

PARENT / STUDENT HANDBOOK
St. John's Academy



2025-2026

St. John's Academy provides academic excellence in a Catholic environment to inspire lives reflective of the Gospel.



"Let your light shine before others."

Matthew 5:16

Dear SJA Families,

Welcome to the 2025-2026 academic year at St. John's Academy! We are thrilled to begin our school's 135th year of providing Christ-centered education rooted in faith, excellence, and community.

Please take time to carefully read through the handbook. These policies are reviewed and updated annually to ensure a safe, respectful, and faith-filled learning environment for all students.

At St. John's Academy, we remain committed to offering the best possible Catholic education for our students. Your support is essential in helping us achieve this mission. Enclosed, you will find important information including the Parent/Student Handbook.

Each family is required to fill out and return the following forms, found at the back of this Handbook:

- **Family Service Requirement**
 - **Your volunteer support is vital to the success of our programs and helps keep tuition costs affordable.** We are deeply grateful for your time and talents!
- **Code of Conduct Acknowledgement Form**
- **Picture Consent Form**
- **Technology Permission & Use Policy**
- **Student Device Rental Policy (Middle School Families Only)**

As part of the annual enrollment process, both parents and students are asked to acknowledge and agree to the guidelines within the Parent/Student Handbook.

On behalf of the faculty and staff at St. John's Academy, thank you for entrusting your child's education to us. Please keep our students and staff in your prayers as we begin a new year together. May God bless our school community with a joyful year of academic growth, faith formation, and grace.

God bless,

Melissa Haas
Principal--St. John's Academy

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New and/or revised policies for 2025-26 are highlighted in yellow.

Changes made for the 2024-25 school year are highlighted in blue.

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St. John's Academy Parent/Student Handbook

This handbook specifies the policies and regulations that help the community at St. John's Academy understand the services offered and the expectations that we have of one another.

The principal retains the right to amend the handbook for just cause. Parents and students will be given prompt notification via email in the weekly parent letter if changes are made.

HISTORY AND PHILOSOPHY

History:

St. John's Academy was founded in 1890 by Bishop John Shanley and the Sisters of St. Joseph from St. Paul, Minnesota. The school began with instruction for high school girls in both academic and commercial classes. Later, the school became coeducational and eventually added classes for elementary students. St. John's Senior High classes were discontinued in 1965. With the closing of the Junior High School in 1968, the school served grades 1 - 6. The school facilities were sold to St. James Parish which assumed the direct responsibility for the operation and maintenance of St. John's Academy. Kindergarten was added in 1979 and preschool in 1989 with the YMCA beginning day care in the fall of 1991 which has since become SJA Childcare Program. In the fall of 2005, St. John's Academy became the first school in the city of Jamestown to offer all-day, every-day kindergarten. The school added five ½ days per week pre-kindergarten program in the fall of 2009.

The school's 45,000 sq ft building expansion was completed for the 2020-2021 school year. In fall of 2021 the Kids' Kingdom pre-school program was expanded to include a five ½ days per week. Also in the fall of 2021, St. John's began offering middle school programming, beginning with the addition of 7th grade. This same group of students completed 8th grade in the 2022-2023 school year.

Philosophy:

St. John's Academy is a Catholic coeducation school providing regular academic programs for preschool through grade eight. Staffed by dedicated teachers who are fully certified in the state of North Dakota, the curriculum covers all requirements needed at the elementary/middle school level to meet state accreditation. The school serves both Catholic and non-Catholic students of all economic, ethnic, cultural and national backgrounds. An advisory School Board sets policy and formulates the budget under the ownership of the Basilica of St. James and the Diocese of Fargo.

St. John's Academy offers a holistic approach to education in which the Gospel message is not only taught but lived. Staff and students, parents and parishioners work together to foster the educational and spiritual development of children in an environment infused with Christian social and moral values. In a welcoming and caring atmosphere, this community is committed to academic excellence, cooperative learning experiences, and the development of good character. Students are provided opportunities to develop a life of

prayer, responsibility, respect for all, and service reflective of the Gospel. St. John's students prepare to meet daily challenges with Jesus' vision for a better world.

PARENTS/VISITORS/VOLUNTEERS The safety of every child under our supervision is a high priority.

All parents/visitors/volunteers during the regular school hours are **REQUIRED TO ENTER THE MAIN SOUTH DOOR and CHECK INTO THE SCHOOL OFFICE.**

Additionally, all volunteers working without supervision by a staff member need to have met the following volunteer guidelines:

1. View the Circle of Care Safe Environment video on YouTube.
2. Sign the "Acknowledgment of Circle of Care Training Form" upon completion of viewing the website.
3. Review the Diocese of Fargo Code of Conduct booklet and sign Appendix E located on the last page.
4. Complete the background information form.

ADMISSION for K-8th GRADE STUDENTS

AGE - The age of admission is five years by August 1st for kindergarten and six years for first grade according to state policy. Parents are required to submit a birth certificate for entrance to kindergarten. Early admission permitted/allowed following strict ND DPI rules.

NEW STUDENTS - A family seeking admittance to St. John's Academy is required to apply for admission through submission of 1) a completed enrollment form, 2) transfer of records and 3) letter of recommendation from previous school or childcare providers. Applications are reviewed by the enrollment committee. Academic, social, and behavioral needs of the student(s), willingness to be involved in the school community, and financial commitment are reviewed prior to acceptance to the school.

NONDISCRIMINATION

St. John's Academy admits students of any race, sex, national or ethnic origin, or status with regard to public assistance to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

ARRIVAL/DISMISSAL

Students should arrive **no earlier than 7:45 am** and picked up **no later than 3:15 pm**. If these times cannot be met, you will be advised to use our childcare. For reasons of safety, we ask that parents adhere to this guideline. Students will only be supervised during school hours. If special circumstances do arise, arrangements with the office staff or principal are required. Please note: students are not allowed past the vestibule before 7:45 am.

See also: SCHEDULE on page 37

FAMILY SERVICE REQUIREMENTS

St. John's Academy relies on the generous support of volunteers to help make our events successful—events that not only build community but also serve as vital fundraisers for the school. These efforts directly support our mission and help keep tuition affordable for all families. From organizing auctions to helping at student activities, every volunteer plays an important role in sustaining the high-quality, faith-filled education we provide. Your time and talents make a lasting impact!

- **Families with children in Kindergarten - 8th grade are required to serve 20 hours per school year.**
- **Families with children only in Pre-K are *required to serve 10 hours per school year.**
- **Kids' Kingdom parents are not required to serve any volunteer hours.**
- ***No family is required to serve more than 20 hours per school year.**

At St. John's Academy, families commit to completing a set number of volunteer hours each school year. These hours are an important part of our school community and help support the programs and events that benefit all students. Families have from August through June to fulfill this commitment, and we'll provide plenty of opportunities and reminders along the way. *Please note that fulfilling this volunteer requirement is necessary to remain eligible for financial aid.

Service to the school accomplishes the following:

- 1) fosters a sense of community that is integral to our Christian mission
- 2) reduces personnel costs for school operations
- 3) encourages parents to become role models that embody Christian principles, including a spirit of volunteerism and support for education.

This policy establishes 1) a formal family service requirement 2) a definition of qualifying service, 3) staff responsibilities for administration, and 4) an alternative tuition rate for families that decline participation in qualifying service.

Family Service Policy

Service requirement

Family members of enrolled students must participate in 20 hours (collective total) of qualifying service.

Qualifying service

Qualifying service will include any service to the school or parish that is solicited or approved in advance by the principal of SJA. The principal has discretion to authorize credit for other service.

Administration

A member of school administration will disseminate information about opportunities for qualifying service.

Qualifying service will be recorded to the nearest hour.

Families will record their volunteer hours through the school's website, on the Volunteer Hours Form. Homepage > Parent Info > Forms > Volunteer Hours Form

The principal or a member of admin staff, chosen by the principal, will notify families quarterly of their volunteer status and inform them of any outstanding obligations for service.

Exemption From Service

Families who decline to participate in the qualifying service hours, meeting the required number of volunteer hours per family, will be charged the full cost of tuition, in the amount of \$8,824.00 per child, in June of that school year.

FAMILY SERVICE OPPORTUNITIES (but not limited to):

1. VOLUNTEER COORDINATORS: Make phone calls to arrange help for events and functions
2. HOPE Dinner & Auction: Chairperson, auction, decorating, banquet, entertainment, set-up, clean-up
3. Parent/Teacher Organization: PTO Board, Back-to-School Picnic, Christmas at the Academy, Spring Family Event
4. ALUMNI: research and update spreadsheets, listing alumni contact info for each class from 1966-2018, organizing/updating alumni files and info.
5. BASEMENT CLEAN UP: assist school admin in organizing construction materials, washing floors, walls, windows, painting walls, and misc. tasks
6. RECRUITMENT: KK, Pre-K and Kindergarten open house, phone calls, and letters
7. PROGRAM SET UP: Christmas & Spring concert/program set up, tear down, costumes, etc.
8. GIVING HEARTS DAY: Set-up, serve, clean up, meals and or provide thank you calls
9. FAITH FORMATION: Assist FF with Wednesday nights and special events
10. PARISH VOLUNTEER: Call church office for details
11. SJA OFFICE HELP: Secretarial duties/substitute, picture day assistance, storage organization, etc.
12. CAFETERIA/CUSTODIAN: Serve lunch, wash dishes, sweep floors, dust/wash windows, vacuum hallways, etc.
13. BUILDINGS AND GROUNDS: playground maintenance, snow removal, landscaping needs, misc. needs, etc.

ALL PARENTS MUST SIGN VOLUNTEER AGREEMENT FORM found at the end of this handbook, on page: 58

AI Policy

Purpose:

This policy provides students with clear guidelines for using Artificial Intelligence (AI) tools in a responsible, ethical, and educational manner. While AI can enhance learning and creativity, it must be used appropriately to support academic integrity and personal growth.

1. Acceptable Use of AI:

- AI tools can be used to support learning by aiding research, idea generation, and concept understanding.
 - Students are encouraged to use AI for tasks such as practicing math problems, expanding vocabulary, brainstorming project ideas, or exploring concepts they may not fully grasp.
 - Teachers will provide specific instructions on when and how AI tools can be used for assignments, projects, or classroom activities.
-

2. Unacceptable Use of AI:

- **Submitting AI-generated work as your own:** Students must not submit work (essays, projects, or assignments) generated by AI as their own. All submitted work must reflect the student's understanding and effort. If AI is used in writing, it must be properly documented.
 - **Plagiarism or dishonesty:** Using AI to directly copy answers, ideas, or solutions without understanding them or crediting the tool is considered plagiarism.
 - **Bypassing learning:** Students should not rely on AI to perform tasks meant to develop critical thinking, creativity, or problem-solving skills without engaging in the learning process.
 - **Inappropriate content creation:** AI should not be used to create harmful, inappropriate, or disrespectful content. Students must use AI tools in alignment with the academy's values of respect, safety, and inclusivity.
-

3. Guidelines for Responsible Use:

- **Use AI for learning, not shortcuts:** AI should be used to enhance understanding of concepts, explore new ideas, or find examples, but students should actively engage in the learning process.
- **Respect privacy:** Never input personal, private, or sensitive information (e.g., names, addresses, or contact details) into AI tools.
- **Credit AI tools appropriately:** If AI is used to assist with your work (e.g., idea generation, grammar suggestions), students must acknowledge the use of AI when appropriate.

- **Follow teacher instructions:** Always adhere to the specific instructions your teacher provides regarding the use of AI tools in the classroom.
-

4. Consequences for Violating the Policy:

Violating this policy undermines academic integrity. Consequences will depend on the severity of the violation and follow the school's general disciplinary guidelines.

- **First Offense:**
 - Reminder of the policy and a discussion about the importance of academic integrity and responsible AI use.
 - The student must redo the assignment or project independently, without using AI, demonstrating their own effort and learning.
 - Assignments containing undocumented AI-generated material will receive reduced points.
- **Second Offense:**
 - A meeting with the student, parent/guardian, and teacher to discuss the violation and its impact on learning and fairness.
 - The student will lose the privilege of using AI tools for a designated period. Alternative assignment completion methods will be discussed.
 - A reduction in points awarded for the assignment.
- **Third Offense:**
 - A formal warning and possible referral to school administration for further review.
 - The student may face a longer loss of technology privileges, and additional disciplinary actions may be taken, as determined by school authorities.
 - No points will be awarded for the assignment.

5. Encouraging Positive AI Use:

We encourage students to explore AI in ways that promote learning and creativity. Teachers will provide opportunities for students to use AI responsibly, fostering curiosity, critical thinking, and ethical use of technology.

6. Communication and Education:

- Students and parents will receive resources on responsible AI tool usage and will be regularly updated about any policy changes or new guidelines.
- Teachers will integrate lessons on digital citizenship and the importance of academic integrity into the curriculum.

Conclusion:

AI tools are valuable resources that can enhance the learning experience when used responsibly. This policy aims to foster an environment where students balance the use of technology with personal effort and academic honesty.

ATHLETICS

Athletic activities are available to all 5th-8th grade boys and girls at St. John's Academy. Athletic opportunities are provided through a sport's cooperative agreement with Jamestown Public Schools. All athletic activities are held after school with a teacher, coach, or responsible adult supervising. Students are encouraged to participate in these activities, which are designed to provide each person with an opportunity to learn the rules and techniques of a given sport. Fellowship and good sportsmanship are stressed. The main objective is enjoyment.

The following is a list of athletic activities and the months during which they are offered:

5/6th Grade Athletics

<u>GIRLS</u>		<u>BOYS</u>	
Volleyball -	January (5 th & 6 th)	Basketball -	Nov/Dec (5 th & 6 th)
Basketball	Sept/Oct (5 th & 6 th)	Wrestling -	Oct/Nov (6 th only)
Gymnastics -	Feb/Mar (5 th & 6 th)	Gymnastics -	Feb/Mar (5 th & 6 th)
Swimming -	Mar/Apr (5 th & 6 th)	Swimming -	Mar/Apr (5 th & 6 th)
Track -	Apr/May (5 th & 6 th)	Track -	Apr/May (5 th & 6 th)
Cross-Country -	Aug/Sep (6 th Only)	Cross-Country -	Aug/Sep (6 th only)

7/8th Grade Athletics

Athletic opportunities are provided through cooperative agreements with Jamestown Public Schools. Students are required to read, sign and return the **Code of Conduct Acknowledgement Form, Acknowledgement of Risk, Activities Trip Form,** and the **NDHSAA Physical Exam Verification Form** prior to participation in middle school athletics. These forms can be found on the Jamestown Public School's website or by calling the Public Middle School office.

7/8 Activities offered for the 2025-26 school year include:

Fall: Cross-Country, Football, Girls Golf, Boys Soccer, Girls Swimming and Diving, Boys Tennis, Volleyball.

Winter: Boys Basketball, Girls Basketball, Gymnastics, Wrestling, Boys Swimming

Spring: Softball, Boys Golf, Girls Soccer, Girls Tennis, Track and Field

Eligibility for Extra Curricular Activities/Athletics

For a sick student to participate in practice or competition they must arrive and attend school by 1:00 pm. Any medical absence will be approved if the doctor's signed slip is returned.

Participation in extra-curricular activities is a privilege that comes with the expectation that students of St. John's Academy will be in good academic standing while adhering to the expectations that are laid out in the Code of Conduct. Students must bear in mind that while participating in St. John's Academy or Jamestown Public School activities, they represent the Academy's student body, staff, and the Catholic faith. Student conduct must represent the values and beliefs that are held by the Catholic Church and its educational institutions.

If a grade drops below 70% (receiving an F) in one or more courses, or when sub-satisfactory citizenship code in PowerSchool is/are received a student will become ineligible for all extra-curricular activities offered through St. John's Academy or Jamestown Public School. A sub-satisfactory citizenship code is defined as receiving a 2 or 1 or as an **S- or UN** in grades K-5.

For this policy, activities shall include, but are not limited to, sporting events; and other school sponsored events such as drama, archery, or computer club. Students that are deemed ineligible may continue to attend practices but are not eligible for competition or performances.

School administrators run eligibility reports (course grades and citizenship codes) every Monday. Students and parents will be notified by Wednesday of that week of any ineligibility. Ineligibility continues until the following Wednesday.

Students will be notified in person when a citizenship code is lowered to the level of 2 (**S-** in K-5). Citizenship codes are on a scale of 4-1 (or S+, S, S-, **UN** in K-5)) and can be adjusted throughout the course of the week up to the time of the Monday report. Determination of lowering or raising the citizenship code is at the teacher's discretion. To foster accountability and ownership, the responsibility belongs to the student to notify family/guardians of a citizenship code that has been lowered to a 2 (or **S-** in K-5). Additionally, parents can view citizenship codes on PowerSchool under each course. Ineligibility will run from Wednesday after Monday's report, until the following Wednesday.

If a citizenship code is lowered to a 1 (or **UN** in K-5), ineligibility will become effective immediately and will continue through the next eligibility report (Wednesday to Wednesday, after Monday's report). Students will be notified in person and parents will be notified via phone call of ineligibility.

Classroom teachers can exempt a student from this policy on a case-by-case basis if they deem that special circumstances exist that inhibit a student from meeting the above standards.

Parents/guardians with concerns/questions regarding course grades or citizenship codes should first discuss their concerns with the classroom teacher. If further discussion is required, a meeting with the school's principal should be arranged.

For a sick student to participate in practice or competition for any given day they must arrive and attend school by 1:00 pm.

Activity Fees

Students participating in middle school activities at St. John's Academy will be assessed a \$40/sport fee via FACTS Incidental Billing. Cooperative sports with JPS are subject to additional fees as assessed by JPS.

Archery

Archery is open to students in grades 4-8. The **Eligibility for Extra Curricular Activities/Athletics will apply to all participants, including grade 4.**

ATTENDANCE

The minimum attendance required for promotion is 160 days according to the North Dakota Century Code. Children receiving instruction at home or in the hospital under approved special education programs are considered to be in attendance. Individual exceptions may be made on the basis of illness or other acceptable reasons.

Excused absences shall include: 1) illness, 2) doctor or dental appointments, 3) family need. Unexcused absences beyond 20 days may be reported to authorities as educational neglect.

Students who have not attended a minimum of 160 days shall be required to demonstrate minimum academic achievement. The school will recommend retention should class work not be completed satisfactorily, or the student shows a lack of ability for the next grade.

School Board Policy approved
6/10/03

Excused absences shall include:

- a. **Illness** - Students are to complete all assignments. Arrangements need to be made with the teacher or through the Office to pick up homework for the student.
- b. **Doctor or Dental Appointments** -- These appointments should be scheduled during non-school hours and/or vacation periods when possible.
- c. **Family Need/Trips** -- Parents are expected to arrange at least three days in advance with the principal/classroom teacher for students to be excused. Students will be expected to complete all assignments.
- d. **Inclement Weather** -- Students absent when rural buses do not run will be marked absent but are considered excused.

ABSENCE/TARDINESS

1. Every absence/tardiness must be verified either in writing, email, or by telephone by the parent before or after the absence. Written excuses should be dated and give the reason for the absence/tardiness. Please give/send these notifications to the office secretary.
2. If your child is to be absent, please notify the office by 9:00 am. In an effort to give you, as parents, assurance your child has arrived at school, we will call the parents of absent students before 10:00 AM if we have not heard from you.
3. Any student leaving school early is required to present a written excuse to the teacher with notification of the time and reason for dismissal and the person who will be picking up the student. Students will not be released to persons who do not have legal custody or guardianship unless written permission is given by the parent.
4. Tardiness is a problem for both students and teachers as patterns of late arrival are disruptive to the entire educational process. The tardy bell rings at 8:30 am for elementary students and 8:15 am for middle school students; If students are not **in** the room by this time, they will be considered tardy. Students riding the bus will not be considered tardy when the bus arrives late.
5. Students are not marked tardy for medical appointments when the school is notified in advance.
6. Students absent due to inclement weather (even when rural buses do not run) will be marked absent. Recorded absentees are merely a record of presence in the building.

ILLNESS

1. Students who are ill with coughs and colds, especially in the early stages, should be kept at home in consideration for the student as well as others in the classroom.
2. Students should not come to school with symptoms of vomiting, diarrhea, fever, sore throat with a fever; impetigo; pink eye; head lice; hand, foot, and mouth; or a positive influenza or Covid test. **Students need to be free of vomiting and/or diarrhea and fever for 24 hours, without medication, before returning to school. Strep throat, impetigo, and pink and eye need to be treated with antibiotics for 24 hours before students can come back to school.** Head lice needs to be treated and completely gone before returning to school. (Remember that students need to be fever free, without the aid of medication.) See current Covid protocol for return guidelines for Covid.
3. A student who has been absent for 5 days because of a contagious disease must have a note from the doctor when he/she returns to school.

4. Ordinarily, students who are not well enough to play outside during recess periods should be kept at home. However, students who have been absent for an extended period of time due to illness may need to stay in from the cold air to facilitate full recovery. Please contact the teacher in writing if this is necessary.
5. Students who have permission to remain indoors will be expected to sit quietly in the classroom or at a table in the school commons.
6. When a student becomes ill at school, a parent or appointed person will be notified to come and pick up the student.

BICYCLES

Bicycles may be ridden to school by students in grades 4-8. Students must handle their bicycles with safety and concern for others which includes walking the bicycle on school property at all times; school property being defined as the perimeter around the school, including sidewalk. Bicycles are to be kept in the bicycle rack during school hours. A padlock is recommended. SJA is not responsible for theft or damage.

BOOKS

Since textbooks are issued to a student on a rental basis, covered in the enrollment fee, the student is responsible for their care. When a book is lost or destroyed, the student must pay for the replacement value of the book. **Students are expected to use a book bag/backpack to carry books to and from school.**

BULLYING/HARASSEMENT POLICY

Bullying is strictly prohibited by St. John's Academy on school premises, at any school-sanctioned or sponsored activity or event, or in a school-owned or leased school bus or school vehicle, and while riding the public-school bus. Retaliation or reprisal against a victim of bullying or anyone who witnesses, reports, or provides information on acts of bullying is also strictly prohibited. Any person who is being bullied or who is aware bullying is taking place must immediately report it to St. John's Academy's faculty, administration, chaplain, or other employee. St. John's Academy's administration shall deal with reports of bullying or reprisal promptly and confidentially. See Code of Conduct policy found on page 53-54.

Signature and submission of the **Student Code of Conduct** indicates understanding and agreement to abide by the school's **Bullying/Harassment Policy**

BUS SERVICE

Bus service is shared with Jamestown Public Schools and provided by Harlow's Bus Services. The buses deliver children to St. John's Academy and pick them up after dismissal. Parents are responsible for arrangements for public transportation for service directly with the transportation coordinator at the Jamestown Public School Central Office, (252-1950). Faculty members supervise the loading of buses at St. John's. Transportation is provided for

resident pupils of the Jamestown Public School district route whose legal residence is 10 blocks or more from school. This transportation is furnished at a cost paid per semester per pupil, payable in advance. If 3 or more children from the same family ride the bus, the charge is less per semester beginning with the third child.

****St. John's Academy assesses a \$100 bus fee per child with a cap of \$300 per family.**

School may be held on days in which bussing is unavailable due to inclement weather or school calendar discrepancies. Students unable to attend on these days as a result of the lack of transportation will be counted as absent.

The busing handbook from Harlow's that outlines all rules and policies for them is available upon request.

CONDUCT ON BUSES

The Transportation Coordinator has procedures for dealing with students who do not follow handbook rules. These procedures include notification of parents, and when necessary, the principal at St. John's. Cooperative action is then taken to solve any problem which may have arisen. When students continue to be uncooperative, they may be denied bus privileges temporarily or permanently.

CALENDAR

Parents are provided with a one-page calendar of school days and holidays. Parents will also receive weekly correspondence via email from the principal announcing additional events or schedule changes that are necessary.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may not **use, display or wear** cell phones or other personal electronic devices (including smart watches) once inside the building until the end of the school day. Once students are outside the building after dismissal, they may use their cell phones for communication purposes about transportation only.

Violation of this policy will result in confiscation. Confiscated devices may be picked up at the school office by the student's parent or legal guardian.

Cell phones and other personal electronic devices may be brought to school and stored with other personal effects, e.g., in backpacks or lockers; however, SJA is not responsible for damage, loss, or theft.

CHILDCARE

Childcare is available in two ways: Before and After school care for students in **grades K – 6** and Daytime Care for children **3-5 years old who are enrolled in preschool or Pre-K at SJA**. Questions regarding childcare services should be directed to the school office or childcare director.

SUPERVISION

For students who do not utilize Childcare, supervision is provided beginning at 7:45 am through 3:15 pm. Students who need to be here before or after those times will be expected to use the Childcare program. Students **will not be** permitted on school grounds outside of these hours unless prior arrangements have been made. See SCHEDULE on page 37 for more details.

CHILD-CARE PAYMENT POLICY

POLICY #3132.2

Purpose: To establish and communicate consistent billing procedures for the St. John's Academy child-care program.

Policy: Prompt payment, **no later than the 15th of the month for the previous month's childcare services**, is expected at all times.

Procedure:

1. Families will be billed, via **FACTS**, on the 5th of the month or the next business day.
2. Payment is expected by the 15th of the month.
3. A late fee of \$25.00 will be assessed if payment is received after the 15th.
4. If the outstanding balance is not paid within 30 days, continued enrollment in the SJA child-care program will be withheld.
5. Circumstances that necessitate an alternative payment plan should be addressed with the school principal prior to the payment due date.

COMMUNICATION

Communication between home and school is essential in the development of good relationships in the school community. Staff members welcome questions of clarification or the sharing of information about the way in which a student is responding to the school environment. When parents have a question or a difference of opinion with any staff member about procedures in the classroom, a specific incident, or the adult/student relationship, they should consult the staff member involved first. Contact should be initiated within a reasonable time (one week) from the date on which the incident or condition referred to occurred, or from the time the parent became aware of the incident or condition. Please allow at least one day (not including weekends or vacation days) for the staff member to respond. Ordinarily, open communication on the part of those concerned will resolve the question or complaint.

SJA Emails, Alerts and Notifications: Families will receive weekly emails and regular communications from the Academy administration. Emergency information will be shared via text, email and phone calls. **A test will be conducted prior to the start of the school year.** Families should communicate with the school office if they have not been receiving alerts and weekly messages.

SJA School website: www.stjohnsacademynd.org

The website can be used for information pertaining to SJA School as well as school-specific information. Staff e-mail addresses can also be found there.

School Newsletter: A newsletter is emailed every month containing school specific information such as upcoming activities and a monthly menu. This newsletter is available online as well hard copies in the school office. You are encouraged to visit this site often to keep abreast of school happenings.

Classroom Newsletter: Teachers will keep you informed of classroom happenings and upcoming tests or reviews through their own newsletter.

Parents can leave a message with the school secretary requesting that a staff member contact them by phone or may contact a staff member before/after school hours or through email.

Public Communication: Requests for public communications (i.e. guest speaking events for local service groups, charitable functions, or with media outlets on behalf of the Academy) must request and receive authorization from the principal in advance of speaking.

CONFLICT RESOLUTION:

If the parent complaint is not resolved by first contacting the staff member, the following formal procedure should be followed:

1. Parent shall document in writing (with date/s) the fact that the staff member has been clearly informed of the complaint.
2. Parent shall share the complaint with the principal. The principal will respond to the complaint and take the necessary steps to help resolve the conflict. This may include a conference with appropriate school personnel.
3. If the parent is not satisfied, further contact should be made in the following order:
 - 1st - School Board President
 - 2nd - Pastor of St. James Basilica

CONFLICT RESOLUTION FOR STUDENTS

When a disagreement arises between students, whether in the classroom, in the halls, or on the playground, students are encouraged to take the following steps to reach a just and peaceful settlement:

1. STATE THE PROBLEM.

State clearly and firmly - but kindly - to the other person the unacceptable behavior.

e.g. I do not like it when _____. Please stop.

It hurts me when _____. Please stop.

2. GO TO ADULT IN CHARGE.

If the problem still continues, **seek a staff member to intervene.** Include any witnesses to the conflict.

CRISIS MANAGEMENT PLAN

St. John's Academy and the School Board recognized the need for orderly handling of crises that impact students, staff, and/or parents. A crisis, for purposes of this policy, is defined as any significant event, whether emotional or physical, which impacts persons within St John's Academy's community to an extent that the normal school routine becomes affected. The event may happen to one or more people, but the impact is felt by several or many others. Examples may include a school lockdown procedure, the death or serious illness of a student or faculty member, loss of property or life due to a weather-related event such as a flood or tornado, an attempted suicide by a student or a faculty member, or a state or national crisis.

Crisis management is not intended to be used as a substitute for obtaining individually the services of a skilled, certified counseling professional within the school or community. Rather, it is to be used as a guideline and resource to help people receive appropriate and necessary help and intervention in situations which have an impact beyond one individual, and which are likely to affect learning within the school building. The objectives of the Crisis Management Plan are:

1. To respond sensitively to the emotional needs of students, staff members, and affected families.
2. To establish a building-level Crisis Management Team which will give clear and effective communication to staff, students and parents about the events taking place and the procedures to help manage the crisis.
3. To minimize the impact of the crisis on the educational process.

Revised 11/2011

The above crisis management plan is not actually a plan, it's describing what a crisis is and the need for a plan. Board or principal needs to edit.

CURRICULUM

Ongoing curriculum development is an essential part of the school improvement process at St. John's Academy. All teachers are certified and required to continue in their own professional growth. The faculty includes specialists in music, physical education; the parish priest and administrative staff; Title 1 and Resource Teachers and school guidance counselor. On-going curriculum development is essential for helping students grow in knowledge. Knowledge consists of both substance and processes of knowing, i.e., both what is known (subject matter) and how it is known (method of learning process).

CUMULATIVE RECORDS AND CONFIDENTIALITY

Information about a student is collected upon entry and throughout the time a student is enrolled. This information is kept current and is maintained in a cumulative record file. Information contained in the cumulative file includes basic information about the student, attendance records, grades and/or progress reports, health information, results of intelligence, aptitude and special individual assessments. Parents are welcome to see or have a copy of the material in this file at any time. Should a student transfer to another school system, parents will need to sign a release of the file to the new school. No individual or agency outside the school system will be permitted to inspect a child's file without the written consent of the parents or a court order. Cumulative records are located in the school office.

CUSTODY/COURT ORDERS/SCHOOL RECORDS

In the event of separation and/or divorce among school families, St. John's Academy staff will serve as advocates of the children to whatever extent possible. School personnel strive to be objective when conferring with either parent.

The principal should be made aware when family difficulties arise. He/she is responsible for coordinating the school's involvement and for notifying staff as deemed appropriate.

The Diocese of Fargo's policy shall be followed in regard to the school's responsibility related to court orders, custody, and school records.

Signed Court Order

When a signed court order is presented to school personnel, a copy is to be left with the principal to be placed in the child's cumulative folder. The following information should be clarified:

- the duration of the order
- the party responsible for notifying the school when the situation changes (present a new order)
- who is authorized to pick up the child

Cooperation with the Court

St. John's staff will cooperate with formal requests from the court.

School Records

The Family Educational Rights and Privacy Act (Buckley Amendment) of 1975 gave parents and students the right of access to school records. At St. John's Academy, permanent records contain student data, academic transcripts, and testing and health records. Parents wishing to review files are asked to give 24-hour notice with a written request sent to the school office.

Non-Custodial Parent: This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. John's will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. 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 an official copy of the court order.

School staff will send a copy of the yearly school calendar, handbook, quarterly report cards, and, where applicable, the Individual Education Plan to the non-custodial parent. If said parent wishes to receive other specific school communications, he/she is encouraged to make a request in writing that is sent to the school office. School personnel will accommodate the request in a timely manner.

DAMAGES

Parents will be responsible for any willful damage done to school property by their children. They will be notified and billed accordingly.

DISCIPLINE

Discipline is the process through which parents and teachers guide and motivate students in a positive way to grow in personal and social responsibility. It is built on a caring relationship between parents, teacher, and student in an atmosphere where everyone in the school and the home community is encouraged to aid in the development of each student to the fullness of the student's potential. The initial process is based on internal motivation - a desire of each person to do what is morally right. The moral values of **respect** and **responsibility** are central to being a good human person. When a student does not respond to this process, appropriate consequences will be used.

To aid in consistency and clear expectations for all involved in discipline issues, St. John's Academy will follow a Behavioral Infraction/Office Referral Policy.

St. John's Academy Behavioral Infraction/Office Referral Policy

Minor infractions – Teacher discretion for correction - with parent notifications as deemed necessary.

- Consequences may include apology, restitution, time out of class, monetary restitution, or community service as appropriate to the misbehavior.
- While infractions will provide opportunities for growth, the learning environment of the classroom may not be unduly compromised. No student has the right to interfere with another student's learning opportunity.

****If student infractions become numerous and/or repetitive, teachers will send students to the office. If this happens, the following steps will be enforced:**

- **1st Office Referral** - Principal or Dean of Students visit (parent notification)
- **2nd Office Referral** - After-school detention (parent notification)
- **3rd Office Referral** - In-school suspension/parent meeting to establish a Behavioral Plan
- **4th Office Referral** - Out-of-school suspension
- **5th Office Referral** - Expulsion

Bottom Line Issues – These are serious infractions of our behavior code that will not be tolerated and will result in stronger disciplinary actions at the discretion of the Principal and Dean of Students. Steps in the infraction policy may be skipped.

1. Weapons on school grounds or threats about killing someone

- a. Any threat about killing someone or bringing weapons to school, whether serious or in jest, will result in immediate disciplinary action.
 - b. Bringing a weapon on the school grounds will result in immediate confiscation, parental/guardian communication, potential contact with authorities, and possible suspension or expulsion.
2. Drugs/alcohol on school grounds
3. Serious physical harm to another
4. Repeated verbal or physical harassment
5. Outright or persistent defiance to an adult

Each teacher at the beginning of the school year will share with both students and parents the classroom expectations and procedures that will be followed.

DRESS CODE

School dress should be in keeping with the age of the students, the principles of Christian modesty, and appropriateness for the school day. Students are expected to arrive neat and clean. (Cut-offs and clothing with holes do not meet these guidelines.) Messages and/or pictures may not portray violence, drugs, or indecency. The length of shorts and skirts (i.e., all outfits) must reach the **mid-thigh**. Leggings that are not covered by a dress or skirt will not be allowed. No spaghetti-strapped tops will be permitted.

***Middle school students who choose to wear leggings / yoga pants must be covered by a top that is mid-thigh in length (Biker shorts are not permitted).**

Shorts will be allowed to be worn between May 1st and September 30th each year.

Coats and hats/caps may not be worn in the classroom during instructional time. Students who need additional warmth are encouraged to wear a sweater or sweatshirt for this purpose. Hoods are not to be worn in the school building.

Violations

Students who are out of dress code will be referred to the office and remain there until appropriate clothing is available. **The first and second dress code violations will result in a documented warning. The third and subsequent dress code violations will result in 30 minutes of after school detention.**

Footwear

Students must wear athletic shoes, loafers, dress shoes, or other closed-toe, closed-heel shoes. Both elementary and middle school are required to have tennis shoes for PE classes and outdoor recess. Socks are always to be worn. All elementary students must wear winter snow boots when snow is present.

Mass Day Dress Code Requirement:

Students will be required to abide by the following dress code on days on which the Holy Mass is offered and other designated days identified throughout the school year:

Students shall wear **official St. John's Academy approved clothing** per details below. Polos, ¼ Zip, Crewneck Sweatshirt, Plaid Skirt, and Jumper are only to be purchased at Orriginals online store:

[SJA Apparel | St. John's Academy \(stjohnsacademynd.org\)](http://stjohnsacademynd.org)

Approved Boys Attire	Approved Girls Attire
(Only available at online store)	(Only available at online store)
Polo, ¼ Zip, or Sweatshirt (School Logo)	Polo, ¼ Zip, or Sweatshirt (School Logo)
	Plaid Skirt/Skort/Jumper (School Logo)
Pants/Shorts Requirement	Pants/Shorts/Skort/Skort Requirement
Khaki / Black Dress Shorts (May 1 st to Sept. 30 th)	Khaki / Black Dress Shorts (May 1 st to Sept. 30 th)
Khaki / Black Dress Pants (Jeans not permitted)	Khaki / Black Dress Pants (Jeans not permitted)
	Khaki or Black Skort/Skort
***Athletic shorts are not permitted.	*** All skorts/skirts/shorts must be at least mid-thigh in length.

Students are to remain in "Mass Day" dress attire throughout the remainder of the day.

Students may wear a white or black undershirt underneath polos and dresses. Unapproved outerwear (sweatshirts/coats) are not to be worn while in the school building on designated days.

Used Mass Apparel: Donate your gently used Mass apparel at the school office so we can set it out for another family to use! This table of used Mass clothing will be set out at Back to School Orientation through the first week of school and upon request by the parent throughout the school year.

WEEKLY MASS SCHEDULE One Mass will be held on Tuesdays. During weeks that consist of a Holy Day of obligation, a single Mass will be held on the Holy Day. *Mass schedule subject to change. Refer to principal's weekly email for Mass day details.

DRILLS

- **FIRE DRILLS - conducted four times a year.**
- **TORNADO DRILLS – conducted twice a year.**

EMERGENCIES - Fire, Bomb, Tornadoes, Snowstorm, etc.

In the event of fire, the building will be evacuated immediately. The signal is the ringing of the fire alarm. All persons in the building are required to evacuate at the sound of the alarm. Students will leave quickly, quietly, and in an orderly manner by routes indicated in each room. All doors and windows are to be closed before leaving. Silence will be observed so that special instructions may be heard. After the children have evacuated, each teacher will take roll to account for each student. A signal will be given to re-enter the building.

In case of a building evacuation, the fire drill procedures will be followed. The students will be taken to the Basilica Parish Center.

In the event of a tornado, all school students and staff need to go indoors immediately and will move quickly, quietly, and in an orderly manner by routes indicated in each room to their assigned locations. The signal is the city siren and the school bell.

In the event of a snowstorm or other inclement weather, late starts, early dismissals and/or school day cancellations will be communicated **via the school's emergency communication system, social media sites and local media networks.**

Inclement Weather – School may be offered on days of inclement weather and or public bussing is not offered. Students unable to attend on such days will be counted as absent.

Eucharist (Mass)

The celebration of the Eucharist (Mass) is a central part of who we are as a Catholic school community. Liturgies that are meaningful and age-appropriate for elementary students will take place weekly and on Holy Days of Obligation. Mass schedules will be communicated in weekly correspondence from the school office.

Parents and parishioners are encouraged to join the school community in this time of prayer when Mass is held at the Basilica or in the gymnasium.

FIELD TRIPS & Permission Forms

Field trips are an important part of a school program. They are selected and planned to supplement classroom learning experiences. Your child's teacher is responsible for informing you each time a field trip is planned.

At St. John's Academy, field trips are considered a privilege, not a right. Students who cannot be trusted to follow the rules will have this privilege withdrawn. Moving out of the classroom into the field causes increased need for care. Therefore, the following guidelines apply:

1. Field trip permission slips will be developed by the teacher for each field trip. The purpose of these slips is communication to and approval by the parent(s) regarding certain particulars of the trip.
2. Any student whose daily behavior indicates probable disturbances on an excursion will have the privilege withdrawn. Such students will remain at school under the charge of another teacher or the principal during the duration of the field trip.
3. Only students whose parents have signed permission slips will be permitted to go on the trip. These permission slips must be turned in to the classroom teacher one day before the event. Phone calls granting permission will not be accepted.

In the event the permission form has been misplaced, the following format should be used by the parents, in writing via email, to the teacher and school office.

I/we, the parent(s)/guardian(s) of _____ request that the school allow my/our son/daughter to participate in (insert activity/trip, place, date, and time). In consideration for the making of the arrangements for this trip, we hereby release and save harmless the school and all its employees from any and all liability arising to my/our son/daughter as a result of this trip.

Students walk or ride frequently to nearby facilities, such as St. James Basilica, the KC Hall, the Alfred Dickey Library, Arts Center, one of the parks, Ave Maria, Rock of Ages, or Hi Acres Nursing Homes. Through the FACTS enrollment process, parents are asked to give permission for their student(s) to go on field trips in general. Each big class field trip will also have the official permission slip given out by their teacher before the event.

The **Basilica of St. James** has primary liability coverage, and the **Diocese of Fargo** has an umbrella policy to cover major claims resulting from accidents or misfortune. When parents use privately owned vehicles to transport students on a field trip, they will be required to carry adequate liability coverage. (Minimum of \$100,000 per person/\$300,000 per occurrence.) Proof of insurance must be documented in the office.

FIELD TRIP REQUIREMENTS FOR CHAPERONES/PARENTS

Please ask the office or see the SJA website (<https://www.stjohnsacademynd.org/travel-info>) to obtain forms that must be completed.

FINE ARTS

St. John's participates in the Artist-in-Residence programs organized by the Jamestown Arts Center and sponsored by SJA PTO. This provides additional experiences in the visual arts, creative writing, and creative dance. **Students in grades 5-8** have opportunities for choir, band and orchestra.

FUNDRAISING

All fundraising projects must be approved by the School Board and Basilica. Tickets or articles of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations unless approved by the principal.

Policy #1009

With the understanding that St. John's Academy is supported through three primary revenue streams (Tuition, Fundraising, Parish Subsidies) it is prudent that the school board closely monitor local, state, and national trends and developments for potential impacts to school finances. This includes school affiliated requests and actions that may influence the Academy's ability to meet annual, intermediate, and long-range financing goals.

Therefore, fundraising initiatives by school affiliated personnel (school staff, coaches, clubs, parent organizations, or other school sponsored entities) are to request permission

15 days in advance of donation requests or fundraising functions. Requests are to be made through the submission of the Request to Fundraise Form to the school's principal. Ask the school office to obtain this form.

Requests will be reviewed by the school board's finance committee. The committee will provide a recommendation to approve, amend, or deny the request to the school board for a determination.

The pastor of St. James Basilica and furthermore, the Bishop of the Diocese of Fargo, are the final authorities with school operations and therefor have the authority to supersede school board determinations.

Fundraising initiatives that require the use of St. John's Academy facilities are required to abide by facility use agreement expectations as laid out in the policy handbook.

GRADING/REPORT CARDS

Kindergarten uses a 4,3,2,1 grading system and has semester report cards.

Grades 1-8:

Progress reports are issued mid-quarter to enable parents to access their child's progress in school.

Report Cards are issued at the end of each quarter.

Students in grades 1 - 3 receive the following letter codes:

S+	Indicates especially strong areas
S	Satisfactory progress
S-	Has some understanding, but needs additional help
UN	Unsatisfactory performance

Students in grades 4 - 8 receive the following:

A 93-100%	Excellent	S+	Indicates especially strong areas
B 85-92%	Above average	S	Satisfactory progress.
C 77-84%	Average	S-	Skills which need to be strengthened
D 70-76%	Below average	UN	Unsatisfactory progress
F 69% or below	Failure		

The above codes are used to indicate progress in personal and social development as well as academic areas.

Students in grades 6-8 receive a conduct grade on a 4-point scale.

- 4 – Excellent/Above expectations
- 3 – Average/Expected
- 2 – Needs Improvement
- 1 - Unsatisfactory

HEALTH

Contagious Diseases

When a student is identified with a possible contagious disease at school, parent(s) will be called to take the child home. The student will be allowed back in school 24 hours after the first treatment for strep throat, impetigo, and pink eye. Head lice need to be completely gone before returning to school.

A written note from Central Valley Health personnel or a doctor stating that the student is cleared to return is also acceptable.

Examples of contagious diseases include **Strep Throat, Impetigo, Pink Eye, Head Lice, Hand, Foot, Mouth, COVID-19 (Additional Precautions May Be Required), Influenza.**

Emergency Information Form

Each family is asked at the beginning of the school year to complete an Emergency Information Form for each student to provide essential information for school personnel to reach the parent/guardian when necessary. The form provides space for specific instructions in the event of a serious emergency.

First Aid

Care will be given for minor injuries at school. Parents will be contacted when school personnel feel more attention is needed. Emergencies will be handled according to the instructions given by the parent/guardian on the Emergency Information Form.

Immunization Requirements

All students must have an up-to-date Certificate of Immunization Record in the school office prior to the first day of school and/or childcare.

Medication

Teachers are not allowed to give medication to students. Office personnel will not give aspirin or Tylenol to students from a general supply. Students who need to take any medication must have an Administration of Medication form from a parent/guardian with the student's name, the instructions regarding date, time, and dosage clearly indicated, and the parent/guardian's signature. The ORIGINAL MEDICATION CONTAINER with instructions must be kept in the school office and dispensed either by the secretary or the principal.

All medication administration will be documented in the medical binder found in sick room. Students using inhalers can have these available in the classroom as long as usage is arranged with the classroom teacher.

Please note: Parents must bring all medication to the school office - both initially and refills. Students should not be bringing medications to school.

Speech and Hearing Screening

Referrals may be given to the speech and hearing therapist by school personnel at the beginning of the school year if the parent suspects a speech deviation or hearing loss.

Vaccines

Influenza Vaccinations

Opportunities will be provided for annual influenza vaccinations by Central Valley of Jamestown each fall.

Vision Screening

Central Valley Health Unit of Jamestown conducts vision screening in the fall for students in grades K-3 (or as necessary for students in grades 4-8). Parents are notified if students are suspected of vision impairments; parents are encouraged to schedule an appointment at a local eye clinic for further recommendation.

HOMEWORK

Often a teacher gives home study to help reinforce what has been presented during the school day. It provides the parents an opportunity to follow their child's subject matter and progress in school. Students who do not use study time well during the school day will be expected to complete their assignments as homework.

Written work is not the only type of homework; study assignments are also given. Whatever type is assigned, the student must realize that the quality of homework is his/her responsibility, and it must be done consistently. Emphasis should be placed on completeness, accuracy and neatness.

Reasonable expectations for time spent on homework are:

K	10 minutes	4th	35 minutes
1st	15 minutes	5th	45 minutes
2nd	20 minutes	6 - 8	1+ hour
3rd	30 minutes		

If your child is regularly spending more than this amount of time on homework, please visit with the teacher to discover the reason and remediate the situation.

Homework for students who are absent will be given at the teacher's convenience. It is often difficult to prepare a student's assignments prior to instruction in the classroom. However, if you know of a planned absence, let the school and teacher know. Depending on a teacher's schedule they will try to send future assignments home prior to the absence.

PLANNERS

Students in grades third through eighth will be provided with a planner. It can be very helpful for parents to check with their child to see what their assignments are and if they have been completed. Positive encouragement from home is vital to a student's success in school.

LIBRARY

The library is open daily for checking out materials. Pre-K – 6th grade teachers bring their classes for library period once a week and determine the number of books appropriate for their students.

Reference books may not be taken from the school building.

Parents are asked to see that library books and magazines are returned on time. Students who are negligent in returning or caring for library books will be assessed a fine. The value of lost books will be based on replacement value. Families are responsible for replacing any lost books.

CENSORSHIP

Every effort is made to have only decent and age-appropriate materials available for our students. We ask that this be monitored in the home as well.

LOCKERS

Each student in grades 3-8 is assigned a specific locker. A student may not go to his/her locker during class nor go to another person's locker without permission. No student may switch lockers with anyone at any time without permission from the classroom teacher. Lockers are to be kept neat and orderly.

Middle school students will have regular locker checks. If lockers need to be cleaned, this will be done before or after school.

LOST AND FOUND

Please mark your child's belongings (coats, sweaters, mittens, etc.) so lost items can be identified and returned to the owner. Lost and found items will be located in the school office. Check for missing items frequently, especially at conference time and the end of the year. Unclaimed items will be donated.

LUNCH PROGRAM

St. John's is privileged to have the availability of a hot lunch program. Students may bring cold lunch to school or participate in the hot lunch program. **Pop, caffeinated drinks and fast food are not allowed in the cafeteria as part of a student's noon lunch.** Parents who wish to take their own children from the building for lunch are asked to send written notification with the student(s) and follow the scheduled lunch hour. Please follow scheduled lunch hours as closely as possible.

Guidelines for free and reduced lunches and an application form are given to each family with the registration mailing. Prices are established yearly for students and visitors. Adults who wish to eat with students on an occasional basis are asked to notify the Office by 9:00 a.m. so that an accurate lunch count may be taken. Milk is available for cold lunch students for a nominal fee. Students in grades 3+ provide community service by helping with serving and clean-up in the cafeteria.

Lunch Charges will be applied via FACTS Incidental Billing on the 5th of each month and will be due on the 15th or the next business day.

2024-25 Daily Price Schedule:

Breakfast:

\$ 2.75 (milk included)

Lunch:	\$ 3.75 (milk included)
Adult Staff/Guests	\$ 4.00/Breakfast and 5.00 Lunch (milk included)
Super Size:	\$ 1.75
Milk:	\$ 0.55 (for additional milk)
Ala Carte:	\$ \$0.85
Optional snack items for students in 6-8th grade.	

Families are able to view balances online by visiting **their child's POWERSCHOOL account**. Lunch fees are assessed monthly via FACTS incidental billing.

LUNCHROOM RULES

1. Do not share food. (This protects students with dietary restrictions.)
2. Use soft voices only.
3. Use good manners.
4. No horseplay or running allowed in the lunchroom.
5. Clean up the area where you eat. *Pick up any garbage and food waste around your area and take it along with your tray to be scraped when you are finished eating.
6. Return to your place and stay seated until you are dismissed.
7. Be responsible to help make the lunchroom an enjoyable place to eat for everyone.

Cafeteria Payments and Past - Due Policy 4012

This policy is designed to ensure the timely collection of cafeteria fees, allowing St. John's Academy to continue providing high-quality, nutritious meals to students, faculty, and visitors. Families are encouraged to make a genuine effort to pay their portion of their children's meals promptly.

Cafeteria fees are processed through the FACTS financial management portal (Incidental Billing). Breakfast, lunch, and snack fees will be billed via FACTS on the 5th of each month, with payment due by the 10th. A \$5.00 late fee will be applied if payment is not received by the deadline.

If a family has an outstanding cafeteria balance of \$100.00 or more at the end of any month will be contacted by the principal to address the balance of the account. The pastor and principal may decide to suspend meal services for families that do not make a good faith effort to settle their account in a timely manner, or if the balance exceeds \$500 at any point during the school year.

Families will be excluded from cafeteria services if their account is not fully paid by July 31st of the previous school year.

Amended & Approved 11/18/2024

MEDICATION See HEALTH

MESSAGES FOR STUDENTS

Decisions about how students are to go home should be **made and communicated** before your child/ren leave for school in the morning. This includes arrangements for all extracurricular activities. If students are going home with another student, communication with the other parent is necessary. **Decisions about students going home with a friend must be made before coming to school and put in writing for the teacher.** We are happy to take emergency or “change-in-plans” messages.

MONEY

Money sent to school should be in a sealed envelope clearly marked with the name of the child, the amount, and the purpose for which it is designated. Students should not have extra money with them in school.

PARENT-TEACHER CONFERENCES

Conferences are scheduled for all students in the fall and spring. At other times, teachers and parents share the responsibility for arranging conferences when either academic progress or personal growth warrants a meeting. Any parent who wishes to have a conference with a particular teacher at any time may do so by written request to the teacher.

2025-2026 Parent-Teacher Conferences have been scheduled:

- Fall Conferences: October 13th & 14th
- Spring Conferences: February 2nd & 3rd

PARENT TEACHER ORGANIZATION (PTO)

The mission of the PTO is to enrich the quality of our children's physical, mental, social, and spiritual education. The PTO is comprised of parents, teachers and the building principal. The organization has specific committees to ensure the mission is carried out. The PTO holds monthly meetings and parents are encouraged to attend. Please contact the school office or a board member if you are interested in serving on a committee.

Parent membership dues are \$20.00 (K-8) payable during the at the beginning of the school year and will be applied via FACTS incidental billing. Fundraising activities annually include a popcorn or candy sale. A fundraising Buy-Out option is available (Information to be provided by the PTO).

PARTIES

- Birthdays: If the teacher is notified ahead of time, a child may bring one treat. Please, no gift exchange in school. Please follow the Peanut/Tree nut policy.
- Holidays: Coordinated with the classroom teachers
- Other occasions: Parties must be approved in advance by the principal.
- Party invitations may be distributed at school only if all boys or girls in the class are invited.

Regarding deliveries of flowers or balloons:

The staff discourages deliveries to students at school, such as balloons and/or flowers. If such deliveries are made to the school for a student, they will be held in the office until dismissal time.

PEANUT & TREE NUT POLICY**2911.0**

For purposes of this policy, "Peanuts" will mean peanuts and all tree nuts including products that use or contain nuts and peanuts or use peanut oils.

The St. John's Academy (SJA) School board recognizes that peanut & tree nut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy. In order to protect those students, staff, employees, visitors, and guests of St. John's from an environment that may be harmful to them because of such an allergy the Board hereby prohibits the use, serving, or selling of peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests in the SJA building or on SJA grounds.

Please visit the school website to review the Food Allergy Management Plan.

Approved 8-28-10

PETS/ANIMALS IN SCHOOL

Individuals may only bring live animals to school when the following criteria are met:

- Teacher and principal must be notified at least one day in advance and give permission
- A curricular goal/objective is identified by the classroom teacher or principal.
- The animal is on a leash or in an appropriate cage.
- Written verification of current vaccination is presented where applicable.

Furthermore:

- Any harm or damage done by the animal is understood to be the liability of the owner.
- Animals brought in by outside personnel for school presentations are the responsibility of the owner.

When animals are part of the academic curriculum, teachers will complete the **PETS/ANIMALS IN SCHOOL FORM** and present it to the principal for prior approval.

School Board: 3/11/97

PICTURES & VIDEOS

School pictures by a professional photographer are offered in the fall for all students interested. Information for ordering pictures will be communicated to parents. Pictures will be taken of all students for office records and for the yearbook.

We occasionally use photographs and/or videos of our students for promotional purposes, including but not limited to social media, our school website, promotional advertisements, and the school yearbook.

Each family is required to fill out a consent form for their child's image to be used in the above listed platforms.

Consent form at the end of this handbook on page 60.

PLAYGROUND

Students are not allowed on the playground before school starts or after dismissal, unless enrolled in Childcare. Winter weather guidelines for outside recess is when there is a wind chill factor of -10 degrees or colder with wind chill, students will stay inside for recess. Please make sure your child is dressed appropriately for the changing weather.

The social and physical skills learned and practiced on the playground are extremely important in a person's life-long development. It is important that every student makes good use of this opportunity. In order to help facilitate this, the following rules are observed:

1. Use all equipment in the proper ways:
 - Slides: slide down in a sitting position, one person at a time.
 - Jump ropes: For jumping only
2. Respect others by being concerned for their safety and not interfering in their games.
3. The following dangerous or harmful activities are not permitted:
 - jumping from high playground equipment
 - tackle football, crack-the-whip, wrestling, playing tag or throwing balls while on/around the playground equipment
 - throwing items other than balls (ex. snowballs, rocks, etc.)
4. The following items are not allowed on the school playground: hard balls, skateboards, war toys or weapons, wooden/metal bats, roller blades
5. Students on the playground in need of rest room facilities will request permission from the supervisor and report their return to the playground.
6. When a ball goes beyond the playground fence, students must ask an adult to supervise its retrieval.

POWERSCHOOL

St. John's Academy uses PowerSchool for grades and attendance. Weekly grade checks at home are encouraged. PowerSchool is a great tool to keep up with your child's progress in school. A letter is sent home with login information for all kindergarten and new students within the first two weeks of the school year. The login information remains the same each year. To view current information concerning your child's grades and attendance, visit the PowerSchool website: <https://jamestown.ps.state.nd.us>.

PRAYER

Prayer experiences are an important part of each day at St. John's Academy. The school day begins and ends with prayer in each classroom, as well as at mealtimes and as part of religion class. Students are asked to memorize certain formal prayers at each grade level

and are introduced to other forms of prayer. The Advent and Lenten season provide special times to focus on the presence of God in our lives.

PROMOTION/RETENTION/ACCELERATION

Students shall be assigned at the grade level in which they will be best adjusted academically, socially, and emotionally. Teachers shall use a Consideration for Retention/Acceleration form whenever retention is being considered to ensure communication with parents at the earliest possible date. The final decision to promote, retain, or accelerate a student should be a cooperative one of parent, student, teacher, and administrator. Teacher, parents, and principal shall sign a final Recommendation for Retention/Acceleration form to be filed in the student's record.

RECORDS

The Family Educational Rights and Privacy Act (Buckley Amendment) of 1975 gave parents and students the right of access to school records. At St. John's permanent records contain student data, academic transcripts, and testing and health records.

Parents wishing to review files are asked to give 24-hour notice with a written request.

Non-Custodial Parent - See Custody/Court Orders/School Records

SACRAMENTS

Catholic students attending St. John's Academy receive the **Sacrament of Reconciliation** in the 2nd grade. The **Sacrament of Eucharist** and the **Sacrament of Confirmation** are received in the 3rd grade. Preparation for these sacraments is coordinated with other parish programs. Non Catholic students learn about the Sacraments but will not participate alongside their Catholic classmates.

SCHEDULE

ELEMENTARY SCHEDULE

South Doors Open	7:45 AM
School begins:	8:25 AM
Tardy Bell:	8:30 AM
School dismissal:	3:00 PM

MIDDLE SCHOOL SCHEDULE

Zero Period (Band/Choir)	7:30 AM
School begins:	8:10 AM
Tardy Bell:	8:15 AM
School dismissal:	3:05 PM

The school building is open for students at 7:45 AM. Supervision is provided from 7:45-8:25 AM and from 3:00-3:15 PM. **Students may not be on school grounds unsupervised.** Students who need to be here before or after these times will be expected to use the Child Care program or not be on the grounds. The SJA Child Care provides before and after school care for those who need this service. Breakfast is available beginning at 7:45 AM and concluding at 8:05 AM in the cafeteria.

TRAFFIC PATTERN

Parents bringing children by vehicle in the morning are asked to unload along the south side, 5th St SE, respectfully clear of the marked bus loading & unloading zone on the south east side. Parents who pick up their children after school by car are asked to proceed with extreme caution as they approach the school. Students will only be allowed to walk to the car when the vehicle has come to a complete stop directly by the curb on the school side. If parents park across the street or around the corner, they are required to leave the vehicle and come to directly escort their child using the crosswalks.

Preschool and Child Care families may use the street by the north entrance (4th Street) in the **AM, at noon, and after 3:15 PM.**

From 2:45 - 3:20, both the south and east streets must be available for loading only (please refrain from parking in these areas to avoid congestion).

SCHOOL BOARD

The St. John's Academy School Board serves in an advisory capacity to the Parish Council and the Pastor. Major areas of responsibility are policy development and finance. Parents who are members of the parish of The Basilica of St. James or neighboring Catholic parishes may be nominated through a discernment process to serve on the board. Meetings are held on the fourth Monday of each month and are open to all. Individuals who wish to be on the agenda may make a request to the school's principal 24 hours in advance. Permission to speak will be determined by the school board president and limited to board operational procedure policies.

SCHOOL FUNCTIONS

Respect and courtesy should be shown to all people. When attending a school or social function after school or in the evening, the students are expected to conduct themselves in a courteous and Christian manner.

SCHOOL-RELATED ACTIVITIES – Eligibility

Participation in extra-curricular activities is a privilege that comes with the expectation that students of St. John's Academy will be in good academic standing while adhering to the expectations that are laid out in the Code of Conduct. Students must bear in mind that while participating in St. John's Academy or Jamestown Public School activities, they represent the Academy's student body, staff, and the Catholic faith. Student conduct must represent the values and beliefs that are held by the Catholic Church and its educational institutions.

If a grade drops below 70% (receiving an F) in one or more courses, or when unsatisfactory citizenship code in PowerSchool is/are received a student will become ineligible for all extra-curricular activities offered through St. John's Academy or

Jamestown Public School. A sub-satisfactory citizenship code is defined as receiving a 2 or 1 or as an S- or UN in grades K-5.

For this policy, activities shall include, but are not limited to, sporting events; and other school sponsored events such as drama, archery, or computer club. Students that are deemed ineligible may continue to attend practices but are not eligible for competition or performances.

School administrators run eligibility reports (course grades and citizenship codes) every Monday. Students and parents will be notified by Wednesday of that week of any ineligibility. Ineligibility continues until the following Wednesday.

Students will be notified in person when a citizenship code is lowered to the level of 2 (S- in K-5). Citizenship codes are on a scale of 4-1 (or S+, S, S-, UN in K-5)) and can be adjusted throughout the course of the week up to the time of the Monday report. Determination of lowering or raising the citizenship code is at the teacher's discretion. To foster accountability and ownership, the responsibility belongs to the student to notify family/guardians of a citizenship code that has been lowered to a 2 (or S- in K-5). Additionally, parents can view citizenship codes on PowerSchool under each course. Ineligibility will run from Wednesday after Monday's report, until the following Wednesday.

If a citizenship code is lowered to a 1 (or UN in K-5), ineligibility will become effective immediately and will continue through the next eligibility report (Wednesday to Wednesday, after Monday's report). Students will be notified in person and parents will be notified via phone call of ineligibility.

Classroom teachers can exempt a student from this policy on a case-by-case basis if they deem that special circumstances exist that inhibit a student from meeting the above standards.

Parents/guardians with concerns/questions regarding course grades or citizenship codes should first discuss their concerns with the classroom teacher. If further discussion is required, a meeting with the school's principal should be arranged.

For a sick student to participate in practice or competition for any given day they must arrive and attend school by 1:00 pm.

SCHOOL SECURITY

The south and north entrances into the school will be open from 7:45 to 8:30 am for the arrival of students. For the remainder of the school day, all doors are locked.

Visitors after 8:30 AM are requested to use the main south entrance and proceed to the school office to sign in.

Students arriving late/leaving early are required to have a parent or guardian sign them in/check them out at the school office.

SCHOOL SUPPLIES

School supply lists will be sent out to parents with the August mailing and posted on the school website. It is important for students to have supplies that are listed. Please check with your child throughout the year as supplies often need to be replenished from time to time.

SEXUAL HARASSMENT

SCHOOL BOARD: Approved 3/8/94

- A. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and the North Dakota Human Rights Act.
- B. It is the policy of St. John's Academy to maintain a learning and a working environment that is free from sexual harassment.
- C. It shall be a violation of this policy for any student or employee of the St. John's Academy to harass a student or employee through conduct or communications of a sexual nature as defined by this policy.

DEFINITION:

A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature by any employee to a student, any employee to another employee, any student to another student or any student to an employee when:

- 1. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- 2. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or social environment.

B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:

- 1. Verbal harassment: Unwelcome words of a sexual nature directed at another person, verbal pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, threats concerning one's safety, grades, job, etc., if sexual demands are not met.

2. Physical harassment: Unwelcome contact with another which includes deliberately bumping, touching, stroking, cornering, mauling, patting, grabbing, kissing, hugging, fondling, pinching, gesturing, leering, or staring.
3. Visual harassment: Unwelcome displays of sexually explicit or sexist photos, drawings, cartoons, pictures, magazines, posters, graffiti, or objects like novelties, mugs, statues, trinkets, or clothing.

Procedures and forms for filing a report of sexual harassment are available in the school office.

SNACKS AND TREATS

Students in grades Pre-K and Kindergarten will have school sponsored snacks at a fee of \$14.00 a month or \$126 per year.

1st through 5th grades will provide their own snacks. These snacks are to be eaten only at the assigned time.

*Please follow the peanut and tree nut policy.

Birthday treats may be brought with teacher permission. See "Parties" section above.

STANDARDIZED TESTING

Standardized tests are administered each fall to students in K – 8th grades. These tests measure scholastic aptitude and academic achievement. This is one source for identifying a student's strengths and areas of need. School profiles are helpful in evaluating curriculum and in the selection of teaching resources.

STUDENT HONOR ROLL

St. John's Academy promotes excellence through the provision of rigorous academic curricula and instruction. The Academy encourages students to strengthen their God-given gifts and abilities while striving for excellence in all areas of life including academic achievements.

Academic excellence is recognized through quarterly student "Honor Rolls" to be published on the school's website and in school publications (limited to student First Name, Last Name Initial and Grade Level). Middle School students with a quarterly academic achievement of a grade point average of 93% or greater in all coursework will be recognized as members of the "A" Honor Roll. Students with a quarterly academic achievement of a grade point average of 85% or greater in all coursework will be recognized as members of the "B" Honor Roll.

STUDENT OF THE MONTH

St. John's Academy's educational offering is focused on the development of the whole child which centers of the promotion of academic excellence, service, and virtuous living. Students who have demonstrated the values encouraged at St. John's Academy will be

recognized for their exemplary actions throughout the school year through "Student of the Month" awards. All submitted nominations will be reviewed on a monthly basis and one student will be chosen from grades K-2, 3-5, and 6-8), based on the criteria below:

- Student's positive influence on the Academy's student body through exemplary qualities of moral character, citizenship, service to school, service to parish, service to community and/or leadership.
- Student's involvement in extracurricular activities.
- Student's ability to maintain a minimum of a "C" average.

Staff members will note the following when nominations are made:

- Students should NOT solicit a nomination.
- Nomination forms must be received by the 15th of the month for consideration in the following month. (i.e., the December student of the month will be selected from those students nominated by November 15th.)
- Students will be notified of their nominator.
- A student can only be selected as SOTM once per school year.

SUBSTANCE ABUSE: STUDENTS

Policy 5131.1

St. John's Academy is a supportive partner with parents in educating the entire school community in the area of alcohol, drug, and tobacco abuse. We realize that substance abuse remains a significant problem for our society. We strongly support preventive education which must find its roots in the home. The school curriculum shall provide comprehensive instruction supporting good self-esteem, decision-making skills, and the dangers of alcohol, drug, and tobacco abuse.

The illegal purchase, distribution, and/or sale of alcohol, drugs, tobacco, or any other legally controlled mind-altering substance by any person on the school grounds or at any school function is considered to be an offense of a very serious nature. Such purchase, distribution, or sale shall be cause for disciplinary and/or legal action.

Possession and/or use of alcohol, drugs, tobacco, or any other legally controlled mind-altering substance by any person on the school grounds, or at any school function will be considered an offense of a serious nature. The same shall apply to the abuse, distribution or sale of prescription or over-the-counter medications. Infractions shall be cause for disciplinary and/or legal action.

Organizations wishing to serve alcoholic beverages to adults (21 and older) on the school grounds or at any school function must have the express written permission of the pastor and/or the principal.

Infractions by other individuals will be reported to the appropriate authority.

Approved: 4/11/95

SUBSTANCE ABUSE: DISCIPLINARY ACTION FOR STUDENTS

Procedures:

1. Parents/guardians shall be contacted.
2. If appropriate, the police shall be notified.

3. Immediate consequences may range from detention to suspension or expulsion.
4. A probationary period and/or contract may be initiated as a condition of continued enrollment.
5. In cases of substance abuse, an assessment by competent personnel in the community may be required. If recommended, a counseling or treatment program may be required as a condition of continued enrollment. All fees will be assumed by the family.
6. If cooperation and growth are not evident within one-quarter period, termination from the school will result.
7. Possession includes but is not limited to being on the person in clothing items, desk, locker, backpack, book bag, or gym bag.

TELEPHONE

Neither teachers nor students may be called to the phone during school hours except in an emergency. Messages for students will be delivered during breaks. Teachers will be notified of any calls and asked to return them at their convenience.

Students will not ordinarily be allowed to call home for forgotten items, e.g., band instruments, homework assignments, library books, permission slips, tennis shoes, lunch, or money, unless the teacher deems the item indispensable to the common good of the class for that day. To challenge students to develop personal responsibility, we ask parents not to voluntarily bring forgotten items to school, but rather to give their children the freedom to solve their own problems and bear the consequences of their actions.

See CELL PHONES on page 18 for more details.

TOYS /FIDGETS – Childcare/Classrooms

Students are encouraged to use classroom playground equipment and creative imagination on the playground. **Students are not allowed to bring toys to school or daycare from home.** If toys are brought to daycare or school, they will be turned into the office. Parents will need to come to the office to retrieve the items. Fidgets are also considered toys and are not to be brought to school unless they are explicitly included in a formal learning plan.

The school will not be held responsible for broken or missing toys.

TUITION AND FEES

1. To operate the school effectively and to maintain high standards, parents are asked to make regular tuition payments. (See attached tuition policy.) A schedule of tuition and fees is set yearly by the School Board. During school registration (usually in December), a non-refundable registration fee is charged to each family. Contracts with teachers are signed on the basis of this registration.

2. Financial Agreements are signed with each family determining the payment plan for the year. Annual fees are charged for technology and textbook use: One Child - \$100, Two Children \$175, Three+ Children \$225.
3. All tuition and fees are to be paid in full before school records can be sent to another school.
4. If a family has need of financial assistance, applications may be made to the **FACE Scholarship Fund** by June 1st. Application forms are available in the school office.

Please visit the school website to review the Tuition Policy

Subsidized Tuition Scale for 2025-26

	Parish Total Tuition	Non-Parish Total Tuition
K-8		
1st Child	\$4,234.00	\$5,439.00
2nd Child	\$3,812.00	\$4,894.00
3rd Child	\$3,176.00	\$4,079.00
4th Child	\$2,753.00	\$3,535.00
Pre-K TUITION	\$3,067.00	
Preschool TUITION	5-Day SESSIONS	\$3,067.00
	3-Day SESSIONS	\$2,359.00

VIRTUAL LEARNING

Policy – 1009

St. John's Academy is committed to providing education to students in an environment that is most conducive to positive student learning outcomes. Based on this belief, the Academy will make every effort to ensure that in-person education is always provided. In the event of school closures due to weather, facility, or health related issues the Academy will not provide a virtual learning opportunity as data does not currently support that meaningful learning occurs through this form of education.

Brief school closures will follow the school calendar and make-up day schedule.

If a prolonged school closure is required St. John's Academy administration, with the guidance of the Academy's School Board, will evaluate and implement the best course of action to ensure student learning goals are obtained. This may require alternative educational measures or adjustments to the school's calendar.

VISITORS

St. John's Academy appreciates sharing its school community with visitors. Parents or visitors entering the building are asked to enter via the south main doors and check in at the Secretary's Office. Classes in session are not to be disturbed unless the teacher is expecting the visit. We ask that you notify the school, teacher and principal at least two (2) days in advance to visiting, unless otherwise arranged. ***Adherence to Health Screening Protocol Required**

Wellness Policy

St. John's Academy recognizes the important role of the school to promote a healthy school environment. It is the intent of the school to provide nutrition education, physical activity, and other school-based activities to promote student wellness.

The St. John's Academy Wellness Committee meets quarterly to evaluate the effectiveness of policies, procedures, and activities to promote wellness at the school. This committee consists of four teaching staff members, a school administrator, and a cafeteria staff member.

Nutrition Goals

The primary goal of nutrition education is to positively influence students' eating behaviors. The following statements provide policy guidance for the nutrition education efforts of the school:

- Students at each grade level will receive consistent nutrition education that teaches the skills they need to adopt life-long healthy eating behaviors.
- Nutrition education will be offered in the cafeteria as well as in the classrooms, with coordination between the nutrition services staff and teachers.
- Nutrition education will be communicated in consistent nutrition messages throughout the school, classrooms and cafeterias and promoted to parents.
- School health education curriculum standards and guidelines will include both nutrition and physical education.

Physical Education Goals

The primary goals for the school's physical activity components are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure regular participation, and to teach the short- and long-term benefits of a physically active and healthful lifestyle. The following guidelines are established:

- Students will be given opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary students, and the integration of physical activity into the school day.
- Students will be given opportunities for physical activity through a range of

before and/or afterschool programs which may include intramurals, interscholastic athletics, and physical activity clubs.

- The school will provide professional development to enable teachers and other school staff to promote enjoyable, lifelong physical activity among students.
- The school will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Teachers and other school personnel will not use physical activity (e.g., running, laps, pushups) as a punishment. Teachers and other school personnel will not withhold opportunities for physical activity (e.g., recess, physical education) as punishment.
- The school promotes the use of school facilities outside of school hours for physical activity program

School Meal Guidelines

Nutrition Services offers healthy, nutritious meals, snacks, and beverages in compliance with the most updated USDA guidelines and Dietary Guidelines for Americans. This includes all foods and beverages sold or served to students, including those available outside of the school meal programs. The goal is to create a total school environment that is conducive to healthy eating and being physically active.

School Meal Prices

Student Breakfast \$2.75

Student Lunch \$3.75

Extra Milk \$.55

Middle school only

Ala Carte \$.85

Super-Size \$1.75

Adults

Breakfast \$4.00

Lunch \$5.00

Meals served through the National School Lunch and Breakfast Program will:

- Be appealing and attractive to students.
- Be served in a clean, enjoyable environment.
- The school will ensure an adequate time for students to enjoy eating healthy foods.
- The school will schedule lunch time as near the middle of the school day as possible.
- Offer a variety of fresh fruits, vegetables, and whole grain products daily.
- Serve only low-fat (1%), fat-free milk.
- Student access to water throughout the school day will be facilitated through drinking fountains/bottle fillers. Students are encouraged to bring water bottles. Teachers do not provide water cups. *Students are asked to bring their water bottles home daily to be washed.
- The school will encourage students to participate in the school meals program and protect the identity of students who eat free and reduced-price meals.

Competitive Foods and other foods and beverages sold to students:

- Competitive Foods and beverages (i.e., foods sold outside of reimbursable

school meals, such as through vending machines, a la carte, fundraisers, celebrations, school functions, etc.) sold during the school day will comply with the most updated USDA guidelines, Smart Snacks

- This does not include foods or snack items brought from home, only items sold.
- The school day is considered from midnight until 30 minutes after the last bell.
- The school principal has the option to allow three, one-day fundraisers each school year that do not have to comply with USDA guidelines.
- The school will encourage snacks that make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
- The school is encouraged to consider celebration activities other than food.
- School sponsored events outside of the school day (i.e., athletic events, dances, or performances) will be encouraged to sell or serve healthy foods and beverages.
- The school will use marketing activities that promote healthful behaviors

Implementation of the Wellness Policy

The school recognizes the importance of communicating with parents and will support parents' efforts to provide a healthy diet and daily physical activity for their children. Shared information will support and include nutrition education, physical activity and physical education through the school website, newsletters, or other take home materials and special events.

The school board designates the building principal with the operational responsibility for ensuring that the school fulfills this policy. The principal will report to the wellness committee on the school's compliance.

Triennial assessments will be conducted to review policy compliance, assess progress, and determine areas in need of improvement and/or revisions. The school wellness committee will submit a summary report on the school wide compliance and recommendations for revisions to the school board.

TO STAFF, CLIENTS, AND PARENTS OF ST. JOHN'S ACADEMY

In 1986, the United States Government passes a law relating to asbestos in school buildings. This law (called AHERA) states that every school building must be inspected for asbestos, and it requires that an EPA certified inspector do this inspection. The law also requires that each school building have an "Asbestos Management Plan". The purpose of this plan is to assure building occupants that any asbestos-containing materials that may be present in the building are kept in a "safe" condition.

Part of this law requires that each school keep a copy of this "Asbestos Management Plan" on file, and that this plan be available for public viewing. The school must provide all building occupants (both staff and students) with annual notification as to the following: (1) what is being done in the school building with regard to asbestos, and (2) availability of the "Asbestos Management Plan". It is therefore the intent of this letter to inform you that the following steps are being taken in regard to asbestos in our school.

An accredited Inspector/Management Planner from Badlands Environmental Consultants, Inc. performed the re-inspection of our building on March 8, 2019, and issued a report regarding the results. All asbestos containing materials in our school are in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

It is the intention of John's Academy to keep all building occupants informed as to the exact nature of these two areas of concern. The school's "Asbestos Management Plan" is available for viewing during normal business hours in the school's office. However, it is possible to receive a copy of this plan for the cost of copying.

GENDER, SEX, & HUMAN PERSON POLICY CRITERIA AND PROCEDURES

- I. St. John's Academy is committed to educating the total person: mind, body, and soul through a comprehensive program based on the principles of Christian Anthropology in which the human person is understood as a unity of body and soul. "From the beginning the Creator 'made them male and female'" (Mt 19:4; cf. Mk 10:6, Gen 1:27, CCC 355).

- II. Definitions for proper understanding of the human person.
 - a. Human Person: "the human person, created in the image of God, is a being at once corporeal and spiritual. The biblical account expresses this reality in symbolic language when it affirms that 'then the Lord God formed man of dust from the ground and breathed into his nostrils the breath of life; and man became a living being.' Man, whole and entire, is therefore willed by God" (CCC 362; cf. Gen 2:7).
 - b. Sex (Biological Sex): the biological condition of being male or female based on physical differences at birth as well as genotype.
 - c. Gender: male (he) or female (she). Gender was commonly used synonymously with the word "sex," but over time has changed to mean a person's socio-cultural role apart from his or her biological sex. "It needs to be emphasized that 'biological sex and the socio-cultural role of sex (gender) can be distinguished but not separated'" (Amoris Laetitia, 56).
 - d. Chastity: "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being" (CCC 2337).
 - e. Marriage: the exclusive lifelong union of one man and one woman for the good of the spouses and the procreation and education of children. Jesus Christ raised this naturally good union between baptized persons to the dignity of a sacrament through Holy Matrimony (CCC 1601).
 - f. Same-sex attraction: an exclusive or predominant sexual attraction toward persons of the same sex (CCC 2357).
 - g. Gender dysphoria: significant distress over a perceived identity at odds with biological sex.
 - h. Transgender: a person presenting himself or herself as other than his or her biological sex.
 - i. Transition/Transitioning: the process by which a person makes an effort to be recognized as the opposite sex via social, legal, and/or medical means.
 - j. Disorders of Sexual Development (DSDs): statistically rare medical anomalies in which the sexual anatomy and/or genotype is ambiguously male or female, or the sexual anatomy appears to be inconsistent with the biological sex/genotype.

- k. Pastoral Care: the ministry of shepherding the faithful in the name of Christ. (Glossary of CCC).
- III. While protecting the dignity of all its members, St. John's Academy will use the following procedures to guide the St. John's Academy Community in these areas:
 - a. Mission Integrity
 - i. St. John's Academy joyfully exercises its responsibility to teach the fullness of Catholic faith and morals especially as expressed in the Catechism of the Catholic Church and authoritative Church documents.
 - ii. Sincere questioning of the teachings of the Catholic faith in order to understand more deeply is welcome; however, open hostility, public defiance, or dismissiveness of Catholic truths or morality, can be signs or indicators that a student, staff, or parent may not be a suitable fit for our school's primary evangelical mission, and thus, may not be granted admission or it may be necessary for them to leave St. John's Academy.
 - iii. A student with Same-Sex Attraction or Gender Dysphoria will not be denied admission to St. John's Academy if the student and parents agree to follow St. John's Academy policies.
 - b. Respectful behavior
 - i. Students will be taught respect for the human person and instructed in the importance of chastity as they discover their identity as children of God.
 - ii. St. John's Academy will not tolerate bullying of any person (Anti Bullying Policy).
 - iii. Acts that condone or endorse behaviors contrary to the teachings of the Catholic Church are not acceptable in the setting and outreach of St. John's Academy.
 - c. Chastity
 - i. All members of the St. John's Academy community are called to a life of chastity appropriate to their vocation as single, married, ordained, or consecrated religious (cf. CCC 2337-2359).
 - ii. Modesty in language, appearance, and behavior is always expected (cf. CCC 2521-2524).
 - d. Facilities Use
 - i. Students, staff, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex.
 - ii. St. John's Academy facilities are dedicated to the mission of Catholic education and may not be used by any member of the school

community or any external organization or individual for any purpose that is directly contrary to Catholic teaching or otherwise opposed to the Catholic Church.

e. Athletics

- i. Students are eligible to participate in school sponsored or co-op sports teams consistent with their biological sex.
- ii. All students, including visiting students, will use locker rooms that are designated for his or her biological sex.
- iii. St. John's Academy may choose to not participate in or provide support for athletic activities and athletic competitions that do not acknowledge the realities of biological sex.

f. Dance Policy

- i. In keeping with the mission and moral standards of our schools, student dress and behavior is to always conform to those characteristics of a virtuous and Christ-centered person, including dances and social activities.
- ii. Students and visitors are to refrain from any sexually suggestive behavior both on and off the dance floor.
- iii. Attending dances as a "same-sex couple" is not permitted.

g. Dress Code/Uniform Code

- i. Students and staff must follow the dress code expectations of their biological sex while on campus and while representing St. John's Academy at all school sponsored events (cf. St. John's Academy's Dress Code Policy).
- ii. Modesty in dress is always expected.

h. Formal Titles, Names, and Pronouns

- i. 1. Students are expected to address adult staff by their proper titles as they are based on school employment documents (Mr., Mrs., Miss, Ms., Dr., Sr., Fr., etc.) and surname (last name).
- ii. Staff will address students by their original name with which the student was registered (or its common derivative) and such registration will accurately reflect the student's biological sex.
- iii. Students, staff, parents, and visitors will be addressed and referred to with pronouns in accordance with their biological sex, namely he or she.
- iv. Students will be expected to present and introduce themselves according to their biological sex.

i. Same-Sex Attraction

- i. While respecting those persons in our community with same-sex attractions, as a Catholic school, we cannot allow advocacy and/or

“celebration” of same-sex attraction in our Catholic school classes, activities, or events. “Same-sex attraction is objectively disordered and sexual activity is only appropriate for the purposes of love and life within Marriage” (cf. CCC 2358, 2360).

- ii. The use of the term “same-sex attraction” will be used in discussing homosexual inclinations.
 - iii. St. John's Academy will seek to provide pastoral care for any student working through challenges related to same-sex attraction.
- j. Gender Dysphoria
- i. St. John's Academy will seek to provide pastoral care for any student working through challenges related to the integration of his or her identity and sexuality and will interact with that student according to his or her biological sex.
- k. Disorders of Sexual Development (DSDs) In the rare case of a student with an Intersex Condition, admission and pastoral care will be provided according to Catholic teaching.

IV. Non-Discrimination Statement

- a. St. John's Academy recognizes the inherent dignity of all members of the human family and values equal opportunity for members of all races, cultures, and ethnicities.
- b. St. John's Academy prohibits discrimination based on race, color, national origin, biological sex, age, disability, or status as a veteran or disabled veteran.
- c. Catholic Schools reserves the rights and protections granted to it in the areas of admissions and employment practices by applicable laws and constitutional provisions to act in support and advancement of its religious objectives.

V. Employment

- a. St. John's Academy teachers, administrators, and staff members serve in ministerial roles and agree, by the terms of their employment (contracts, job description, Staff Handbook, and/or Fargo Diocese Code of Conduct) to know, teach, and act consistently in accordance with the school's mission and the teachings of the Catholic Church.
- b. Individuals who are living a transgender lifestyle or those transitioning are not eligible to be employed by St. John's Academy.
- c. Individuals in a same-sex relationship or union are not eligible to be employed by St. John's Academy.

VI. The Administration will make the final determination on any questions related to the applicability of the procedures listed above

Code of Conduct Acknowledgement for Students & Parents

Code of Conduct Philosophy: In the spirit of the Catholic Faith, the St. John's Academy Code of Conduct informs students and parents of the basic expectations of a student.

Preface:

The intention of this Code of Conduct is to assist the students to be "imitators of God as beloved children and walk in love" by conforming their thoughts, words, and actions to the "mind... which is yours in Christ Jesus," and by following His example. (CCC 1694). It is meant to ensure a safe, healthy, and moral environment for youth in our school setting. This Code is a reminder that we are all created with dignity in the image and likeness of God. (Gen. 1:26-28).

The content of this Code is inspired by the Holy Father's message, Jesus "great commandment" (Matt 22:36-40) of love, and the God-given dignity of each person. This Code is one of Christian kindness, respect, hospitality and care which will provide an ability to defeat mediocrity and conformity. This Code also reflects Christian stewardship and our proper duty and respect towards places and things.

**The following Code will be used in conjunction with existing
St. John's Academy Student Handbook policies and protocols:**

Responsibility Toward God – "You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and first commandment." (Matt 22: 36-38)

- By using God's name and the name of Jesus Christ only with respect, and never in a careless, abusive or angry manner.
- By respectfully participating in prayer and worship.
- By faithfully representing the teachings of the Catholic Church with integrity in word and action.
- By showing respect to the Creator by taking care of God's creation.

Responsibility Toward Self – "...blessed are the pure of heart for they will see God" (Matt 5:8)

- By being mindful that God created each of us in His image and likeness, participants will act accordingly.
- By being truthful, understanding, open-minded, gracious, reliable, and respectful.
- By upholding and supporting God's plan for growth and maturity as young men and women.
- By promoting purity in dress, speech, and action.
- By respecting human life in the following ways:
 - o Not using alcohol, tobacco, and/or any form of illegal drugs
 - o Not swearing
 - o Not possessing weapons
 - o Not acting in a disruptive manner

Responsibility Toward Others – "You Shall love your neighbor as yourself." (Matt 22:39)

- By not bullying others, students will not:
 - o Be unfriendly or exclude others
 - o Be physical – pushing, kicking, hitting, punching, with the intention of hurting another person
 - o Be judgmental of others based on race, gender, socioeconomic status, or personal background
 - o Use language – name-calling, sarcasm, spreading rumors, teasing with the intent to hurt another person
 - o Use electronic devices to bully through text messaging, emails, rumors, embarrassing pictures, videos, false profiles on social media
- By respecting adults
- By reporting immediately to a responsible adult anytime I see the safety of another in jeopardy
- By honoring and respecting the personal dignity and boundaries of others
- By making restitution for any damages, I may cause
- By demonstrating responsibility toward others, students will not:
 - o Use physical aggression and/or harm
 - o Use language that insults, bullies, intimidates, or humiliates
 - o Isolate or exclude others
 - o Threaten or use behavior that leads others into disobedience, disrespect for others, or illegal behavior
 - o Steal
 - o Disrespect the property of others
 - o Gossip, slander or use mean speech or jokes
 - o Cheat
 - o Encourage or cooperate in harmful behavior/harassment
- The school will work cooperatively with parents/guardians and students to assist students in meeting the academic, moral, and behavioral expectations of the school on or off campus.
- Parents/guardians may respectfully express their concerns about school operations and personnel. However, they may not do so in a manner that is discourteous, rumor-driven, threatening, or contrary to Catholic principles. If parents/guardians have a concern about the school operation and its personnel, it is important that the appropriate chain of command be recognized and followed. The appropriate steps should include:
 - o Start by visiting with the appropriate classroom teacher or staff member.
 - o Visit with the principal or Dean of Students if the situation is not resolved.

SIGN ACKNOWLEDGMENT FORM OF CONDUCT POLICY ON PAGE 59.

Technology Permission and Acceptable Use Agreement – Policy – 2004

All Students

Name: _____

Device Number: _____

Teacher: _____

Grade: _____

Expectations: Students will have many chances to learn using technology. Students represent their school and community when they are using technology, so it is expected that they will use computers respectfully.

The technology used is very expensive and must be cared for so all students can use it for many years. It is the student's duty to follow directions in caring for the equipment.

Students that damage school technology will be financial responsible for damages incurred.

Students may also be disciplined depending on how the damage occurred.

Parent/Guardian Responsibilities and Permission

The following is a guideline for students using technology. Please read and discuss with your student:

1. Stay on task and follow your teacher's directions.
2. Use technology appropriately and with respect:
 - A. Follow all the rules of your teachers and school, and the laws of the local, state, and federal governments.
 - B. Stick to acceptable social standards when using technology.
 - C. Students must adhere to expectations laid out in the AI Policy
3. Do not damage or change any school technology.
4. Do not take equipment or plagiarize others' work.
5. Do not damage or change other people's work.
6. Report any damage, problems, or concerns to your teacher.

Students who use technology responsibly and adhere to the established guidelines will retain their technological privileges. Misuse of technology may lead to loss of privileges at the classroom teacher's discretion. Serious misuse of technology will result in a one-month suspension of access. A second instance of significant misuse within the same school year will lead to a year-long ban from technology use. Serious misuse is defined as the exploration or sharing of offensive, racially sensitive, or sexual content.

Continued on next page...

Student Technology Responsibility and Permission

To help you understand your responsibility when using technology at school, the following are student-friendly rules for our acceptable-use policy.

At our school, you get to use many kinds of technology such as computers, the internet, networks, printers, and cameras (web, still and video). We have rules for using these tools. **Anyone who breaks the rules will be held accountable.**

Remember:

1. Look only for information that your teacher is asking of you.
2. Use technology respectfully.
 - a. Follow all the rules of your teachers and school, and laws of local, state, and the federal government.
 - b. Stick to polite behavior.
3. Do not damage or change any part of any school technology.
4. Use technology only for school purposes.
5. Do not take any kind of technological items.
6. Do not touch other people's work or files.
7. You may not print or make copies of anything without the teacher's permission.
8. You represent your family and your school when you use technology.
 - Use technology in ways that show your care and respect.
9. Tell your teacher about any damage, problems or concerns.

Student & parent signature required on Agreement form found on page 61 at the end of this handbook.

**St. John's Academy
2025-26
Student/Parent Handbook
Policy Form Agreements**



FAMILY SERVICE POLICY AGREEMENT FORM

Re policy on page 9-10 of this handbook.

Service requirements:

- Families with children in Kindergarten – 8th grade are required to serve 20 hours per school year.
- Families with children only in Pre-K are required to serve 10 hours per school year.
- Kids' Kingdom parents are not required to serve any volunteer hours.
- No family is required to serve more than 20 hours per school year.

Financial Aid Eligibility

Please note that **fulfilling this volunteer requirement is necessary to remain eligible for financial aid**. Families who decline to participate in the qualifying service hours will be charged the **full cost of tuition (\$8,824.00 per child)** in **June of that school year**.

By signing below, I acknowledge that:

- I have read and understand the Family Service Requirements Policy of St. John's Academy.
- I agree to fulfill the required number of volunteer hours for my family as stated above.
- I understand that failure to complete these required hours will result in being charged the full tuition rate of \$8,824.00 per child in June of the school year.
- I commit to recording my family's volunteer hours in a timely and accurate manner.

Parent/Guardian Name(s): _____

Student(s) Name(s) and Grade(s): _____

Student(s) Name(s) and Grade(s): _____

Parent/Guardian Signature: _____

Date: _____



CODE OF CONDUCT ACKNOWLEDGEMENT STUDENT/PARENT

Re policy on page 53-54 of this handbook.

By signing below, I acknowledge that I have read the Code of Conduct policy in this handbook on page 53 -54 and agree to following the policy guidelines.

STUDENT NAME (printed): _____

STUDENT SIGNATURE: _____ Date: _____

PARENT NAME (printed): _____

PARENT SIGNATURE: _____ Date: _____





PICTURES CONSENT FORM

Re policy on page 34 of this handbook.

List Child(ren)'s name and grade this applies to:

Please review the following options and indicate your preference by checking the appropriate box:

☐ **Consent for Use:** I hereby grant permission for St. John's Academy to use photographs or videos of my above listed child(ren) for promotional purposes, including social media, the school website, school advertisements, and the yearbook.

☐ **Limited Consent:** I grant permission for the use of photographs of my child(ren) for the school yearbook only. I do not consent to their use for social media, the school website, or promotional advertisements.

☐ **No Consent:** I do not grant permission for the use of photographs or videos of my above listed child(ren) for any promotional purposes.

Parent/Guardian Name(printed): _____

Parent/Guardian Signature: _____ Date: _____

Thank you for your cooperation in helping us document and celebrate the experiences of our students at St. John's Academy.

Technology Permission and Acceptable Use Agreement – Policy - 2004

Required by All Students

Re policy on page 55-56 of this handbook.

I have read and understand the technology use expectations and the Student Technology Expectations on pages 55 of this handbook. I have read them with my child. **Both my child and I agree with the technological expectations.**

STUDENT NAME (printed): _____

STUDENT SIGNATURE: _____ Date: _____

Teacher: _____ Grade: _____

*All damage will be reported to the IT Coordinator as soon as possible.

Staff Only:

Date Permission Slip Received: _____

Issues/Comments: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____





DEVICE RENTAL & PURCHASE POLICY

For Middle School Students Only

Overview

To support student learning and access to technology, our school offers a “**Device Rental Program**” for all middle school students at St. John's Academy. This policy outlines the rental fees, ownership options, and responsibilities related to device use.

1. Annual Rental Fee

- Each student will pay a \$125 rental fee at the beginning of each school year for a school issued device.
 - Assessed via FACTS Incidental Billing.
- The rental fee covers the use of the school-issued device (e.g., Chromebook or tablet) for the academic year.
- Total cost of the device is \$375, spread over three years (grades 6–8).

2. Ownership Option

- Students who remain enrolled at St. John's Academy for three full years (grades 6–8) will have fully paid off their device through annual fees.
- At the end of 8th grade, ownership of the device transfers to the student at no additional cost.
- Students who leave before completing 8th grade may choose to:
 - Return the device in good working condition, or
 - Purchase it by paying the remaining balance of the \$375 total cost.

3. Care & Responsibility

- Students and families are responsible for the care and safe use of the device.
- Any repairs or replacements due to damage, loss, or neglect are the responsibility of the student/family.
- The school will provide basic troubleshooting and software support, but hardware issues due to misuse will incur repair costs.
- Devices will not be allowed to leave school premises until completion of the student's education at the Academy.

4. Replacement Cost

- In case of lost or irreparably damaged devices, the student/family is responsible for covering:
 - The replacement cost of the device (or remaining balance, whichever is lower).
 - Charging cables must also be maintained or replaced at the student's expense if lost or damaged.

6. Agreement

- By signing this policy, students and parents/guardians agree to:

- Pay the annual rental fee of \$125
- Take full responsibility for the care of the device
- Cover costs of any needed repairs or replacement
- Comply with all school technology use guidelines

Parent/Guardian Name: _____

Student Name: _____

Grade Level: _____

Signature (Parent/Guardian): _____

Date: _____