes, your support and encouragement are vital.*

### **Honor Roll**

- Students in grades 4–8 who achieve academic excellence are recognized each trimester through the Honor Roll.
- Students with all As and a satisfactory grade (O or S) in Conduct and Effort will receive First Honors.
- Students with all As and Bs, and a satisfactory grade (O or S) in Conduct and Effort will receive Second Honors.

### **7. Report Cards**

Grades are posted on the parent's website through RenWeb. Grades are updated weekly. Grades 4–8 will have a final reporting grade in each subject at the end of the school year that will be an average of all three trimester grades given. This final grade is the one that appears on the permanent school record card. Final report cards and/or diplomas are held pending resolution of financial obligations.

### **8. Progress Reports**

Kindergarten–8th-grade students will receive a progress report in the middle of each trimester via Renweb email. Progress report dates for the 2024-25 school year are posted on the school website calendar.

### **9. Academic Probation**

Any student receiving more than two grades 69% or lower (D or F) in any trimester grading period is on academic probation. The teacher will meet with the student and the parents to implement interventions. Students on academic probation are ineligible to participate in after school sports or extracurricular activities.

### **10. Retention of Students**

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

1. Discussions must involve the teachers and principal.
2. Discussion should begin before the end of the second trimester.
3. A final decision will be made by **April 14**

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

### Junior High

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

## **11. Textbooks**

Students are responsible for proper care of the books assigned to them. Textbooks should be properly covered at all times. When a student withdraws or completes the school year, they are to return the assigned books in good condition to the homeroom teacher. A fee is assessed for all excessive wear, damaged, or lost books. Outstanding fees are paid before a student receives a diploma or a report card.

## **12. Delivery of Student Supplies**

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

- Please refrain from having fast food delivered to the school office especially from Uber, Grubhub, etc.
- If homework and/or project is left at the office and not picked up by the student, it is dated and placed in the teacher's box at the end of the day.

## **14. Field Trips**

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

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

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

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

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

- Chaperones must be current with Safe Environment Training.
- Adult waiver forms are required for all chaperones.

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

### **15. Community Service**

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

Sixth-, seventh-, and eighth-grade students document their service. Whenever possible, students will wear their school uniform when completing service hours. **Sixth-grade students** complete **10 hours of service** specifically at carpool after school only. **Seventh-grade students** complete a minimum of **14 hours of service**, while **eighth-grade students** complete a minimum of **20 hours of service**. Service hours are divided in half between service to the school and service to the parish or community.

Eighth-graders will write a paper reflecting on the service they performed. This paper will be due on the first Monday in May. Students who do not meet the required number of service hours or who fail to complete the paper will not be allowed to participate in the eighth-grade graduation activities.

### **16. Graduation Activities**

Graduation plans are within diocesan policy and directed and carried out by St. John Bosco staff, administration, and parent volunteers. Graduation is a school-sponsored event that focuses on Mass and a graduation ceremony to recognize the 8th-grade students. Final plans for all school-related events require the principal's approval.

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

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

Final report cards and diplomas will be held pending resolution of financial obligations.

## **17. Grade level programs**

During the academic year, each grade level arranges and presents a program for the school community and/or parents of students. The presence of parents, grandparents, and

other relatives at school and classroom performances is highly encouraged. However, we request parents to avoid removing student siblings from their classes during these performances. It is crucial for them to stay in class to ensure they do not miss out on essential knowledge, skills, and assignments.

## **B. Catholic Identity**

### **1. Mass**

Sunday Mass attendance is an important part of a Catholic education. Parents/Guardians should ensure that students attend Mass each Sunday. Students in grades K-8 attend Mass at least once a week (Friday and Holy Days) with homeroom classes. Students are active ministers at Mass as altar servers, ushers, gift bearers, choir members, and lectors. Each class has an opportunity to lead Mass at least once per year.

Parents/Guardians are welcome and encouraged to attend school Masses. Classes will attend 8:15 Friday Mass and Holy Days of Obligation Masses. Parent and community seating is located in the front transepts or the last few pews behind the 8th grade.

All classes enter quietly, genuflect, and pray until Mass begins. School mass is just as important for us as a Sunday Mass. We invite you to pray with us with the reverence you would bring to your parish on Sunday. We also ask that you refrain from bringing any food or drink (except water) to Mass, using any electronic devices, and refrain from conversations/catching up with other parents until after the Mass. Parishioners are asked to congregate and socialize in the narthex or outside the church.

After Mass K-8th grade students will write a reflection on the daily Gospel. The Gospel reflections will be graded for Religion as well as for SLE's.

### **2. Prayer**

Prayer is an important part of Christian living. As a Catholic School our students will see the value we place in prayer by our regular use of it. Prayer at the beginning of school, before lunch, and at the end of the school day is a minimum. Junior high students begin every class with prayer. All preschool - 8th grade Enrichment classes should also begin class with prayer.

Faculty meet daily at 7:30am for prayer and announcements in the chapel. This practice enhances our Catholic Identity and supports our mission as Catholic school educators.

## **C. Anti-Bullying Policy**

### **1. Introduction**

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

*The following definitions are provided to clarify terminology:*

### **What is Bullying?**

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

### **What Bullying is NOT**

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

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

### **Prevention**

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

If a bullying event is occurring, we encourage the child, as a victim or a bystander, to notify an adult. If they do not, and report the event only to the parents at home, please ask for a meeting with the homeroom teacher.

### **Reporting Procedures**

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

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

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

1. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
2. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, a staff member, or the principal. If so, students are encouraged to report as soon as possible following the incident(s).
3. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined accordingly. Depending on severity and length of incident, parents may be notified.

4. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken accordingly, up to and including withdrawal from school.

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

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

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

## **2. Cyberbullying**

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

Online bullying is becoming more common. Cell phones with texting and social networking sites tempt children to say things that they would never say in person. Social networking sites require members to be at least 14 years of age. The school encourages

parents to enforce this and not allow their child(ren) to be a bully or a victim by allowing them to have a phone, computer, or on a site that is not monitored.

Anytime technology is used by any member in the community to harm another person it will not be tolerated. See “Acceptable Use” under Technology.

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

## C. Attendance

### 1. Absence

**Parents and guardians report a student absence by email to [attendance@sjbosco.org](mailto:attendance@sjbosco.org) or phone at 480-219-4848 ext 5102 by 8:00 AM.**

Please leave your child’s name, room number and reason for absence.

Regular school attendance is a prerequisite for successful learning. Students should strive to be in school daily and be on time. Students arriving late not only interrupt the class but also miss significant classroom instruction time.

Absences fall under two categories: Excused and Unexcused. Excused absences are defined as non-attendance due to illness or injury, funeral, or family emergencies. All other absences, including vacations, are considered to be unexcused absences.

**St. John Bosco Catholic School strongly discourages scheduling vacations while school is in session.** In addition, we request that parents try to schedule medical appointments outside of school hours. Early release Friday afternoons are an optimal time for appointments.

Student attendance is a part of each student’s permanent record. Excessive unexcused absences may have a negative effect on student grades, especially in the enrichment classes (music, art, STEM, Spanish, and PE) where it may not be possible to make up missed work.

### **Absences**

- The parent/guardian must contact the School Office by phone or email before 8:00 AM. to report a student absence. The School Office will communicate this information to the teacher.
- If a child is in school for at least 2 hours, ½ day attendance will be recorded; 4 hours or more will be recorded as a full day of attendance.
- Students who are absent from school for any reason or sent home ill may not participate in any extracurricular activities on that day, including but not limited to sports practices and games, concerts, dances, and field trips.

Students who arrive late for school or leave school early may participate in that day's extracurricular activity as long as they were in school for at least 4 hours.

### **Extended Absences**

Any illness extending 5 days or more requires a doctor's written verification for re-admittance to school.

If a student is absent **more than 10 days in a trimester**, a conference with the principal, student, and parents/guardians will be required. If 10 or more absences occur in a trimester, a student may jeopardize the opportunity to continue his/her enrollment for the following trimester or being promoted to the next grade level.

The parent notifies the teacher and the nurse's office of every planned absence. Students follow the school handbook and classroom teacher procedures for make-up/missed work and parents are encouraged to check RenWeb to determine missing work. Parents may request homework from the teacher by directly emailing the teacher.

Students must be in class at least two hours to be considered in attendance for one-half day. Students must be in class at least four hours to be considered in attendance for one full day.

### **2. Tardy**

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

If a student has **6 unexcused tardies in one-half of a trimester**, a letter will be sent to parents warning of probation. If a student has 3 additional unexcused tardies after the letter has been sent, the family will be placed on probation. A probation contract between the family and the school will then be initiated. The family's enrollment status at St. John Bosco Catholic School will be in jeopardy if additional tardies occur during the probation period.

## **D. Arrival**

### **1. Campus Access**

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

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

- Front Drop-Off (Carpool Bay): Available from 7:30–7:50 AM
- Front (Main) Gate: Open from 7:30–7:50 AM
- Playground and Library open daily at 7:30 AM

ALL other school gates are closed at all times to ensure the safety of our students and staff. The southeast gate (Primary Playground/St. Benedict), northeast gate (back; PE), north gate (side gate) and southwest gates (Preschool Playground/St. Benedict) are EMERGENCY exits ONLY.

The north gate is for before-care access ONLY, 6:30–7:30 AM; ring bell for admission.

## 2. School Hours

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

## 3. Visiting Campus

Visitors sign in at the front office and secure a visitor sticker. Parents are active volunteers on campus at the invitation of a teacher or staff member. Other types of visits are arranged through the teacher or the administration to minimize disruption to the learning environment. Parents/Guardians may not interrupt the educational process during school hours. All visitors to campus should dress appropriately for a conservative Catholic school.

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

## 4. Parking

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

There is **no stopping** along the entire frontage of the school from St. Benedict to the apartments. **No stopping** is enforced during drop-off from 7:00–8:30 AM and pick-up from 2:00–4:00 PM. Patience, especially when behind the wheel, is a virtue—be safe! **Parking on the west side of 48th Street and walking across, or using any parking lot as drop-off or pick-up is dangerous.**

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

## E. Dismissal Procedures

### 1. Pick-up Procedures

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

When picking up your child(ren) after school, parents may either park and walk to their child's classroom, or drive through the carpool bay where their child(ren) will be called to the curb as their car arrives. ***Do not use the north parking lot as a drop-off or pick-up lot.***

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

Parents may enter and exit the campus through the following gates at 3:00 PM:

- Front (main) gate: Open from 3:00–3:15 PM

ALL other school gates are closed at all times to ensure the safety of our students and staff. The southeast gate (St. Benedict), northeast gate (back; PE), north gate (side gate) and southwest gate (preschool) are EMERGENCY exits ONLY.

The north gate is for before-care access ONLY, 6:30–7:30 AM; ring bell for admission.

Cooperation and courtesy is critical to smooth, efficient, and safe dismissals. Traffic congestion can create frustration, but drivers should be mindful of the example set for children when abusive language or gestures towards traffic directors or ignoring directions happens. Staff and fellow parents are caring for the children.

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

ALL students must be registered for aftercare with **Innovation Learning** just in case they are unable to be picked up on time after school. We understand unforeseen circumstances such as traffic, accidents, or a meeting running late can occur, and we want to ensure that all students have a safe and supervised environment during these times. To facilitate this, ALL families must register online **by August 5**. Registration is \$16 per child, with a mandatory \$1 fee to be paid upfront during online registration; the remaining \$15 is ONLY charged to your FACTS account if and when you use the program. **Parents will receive a registration link to provide student information (required by the Arizona Department of Health) before Meet the Teacher.**

## **2. Carpool Bay**

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

All 3s Program and Pre-K students do not have the option to use the carpool. All preschool students must be dropped off/picked up at the classroom by a parent/guardian to ensure they are signed in or out of the binder, located outside of the classroom.

## **3. Early Dismissal**

In order to avoid interruptions to the classroom, please send an email in the morning on the day they will need to be dismissed early stating what time you would like them in the

office. The email should go to the teacher, who will release the child to the office at the appropriate time. **If you are unable to email the teacher in the morning, please contact**

**the front office and they will get the message to your child's teachers. Teachers are unable to check their emails once the school day begins.**

Students leaving campus before the dismissal bell are signed out in the school office by a parent or guardian. Only a parent, guardian, or identified emergency contact may sign out a student. Anyone else requires identification and written permission with a parent signature. An email or phone call is not sufficient to send a child with someone else.

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

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

### **F. Extracurricular Activities**

#### **1. Athletics**

Fifth- through eighth-grade students join CYAA (Catholic Youth Athletic Association). Students should see the athletic director if they are interested in representing St. John Bosco in these CYAA sports. The following sports are available for students:

Boys: flag football, basketball, baseball, cross country, and soccer (tournament) grades 7 - 8.

Girls: volleyball, softball, basketball, cross country, and soccer (tournament) grades 7 - 8.

*This list is subject to change.*

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

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

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

Students wishing to apply must be in Grades 6–8, should be in good academic standing, be able to attend the training session (summer date to be determined), be able to speak

comfortably with adults and to groups and have a positive attitude toward school and St. John Bosco. Students will be required to submit an application and seek recommendations from their homeroom teacher. Applications are submitted in the spring for the following year.

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

### 3. Student Council

Eligibility to run for Student Council will be determined by the faculty and the principal. To be eligible, students must maintain at least an 80% grade average and have satisfactory conduct reports. Eligible students must continuously model DWP Skills.

Grades 3 through 7 will vote to elect Student Council officers in May. Officers include: President, Vice-President, Secretary, Treasurer, Spirit Commissioner, and Sports Commissioner. Each homeroom in grades 4 through 8 will elect one class representative to the Student Council at the beginning of the school year.

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

### 4. Clubs/Organizations

Other afterschool activities currently include Battle of the Books, Bookworms, Choir, Art Club, Science Club, Yearbook, Book Club, Chess Club, Lego Club, Scouts (boys and girls), Robotics, and Audio-Visual Club. *This list is subject to change.*

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

### 5. Eligibility

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

In order to be eligible to participate in extracurricular activities, students must maintain a satisfactory academic record and behavior/conduct (S). Eligibility is defined as earning a C or better (no Ds or Fs) in all subjects and behavior must be satisfactory. **Eligibility is reviewed each Monday beginning with the fifth week of the first, second, and third trimester. If a student is deemed ineligible, they are notified on Monday with ineligibility beginning on Tuesday.**

If any trimester ended with a D or F grade in any subject, the student will be ineligible for the first week of the following trimester. An ineligible student can regain active status by printing and submitting a copy of the RenWeb/FACTS gradebook summary to the athletic director by 8:00 am the following Monday. Upon receiving a satisfactory report showing the RenWeb/FACTS gradebook summary, the athletic director will make a change in the eligibility status of the student. The athletic director will inform the coaches, administration, and parent by

Monday afternoon of the eligibility that goes into effect on Tuesday. When a student athlete is ineligible, **he/she will not dress out for practice but will attend the practice to observe and listen to instruction only, not to participate in the practice. The ineligible student will give**

**encouragement to his/her teammates. The ineligible student will attend the game to give support and encouragement to teammates but not actively participate in the game. The student will wear the school uniform of the day, not the team uniform.**

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

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

In addition to the uniform policy, St. John Bosco students are neat and well-groomed. This defines a student's appearance every day, whether in uniform or not and on free dress days. At all times, clothing is neat, clean, and true to color. Faded or torn clothing does not meet uniform requirements and is not to be worn at school. **It is the parent's responsibility to make sure their student is in compliance with the uniform policy. The homeroom teacher will check her/his class daily to make sure each student is in uniform.**

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

#### **a. Proper Grooming**

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

#### **b. Outdoor Wear**

Hats and sunglasses may be worn to and from school, at recess, and when P.E. is outdoors. Hats are removed when students are indoors. In cold weather, a navy or gray sweatshirt with a St. John Bosco logo may be worn. **Non SJB sweatshirts or jackets must be removed in the classroom and in Mass. Older version SJB hoodies are no longer permitted to be worn indoors. Only SJB zip-up jackets or SJB pullover sweatshirts are permitted indoors while on campus.**

#### **c. Hair**

Hair is neat and well-groomed without elaborate or outlandish hairstyles, as determined by the administration. Spiking, streaking, mo hawks, fro hawks, head shaving, hair dying, and/or highlights are prohibited. Boys' hair should be clean, combed, cut (not styled/combed/curled) above the ears, eyebrows, and collar.

Girls' hair is clean, brushed, worn off the face and out of the eyes. Hair extensions are not acceptable. Hair hardware should be for function, not fashion. They should not exceed more than 5 inches. Large bows, such as Jo Jo bows are not acceptable. Tinsel, glitter, or highlights are not allowed. **Hair accessories must match the Christopher plaid, and be solid navy, black, yellow, green, or white. All hair violations will be allotted one week from the time of the first warning to rectify the infringement.**

**d. Accessories**

Acceptable jewelry for uniform and non-uniform days are a simple watch (NO Smart or connected watches), a single, religious necklace (worn under the shirt), and a single set of simple stud earrings for pierced ear lobes (girls only). Hoop or dangling earrings, bracelets, rings, and tattoos are a fad and **NOT** permitted. Nail polish (including French manicure), artificial/gel nails, and makeup (including, but not limited to mascara, blush, eyeliner, eye shadow, lipstick/gloss, and glitter) are **NOT** permitted. Hair bands, scrunchies, and other hair accessories may NOT be worn on the wrist.

**e. Field Trip Dress Code**

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

**2. Non-Uniform Dress Days**

Clothing must NOT be considered offensive in any way. Non-uniform shirts may be t-shirts or collared shirts of appropriate length and style. Tank tops, spaghetti straps, cutoffs, ripped, frayed, or faded shirts are not permitted. Non-uniform shorts, skirts, or pants may be denim or appropriate material. *Popular jeans with holes are not allowed as well as leggings, jeggings, or yoga pants.*

Skirts, shorts, and dresses may be worn, but must be **no shorter than 2” from the back of the knee for ALL grade levels.** Shoes must be flat and closed at the toe and heel. If free dress day falls on P.E. day, athletic shoes must be worn.

**3. Student Uniform Violations**

If a student is violating the uniform code, the teacher will ask the student/parent to “correct” the violation by a specific time. If the violation is not corrected by the given time, the teacher will email the parent letting them know of the violation and noncompliance of the student. If the violation continues, the teacher will fill out a uniform violation form and the administration will contact the student’s parents and action will be taken.

**4. Uniforms**

Preschool (3s & PreK) students are required to wear the P.E. uniform every day or follow the uniform below:

The official St. John Bosco regular uniform and P.E. uniform must be purchased from **Anton Uniforms**. This includes but is not limited to boys uniform dress shorts, P.E. shirt and shorts, and polo shirts. Please refrain from purchasing uniform clothes from other stores. **Previous “older” versions of the SJB P.E. T-shirts are not permitted including the version that has the school on the back with yellow rays.**

The Administration has the final authority to determine the appropriateness of personal appearance and uniform presentation for all students attending St. John Bosco Catholic School. Parents and students are asked to cooperate fully with the dress code and to occasionally review the uniform guidelines with their student(s).

**GIRLS' UNIFORM**

Skirt	(3 <sup>rd</sup> - 8 <sup>th</sup> Grade) Christopher Plaid Skirt, 2” from the back of the knee (Preschool – 2nd grade) Christopher Plaid Jumper, either style, 2” from the back of the knee.
Skort (optional)	Christopher Plaid (K - 8 <sup>th</sup> grade) 2” from the back of the knee
Slacks or Shorts	Navy, twill dress slacks or walking shorts, 2” from the back of the knee. Belt to be worn if slacks/shorts have belt loops. <i>Shorts and/or bike shorts may only be worn under uniform skirts and must not be visible.</i> <b>Leggings, yoga pants, or jeggings, are <u>not acceptable at any time, including underneath skirts.</u></b>
Shirt	White or navy short- or long-sleeved polo shirt in a traditional polyester/cotton-blend material and/or moisture wicking shirt with the acceptable St. John Bosco logo <b>purchased at Anton Uniforms.</b>
Belt	Solid black or navy belt with plain buckle. Grades Preschool – 2nd, belts are optional with twill dress pants or walking shorts. <b>Belts are required in 3rd - 8th grades.</b>
Sweatshirt	In cold weather, navy or gray sweatshirt with St. John Bosco logo. The approved navy or gray crew zippered sweatshirt may be worn at any time on campus. <b>(NO longer permitted: SJB hoodies or <u>white</u> SJB sweatshirts)</b> <i>Non SJB sweatshirts or jackets will be removed in class and during Mass.</i>
Socks	<b>Plain</b> white, navy, or black socks or footed tights. Socks must be worn with all shoes. <b>NO logos. NO leggings.</b>
Shoes	Any flat, closed-toe, closed-heel shoes. Tennis shoes, ballet flats, Toms, etc., in any color or color combination are acceptable. <b>NO neon, light-up, roller shoes, glitter, boots, wedges, wedge heels, or Crocs will be allowed.</b> Shoe laces must match each other.
Mass Attire	White polo (short- or long-sleeved) and Christopher Plaid skirt (grades 3 – 8) or jumper (grades PreK – 2) is required on Mass Day. When P.E. is scheduled for Mass day, P.E. uniform should be worn.
Accessories	Acceptable jewelry is a simple watch, a single, religious necklace (worn under the shirt), and a single set of simple stud earrings for pierced ear lobes. <b><i>NO hoop or dangling earrings, bracelets, rings, nail polish (including French manicure), artificial/gel nails, or makeup.</i></b>

**BOYS' UNIFORM**

Shorts	Knee-length, navy, twill walking shorts, 2” from the back of the knee worn with belt (NO sliders or compression shorts should be shown)
Slacks (optional)	Navy, twill dress slacks worn with belt
Shirt	White or navy short- or long-sleeved polo shirt in a traditional polyester/cotton-blend material and/or moisture wicking shirt with the acceptable St. John Bosco logo <b>purchased at Anton Uniform.</b>
Belt	Solid black or navy belt with plain buckle. Grades PreK – 2: Belt is optional with twill dress shorts/pants. Belts are required for <b>3rd - 8th grades.</b>
Sweatshirt	In cold weather, navy or gray sweatshirt with St. John Bosco logo. The approved navy or gray crew zippered sweatshirt may be worn at any time on campus. (NO longer permitted: SJB hoodies or <u>white</u> SJB sweatshirts) <i>Non SJB sweatshirts or jackets will be removed in class and during Mass.</i>
Socks	<b>Plain</b> white, navy or black socks. <b>NO logos.</b> Socks must be worn with all shoes.
Shoes	Any flat, closed-toe, closed-heel shoes. Tennis shoes, Toms, etc. in any color or color combination are all acceptable. <b>NO neon, light-up, roller shoes, glitter, boots, wedges, wedge heels, or Crocs will be allowed.</b> Shoe laces must match each other.
Mass Attire	White polo (short- or long-sleeved) is required for all students. When P.E. is scheduled for Mass day, P.E. uniform should be worn.
Accessories	Acceptable jewelry is a simple watch, a single, religious necklace (worn under the shirt).

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

Shorts	Solid navy shorts 7” - 9” inseam, 2” from the back of the knee, creating a basketball shorts length. No logo.
Shirt	The St. John Bosco <b>gray</b> P.E. T-shirt sold by ANTON uniform is the <b>ONLY</b> acceptable shirt to be worn for P.E. (has bulldog on the back)
Sweatpants (optional)	In cold weather, <b>plain, navy sweatpants.</b> Approved logo sweatpants are available at the online SJB Spirit Shop. These are only for P.E. days; dress twill long pants are to be worn on other days. Leggings, yoga pants, and jeggings are NOT acceptable at any time.
Sweatshirt (optional)	In cold weather, navy or gray sweatshirts with the St. John Bosco logo may be worn at any time on campus.
Shoes	Tennis shoes in any color or color combination are all acceptable. <b>NO characters, neon, light-up, roller shoes, glitter, boots, wedges, wedge heels, or Crocs will be allowed.</b> Shoe laces must match each other.
Socks	<b>Plain</b> white, navy or black socks or tights. Socks must be worn with all shoes. <b>NO logos.</b>

## **IV. Student Services**

### **A. Health Office**

A full-time registered nurse is on campus Monday–Thursday from 7:30 AM–3:30 PM, and Friday from 7:30 AM–1:00 PM, to provide a safe, caring, and healthy school environment. The school nurse provides first aid or emergency care for students who experience an injury or urgent health concern while at school until parents are able to arrange transportation home or to a physician for further medical evaluation.

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

In compliance with state law and in order to attend classes, all students of St. John Bosco Catholic School must show proof of up-to-date immunizations. Parents are responsible for keeping the school informed about their health concerns such as accidents, illnesses, surgeries, allergies, and special medications. Please inform the health office of any contagious condition or changes in medical condition during the school year. Students with a fever above 100 degrees, excessive cough, rash, vomiting, or diarrhea are required to stay home until they are symptom-free for 24 hours. A student with a rash may return to school with a note from a physician stating that the rash is not contagious. This policy prevents the spread of infectious disease to other students and staff.

#### **2. Medications**

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

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

**The wellness policy stipulates that NO “unhealthy” junk food, soda, caffeine, or monster drinks are allowed in the classroom or on the school campus before or after school.** All the classrooms are Nut-Free Zones due to allergies, so please be aware when packing snacks for your children. Nuts, treats containing nuts, and peanut butter are allowed in the MPR at lunchtime, but are not allowed in the classrooms. Classrooms will have 2–3 parties a year where special treats agreed upon by the teacher **prior** to the party may be served.

It is important to fuel up at lunch with nutritious foods, like proteins, fruits, and grains. Feeling sluggish after a meal of greasy fast food will not help learning or feeling our best. Let's give our kids a healthy advantage while they are at school to learn and **refrain from having fast food delivered for lunch as fast food delivery is prohibited.**

#### **5. Birthdays or Special Occasions**

Birthdays of special occasion gifts for students (flowers, balloons, etc.) are not to be delivered or brought to school. Saint John Bosco Catholic School requests that private party invitations are not distributed at school. Children at all grade levels are deeply hurt when excluded from a party. Thus, party invitations may be distributed only when given to every member of the class, or to all girls or to all boys of the class.

**Please note:**

- There will be **NO** distribution of edible food treats before, during, or after school including but not limited to birthdays.
- **NO** cupcakes, brownies, cakes, cookies, or candies, etc. for teacher birthdays.
- Only **non-food items may be sent in for birthdays.**

St. John Bosco Catholic School is committed to providing a school environment that promotes and protects children's health and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health.

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

**6. Annual Health Tests**

The school's health office provides an annual hearing test for students in pre-K, kindergarten, first, third, fifth, and seventh grades, and all new students. All students will receive a vision screen and blood pressure, height, and weight measurements.

**B. Counselor**

Elementary school is a time when students develop attitudes concerning school, self, peers, social groups, and family. During this time, they are also developing decision making and communication skills, as well as life skills and character values. The counseling program at St. John Bosco is based on prevention, with a focus on early identification of and intervention with emotional or social challenges that could interfere with learning. The counselor helps students who are having difficulties with understanding self and others, coping strategies, peer relationships, effective social skills, communication, problem solving, decision making, self-esteem, personal adjustment, family issues, study skills, and academic development.

Referrals for counseling can be made by the administration, teachers, parents, or students (self-referral). Students may talk with the counselor on a drop-in or short-term basis without parent permission. Any ongoing counseling would require parent permission.

**C. Cafeteria/MPR (multipurpose room)**

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

**There may be a limited amount of extra lunches for walk-in meals.** Parents are strongly encouraged to PRE-ORDER meals. All walk-in meals must be paid for in full at time of service. The cost is \$8.00 paid with cash or check. All checks must be made out to **Blue Willo.**

**Delivery of student lunch is not allowed.** A student forgetting lunch is not an exception to this policy. In the event a lunch is forgotten, a lunch will be provided and charged to the family Blue Willo account. In the event that a hot lunch is not available, parents/guardians will be

contacted to bring lunch for the student. **Delivery of food/lunch from restaurants, fast food, or other services is not permitted.**

#### **D. STEM Lab**

Students are ONLY permitted in the STEM lab when supervised by a teacher. The STEM lab is used by all grades preschool–eighth grade. Teachers will sign up to schedule a time with the IT Director/STEM teacher.

#### **E. Library**

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

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

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

#### **F. Before- and After-School Program - INNOVATION LEARNING**

The state licensed Before- and After School-day Program provided by Innovation Learning is available to St. John Bosco students. The program is held in the Multi-Purpose Room (MPR) for grades K–8. **All student cell phones are collected when students enter the MPR.** Preschool students are in a Preschool classroom. **Pre-registration with Innovation Learning is required. Innovation Learning offers weekly and flexible (drop-in) scheduling.**

All students must be registered for aftercare with Innovation Learning just in case they are unable to be picked up on time after school. We understand unforeseen circumstances such as traffic, accidents, or a meeting running late can occur, and we want to ensure that all students have a safe and supervised environment during these times. **To facilitate this, ALL families must register online by August 5. Registration is \$16 per child, with a mandatory \$1 fee to be paid upfront during online registration; the remaining \$15 is ONLY charged to your FACTS account if and when you use the program. Parents will receive a registration link to provide student information (required by the Arizona Department of Health) before the first day of school.**

The program is available from 6:30am-7:30 am (before school) and 3:00 pm (or dismissal) until 6:00 pm. Please contact Innovation Learning at 1.866.239.3661 (8:00 am–5:00 pm MST) or [info@innovationlearning.com](mailto:info@innovationlearning.com) with any questions.

#### **G. Lost and Found**

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

## **V. Discipline**

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

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

### **B. Quiet Signal**

In the Discipline with Purpose/Teach for Transformation program the schoolwide “quiet” signal is a raised hand. The response from the students and community is silence and a raised hand.

### **C. Classroom Discipline**

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

#### **School-wide Discipline Procedures:**

- 1) If a student is unable to self correct, the teacher will have a one-on-one discussion with the student about their misbehavior.
- 2) Students will draw or write a written reflection on misbehavior and what actions they will take to correct their behavior. The reflection will be sent home for parents/guardians to review and sign. After school the teacher will follow up with an email and phone call to the student’s parents/guardians to discuss further.
- 3) If behavior persists, the teacher will contact the principal and the principal will come to the classroom to meet with the student. After the principal meets with the student, the principal will contact the parent/guardian to inform them of the situation.

### **D. Disciplinary Consequences**

#### **1. Behavior Plans and Behavior Contracts**

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

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

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

#### **3. Suspension**

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

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

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

- when the moral or physical well-being of individual students, the staff or the student body is endangered
  - carrying a weapon or any object that could reasonably be perceived as a weapon
  - when there is a prolonged and/or open disregard for school authority and/or the student violates probation
  - gross insubordination
  - further misconduct after being placed on probation or a contract
- 
- theft or malicious damage to school property or the personal property of staff or students
  - obscene or offensive material
  - severe or moral misconduct
  - possession, use of, or being under the influence of alcohol or illegal or prescription drugs, or selling or distributing alcohol or drugs
  - violating civil law of the reasonable rights and dignity of others
  - Misuse of technology

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

#### **A. Accidents**

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

#### **B. Fire and Lockdown Drills**

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

#### **C. Crisis Management Plan**

St. John Bosco Catholic School is committed to ensure a safe and protected environment for its students, staff, and visitors while at school. The protective policies and procedures are designed to provide for this type of environment and are shared with all staff through training and drills.

#### **D. Pets on Campus**

Pets are not allowed on campus.

#### **E. Playground/Campus Safety**

##### **1. Playground Monitors**

When supervising children on the playground, the responsibilities are as follows:

- Respect students and expect respect from students
- Circulate amongst students and avoid using this as a time to chat with other supervisors
- Notify the nurse on duty if there is an injury or an issue
- Only allow playground monitors to retrieve balls outside the playground
- Discuss behavior with student(s) and have them write a reflection
- Non school-age children are not permitted on the playground during school hours
- Enforce “Student Guidelines for the Playground”

## 2. Student Guidelines for the Playground

In order to support the rule, “Follow school and classroom procedures,” the following describes the routines for the common areas:

- Playground voice (No need for yelling, screaming or squealing)
- Everyone is welcome (students include others in activity)
- No food or drink (other than water) is allowed on the playground at any time, except for primary morning recess supervised by the teacher. Please make sure all trash is deposited in the brown trash cans.
- Grades K–4: Students do not play past the baseball fence unless there is sufficient staff/volunteers to watch all students safely
- Grades K–2: Students may play on the lower basketball courts to playground area
- Grades 3–8: Students play on grassy areas, upper/lower basketball courts, and on playground area
- 6th, 7th, and 8th grade will rotate between the lower courts, upper courts, playground, and the field.

ONE LONG WHISTLE — stop play immediately and look for teacher instruction.

Safety rules that students have been taught:

- Football is a non-contact, two-hand, touch-only sport
- No hard baseballs allowed
- No toys of any kind; only sports equipment allowed, playing tag is a tag-only game - no pulling arms, grabbing clothing, or hugging from behind
- If a student is waiting to bat, they must stay in the dugout, not on the field
- Students should not go up the slide or block others from going down
- One person per slide or swing
- When using the “jungle gym” playground equipment, students should move north to south, should not sit on the bars, nor hang by their knees
- Students should not climb on top of bars and sit

NO GO Zones/Rules that students are taught:

- NO students are allowed on the field before school (7:30 recess)
- No running or playing on the top level (rock area)
- Anywhere near fences outlining property or embankment
- Inside tree circles
- Behind the Snack Bar
- Garden in back field and garden boxes near playground area
- Bleachers
- Ramp and steps area
- No playing on the south baseball field
- No standing on top of the monkey bars or jumping off

- Share and take care of the equipment
- 100-count rule on swings and bars
- Protect the canopy from balls and other sports equipment

Leaving playground:

- Students have a teacher-designated place to line up
- Voices are silent and ready to listen to teacher
- Shirts are tucked in and shoes are tied before proceeding to the classroom
- Teachers will take attendance to ensure all students are present

**No unsupervised children on the playground. After designated school hours, parents are responsible for supervision of their children.**

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

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

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives of St. John Bosco Catholic School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for ethical and educational use of the technology resources of St. John Bosco Catholic School.
- Saint John Bosco Catholic School will monitor all usage on the Chromebooks while the student is on campus; however, parents are required to monitor student activities on them while they are at home.
- Access to St. John Bosco Catholic School's technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the School's Acceptable Use of Technology Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school policy.
- All users of the school's technology resources and/or school network must sign the Acceptable Use Policy and abide by the rules defined in the school's Acceptable Use Policy.
- All Junior High students (6th - 8th) will be REQUIRED to purchase insurance for their Chromebooks through Safeware which will be charged through their FACTS account.

### **Privacy and Safety:**

- Do not enter or use any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.

- Do not change the background of the desktop or the Chrome browser unless it is one of the stock pictures that are native to the system.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that all computer work is not guaranteed to be private or confidential. School administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, close it and notify a parent, teacher, or principal immediately.

**Legal Propriety:**

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

**Email:**

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

**Consequences:**

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

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

Students are prohibited from posting any materials on the internet or networking sites, and are prohibited from sending information via electronic transmission that is associated or linked to St. John Bosco School, its students, faculty, or staff without prior written consent from school administration. This may include but is not limited to pictures and videos of students, teachers, or

officials that are taken on campus or at St. John Bosco sponsored events. Any violation of this policy will be subject to appropriate school disciplinary procedures up to and including dismissal or contacting law enforcement.

## **B. Personal Devices**

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

If the parent feels it is absolutely necessary for the student to carry a cell phone, then *when the student steps onto the SJB campus, the student's cell phone must be turned off and placed in the student's backpack.*

- **Once the student is in the classroom, all cell phones will be collected by the homeroom teacher where it must be placed in a storage bag or container at the beginning of the school day and will be returned to the student at dismissal.**
- **Cell Phones may not be used before school on the playground or after school while walking through the courtyard to carpool or during before- and after-school care.**
- **Cell phones must be turned in to the Innovation Learning staff**

If the phone or any other technology is confiscated, it is turned over to the principal and will be returned to the parent. **If a student violates this policy, the consequences are as follows:**

1. **First offense:** The cell phone/electronic device is confiscated and returned to the student at the end of the school day.
2. **Second offense:** The cell phone/electronic device is confiscated and must be picked up by a parent from Administration at the end of the school day and teacher will fill out a cell phone violation form.
3. **Third offense:** The cell phone/electronic device will not be permitted on campus for the remainder of the school year and further disciplinary consequences may be given.

Students may not use or turn on cell phones while on school property (their own or anyone else's). Phone use is not permitted at any school event, including games, concerts, performances, Movie Nights, field trips, etc. **unless supervised by a parent.** No student may have a cell phone on their person at any time on school property. Exceptions to this policy may be made for students participating in after school activities with parental consent on file in the school office.

## **VIII. Parent Information**

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

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

- Support school policies and procedures by word and deed
- Familiarize yourself with and follow the rules and regulations at the school
- Be aware that the placement of your child in our school is an acceptance of these rules, regulations, and expectations

- Be a positive role model in dress, word, and action while physically present on campus

### **Abuse of Teacher**

Under Arizona law, “Any person who knowingly abuses a teacher or other school employee on the school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor” (ARS 15-507)

## **B. Financial Matters**

### **1. Admission Policy**

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

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

Parents are REQUIRED to set up a valid FACTS account before their children can start school using the following website <https://sjbosco.org/facts> . An annual service fee is charged by FACTS to each family's account. This fee must be paid directly to FACTS. ACH or credit card payment options are accepted by FACTS. FACTS accepts American Express, Discover and MasterCard. There is a convenience fee for credit card use. The Tuition and Fee Payment Policy is under the “Admissions” tab on our website at [www.sjbosco.org](http://www.sjbosco.org). Applicants seeking the “Active Catholic” tuition rate must have verification from their pastor that they are active members of a Catholic faith community; otherwise, the “Full Rate” applies.

*The State of Arizona provides several options to assist families in paying for your child’s Catholic Education, including School Tuition Organizations (STO) tax credit funds and the Empowerment Scholarship Account (ESA). These programs are offered through the State; individual STOs and are not managed by our school. Therefore, you are responsible for compliance with all terms, conditions of eligibility, and legal requirements related to any programs in which you participate.*

***Payment of your child’s tuition is your responsibility, whether or not you choose to participate in ESA, STO, or any other programs. These programs may not cover 100% of tuition and fees and therefore any outstanding portion will remain the responsibility of the parent.***

If you are using the Empowerment Scholarship Account Program (ESA) it is the parents responsibility to make timely payments by ESA’s quarterly funding. ESA users will have their FACTS accounts converted to Quarterly Invoice Accounts. Failure to make timely payments through Classwallet will result in the FACTS account reverting to an Automatic Payment Plan.

If you are not using the ESA program we highly encourage families to apply to at least three School Tuition Organizations (STOs) each school year. Please view the school website Tuition Assistance page for a complete list of the STOs and links to their websites for further information.

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

### 3. Re-enrollment Fee

The re-enrollment fee is due February 14th, 2025 for the following school year. This allows us to plan for teaching staff to match our enrollment.

### 4. Classroom Fee

The \$100 classroom fee will be charged through FACTS accounts at the beginning of the school year for each student and managed by the Finance Department. By collecting this fee upfront, we can ensure that every student is included in these special events regardless of their family's financial situation. We believe this is the best way to ensure a fair and equitable experience for all of our students.

#### **The classroom fee will cover the following for the current school year:**

- Teacher birthday: \$10
- Gala basket: \$10
- Harvest Fest basket: \$10
- Fall classroom celebration: \$5
- Christmas classroom celebration: \$10
- Teacher Christmas Gift: \$10
- End-of-Year classroom celebration: \$5
- Teacher Appreciation & End of Year gift: \$20
- Enrichment teacher & Staff gifts: \$20

The amount allocated to each event listed is the maximum amount that can be spent, per child, for each event listed above. If not all funds are spent within that school year, the funds will rollover to the next school year with the class. Any funds left over by their 8th grade year, will be used towards their 8th grade graduation events.

### 5. Preschool/Kindergarten Surcharge

The \$100 Preschool/Kindergarten Surcharge will be charged through each Preschool and Kindergarten families FACTS accounts at the beginning of the school year. For further information see your child's Enrollment/Re-enrollment packet.

### 6. Incidental Billing

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

### 7. Stewardship

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

- a. Fundraising Obligation:** The major fundraising events include the SJB Annual Gala, Running with Rosco, Birdies Fore Bosco/End-of-Year Bosco Bash. We encourage every family to participate in all three events. If a family is unable to participate in *at least one* of the events, their FACTS account will be charged a \$200 fundraising fee at the end of the school year. Our goal is to continue building a strong community while supporting the needs of our school.

The FUNDRAISING OBLIGATION is separate from the VOLUNTEERING OBLIGATION. Funds raised/given to the Gala, Running with Rosco, Birdies Fore Bosco/End-of Year-Bosco Bash do not count towards a families Volunteer Obligation.

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

**Non-school age siblings should NOT be brought to campus during school hours, even for participation in volunteer activities.**

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

St. John Bosco Catholic School expects involvement from each family. **Each family is required to provide 25 hours of service to the school.** Volunteer hours should be recorded in RenWeb. Whenever time is volunteered on behalf of the school, parents may log into RenWeb to record their time. [Click here for guidance.](#)

Teachers will email a SignUp Genius to all parents at the beginning of each school year with classroom volunteer opportunities. These opportunities will include three classroom parties (Fall, Christmas and End-of-Year) as well other classroom opportunities such as classroom centers, filing, field trips, etc.

There are three classroom parties per year in 1st–8th grade. When volunteering for classroom parties volunteers are expected to engage with students and assist the teacher with classroom activities. Classroom party volunteers must be listed on the teacher-created SignUp Genius in order to attend classroom parties.

If a parent/guardian is unable to volunteer their time, they may choose to donate items to their child’s classroom, school event, etc. in lieu of volunteering. Every \$10.00 equals 1 hour of the required 25 hours of service to the school.

**d. Catholic Education of Arizona (CEA)**

Catholic Education of Arizona allows a family to redirect state tax dollars to support tuition scholarships for students at St. John Bosco Catholic School and other Catholic schools. The contribution helps students; in addition, you (the family) receive a dollar-for-dollar tax credit when you file your Arizona tax return. You may also be eligible to take a deduction for charitable contributions when filing your Federal tax return. All families are encouraged to participate in CEA. The deadline to participate is April 15 for the previous tax year. **It is important to designate St. John Bosco Catholic School on the CEA donation forms to ensure your donation supports the students at our school.**

**7. Outstanding Fees:** Financial obligations are met before re-enrolling or withdrawing from St. John Bosco for the upcoming school year.

### C. Accreditation/Licensing

The Western Catholic Educational Association (WCEA) accredits our school. WCEA works to “guarantee quality Catholic elementary and secondary schools through a process of accreditation.” The Arizona Department of Health Services licenses the SJB Preschool and Innovation Learning before- and after-school care. (*Excerpts taken from [www.westwcea.org](http://www.westwcea.org)*)

### D. Change of Address/Emergency Contacts

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

### E. Student Safety

#### 1. Safe Environment Compliance

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

#### 2. Child Abuse Reporting

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

Reports of suspected abuse or neglect can be made to either Child Protective Services: <https://dcs.az.gov/report-child-abuse>, or Arizona Child Abuse Hotline **1-888-SOS-CHILD (1-888-767-2445)**, or to the local law enforcement agency. Reports can be made 24 hours per day, 7 days per week and should be made immediately. Arizona law provides immunity from civil and/or criminal liability for any person reporting suspected abuse whether the abuse was established or not.

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

**Student Records.** Both parents, custodial and noncustodial, have access to information about their student's progress as mandated by law. As stated in Arizona Revised Statutes, Title 15-141: The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, Sections 1232g and 1232h, and federal regulations issued pursuant to

such act. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Visiting rights must be noted in the court-certified decree. Changes in the custody decree must be submitted to the office. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a current copy of the court order. If a court order is not available, a copy of the custody section of the divorce decree will suffice. Noncustodial parents who wish to attend parent-teacher conferences must do so at the same time as the custodial parents.

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

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

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

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

### **F. Academics**

#### **1. RenWeb/FACTS**

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

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

#### **2. Student Support Plan (SSP)**

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

student and the ability of the school to meet the needs of the student. Currently enrolled students, who it is discovered have an area of disability established either through private evaluation or referral to Kyrene Elementary School District, may be eligible for a Student Support Plan (SSP) as determined by the administration and staff.

The parents and the school will review the SSP yearly and sign their agreement to the plan each year.

### 3. Testing Referrals

Students who demonstrate a concern in areas of academics, speech, or behavior may need to be referred to Kyrene Elementary School District for evaluation. This is to determine the needs of the student and how/if St. John Bosco can best meet the needs of the student. Students will first be provided support by the staff of St. John Bosco. If after a period of time, as established by the St. John Bosco Staff, the student continues to demonstrate concerns, the student may be referred to Kyrene Elementary School District for evaluation and, if eligible, a private school service plan. Based on the results of this evaluation, students may be eligible for a Student Support Plan (SSP) developed by St. John Bosco Staff on the recommendations of the evaluation.

### 4. Retention

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

### 5. Withdrawals

The parent or guardian will visit the office to complete the documentation, pick up student belongings, and return all books and other school materials. The school cannot transfer records until a withdrawal form is completed and all accounts are settled. An exit interview is encouraged with anyone from administration and/or office staff. Once a student has been withdrawn from St. John Bosco Catholic school, they are not permitted to participate in school camps, before/after-school care, or SJB parent/student events. **This applies to the following events:** Father-Daughter dance, Mother-Son Kickball game, Pancakes with Santa, classroom parties, Running with Rosco, and Field Day.

## G. Communication

### 1. Newsletters

St. John Bosco Catholic School emails a weekly newsletter called the ***Bulldog Bite***. Information for the upcoming week is included in the Bite as well as important information pertaining to scheduling, upcoming events, thank you notices, recognition, and Student Council. Submissions for this newsletter should be emailed to editor Dr. Teri Aguiar [taguiar@sjbosco.org](mailto:taguiar@sjbosco.org) by 3:00 PM Tuesday for publication on Friday. Late submissions will be published the following week.

## 2. Communication with Teachers/Staff

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

### a. Email or written note

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

- In an emergency, contact the office.
- Send emails prior to 4:30 pm Monday through Friday. Emails sent after 4:30 pm on Friday will be answered at the start of the next school week.
- Emails should be brief, informational, and be used to confirm, clarify, or schedule appointments.
- Emails should not be forwarded without the permission and knowledge of all parties involved.
- Humor, chain, or business solicitation letters should not be sent to school email addresses.
- Please refrain from sending messages to multiple recipients unless there is a very specific reason for everyone to receive the message. Information pertaining to your child or staff member is not a group concern.
- Social media, social apps, or text chains are not a proper channel for disparaging remarks or complaints against the school, administration, or faculty.

- b. **By appointment:** Parents may contact faculty members for an appointment to be held before school (before 7:45 am), after dismissal (3:15 pm or later), or during prep time. **If the teacher does not have notice of an appointment, the parent may be asked to make an appointment as requested and return at the meeting time.**

## 3. Parent-Teacher Conference (Preschool–3rd-grade adults only)

The conference schedule will be announced early in the school year. Fall conferences are held for all families. Spring conferences are also offered per teacher/parent discretion. **4th–8th grade students are invited and expected to attend the Fall and Spring Conferences with their parent(s).**

## 4. Curriculum Night (adults only)

Curriculum Nights are scheduled at the beginning of each school year. The purpose of Curriculum Night is to communicate information about grade level curriculum and expectations as well as specific classroom policies and procedures. **It is mandatory for at least one parent/guardian to attend Curriculum Night.**

## 5. Principal's Report (adults only)

The Principal's Report is given at the beginning of Curriculum Night. The purpose of the Principal's Report is to share the school's mission and philosophy by communicating the current financial and overall state of the school. The report contains commentary on progress towards the school's goals, details of student programs, and strategies to improve learning. **It is mandatory for at least one parent/guardian to attend the annual Principal's Report.**

## 6. Grievance Procedure

Parent concerns should progress in the following order:

- Teacher/Staff Member
- Principal
- Pastor

**It is imperative for parents to initially meet with the teacher or staff member with whom there is a concern.** If you believe that the situation has not been resolved after speaking with the teacher and/or staff member involved, then take your concern to the next level. Through the use of these steps, issues can be addressed in the most effective and respectful manner.

If the principal is believed to be acting contrary to diocesan or local school policy, then a parent contacts the pastor. The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed.

## 7. Appeal Process

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

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

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

## H. Parent Organizations

### 1. PTO

The mission of the Parent Teacher Organization (PTO) is to provide and foster Christian communication, Catholic values, and goodwill while serving and supporting the families and the school. Information about PTO is available on the school website or email at [ptosjb@sjbosco.org](mailto:ptosjb@sjbosco.org)

### 2. Dads' Club

The St. John Bosco Dads' Club promotes Christian community, Catholic values and service among St. John Bosco fathers and families. Contact us at [sjbdads@sjbosco.org](mailto:sjbdads@sjbosco.org)

### **3. School Advisory Board (SAB)**

Advisory Board members volunteer their time, knowledge, and professional experience to support the administration, faculty, and students of St. John Bosco. For questions or concerns, contact Board President at [sab@sjbosco.org](mailto:sab@sjbosco.org)

#### **I. Event Calendar**

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

#### **Event Requests**

When planning an event, teachers and parents complete and submit a Facility Request form. Forms may be found in the office and are turned in to the front office when complete. **Facility Request forms need to be filled out and turned in at least 7 days prior to the event.**

#### **J. Asbestos**

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

#### **K. Family Directory**

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

#### **Right to Amend**

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

