



St. John Bosco Academy

Parent / Student Handbook

07/2010

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MISSION STATEMENT

The mission of St. John Bosco Academy (SJBA) is to educate children in the knowledge of the Catholic Faith and provide them with a basic understanding of the natural order of God's Creation so that they may grow in the love, service and knowledge of Him in this life and be happy with Him in the next.

As loyal Catholics we recognize the need to provide a traditional Catholic academic setting where truth, goodness and beauty contained in the various academic disciplines can be enjoyed subject to the authentic teachings of the Catholic Church. SJBA prepares students to serve God by participating in the restoration of Christian culture under the Kingship of Christ, the Queenship of Mary, and the Patronage of Saint John Bosco.

SJBA is founded by and supported by families who are dedicated to the traditional liturgy of the Latin Rite (Extraordinary Form of the Mass), and places great emphasis on understanding the Catholic customs and traditions which have survived the test of time. The school schedule is based on the liturgical cycle, and daily academic life revolves around the liturgical calendar and feast days.

Academically, SJBA seeks to challenge students to achieve their personal best and prepare them to live a Catholic life in a changing world. We promote Christian virtues, individual responsibility, and good citizenship. To accomplish this purpose, the following objectives have been defined.

1. To recognize that parents are ultimately responsible for the education and development of their children and that the purpose of the School is to assist the parents in this God-given task.
2. To assist the student to his ultimate goal, salvation of his immortal soul, through the development of an understanding of his responsibility to God.
3. To develop Catholic leaders by promoting attendance at daily Mass and daily prayer, and instilling in our students a thorough understanding of and familiarity with the Roman Missal.
4. To prepare the student through various course offerings for further education or employment.
5. To equip the student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking and listening.
6. To teach the fundamentals of Catholic Doctrine, mathematics, social studies, science, and the arts.
7. To develop in each student the ability to solve problems objectively and responsibly using Catholic principles.
8. To create an atmosphere that increases a concern for others and promotes a positive attitude as well as a sound work ethic.
9. To provide activities and instruction that will encourage appreciation for cultural arts and physical education so that students can incorporate these into their leisure time.
10. To develop in each student the ability to defend the Catholic Faith and to show by example how to be a well-rounded Catholic.

SECTION ONE - GENERAL POLICIES

Article I - School Policy Statement

St. John Bosco Academy is a private, religious organization operating under the laws of the State of Arkansas and our nation. The policies of SJBA are determined by the Chaplain who is appointed by the Fraternity of St. Peter. We expect parents, students and teachers to cooperate fully with the policies as set forth in this Handbook.

Article II - Statement of Faith

We, the Catholic employees of St. John Bosco Academy, hereby acknowledge our acceptance of the following beliefs and teachings of the Roman Catholic Church and agree to live by and practice these teachings in cases where such teachings have bearing on our actions in relation to the School:

That there is One God and Three Divine Persons in that One God;

That God the Son, Jesus Christ, was born of the Virgin Mary; that He was crucified, died, and was buried, and rose bodily on the third day; and that He reigns today in Heaven at the right hand of the Father;

That Jesus Christ established on earth the One, Holy, Catholic and Apostolic Church as the One, True Church; and that He appointed St. Peter as its first Pope;

That today, Benedict XVI reigns as successor of Peter and head of the Church on earth, and that he, the Pope, is infallible in his teachings on matters of Faith and morals;

That the teaching authority of the Church, the Magisterium, is the absolute guide for **all** matters of Faith and morals, and is the authority for religious education.

Article III - Admissions Policy

SJBA exists to offer a Catholic education in a Catholic environment. Therefore, we select students based on academic and moral Catholic standards. At the discretion of the Administration and/or admissions committee, an applicant may be asked to take a placement test or to furnish the School with results of standardized tests administered by a previous school for the purpose of grade level placement.

We base final acceptance in part on a personal interview with parents and student, results of testing, and/or personal recommendations concerning character, attitude, general aptitude, and spiritual development.

NOTICE OF NON-DISCRIMINATORY POLICY

St. John Bosco Academy admits students of any sex, race, color, or national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color or national and ethnic origin in the administration of its educational policies, admission policies, or scholarship programs. To maintain Christian modesty, the sexes are normally segregated for physical education activities which may result in contact.

Article IV - Financial Policy

SJBA is private and its expenses are met entirely through support and private donations. It is therefore essential that all parents endeavor to provide some financial assistance for the education of their children. However,

the School does not intend to turn anyone away because of lack of finances. At the same time, we expect those who can help us to do so, realizing that sometimes it means sacrificing in other areas.

For a complete overview of suggested support and the Financial Program, please refer to Appendix D.

Article V - Enrollment Policy

A. Enrollment-To enroll a child or children , parents must:

1. Pay the application / registration fee.
2. Complete all forms in the "Enrollment and Student Cumulative Record Packet" including:
 - a. Records release form
 - b. Emergency information form
 - c. General family information and census form
 - d. An up-to-date immunization record or Arkansas Waiver form. These forms are available at the school reception area.
3. Attend the Parent Orientation at the beginning of the school year.
4. Make the necessary financial arrangements to pay support.
5. Read this Handbook carefully and sign and return the Student Pledge for each (8th – 12th grade) student. This pledge will be kept in the student's cumulative record file. The student pledge must be signed and on file before each student will be admitted to class.

B. Kindergarten Enrollment-In addition to the six above requirements, for Kindergarten students provide a copy of a certified birth certificate.

C. Late Enrollees-If a student enrolls after the school year has begun, parents will be responsible for any necessary remedial work and/or private tutorial assistance to assure the student is able to merge with the class academically and spiritually. Academic placement and class schedules of late enrollees will be determined on an individual basis.

D. Early Withdrawal-Any parents wishing to withdraw their child from the school for any reason must report to the school office and give the reason for withdrawal to the Principal. We will forward SJBA records to the new school when we receive a signed records release form from the student's new school.

Article VI - Attendance Policy

Performance in school is directly related to a student's overall attendance record. It is the responsibility of the student and his parents to be punctual and regular in attendance.

A. Absence-A student is absent when he is not present for regular classes or otherwise engaged in a school-sponsored activity such as Days of Recollection or Field Trips. There are three kinds of absences: excused, unexcused and anticipated.

1. Excused Absences -The student is allowed to make up all missed work within a time frame outlined by the teacher. An absence is excused by the parents calling the school reception area on the first day the student is absent before 9:30 a.m. A note from home must be sent when the student returns.

2. Unexcused Absences -These are deemed frivolous, but at the discretion of the teacher, the student may be allowed to make up the work.

3. Anticipated Absences –These are situations when the family knows in advance that the student will miss class. Students with average or above average grades should request any and all assignments that

will be assigned during the absence from the teacher. The completed assignments are to be turned in before the period of absence begins. Tests/quizzes must be completed on the day the student returns to class. Students with below average grades are strongly discouraged from scheduling any activity which would prevent them from attending class.

B. Truancy-Truancy is an absence without the knowledge and consent of parents or the school staff, and includes leaving school without permission before the end of the day. The parents will be informed as soon as the situation becomes known.

C. Tardy-A student is tardy when he is not present in his seat at the scheduled time and fully prepared with all the materials (books and/or assignments) which he might need to successfully complete the class. There are two types of tardies: excused and unexcused. Students who are consistently tardy are referred to the Principal.

1. Excused Tardy-A tardy is excused at the discretion of the teacher if an adequate explanation is given -OR- if an excused slip from the school secretary or a staff member is presented at the time of student entry.

2. Unexcused Tardy-If a reasonable explanation is not provided and no adult documentation is available, the tardy will be considered Unexcused.

D. Early Dismissal –Early dismissal on a regular basis will not be permitted. We discourage having your child leave school early; however, if necessary, please notify the Principal as far in advance as possible. No student has permission to leave unless accompanied by his parent. (High school students who are licensed and insured, have transportation, and whose parents have provided written permission for the early dismissal, may leave.)

It is essential that you notify the Principal if someone other than a parent is picking up your student and that you provide written permission for this every time it is necessary. If there is doubt that the designee has parental permission to remove the student from the School, the Principal may refuse to grant permission for the student to leave.

Article VII - Parent Orientation

SJBA assumes that there will be active and substantial parental involvement in the education of children. Families are encouraged to attend the Catholic social activities provided by the school for their enjoyment. Parent Orientation is held early in the school year and parent participation is mandatory.

Article VIII - Physical Education

SJBA requires participation in physical education programs. These will include, but are not limited to:

- Football (boys only)
- Rugby (boys only)
- Soccer
- Kickball
- Dodgeball

The emphasis of the physical education program is team sports. By participating in team sports, young people learn to work as part of a team to accomplish a task requiring a team effort. This is a crucial skill for the rebuilding of Christian civilization, as no one person can accomplish very much at all of what needs to be done on his or her own. Additionally, engaging in rigorous physical activity develops moral courage and develops the body physically.

SECTION TWO - ACADEMIC POLICIES

Article I - Accreditation

Arkansas does not require private schools to be accredited. SJBA is currently pursuing accreditation with NAPCIS (National Association of Private Catholic Independent Schools).

Article II - Faculty

All SJBA staff members are carefully selected on the basis of their education, experience, and integrity. The most outstanding requirement for the instructional staff is an unselfish spirit of dedication to our children.

All teachers must be Catholics. Exceptions to this policy will be made on a case-by-case basis, and only with the approval of the School Board and the Spiritual Director. An exception would only be made if there is a need for a professional and no Catholic is available, but a highly qualified Christian professional of good character is.

All teachers are required to attend Assembly and daily Mass with their students. Their appointment specifically prohibits the teaching of any subject contrary to the Catholic Faith and mandates that all teachers take a short course in the Catholic Faith in order to be able to conform to this request.

Article III - Homework

Homework is a necessary part of the education of youth. The amount of homework assigned will depend on the age / grade of the student, and other factors involving the school calendar. Parents can help by giving their child a proper environment for study. It may be necessary to be firm in eliminating some of the distractions that interfere with getting homework done. Grading of homework and assignment of full credit, zero credit or partial credit will be at the teacher's discretion.

Article IV - High School Curriculum*

Following is the SJBA High School Curriculum which is subject to constant improvement.

Religion4 years
History 4
years	
Government / Civics	
World History	
U.S. History	
Church History	
English4 years
Grammar/Literature Overview	
Grammar/U.S. Literature	
Grammar/British-World Literature	
Grammar/Church Literature	
Science3 years
Physical Science	
Biology or Chemistry	
Physics	
Math3 years
Algebra I	
Algebra II	
Advanced Math (Trigonometry, Calculus, or Computer Programming)	
Latin	2 years
Spanish/French	2 years
Speech	1/2 year
Composition	1 year
Economics	1/2 year
Gregorian Chant / Music	2 years
Art	1 year
PE	4 years

Article V - Reporting Student Progress to Parents

Reporting student progress is an important part of parent/teacher communication and conveys the amount of student growth. We use several reporting methods:

A. Report Cards - We send home report cards after the ninth week of each semester and at the end of each semester. See Appendix H for dates.

B. Conferences - We schedule parent/teacher conferences at the end of the first and third nine weeks. See Appendix H for the dates. It is mandatory that parents attend. Please feel free to call the school to schedule additional conferences. Also the teachers are generally available for phone calls or meetings before school, after school and at other times during the school day.

C. Parent Visitation - We encourage parents to visit the School on an informal basis and observe their child in the instructional setting. Please make appointments to observe classes 24-hours in advance.

D. Grade Scales

1. The grade scale for 1st through 3rd Grade
 - S-Satisfactory (passing with average work)
 - N-Needs improvement
 - U-Unsatisfactory

2. The grade scale for grades 4 - 12 is as follows:

A+	97-100%	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	0-59

Article VI - Promotion/Retention/Graduation Policy

If retention of a student is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year.

A. Elementary Retention - A kindergarten through 6th grade student will be retained when he fails one of the following major content areas: religion, math, language arts, or reading.

B. Intermediate Retention – A student in grades 7 or 8 will be retained when he fails any one of the following courses: religion, math, language arts, science, social studies, or reading.

C. High School Course Failure - A grade of F in any 9th-12th grade course may mean that the student must repeat that course or a similar one in order to graduate.

Prior to April 1st, a final conference will be held, if needed, with the parents, teacher, or Principal and Chaplain present. The final decision as to graduation, promotion or retention of a student rests with the Administration.

Article VII - Graduation Requirements

Graduation requirements:

- A. English 4
- B. Religion 4
- C. History 4
(American History, U. S. Government, Church History and World History)
- D. Mathematics 3
(Algebra 1, Algebra 2, Advanced Math).
- E. Science 3 (physical science and one lab science required: either biology or chemistry)
- F. Latin or other Foreign Language 2
- G. Electives 5

Total credits needed for graduation - 25

The Administration may waive certain graduation requirements for transfer students.

Article VIII - Clubs, Organizations and Extra-Curricular Activities

We believe that no individual is complete with education alone. The individual must enter into close contact with the people around him. To be a good citizen, he needs to associate with his peer group. Because of this, SJBA provides the opportunity for its students to participate in varied activities such as Knights of the Altar, Little Flowers, etc.

Student Organizations - Student organizations are required to have a faculty/parent sponsor. This sponsor is appointed by the Principal. The sponsor is responsible for the activities of the club and acts as an advisor. A sponsor must be present at all meetings of a class or organization.

SECTION THREE - STUDENT CONDUCT

Article I – Student Conduct General Policy

A lifestyle which reflects Catholic principles will be exemplary to others. At SJBA we promote standards of conduct and dress that we feel need to be part of the students' lives. Many standards are simply for the students' protection or for the orderly operation of our school. A good rule for students is, if you are considering an action, consider whether your action will in any way bring discredit on you, your family, the School, or the Church. If so, you should not perform that action.

Article II - Mass or Assembly Conduct

Daily Mass and morning assembly and prayer are important to the spiritual education program at SJBA. Each school day will begin with Holy Mass in the chapel followed by morning assembly and prayer in the school hall. The following guidelines for student conduct will be adhered to:

1. Students will demonstrate conduct appropriate for Mass or group prayer at all times.
2. Students will follow the Mass in their daily Missals or in Missals recommended by the School.
3. Students will not be allowed to study during morning assembly and prayer before or during Mass.
4. We require all students and faculty to attend daily Mass. We encourage parents to join us for Mass whenever possible.
5. Females will cover their heads during Mass with a full-sized chapel veil similar in appearance to the ones available in the school office.
6. Students will be issued a prayer book, which they are to keep available during the day.

Article III - Confessions/Appointments with the Chaplain

SJBA encourages all Catholic students to make bi-weekly Confessions. In order to support this, the Chaplain or his assistant will hear Confessions whenever possible before Mass and at other times by request.

Students may arrange to meet with the Chaplain in advance by speaking with the Principal. Teachers will not allow students to leave the classroom to meet with Father unless they have received word that this is appropriate.

Article IV - General Code of Behavior

In order to insure spiritual and educational benefits for all members of the student body, each student must conform to and obey all rules and regulations of the school. We require students in grades 5-12 to sign and return to the school secretary a copy of the Student Pledge found in Appendix A. The object of this code is to develop respect for just authority and to develop self-discipline, the highest form of discipline, on the part of the student.

Students are subject to the authority of any staff member at any time while on the school grounds or at school functions and will be courteous and respectful to teachers, aids, secretaries, and visitors at all times.

Article V - SJBA Classroom Conduct

The following rules are generally to be followed in each classroom. Other rules may be enforced by the individual classroom teacher.

1. Students must rise when an adult enters the room.
2. Students will speak to all adults in a respectful manner addressing the adult as "Father," "Sister," "sir" or "ma'am," as appropriate.
3. Students must raise their hands and wait to be called upon before responding to questions.
4. Students must sit correctly remembering good posture rules.
5. Students will remain in their classroom and may leave prior to the bell only with the permission of their teacher having been given a Hall Pass.
6. Students may not chew gum, eat candy or drink any liquid in the classroom except when the teacher makes an exception for a class party, and then only in designated areas.
7. Students must respect the property of others. They may not take anything from the teacher's desk or the desk of another student without the teacher's permission.
8. Students must keep their desks clean and neat and free from debris.
9. Students must take care of their textbooks.
10. Students must ask permission to bring toys for use at recess. These articles may not be used during any other time of the school day.
11. Students must not fight, argue, engage in name calling or any other rude behavior with each other or the teacher.
12. Students must not cheat on assignments or tests.
13. Students must not lie.
14. Students must not steal.

Article VI - SJBA Student Dress Code Policy

A student's appearance at school reflects the impression that formal learning is important and calls for precision and neatness in dress. Style of clothing should indicate a serious academic purpose on the part of the student. Our standards for dress and grooming are in keeping with the high Catholic ideals which we seek to establish in those who attend SJBA. The Principal in cooperation with the Chaplain will have the final word on all matters concerning the dress code.

The personal appearance of each student is the responsibility of the parents and the student. We expect each student to present himself neatly, cleanly and appropriately groomed. Students who arrive at school not in compliance with the dress code will be sent home and not readmitted to school/Chapel activity until non-compliance is corrected. The personal appearance of the student shall become the responsibility of the School when the mode of dress or personal grooming habits are disruptive to the function of the school and/or other members of the school society. Appendix C is provided for a guide to modesty.

A. School Uniform - Male and female students are required to wear the appropriate school uniform as outlined in Appendix B of this Handbook.

- B. Elementary Recess Dress - Students may change their uniform shoes for play shoes during recess.
- C. In general, boys and girls:
 - 1. Clothing must be neat and clean. Hands and fingernails must be kept clean.
 - 2. Hair must be clean and neatly combed/brushed. Extreme hairstyles (as determined by the Chaplain or Principal) are not allowed.
 - a. Boys - Hair must be worn above the collar, above the ear, and above the eyebrows. Must be clean shaven with sideburns no lower than the middle of the ear.
 - b. Girls - Haircuts must be in keeping with a feminine appearance, avoiding gaudy barrette or bow colors.
 - 3. Only watches or religious jewelry are appropriate for school wear. Female students may wear small, plain, round ball, stud earrings, one on each ear.
 - 4. Shirts/Blouses are to be worn tucked in.
 - a. Boys must wear belts.
 - 5. Shoes must be regularly polished or cleaned.
 - 6. Clothing which becomes faded or torn must be replaced.
 - 7. No colored fingernail polish allowed. Tattoos or other markings are not allowed.

Article VII - Damage to School Property or Books

We expect all damage, even accidental, to be acknowledged by the person involved and a plan be made for reimbursement to the School. Students are responsible for their textbooks and workbooks and will be required to purchase them if lost or damaged.

Article VIII - Parking Lot Conduct

A. Disembarkation - Students will disembark and park on the side or in front of the building. Overflow parking is by the tennis courts. Parents dropping children off at the school should proceed in the circle with the passenger disembarkation nearest to the school door.

B. Student Drivers – Students who have a valid drivers license and current insurance must provide copies of these documents to the school office in order to be permitted to drive on school property. Students who drive cars to school must park these cars in the area indicated for student drivers by the Principal. Vehicles must be locked and the keys turned in to the school secretary every morning; they will be returned at the end of the school day. Failure to turn in keys will result in loss of driving privilege. Students are not to drive their vehicles or be in the parking lot during school hours or during lunch. If something is left in the vehicle, permission to enter the vehicle must be obtained from the school secretary and a Hall Pass obtained. All vehicles must be parked head-in; do not back into a parking space.

C. Safe Driving Practices - We expect all students, staff and parents to observe safe and courteous driving practices both on school property and in the area. Remember, the impression we leave with our neighbors is important.

Article IX - Closed Campus

We follow a closed campus policy meaning students may not leave the school grounds during the day. Students must stay on the school grounds from arrival time until dismissal. Students will be dismissed to the supervision of their parents / carpool driver. Students who will leave the grounds walking or otherwise not under adult supervision must have a parental permission slip on file in the office.

SECTION FOUR - DISCIPLINE

Article I - General Discipline Policy

The reasonable rules and regulations cited in the previous section are necessary for ensuring the best interests and welfare of the individual student and the total school population.

The SJBA philosophy of discipline provides an environment in which students can be motivated and taught to demonstrate personal, social, and academic behaviors appropriate to their age and maturity level.

Students must learn to follow basic school rules, regulations, and policies, so that they may understand and accept the process of living in a society governed by rules, regulations, and laws. The work of the teacher or Principal is not one of repression and authoritarianism, but one of education with the ultimate goal being self-discipline.

In general all students must comply with the regulations of the school, pursue the required course of study, and respect the authority of the teachers.

Attendance at SJBA is a privilege not a right!

Article II - Disciplinary Offenses and Punishments

There are two types of offenses subject to discipline: minor offenses and major offenses.

A. Minor Offenses-A minor offense is behavior which is unacceptable. Examples of minor offenses include, but are not limited to:

1. Improper behavior during Mass or assemblies.
2. Minor dress code violations.
3. Tardiness.
4. Chewing gum.
5. Running in the building.
6. Talking during class.
7. Talking in the halls while classes are in session.
8. Being in the halls or parking lot during school hours without a Hall Pass.
9. Littering the building or grounds without authorization.
10. Possession of inappropriate items for school (radios, toys, tapes, CD players, etc.).
11. Consumption of food or beverages in unauthorized areas.
12. Throwing rocks, snowballs or other objects at anyone or anything.
13. A minor violation of any rule in Section III.
14. Any other activity a staff member deems to be minor.

B. Punishment for Minor Offenses-Teachers are generally responsible for the conduct of students throughout the school day and will assign reasonable punishments to fit the offense. Disciplinary action for a first offense might include but not be limited to a verbal warning, loss of recess, detention or after school work detail. A second offense will be referred to the Principal and parents will be notified. A third offense will result in a conference with the Chaplain and

parents. In most cases of minor infractions, parents will generally not be contacted unless the corrective action has proven unsuccessful, in which case parents will be informed and involved.

C. Major Offenses-A major offense is a serious unacceptable behavior or a chronic minor offense and it will be handled in a firm and earnest manner which may result in suspension or expulsion. Examples of major offenses include, but are not limited to:

1. Unexcused absence from school.
2. Unexcused absence from Mass or assemblies.
3. Unexcused absence from lunch.
4. Truancy.
5. Unauthorized cellular phone use.
6. Major or repeated dress code violations.
7. Profanity and obscene language or gestures.
8. Willful destruction of property.
9. Cheating, lying, or stealing.
10. Fighting.
11. Disrespect for teachers or staff members.
12. Rebellious or irreligious attitude.
13. Use or possession of controlled substances: tobacco, alcohol, or drugs.
14. Possession of knives, guns or other dangerous objects or weapons on school property.
15. False fire alarms.
16. Possession of pornography.
17. A major violation of any rule in Section III.
18. Any activity illegal in the State of Arkansas.
19. Any other activity which the Administration of St. John Bosco Academy deems to be a major offense.

D. Major Offenses of Moral or Legal Nature – Major offences including but not limited to those listed in item No. 7 – 19 above will be subject to disciplinary action regardless of whether the offence occurs inside or outside school hours, on or off school property.

E. Punishment for Major Offenses-The Chaplain and Principal are responsible for handling disciplinary actions for major offenses. Parents will be notified by telephone and mail of the nature of the offense and of the resultant disciplinary action. Such actions might include, but not be limited to: probation, detention, in-school suspension, suspension or expulsion, or a combination of these.

1. Probation-The teacher, parent and Principal will meet and agree upon a time period for problem correction. At the end of that time period, they will meet to reassess the behavior. Students on probation lose recess and are ineligible to participate in sports events and will spend lunch hour in a designated area.

2. Detention-Given the distances involved, we understand that detentions may inconvenience the parents more than the student. However, after school detentions get the student's attention and are given at the discretion of the Principal and/or Chaplain.

3. In-School Suspension-Sometimes a student may serve an in-school suspension (ISS). An ISS student has *No Contact* with other students. The student will report to a designated area and remain there all day completing assignments for full credit provided by his teachers. Since he is not in "good" standing, he cannot participate in sports events during the ISS. Absence due to illness or another emergency situation does not relieve the student of the ISS.

4. Suspension-In the case of chronic offenses, a student will remain away from the school for one to five days depending upon the offense and at the discretion of the Principal.

5. Expulsion-A student may be expelled by the Chaplain after consultation with the Principal

SECTION FIVE - SCHOOL ROUTINE

Article I - Change of Address or Phone Number

If you change your address, phone number, or work location, please notify the school. It is important that the phone tree information be current.

Article II - Student Visitors

Student visitors are discouraged, however, if a student wishes to bring a visitor who wants to attend classes, the student must do the following:

- A. Check with all of his/her teachers to be sure that the visitation does not interfere with the scheduled class activities for that day.
- B. Obtain written permission from the Principal at least one day in advance.
- C. Upon arrival, the visitor must get a pass at the school reception area.

Article III - Unscheduled School Closings

Occasionally, certain conditions make it necessary to close the School. In most cases, this will be due to heavy snowfall or ice which makes the roads impassable or unsafe. In case of an unscheduled closing, such information will be given out by telephone and e-mail to the parents. The decision to close school will rest with the Chaplain/Principal.

Article IV - Field Trips

Planned field trips have educational value. Some are scheduled as rewards and incentives. Notes giving details of the trip are sent home and parental permission must be obtained prior to leaving the school grounds.

A permission slip and emergency medical treatment form is to be filled out before school begins. Your child may not go on a field trip unless these forms are on file.

Article V - Fire Drills

Unannounced fire drills occur throughout the year. When the fire alarm sounds, all persons will proceed in a quiet, orderly fashion to the nearest exit. Turn lights off and shut all doors. Students remain with their class at all times. All classes will have an assigned exit through which they are to pass on their way to an outdoor assigned location where they will immediately regroup with the teacher.

Teachers must bring grade books with them to verify all students have vacated the building. A signal will be given by the Principal for the students to re-enter the building.

Article VI - Tornado Drills

We may hold tornado drills during tornado season (March 1 through November 1) and give students instructions on specific procedures.

Article VII - Communicable Diseases

Please telephone the school immediately if your child is diagnosed with a contagious disease. We appreciate your cooperation in this matter. Students with temperatures or pink/watery eyes will be sent home for physician review.

Article VIII - Health Records and Assessments

Students entering school must present a certificate of immunization or the Religious Waiver of Immunization. Waivers are available at the school. The following immunizations are required: polio, DPT, rubella, measles, and mumps. Immunization certificates can be obtained through the local county nurse or your family doctor.

Article IX - Illness During School Hours

If a pupil becomes ill during the school day and it is necessary to him to return home, we contact the parents. For this reason, it is important that we have the correct home and work telephone numbers of both parents.

Article X - Medications

Nonprescription medication (including aspirin, Tylenol, decongestants, antihistamines, etc.) are not be administered to any child except by a written note from the parent or guardian.

Prescription medication shall be administered by the Secretary or another designated adult from a pharmacy container labeled with the child's name, the name of the physician, and the date the prescription was filled. The label is considered the order from the physician.

A record will be kept in the child's file as to who gave the medication and the date and time that it was given.

Article XI - Student Injuries

The SJBA staff exercises reasonable judgment in the care of students to prevent physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room service. Parents will be responsible for payment of services obtained in the child's behalf.

Article XII - Lost and Found

Please label all clothing, especially uniform sweaters, lunch boxes, supplies, games, and toys. This expedites the search for the rightful owner. All items found are placed in Lost and Found. Lost items which are not claimed by the end of the year are given away.

Article XIII - Office Hours

The school office hours are from 8:30 a.m. until 5:00 p.m. Parents or visitors coming to the school to visit or transact business must first come to the school reception area. Please do not go directly to the student's classroom.

Article XIV - Class Parties

There are various occasions for parties throughout the year. Parents may be asked to help furnish items or to supervise activities.

Article XV - Right of Access to Records

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within 45 days of making a written request. A request must be submitted to the Administration. Available records include grades, evaluation, and standardized test results. These records cannot be released to persons or institutions outside the school without written request of the parents.

The Buckley Amendment affords the right for challenging the accuracy of recorded information. The content of the records may be challenged by a parent making a written statement of his position. That statement shall be inserted in the records.

Article XVI - School Calendar

The school calendar will be set up at the beginning of each academic year and can be found as Appendix H of this Handbook.

Article XVII - School Colors and Mascot

The official school color of SJBA is Blue. The official school mascot is the Cardinal.

Article XVIII - School Motto

The school motto is: *Ad Jesum Per Mariam* (To Jesus through Mary).

Article XIX - School Hours

The school day begins with Daily Mass at St. Michael's. Students are advised to be at the Church at least 5 minutes early.

Article XX - Supervision of Students

SJBA provides student supervision during school hours. If you will be unable to pick your child up on time, please notify the office as soon as possible.

We supervise students during all school activities including physical education and recess.

Article XXI - Telephone Calls and Messages

All telephone calls and messages to students or teachers must be directed through the school reception area. No student or teacher will be called out of class except in cases of emergency. Student use of the telephone will be limited to necessary local calls and only in an emergency.

Article XXII - School Lunch

As we do not yet have facilities for lunch, all students are required to bring their own lunch. Students will not have access to the kitchen facilities or any supplies.

Appendix A

STUDENT PLEDGE Grades 5-12

I agree to:

1. Conduct myself in a Catholic manner on and off the school campus.
2. Guard my conversation in and out of school so as not to bring reproach on my parents, my school, my school staff, my fellow students, my Faith, or myself.
3. Whenever possible, encourage and uplift my classmates, parents, and teachers with my positive attitude.
4. Willingly submit myself to the authority over me. At home, my parents are that authority, and at school it is any member of the SJBA staff.
5. Abide by all rules and guidelines as set forth in the student handbook which I have read.
6. Perform my school work to the best of my ability.
7. Maintain a positive attitude toward my school work, my classmates, my teachers, my school, my parents, and, most importantly, continue to develop my Catholic Faith to its fullest.

I, _____, agree to the best of my ability, and with the help of God and others in authority over me, to fulfill this contract.

Student Signature

Parent Signature

Appendix B

SCHOOL UNIFORM DRESS CODE

NOTE: SUMMER Uniform usually will be worn September, October, April and May.

Girls: Long navy blue or khaki skirt with white blouse, or long navy blue or khaki dress.
Long shorts (knee-length - to be worn under the skirt / jumper for recreation).
White bobby (short) socks (summer) Socks must be worn to cover the ankle. Navy blue knee socks or tights (winter).
Black shoes. Tennis shoes or running shoes for recreation.
For Mass, a full-size white chapel veil.

Boys: Navy blue or khaki pants with black belt
White short-sleeve shirt (summer) and a long-sleeve white shirt (winter) with solid dark colored (black or blue) tie.
Navy blue or black socks.
Black leather shoes.
Navy blue sweater.

Appendix C

The "Mary-Like" Standards of Modesty in Dress for Women

A dress cannot be called decent which is cut deeper than two fingers breadth under the pit of the throat; which does not cover the arms at least to the elbows; and scarcely reaches a bit beyond the knees. Furthermore, dresses of transparent materials are improper.

The Cardinal-Vicar of Pope Pius XI

1. Mary-like is modest without compromise, "like Mary," Christ's Mother.
2. Mary-like dresses have sleeves extending at least to the elbows; and skirts reaching below the knees.

NOTE: because of impossible market conditions quarter-length sleeves are temporarily tolerated with Ecclesiastical Approval, until Christian womanhood again turns to Mary as the model of modesty in dress.

3. Mary-like dresses require full coverage for the bodice, chest, shoulders, and back; except for a cut-out about the neck not exceeding two inches below the neckline in front and in back, and a corresponding two inches on the shoulders.
4. Mary-like dresses do not admit as modest coverage transparent fabrics - laces, nets, organdy, nylons, etc.-unless sufficient backing is added. However, their moderate use as trimmings is acceptable.
5. Mary-like dresses avoid the improper use of flesh-colored fabrics.
6. Mary-like dresses conceal rather than reveal the figure of the wearer; they do not emphasize, unduly, any part of the body.
7. Mary-like dresses provide full coverage, even after jacket, cape or stole are removed.
8. Jeans or slacks are not worn to church or in school.

"Mary-like" fashions are designed to conceal as much of the body as possible, rather than reveal. This would automatically eliminate such fashions as tight slacks, jeans, sweaters or shorts; shorts which do not reach down to the knees; sheer blouses and sleeveless dresses, etc. The Mary-like standards are a guide to instill a "sense of modesty." A girl who follows these, and looks up to Mary as her ideal and model, will have no problem of modesty in dress. She will not be an occasion of sin or source of embarrassment or shame to herself or to others.

Appendix D SJBA FINANCIAL PROGRAM

All Grades \$1500.00

Suggested support is figured from the highest grade level student to the lowest.

1 st child	100%
2 nd child	80%
3 rd child	60%
4 th child	40%
5 th child	20%
6 th child	No charge

Arrangements for payment may be made with the business manager / secretary.

Appendix E ACCREDITATION

We will not seek accreditation by any governmental agency for the following reasons:

A. SJBA is not interested in using textbooks adapted or approved by the state. Secular authors who reject fundamental Catholic principles developed many of these texts which are saturated with humanistic values.

B. SJBA is not bound by state curricula or teacher certification requirements that are often inferior and/or contrary to those of Catholic educational standards.

C. SJBA believes it is unreasonable for parents to withdraw their child from a government school with its academic and moral ills only to place him in a private institution with the same curricula, methods and objectives, and textbooks. To accept the secular accrediting criteria as our standard leaves no viable educational alternative for Catholic parents.

D. The basic criteria for college admissions are student aptitude and achievement as determined through standardized tests. The instructional program of SJBA is designed and implemented to allow its graduates to stand on their own academic merit.

We are currently in the process of seeking accreditation through the National Association of Private Catholic Independent Schools (NAPCIS)

Appendix F LIBRARY REGULATIONS

1. Reference books are to remain in the library.
2. All other books and materials taken from the library must be checked out.
3. Books are checked out for one week.
4. There is a charge for books damaged beyond reasonable wear.
5. Lost books are purchased by the student.
6. Leave books in the Return Book Box. The Librarian will shelve books.
7. Pupils may not come to the library unless they have their teacher's permission and plan to work quietly.

Appendix G SCHOOL SUPPLIES

Grades 3-7

Backpack to carry books home
Crayons
Scissors (blunt)
#2 pencils (one dozen)
2 Dry erase markers
Glue stick (several)
Eraser
Paint smock or an old shirt
Water color set (8)
Construction paper (1 pkg.)
1 box of Kleenex

Grades 8-12

Backpack to carry books home
Supply of loose-leaf paper
Spiral notebooks (per teacher request)
Supply of #2 pencils and eraser
Box of Kleenex
Pencil case
1 folder
12" wood ruler
Other supplies as directed by teachers

Some items may need replenishing during the school year. Check with your student(s) frequently.



Appendix H

Calendar of Events – School Year 2010-11

AUGUST – MONTH OF IMMACULATE HEART

- 13 Teacher in-service
- 15 Assumption – Holy Day of obligation
- 16 Parent Orientation 7:00 p.m., **First day of school**

SEPTEMBER – MONTH OF THE HOLY CROSS

- 3/4 First Friday & First Saturday
- 8 Nativity of Our Lady

OCTOBER – MONTH OF THE HOLY ROSARY

- 2 Open House
- 3 Pilgrimage – Dedication of St. Michael
- 20 End of First Nine Weeks
- 27 Report Cards

NOVEMBER – MONTH OF THE POOR SOULS

- 1 All Saints Day – Holy Day of Obligation
- 5 First Friday
- 6 First Saturday
- 24 Thanksgiving Holiday begins at dismissal.
- 29 Classes resume

DECEMBER – MONTH OF THE NATIVITY

- 3/4 First Friday & First Saturday
- 6 Feast of St. Nicholas
- 8 Feast of the Immaculate Conception
Holy Day of Obligation
- 14 Advent Program
- 22 **End 1st semester, Report Cards. Christmas Holiday begins at dismissal. No school until Jan 10**

JANUARY – MONTH OF THE HOLY FAMILY

- 7 Teacher In service / Work day
- 10 **Classes resume: Begin 2nd semester**
- 22 Right to Life Remembrance Day
- 31 Feast of St. John Bosco, Patron of the School

FEBRUARY – MONTH OF THE PURIFICATION

- 2 Feast of the Purification – Candlemas Day
- 14 Feast of St. Valentine

MARCH – MONTH OF ST. JOSEPH

- 4/5 First Friday & First Saturday
- 7-9 Spring Break
- 9 Ash Wednesday
- 17 Feast of St. Patrick
- 19 Feast of St. Joseph
- 23 End of Third Nine Weeks
- 25 Annunciation of the Blessed Virgin Mary
- 30 Report Cards

APRIL – MONTH OF THE HOLY GHOST

- 17 Palm Sunday
- 21 Holy Thursday
- 22 Good Friday
- 23 Holy Saturday
- 24 EASTER SUNDAY
- 25-27 Easter Break

MAY – MONTH OF BLESSED VIRGIN MARY

- 2 Classes Resume
- 6/7 First Friday & First Saturday
- 10 **Last Day of Class**