

2024-2025



Saint John the Baptist Middle School
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7:30am - 2:00 pm (Friday)

WELCOME AND INTRODUCTION

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

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

The middle school philosophy of early adolescent education was developed during the 1960's in the United States. It is based on the fact that the early adolescent student has unique psychological and physiological needs, and that the middle school approach to education can meet the needs of this age group more effectively.

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

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

HISTORY

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

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

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

The first principal of Saint John the Baptist Elementary, appointed by Bishop George Niederauer, was Sister Karla McKinnie, CSC. She was one of two Holy Cross Sisters assigned to the Skaggs Catholic Center. The Holy Cross Sisters have been part of Catholic education and health care in the Salt Lake valley for over 100 years. Mr. Roger Marcy was the first principal of Saint John the Baptist Middle School. Mrs. Nikki Ward was appointed principal of the middle school in January 2003. Mr. Jim Markosian was appointed principal of the middle school in June 2009. Mr. Patrick Reeder was appointed principal of the middle school in June 2016 and served until 2024. Ms. Vanessa H. Jacobs was appointed principal in June 2024.

MISSION STATEMENT

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

Philosophy

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

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

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

Integral Student Expectations

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

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

COLORS AND SEAL

The school colors for Saint John the Baptist Catholic Schools are the same as the Juan Diego Catholic High School: navy blue, teal, and silver. The school uniform carries out the base color of navy blue. These colors were chosen because they represent the colors on the dress of Our Lady of Guadalupe.

The school seal is round with elements from Saint John the Baptist Elementary's school seal and Juan Diego Catholic High School's seal, visually placing Saint John the Baptist Middle School as the bridge between the two. The lamb is the symbol of Saint John the Baptist. The background contains mountains with a representation of the Sea of Galilee in front of mountains with a rising sun. A dove centered in the middle signifies the importance of confirmation during middle school.

ADMISSION AND ATTENDANCE

Admission Policy

Parents/Guardians wishing to enroll their child(ren) at Saint John the Baptist Middle School must 1) complete an application packet available on our website, 2) submit a copy of the following: birth certificate, baptism certificate (if applicable), most recent report card and standardized test scores, and 3) \$150 nonrefundable application fee. Incomplete applications will not be considered. The general schedule for enrollment is as follows:

September 16: Applications available

December 2 - January 30: Re-enrollment for current students

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

Enrollment Policy

Applications for the 2025-2026 school year will be available online beginning September 16. Students from the 2024-2025 waiting list will not be considered for enrollment unless parents submit an updated application. Applications will not be compiled on a first come, first served basis. Students may not apply unless they will be of school age on September 1 in accordance with the admittance policy. Admittance of students in good standing will be based according to the following priorities, as deemed by the Diocese of Salt Lake City, as space is available and at the discretion of the school's administration:

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

Admittance¹

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

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

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

Inclusion²

The Catholic Schools of the Diocese of Salt Lake City support the concept of appropriate inclusion in our schools. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. It is within this context that children with special needs are welcomed into the Catholic school community. Catholic schools recognize their responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, Catholic schools will serve children with special needs in general education classes.

Inclusion is a process. It involves the ability to communicate with a group of learners with diverse needs. Inclusion is not a program or a placement. Inclusion is a philosophy of teaching that relies on the abilities of educators to promote an environment that respects and reverences the rights of students to learn in regular education classrooms in Catholic schools.

Inclusion fosters collaboration of all teachers and parent(s)/guardian(s) working together for the common good of all students, especially those with varying exceptionalities. Inclusion implies preparedness, continuing education, and ongoing communication.

Appropriate inclusion can work effectively for a large number of students with disabilities and learning difficulties while enriching the classroom experience of all students. The Catholic schools acknowledge that promoting appropriate inclusion without providing the resources needed to make it work effectively for students and teachers offers a false promise of improved opportunities for students with special needs and assures a strong possibility for disruptions in

¹ Diocesan Policy 3000

² Diocesan Policy 3010

the learning environment. For inclusion to achieve its full potential in the classroom, a primary requisite is that parent(s)/guardian(s) and staff commit themselves to ongoing education and staff development that will foster a greater understanding and respect for children with special needs.

Teachers question their ability to educate children with special needs. While it is true that special course work has a benefit, it is also true that good pedagogy benefits all children.

The Catholic schools offer a loving and safe environment. Catholic parent(s)/guardian(s) should be able to choose a Catholic education for their children with disabilities and learning difficulties. Children who have disabilities could be a gift to any school. They could teach acceptance of diversity, respect for all people and gratefulness for one's own gifts. It could be a win-win situation for all, especially the students.

Respect for Persons with Disabilities

Catholic schools in the Diocese of Salt Lake City are to comply with the regulations on people with disabilities [Section #504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) of 1990/ADA Amendments Act of 2008] to the extent that they may apply to private educational programs. Schools may not, on the basis of disability, exclude a qualified person with a disability if the person can, with minor adjustments, be provided an appropriate education or function as an employee.³

Class Size

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

Non –Discrimination and Compliance with Title IX Education Act

Assurance Statement

The elementary/middle and secondary Catholic schools of the Diocese of Salt Lake City, under the jurisdiction of the Roman Catholic Bishop, the Superintendent and the Diocesan School Board, attest that they do not discriminate in admitting students of any race, color, gender, national and ethnic origin in its admission policies, treatment of students, and its employment practices.

Programs and Activities

These schools do not discriminate on the basis of race, color, gender, nationality, religion and ethnic origin in the administration of their educational policies, athletic and extracurricular activities, or in other school administered programs in employment or promotion practices.⁴

Proof of legal name, age and custody

Before any child is admitted to Saint John the Baptist Middle School, the child's parents or guardians shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. At least one parent/guardian of the child must sign the child's

³ Diocesan Policy 3020

⁴ Diocesan Policy 1200

application for admission to the school. In case of divorce, records, including a certified copy of the Decree of Divorce, must be on file stating who has custody and when. In cases where the child's name differs from the birth certificate, additional and supporting legal documents will be required.

Student Name

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

Immunization Requirements

Saint John the Baptist Middle School complies with the current Utah State Law, requirements for immunization and health assessment as established by state and local health authorities.

Students enrolled in Utah Catholic schools must be properly immunized, unless the parents/guardians have obtained a medical exemption. The medical exemption must be obtained from the student's pediatrician and must be on the practice's letterhead. The student's pediatrician must be licensed to practice in the State of Utah and maintain a medical practice in the State of Utah. The school has discretion to accept a letter from an out of state pediatrician (provided the out of state pediatrician is a licensed pediatrician in another state and the letter is on the practice's letterhead) if the student has recently relocated to Utah or other documented hardship exists. Utah Catholic Schools maintain the policy that students who have not been properly immunized or properly medically exempted from requirements of immunization are to be excluded from school until requirements are met. Utah Catholic Schools do not accept personal or religious exemptions.⁵

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

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

4 Polio

2 MMR

3 Hepatitis B

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

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

⁵ Diocesan Policy 5110

Students Entering 7th Grade

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

Physical Examination

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

Attendance and Absences

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

If a child is absent, a parent is requested to call the school office by 9:00am. If a student is too sick to come to school on a given day, he/she may not participate in any extracurricular activities that afternoon/evening (dances, sports practice, performances etc.).

Chronic absenteeism is defined as missing at least 10% of days in a school year for any reason, including excused and unexcused absences.

Excused Absences

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

If your student is exhibiting any of the following symptoms, they will not be allowed in school.

- Cough
- Fever
- Running Nose
- Shortness of Breath
- Flu-like Symptoms

Unexcused Absences

Vacations and any other reason not listed above. When parent(s)/guardian(s) take their children out of school because of family vacation/personal plans, it is with the understanding that class participation cannot be made up. However, upon returning, assignments may be given and completed within a reasonable time.⁶

Make-up work for all absences

Access to Canvas will be available
Grade level late work policies will apply.

It is the **student's responsibility** to request assignments upon returning to class and to make arrangements to complete missed assignments, exams, tests, quizzes. Tests, exams, and quizzes not taken within one week of returning to school will be counted as a "0" and may not be completed. Students may make arrangements for a peer to bring home necessary books and materials if they are absent for an extended period of time (more than two days). **Parents may request homework when a student is absent more than two days by contacting the HomeBase teacher.**

Insufficient Attendance

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

Attendance Contracts

Students who are chronically absent (missing more than 10% of classes) may be placed on an attendance contract. A parent / guardian meeting will be scheduled. Excessive absences can be a reason for dismissal.

Tardiness / Student Check-in and Check-out

Students arriving after 8:00 a.m. are considered tardy, whether excused or unexcused, and must report to the office to be admitted to school. The student will then be given an admittance slip and may proceed to class. Middle school students must be on time to each class. Work missed by tardy students may not be allowed to be made up and may impact grades. Students arriving 15 minutes or more to class will be marked as absent. Conversely, students checked out 15 minutes or more during class will be marked as absent.

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

Tardiness will be considered excused for the following reasons:

⁶ Diocesan Policy 3110

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

Excessive tardies may result in detention and/or a meeting with the administration and/or disciplinary consequences. Continued tardiness or non-compliance with the above interventions may result in the child's suspension or removal from Saint John the Baptist Middle School.

Release of Students from School⁷

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

Every time a SJBMS student is being released during the school day to an authorized individual who is a student at JDCHS, parents must notify the office with verbal or written authorization.

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

Student Cumulative Records

Full and accurate cumulative records of each student's attendance and academic progress are kept on file permanently. Only authorized personnel may have access to these records.

Access to Records

Parent(s)/guardian(s) wishing to see their children's cumulative records should request an appointment. Such arrangement ensures that a qualified person will be available to answer questions and interpret the recorded data. Each school shall adopt procedures for the granting of requests by parent(s)/guardian(s) to inspect and review records during regular school hours. Access shall be granted no later than five days following the date of request.

Non-Custodial Parents

Each school abides by the provisions of the Buckley Amendment and Utah law to the extent they may apply with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying

⁷ Diocesan Policy 3120

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. This is kept in the cumulative record.

Privacy of Student Records

Apart from the above provision, the school shall not give any personal information to any person unless the person is one of the following:

1. Parent and/or guardian
2. Parent /guardian of an 18 year old pupil who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954
3. Persons permitted access to pupil records by parent(s)/guardian(s)' written Consent
4. Diocesan school officials and school administration
5. Federal, state, and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded (such as public officials when the law specifically requires that such information be reported to them)

A record must be kept showing who has accessed the individual student file other than teacher and administration. Each school shall determine the procedure for this information.

Transfer of Records

When a pupil transfers from one school to another a student withdrawal slip is issued and the school from which the student transfers keeps the permanent record and sends the following to the new school and gives a copy to parent(s)/guardian(s) if requested:

1. Original health records
2. Copy of transcript of grades
3. A copy of test results
4. Attendance records

The student's permanent record must contain the date and reason for the transfer. The date of transfer should also be recorded in the school's attendance register.

A reasonable charge may be made for a transcript, not to exceed the actual cost of furnishing copies of pupil records.

Confidential reports from an agency or professional individual, such as a resource teacher or psychologist, should be filed separately from the cumulative records. These reports may not be transferred with other student records without the written permission of the parent(s)/guardian(s) and, in the case of an outside agency, of the responsible agency. (Example: IEP, psychological test data)

No school may withhold records for lack of tuition payments.⁸

⁸ Diocesan Policy 3700

Release of Data

Federal, state and private agencies frequently request educational data from schools and parishes. This data affects eligibility for participation in numerous programs. Once the data is released, it not only must be substantiated but must be consistent with statistical data of other years.

Release of photos/information to Media

On occasion students are photographed during activities and events. The picture(s) may be used in a newspaper article, advancement newsletter, website/social media or marketing brochure. Parent(s)/guardian(s) who do not want their child's photograph to be used throughout the school year must notify the school in writing.⁹

If you do not want your child's picture to be used throughout the 2024-2025 school year, please notify the school in writing via email, vanessajacobs@skaggscatholiccenter.org.

UNIFORM: DRESS CODE

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

Girls Uniform

- White button-down oxford, short or long sleeve (**tie button only may be open**)
- White polo, short or long sleeve
- Navy blue twill pants, shorts, or skorts
- Columbia plaid skirt (modest in length, 2-3" above the knee, unrolled)
 - It is recommended that girls wear spankies or bike shorts under skirts
- Navy v-neck pullover, cardigan or vest
- SJBMS / JDCHS sweatshirts or hoodies purchased from St. Paul's Place are permitted
- White, navy, gray or black solid socks or tights – **no other colors allowed**
- Solid black or navy leggings may be worn under skirt or skort
- Covered shoes – (leather, dress or athletic) **no boots**

⁹ *Diocesan Policy 1700*

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

Boys Uniform

- White button-down oxford, short or long sleeve (**tie button only may be open.**)
- White polo, short or long sleeve
- Navy blue twill pants or shorts
- Navy v-neck pullover, cardigan or vest
- SJBMS / JDCHS sweatshirts or hoodies purchased from St. Paul's Place are permitted
- White, navy, gray or black solid socks – **no other colors allowed**
- Covered shoes – (leather, dress or athletic) **no boots**
- Plain black, white, navy blue, khaki or dark brown belt – no ornamentation; simple buckle

Formal Uniform – Every Tuesday and Mass Days (Grades 6-8)

- **Girls** – Skirt, oxford shirt, knee-highs, tights, or leggings
- **Boys** – Pants, oxford shirt, and tie
- Optional cardigan sweater/vest
- Optional gender-neutral pants for girls with administration approval

Additional Requirements (Grades 6-8)

- **Proper size and proper fitting** uniforms must be worn
- All uniform components must be clean and free of holes
- Pants must be worn at waist level (top of the hip) with a medium break and not rolled
- Solid white (t-shirt, undershirt/thermals and undergarments) may be worn under the oxford or polo shirt if covered by the uniform shirt
- Shirt must be tucked in
- Students must wear a belt with pants and shorts
- **Skirts must be modest in length (2-3" above the knee)** (i.e. skirts must not be rolled)
- Jackets, unofficial sweatshirts / hoodies, and hats may not be worn in the classroom and/or hallways
- Boots may not be worn to class
- All students enrolled in Physical Education, Intro to Athletics, or Hip Hop must wear the PE uniform / appropriate (modest) athletic clothing

Shoes

Covered shoes (toes and heels must be covered) must be worn. Shoes with laces must be tied. **No boots, slippers, or moccasins of any kind may be worn.** Shoes may not rise

more than 2 inches above the ankle. **Extreme styles are not acceptable.** No high heeled shoes. Shoes must be in good repair (free from holes).

Hair

Students are expected to come to school with neatly groomed and clean hair. **Hair must be their natural color and modest in style. Extreme styles are not acceptable.** Boys are expected to have neatly trimmed hair and must be clean-shaven. If hair is highlighted, the highlights must be in the same color family as the student's natural color. **Hair must not cover the face.** Hair and hair accessories should not distract individuals or draw undue attention to the students. **Students may be excluded from school as deemed by the administration until his/her hair meets the above requirements.**

Jewelry

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

Cosmetics

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

Spirit Day Dress

Students may wear uniform bottoms, non-distressed jeans and an SJBMS or JD shirt/sweatshirt (see below)

- **SJBMS/JDCHS apparel from Saint Paul's Place**
- **SJBMS/JDCHS approved team shirt**

Alternative Dress Days

Periodically, students will be allowed to wear alternative dress. This is not a "free dress day." The alternative dress will be in conjunction with a special theme or occasion. On alternative dress days the official school uniform policy (hair, shoe, cosmetics, jewelry, and jacket/sweatshirt/hat) will be in effect. Changes to the policy will be defined and the student's will be notified in advance. Alternative dress must be modest and appropriate for a Catholic school. **Please note that sweats, short skirts, halter tops, low cut tops, spaghetti straps, tank tops, bare midriffs, tube tops, distressed or clothing with holes will not be permitted.** Solid black or navy leggings may be worn under a skirt, skort, or dress. Interpretation of appropriate dress is at the discretion of the school administration.

PE Uniform

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

GOVERNANCE

Catholic School System

The primary responsibility for the educational apostolate and catechetical ministry in the diocese belongs to the bishop. He associates others with himself in this work by appointing individuals and establishing institutions to assist him. (Canon 386; Christus Dominus #12-14)

Accordingly, all who assist the bishop in the catechetical ministry and the educational apostolate of the Church are called to reflect a concern for teaching which is faithful to the Church's tradition as reiterated and renewed by the Second Vatican Council. They are likewise called to avoid anything which compromises the integrity of faith, causes it to be doubted, or prompts departure from the received tradition.¹⁰

The Catholic Schools in the Diocese of Salt Lake City are part of the educational ministry of the Bishop of the Diocese. Together, the schools exist as part of a system under the direction of the Superintendent of the Catholic Schools. The Diocesan Catholic School Board acts as an advisory body to the Bishop of the Diocese and the Catholic School Superintendent on all matters concerning Catholic Schools.¹¹

Catholic School Leadership

The principal in the Catholic schools of the diocese serves as spiritual, educational and managerial leader, responsible for Catholic identity, academic excellence and the building of a faith/learning community. In this role, the principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school and parish community.¹²

Line of Authority

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

¹⁰ *Diocesan Policy 1400*

¹¹ *Diocesan Policy 1400.1*

¹² *Diocesan Policy 1430*

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

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

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

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

Newsletter

A school newsletter will be available at least once a month at www.sjb-middle.org. This newsletter is the regular communication vehicle between home and school.

Communication with Non-Custodial Parent

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

Web Site Information/Power School

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

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

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

Interruptions

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

Back to School Night

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

Student Led Conferences

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

School Visitation

Parents/guardians are encouraged to make appointments with teachers and administration.

Messages

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

If a student needs to contact a parent during the school day, they will have access to the office phone. Additionally, administration or school personnel may transportation and after school activities prior to arrival at school.

CODE OF CONDUCT

The Catholic Diocese of Salt Lake City is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment. This Code of Conduct applies to all SJBMS students on campus during school hours, on campus after school hours, and at school events. Behaviors are ranged from minor to moderate to major and severe (threats to safety). Some behaviors are minor infractions while others are more serious. Consequences will vary according to the nature and seriousness of the infraction. **Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.** Consideration will be given to the circumstances involved and prior offenses committed by the student. Consequences are based on respect and dignity of each person involved. Confidentiality is maintained as appropriate. Behaviors specifically not mentioned will be evaluated on the mission of the school and evaluated on the basis of was the conduct unbecoming of a student in a Catholic school? Did the action reflect adversely on the Catholic Church and Saint John the Baptist Middle School and /or damage our community environment?

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

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

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

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

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

Behavior

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

- SJBMS students are encouraged to "Be Safe, Be Respectful, Be Responsible, and Be Reverent." All behavior should be guided by reverence for life, respect for self, others and property, and taking responsibility for one's actions.
- To be successful at Saint John the Baptist Middle School students are expected to be working toward the achievement of our Integral Student Outcomes (responsible citizen, effective communicator, active Christian, and learners who strive to improve).
- Offenses – The following behaviors do not contribute to a safe, respectful Christian environment and will not be tolerated.
 - Causing physical harm (fighting, throwing objects, using drugs, weapons, etc.)

- Causing psychological harm (intimidation, threats, etc.)
- Using a tone or gesture of disrespect or that is abusive (profanity, harassment, etc.)
- Showing disrespect to adults and authority (insubordination, unwillingness to obey, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating behavior that is out of control (being unreasonable, repeated violations, unwillingness to change, etc.)
- Harassing others (verbal abuse, bullying, inappropriate touching, etc.)
- Being dishonest (lying, cheating, etc.)
- Hazing
- Use of electronics to perform the above

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

Positive Reinforcement

The SJBMS faculty and staff are committed to reinforcing students for following schoolwide expectations and being models of our school mission. We strive for students to feel recognized and proud for contributing to our school community in a positive manner. Through focused positive feedback. Our goal is that students will grow in intrinsic motivation.

Severe Infractions

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

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

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

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

Property Care and Maintenance

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

Threat to School Safety

Any student who acts in such a way as to threaten the safety of him/herself or any other person in the school building or is in possession of, or brings onto school property, any article or substance¹³ that endangers his/herself or any other person in the school building will be suspended and may be subject to expulsion. Students who appear to be under the influence of any drug or alcohol are also considered a threat to their safety and that of those in the building. Any violation of the Safe Schools Act of the City of Draper allows the school to report such violations to the police.

Procedure to return to school:

1. Student is placed on in-school suspension immediately until parents can secure the student.
2. Student will remain suspended until investigation is completed.
3. Principal, with consultation with local law enforcement if necessary, will conduct a threat assessment.
4. A psychological evaluation may be required for return to school.
5. If expulsion is not required, behavior modification and/or Disciplinary Probation Contract may be needed.

Search and Seizure

The administration of Saint John the Baptist Middle School and/or his/her designee retain the right to search students, student lockers, student possessions, and/or seize possessions. Any property brought to campus is subject to search.

Speech and Publications

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

¹³ This policy includes as an unsafe "substance," any narcotic, tobacco, drug, alcohol, or any object that could be a potential weapon.

Stealing

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

Bullying and / or Harassment by Students¹⁴

The Catholic Schools of the Diocese of Salt Lake City recognize that bullying or harassment of any kind has a negative effect on school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Bullying or harassment can also lead to more serious violence. Every student has the right to an education and to be safe around school.

Bullying or harassment of any kind will not be tolerated because of the Christian climate and Catholic culture in the schools. Occurrence can be on or off campus, within and outside the school day, during a school activity, or on free time. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. The intervention and consequences will be according to the nature and severity of the incident(s) or situation(s).

Definitions

Bullying or Harassment by a student is defined as a pattern of habitual abuse repeated over time by another student or students and involves an imbalance of strength. In many cases, but not all, bullying and harassment may be motivated by racial, sexual, religious, social, or other prejudice.

Examples of bullying and harassment include, but are not limited to, the following:

Physical harassment, such as physical intimidation or assault; Emotional harassment, such as extortion, oral or written threats, cyber bullying, taunting, putdowns, namecalling, threatening gestures or actions, cruel rumors, false accusations, and social isolation; Sexual harassment, such as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature; or Hazing, such as an initiation process involving bullying or harassment.

¹⁴ Diocesan Policy 3320

Communication of Policy

Principals, in consultation with the superintendent, will affirmatively ensure that all students are made fully aware of their rights and responsibilities under this policy as well as the rights of each student to seek redress in the event of student harassment or bullying of any kind.

Faculty/Staff Intervention

It is expected that faculty and staff members who observe or become aware of bullying or harassment take immediate and appropriate steps according to this policy.

Reporting Bullying and Harassment

The Catholic Schools of the Diocese of Salt Lake City expect students and parent(s)/guardian(s) who become aware of bullying or harassment to report it to the school principal for investigation. Any student or parent/guardian who retaliates against another for reporting bullying or harassment may be subject to the consequences listed below.

Any Catholic school employee who becomes aware of any apparent occurrence of bullying or harassment must report this to the principal who begins intervention and corrective action. When a principal believes that a criminal offense may have occurred, the principal will report the known facts to the appropriate criminal investigative agency.

Bad faith allegations of a violation of this policy will subject the accuser to disciplinary action.

Investigation Procedures

All allegations will be taken seriously and promptly investigated. Concern for confidentiality will be adhered to throughout the investigative process. This investigation may include interviews with students, parent(s)/guardian(s), and school faculty and staff; review of school records; and identification of parent(s)/guardian(s) and family issues.

Student Intervention Consequences

Intervention and consequences for students who bully or harass others shall depend on the results of the investigation and may include: counseling, a parent/guardian conference, detention, suspension, and/or expulsion, or involuntary transfer to another school. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety.

Procedures may include: implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parent(s)/guardian(s).

Retaliation

Any form of retaliation against a student who alleges student bullying or harassment is strictly forbidden. Students who believe they have experienced retaliation will report the occurrence to the principal. The principal will take the disciplinary action warranted.

Sexual Harassment Policy

Definition

Sexual harassment and sexual violence are contrary to the philosophy here at SJBMS, and any accusation will be handled in a confident, serious manner. Sexual harassment and sexual violence may include but are not limited to:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate patting, pinching, or other physical contact;
- Intentional brushing against someone's body;
- Demanding sexual favors accompanied by implied or overt threats;
- Demanding sexual favors accompanied by implied or overt preferential treatment;
- Any unwelcome touching.

Reporting Harassment

The Catholic schools of the Diocese of Salt Lake City expect students and parents or guardians who become aware of harassment to report it to the school Principal for investigation. Any student, parent or guardian who retaliates against another for reporting harassment may be subject to the consequences listed below.

Any Catholic school employee who becomes aware of any apparent occurrence of student harassment must report this to the Principal who begins intervention and corrective action. When a Principal believes that a criminal offense may have occurred, the Principal will report the known facts to the appropriate criminal investigative agency.

Any student who alleges sexual harassment by anyone at the school should report it to the Principal or dean immediately. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations and to take corrective action as necessary.

All allegations will be taken seriously and promptly investigated. Concern for confidentiality will be adhered to throughout the investigative process. This investigation may include interviews with students, parents, and school faculty and staff; review of school records; and identification of parent and family issues.

Bad faith allegations of a violation of this policy will subject the accuser to disciplinary action.

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

Monetary Consequences:

Fines will be given for the following in the first semester:

- Uniform Policy Infraction: \$5
- Gum: \$10
- Consuming candy, food, etc. outside of cafeteria: \$5
- Throwing snowballs, food or other items: \$5 and/or community service during lunch and/or after school
- Leaving books, materials, etc. in the hall, including littering: \$5
- Possession or use of cell phone, head phones, or smart watch during the school day: \$20 (phone will be confiscated by administration and returned to the parent).

*****All fines will double for the second semester*****

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

Cell Phone Policy

Cell phones must stay off or silent and in a locker during the day. Cell phones confiscated during the day will be held in the office until a parent comes in to pick up and discuss our policy with the Administration. Students in possession of phones or headphones can be fined \$20.

In-School Suspension

Individual schools may have staff and support for an in-school suspension program. This is an alternative to the out-of-school suspension. Contact with a parent/guardian must be made.

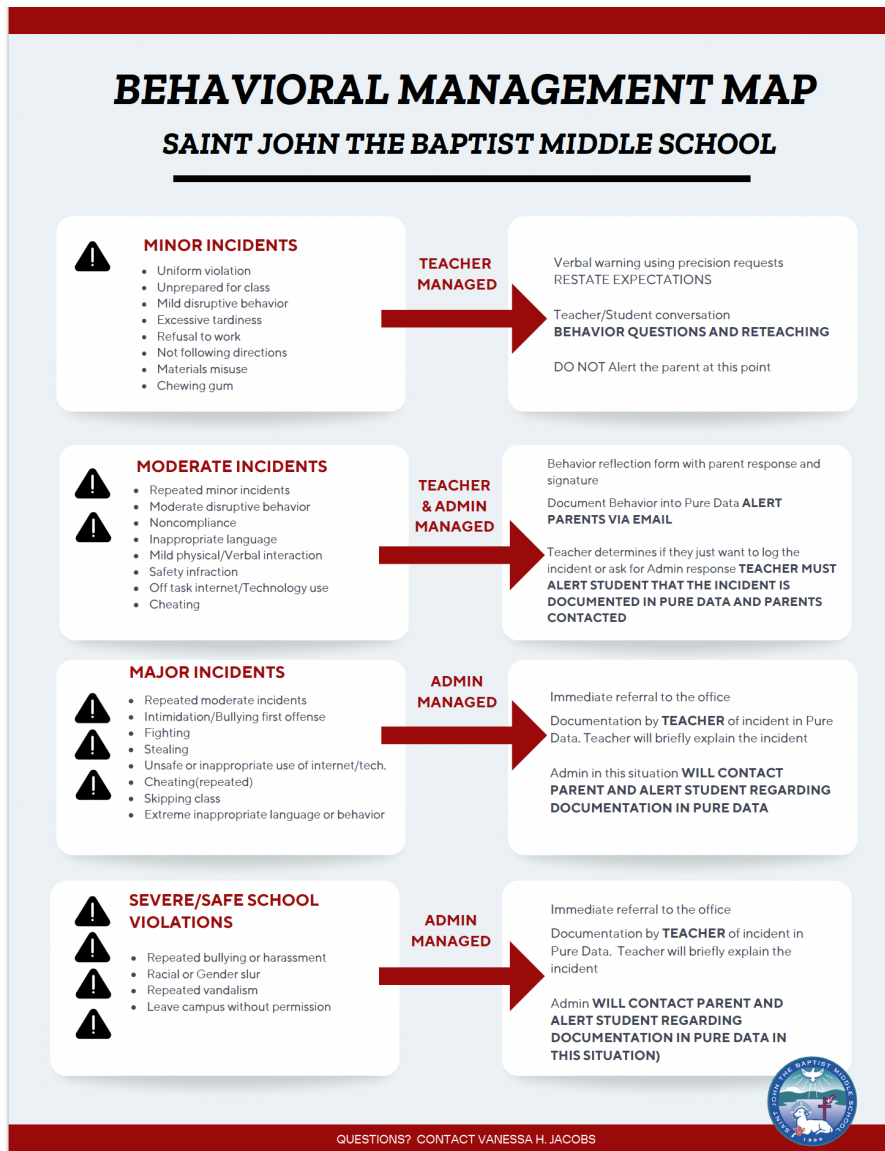
Verbal and/or written notification of suspension will be given to the parent/guardian of the student. Except for standardized testing, any in-class work, homework, tests or quizzes missed on the day(s) of in-school suspension may result in a zero. Parent/Guardians may be charged up to \$75 daily for in-school suspension in order to provide additional supervision.

Suspension

Suspension is a disciplinary punishment to be invoked at the discretion of the principal or designee for less serious infractions of rules. Contact with a parent/guardian must be made.

Verbal and/or written notification of suspension will be given to the parent/guardian of the student. Except for standardized testing, any in-class work, homework, tests or quizzes missed

on the day(s) of suspension will result in a zero. A pupil shall be suspended for no more than five (5) consecutive school days, absent mitigating circumstances. Failure to correct behavior can become grounds for expulsion.¹⁵



Academic Integrity

Academic integrity and ethical behavior are expected from all Saint John the Baptist Middle School students. Administration, faculty, students and their families are important contributors to upholding the academic integrity of the school community. All submitted work is subject to originality / AI verification. In accordance with SJBMS's Integral Student Outcomes, as responsible citizens and lifelong learners, students utilize technology appropriately and as an

¹⁵ Diocesan Policy 3300

effective tool for learning. This includes, but is not limited to artificial intelligence and technological tools. Because generative AI tools remember everything entered into them, no staff or student is authorized to input any names, writings, or pictures/likenesses of other students or staff into any generative AI tool unless it is expressly permitted by the administration. Academic dishonesty and unethical behavior are contrary to the philosophy and goals of the school. Appropriate consequences will be assigned to any student who commits academic dishonesty by word and/or by action. A student determined to have been involved in academic dishonesty will receive a "0" for that assignment or test and a drop in citizenship. The teacher will notify the student's parent(s) and administration. Future incidents of academic dishonesty by that same student will subject him/her to possible suspension or expulsion.

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

- Plagiarizing (using the ideas of another as one's own work without acknowledgement of the source) in written, creative or oral work.
- Submitting work that is not original. Copying from another source and giving it as one's own work or re-submitting work from another person or another class.
- Give or receive unauthorized assistance on exams.
- Engage in any form of academic deceit.
- Provide notes, signature or other documents that are forged.
- Academic dishonesty.
- Using ChatGPT or an AI app to complete answers to an assignment or assessment.

ACCEPTABLE INTERNET USE POLICY

PURPOSE

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

SCOPE OF USE

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

RESPONSIBILITIES OF USER

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

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

UNACCEPTABLE USES

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

ADMINISTRATIVE RIGHTS

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

PERSONAL USE OF SOCIAL MEDIA

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube and Instagram. Staff and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

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

Saint John the Baptist Catholic Elementary and Saint John the Baptist Catholic Middle School realize that part of 21st-century learning is adapting to the ever changing methods of communication. We acknowledge the importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these constantly changing digital environments. To this aim, our Schools have adopted the following guidelines to provide direction for employees, students, and parents when participating in certain online social media activities:

What is Social Media? User-created content online designed in a collaborative environment where users share opinions, knowledge, and information with each other. Social Media sites may include but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking sites (Facebook, YouTube, LinkedIn, etc.)
- Photo and Video Sharing sites (YouTube, Snapchat, Tik Tok, etc.)
- Podcasting and Vlogging.

Any social media groups or pages that imply relation to the Schools, even in an unofficial capacity, must have approval by the school principal and will be subject to the School's Acceptable Use Policy and/or Code(s) of Conduct.

While the First Amendment to the United States Constitution protects individuals, who want to participate in the use of social media, the law states, and courts have ruled, that private schools can address the speech of students, employees, and parents if that speech, including personal

online postings, substantially disrupts school operations. It is important to create an atmosphere of trust and individual accountability. Keep in mind that information produced and/or posted online by employees, students, and families is a reflection on the entire School.

Saint John the Baptist Catholic Schools encourage school employees, students, and parents with an online presence, to be mindful of the information they post. Students and parents are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be disrupting and derogatory to the school or the school community, or threaten, demean, or bully students or faculty, or parents is prohibited. Admission to the school is a privilege, not a right, and that any behavior, either on or off-campus, which is not consistent with the school's standards could result in the loss of that privilege.

COMMUNICATIONS

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

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

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

POLICY VIOLATIONS

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

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

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

Student Withdrawal on Grounds of Parental/Guardian Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parent(s)/guardian(s). However, in the instance where parent(s)/guardian(s) detrimentally impact the school's ability to effectively serve its students, the parent(s)/guardian(s) may be requested to remove their student from the school for ANY of the following reasons:

1. Refusal to cooperate with school personnel; or
2. Refusal to adhere to diocesan or local policies and regulations; or
3. Interference in matters of school administration or discipline.¹⁶

Concluding Statement

Not every possible situation concerning matters of behavior is included. Questions will arise that are not covered here or special circumstances may justify a course of action different from those listed in this handbook. **The administration has the ultimate responsibility for discipline issues and how they are handled.**

ACADEMICS

The academic progress of students is among our top priorities. We offer a variety of classes to achieve this goal. Depending on student need, availability, and achievement, classes range from remediation to high school level course work. Grades are maintained in PowerSchool. As a blended learning school, we utilize Canvas as our Learning Management System. Digital assignments are submitted via Canvas.

Grading Scale

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

A = 93-100 Excellent	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89 Very Good	D+ = 67-69 Below Average
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
C+ = 77-79 Good	F = Below 60 Failing
IA - Insufficient Attendance	I = Incomplete

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

O = Outstanding
S = Satisfactory
N = Needs improvement

¹⁶ Diocesan Policy 3340

“I” Incomplete

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

Citizenship

Includes being respectful, responsible and ready each day, in every class. Each student begins each quarter with an “O.” The following link has a rubric that determines a student’s citizenship grade: [Citizenship Rubric](#)

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

5 violations per quarter = S; 8 violations per quarter = N

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

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

Homework

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

Late work

Each grade level will have a late work policy that is approved by the administration. Late assignments can be completed one week upon return. However, once the unit, summative assessment, or project is given, it is up to teacher / administrative discretion to accept late work.

Midterm Reports

Midterm reports will be sent home with each student at the midpoint of each quarter. **If parents do not receive their child’s midterm report on the distribution date, as indicated on the monthly calendar, please contact the administration for a copy.** PowerSchool will be available for parents and students to check current progress. If parents do not have access to the

Internet, they are encouraged to contact the administration for a printed copy of their child's progress report.

Report Cards

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

Promotion/Retention/Graduation

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

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

Honor Roll

Saint John the Baptist Middle School believes in recognizing and awarding academic excellence. The Honor Roll is based on achieving a 3.67 grade point average or higher. Honorable Mention will be bestowed on students who achieve a 3.33 to 3.66 grade point average. **Students with a "D+," "N," or below do not qualify for the Honor Roll or Honorable Mention, regardless of their grade point average.**

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

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

Class Change Request

Recreating a student schedule is a complicated and labor-intensive process. All changes must be approved by the administration and must have a legitimate and educational purpose. Class Change Request forms will be available after the first week of the semester. Class changes may not always be possible.

Minimal Competencies for Graduation

Eighth grade and high school students must successfully demonstrate that they have met the standards for completion of course requirements.¹⁷

¹⁷ Diocesan Policy 3630

Ecology and Recycling

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

Lunch Program

School lunch is available daily. The price of lunch is published. Items may be purchased a la carte. Food must be consumed in Saint Joseph Commons during the lunch period. Food may not be brought from Saint Joseph Commons into SJBMS or library.

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

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

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

Service

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

Sports Program

The school sports program is coordinated under SCCYAA (Skaggs Catholic Center Youth Activities Association) and may be associated with CYO (Catholic Youth Organization) or other associations. Parent volunteers and teacher moderators will be used to coach seasonal teams after school and on weekends. The teams will play other Catholic parish teams as well as any interested civic organization teams. All parent and student behavior must reflect the standards and acceptable behavior representing SJBMS.

National Junior Honor Society

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

Eligibility Process

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

Probation

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

Meetings

Meetings will be held at various times throughout the year. Students must bring a note from their parent/guardian if they cannot attend a meeting. After missing one meeting without an excuse, students will be placed on probation. If a student misses a second meeting without a note, they will be dismissed. Attendance at assignments is required, a NJHS moderator must clear any absence. Failure to attend assignments may result in probation or dismissal.

FINANCIAL OBLIGATIONS

Tuition and Fees

Tuition is based on the average cost to educate a child in all Catholic schools, across the diocese. Fees are charged for some programs that enrich the educational program and /or are unique to the particular school. This model takes into account the true cost of basic components that are needed for education for each child. Based on the ability to pay, parents have the opportunity to invest fully in their child's education.

Elementary/Middle Schools

Tuition for all elementary/middle schools is determined by the Catholic Schools Office based on the average cost per student of all elementary/middle schools. Reporting of expenses to determine cost per student will be based on a common chart of accounts for elementary/middle schools. Elementary and middle school tuition is recommended to the Bishop by the Finance committee of the Diocesan Catholic School Board. The bishop gives the final approval for the tuition schedule.¹⁸

¹⁸ Diocesan Policy 6510

Need-Based Tuition Aid¹⁹

Families who are unable to pay the full cost of tuition and fees may request a reduction of tuition based on the concept of paying their fair share. Each student's family should be asked to pay a reasonable amount of tuition based on their financial circumstances.

Tuition & Fee Refunds

Students withdrawing from school on or before August 1st will receive a full refund of tuition & fees paid less a \$200.00 (Saint John the Baptist) or \$500.00 (Juan Diego) administrative fee. After August 1st, portions of the contractually agreed amount (ref. tuition & fees listed below) and / or tuition & fees paid may be refunded or dismissed in the event of absence, withdrawal or dismissal from school depending upon the contract selection. If a Tuition Assurance Policy (TAP) is purchased, the withdrawing family's / student's financial obligation(s) to the schools will be limited to a days attended pro-ration (days attended / 180 days), plus the \$200.00 (SJB) or \$500.00 (JD) withdrawal administrative fee. If a tuition assurance plan is not selected / purchased, refunds are limited; tuition will be charged on a period-by-period basis rounded to the last day of the attended or registered quarter, plus a \$500.00 withdrawal administrative fee for Juan Diego and \$200.00 withdrawal administrative fee for Saint John the Baptist Elementary and Middle Schools. In all cases, Fees are non-refundable after August 1st. If a student withdraws and then re-enrolls within the same school year, there is a \$250.00 re-enrollment fee.²⁰

Tuition Rate

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

Fees

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

Financial Aid Assistance

Need based financial aid is available for financial hardship and special circumstances. Grant and Aid Applications are available through FACTS Tuition Management.

<https://online.factsmgt.com/signin/3G31V> A copy of your current Federal tax return 1040 or 1040A and W2 must accompany completed financial aid applications. **Applications for financial assistance must be completed each year by the published deadline**

¹⁹ Diocesan Policy 6520

²⁰ Juan Diego Catholic Schools 2024-2-25 Policy Contract

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

Registration/Re-enrollment Fee

For returning middle school students, a \$150.00 non-refundable fee is due upon enrollment to be applied toward the administration/general fees.

For new middle school students, a \$200.00 non-refundable administration fee is due upon enrollment.

General Fee

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

Grades 6—7	\$605.00 + \$25.00 HomeBase fee
Grade 8	\$655.00 + \$25.00 HomeBase fee

Tuition Payment

Saint John the Baptist Catholic Schools will use a tuition management system, FACTS, for all tuition collection. Remaining fees and tuition will be added together and divided into 11 monthly payments beginning in June and ending in April. Full payments made by June 6, 2024 will receive a \$100 discount per family.²¹

Non-payment of Tuition

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

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

²¹ Juan Diego Catholic Schools 2024-2-25 Policy Contract

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

Fundraising and Development

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

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

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

Fines/Fees

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

INSTRUCTIONAL PROGRAMS

General Curriculum

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

School Counseling Program

The SJBMS Counseling Program, in line with the Utah School Counseling Association model, promotes a whole-child approach to academic, career, global citizenship, and social/emotional student development. Through classroom lessons, small group instruction, and individual sessions, the program is designed to meet the vast needs of all students at MCS. SJBMS employs a ACMHC—Associate Clinical Mental Health Counselor who is available for short-term mental

health guidance. Longer term mental health services may be available through SJBMS partnership with Project Connection.

Books and Supplies

For the 2024-2025 school year, general course textbooks will be issued without cost. Textbook charges for elective courses may apply (refer to the respective schools 2024-2025 Program or Course Guide for a listing of fee related courses / subjects). Students are responsible for the care of all textbooks. Students are responsible for damage that exceeds normal wear and tear, and for all unreturned textbooks. Books are to be returned prior to the last day of class, at the end of the academic year, or as directed by faculty or staff.

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

Field Trips

Field trips are an opportunity to extend learning outside of the classroom. Students may not participate in field trips unless an official school form is signed by a parent/guardian and returned by the assigned date. Students will not call home if the form is forgotten. Permission by way of telephone or with an unofficial signed note is unacceptable. A teacher can deny a student the privilege of participation in an activity outside the school or require a student's parent to accompany the student for reasons relating to unacceptable behavior. Student behavior on field trips must reflect the standards and acceptable behavior representing SJBMS.

St. Paul's Place

Uniforms must be purchased from our uniform store, St. Paul's Place. All logos and designs are school property and must be purchased from St. Paul's Place.

Library

Saint John the Baptist Middle School students may check out five books for 25 days with 2 renewals. The students will be assessed a fine of \$.25 per day for each overdue book, with a maximum fine of the cost of the book. .

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

A damage or replacement fee will be assessed on all library books lost and/or damaged. Fees for damages are at the librarian's discretion. If the book is damaged beyond repair or is lost, the student is responsible for the cost to replace the book.



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

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

Religion

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

Schedule

Students will be allowed to enter Saint John the Baptist Middle School at 7:40am. Students must report to their first period class upon arrival.

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

A dynamic campus, such as Skaggs Catholic Center, has many activities. The majority of days follow the bell schedule below but there are alternative schedules for mass days, early dismissal days, etc.

<i>Regular Period Schedule (M,T,W,H)</i>		
	Start	End
Period 1	8:00 AM	8:55 AM
Period 2	9:00 AM	9:55 AM
Period 3	10:00 AM	10:55 AM
Lunch	11:00 AM	11:35 AM
HomeBase	11:35 AM	12:10 PM
Period 4	12:15 PM	1:10 PM
Period 5	1:15 PM	2:10 PM
Period 6	2:15 PM	3:10 PM

Standardized Tests

Grades 6-8 take the Star Test multiple times per year. Results help determine academic standing and projected needs of the students. The tests help teachers plan programs to address the academic needs of the students. 8th-grade students take the Pre-ACT in January.

HEALTH, SAFETY AND EMERGENCY

The primary responsibility of SJBMS is the safety and welfare of students. Parents are an integral part of this and should communicate any physical and/or mental health conditions that can impact the student at school.

Child Abuse and Safe Environment Program²²

It is the policy of the Diocese of Salt Lake City that child abuse, including sexual abuse of minors, by persons employed by or volunteering services within the diocese is contrary to Christian principles and will not be tolerated. All personnel and volunteers within the diocese must comply with applicable state and local laws regarding incidents of actual or suspected child abuse, and with the procedures outlined in its published Safe Environment Program. Further, they are to be made familiar with the policies as prescribed by the diocese. The Diocese of Salt Lake City establishes these procedures for the following reasons:

- To guarantee an effective response to allegations of child abuse
- To ensure the accountability of our procedures.
- To promote healing and reconciliation with victims/survivors of child abuse.
- To educate clergy, religious, administrators, staff and volunteers of the diocese and its parishes, institutions and entities so that they will be acquainted with the policy and its requirements.

Communicable Diseases/Lice

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

Medication

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

²² Diocesan Policy 5200

time it is to be dispensed. A record will be kept in the office of any medication dispensed. **All medical authorizations must be renewed each school year.**

Self Carry/Use of Metered Dose Inhalers

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

Emergency Information Sheet

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

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

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

Emergency Procedures

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

Fire/Earthquake Drills

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

Illness and Accident Reports

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

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

Medical Appointments

Early dismissal for medical and dental appointments is granted when a written request is made. The time spent in treatment is legally credited as attendance and is considered an excused absence. Parents are urged to keep such requests to a minimum and are encouraged to make arrangements for these appointments after school hours. We suggest Friday afternoon when students are dismissed early. A note to the office will enable us to have the student ready in the office upon your arrival. **All students must be signed out at the office before being taken for any early dismissal.**

School Closure for Inclement Weather

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

Illness

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

PARENT INVOLVEMENT

Relation to School Community and Philosophy

Parents are the primary educators of their children. Parent involvement is therefore highly encouraged and important to the success of the total school program. Open communication between home and school facilitates the growth of the Saint John the Baptist Middle School

Community and provides an opportunity for teachers and parents to work together for the good of the students.

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

Home & School Association

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

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

- Volunteering helps in school programs and activities and supports all volunteer efforts needed in the school.
- Organizing and supporting fundraising efforts to financially support the school and its programs.
- Supporting the school by giving positive feedback to the public.

Meetings

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

Parent Service Program

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

Each family is required to complete a Volunteer Opportunities form electronically each school year. This form will list various parent volunteer opportunities, which are numerous. And

include library help, tutors, classroom assistants, room parents, field trip chaperones, coaches, office assistance, etc. Training is provided, if necessary. Service opportunities may be published in the school newsletter or parish bulletin. Parents may contact the person in charge of the service project to volunteer. Parents keep track of the service hours on the computer in the school office. **Families will be provided ample opportunities to volunteer.**

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

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

Mandatory Meetings

At least one parent is required to attend the following:

- Back-to-School Night
- Student Led Conferences

Middle School Liaison

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

School Board

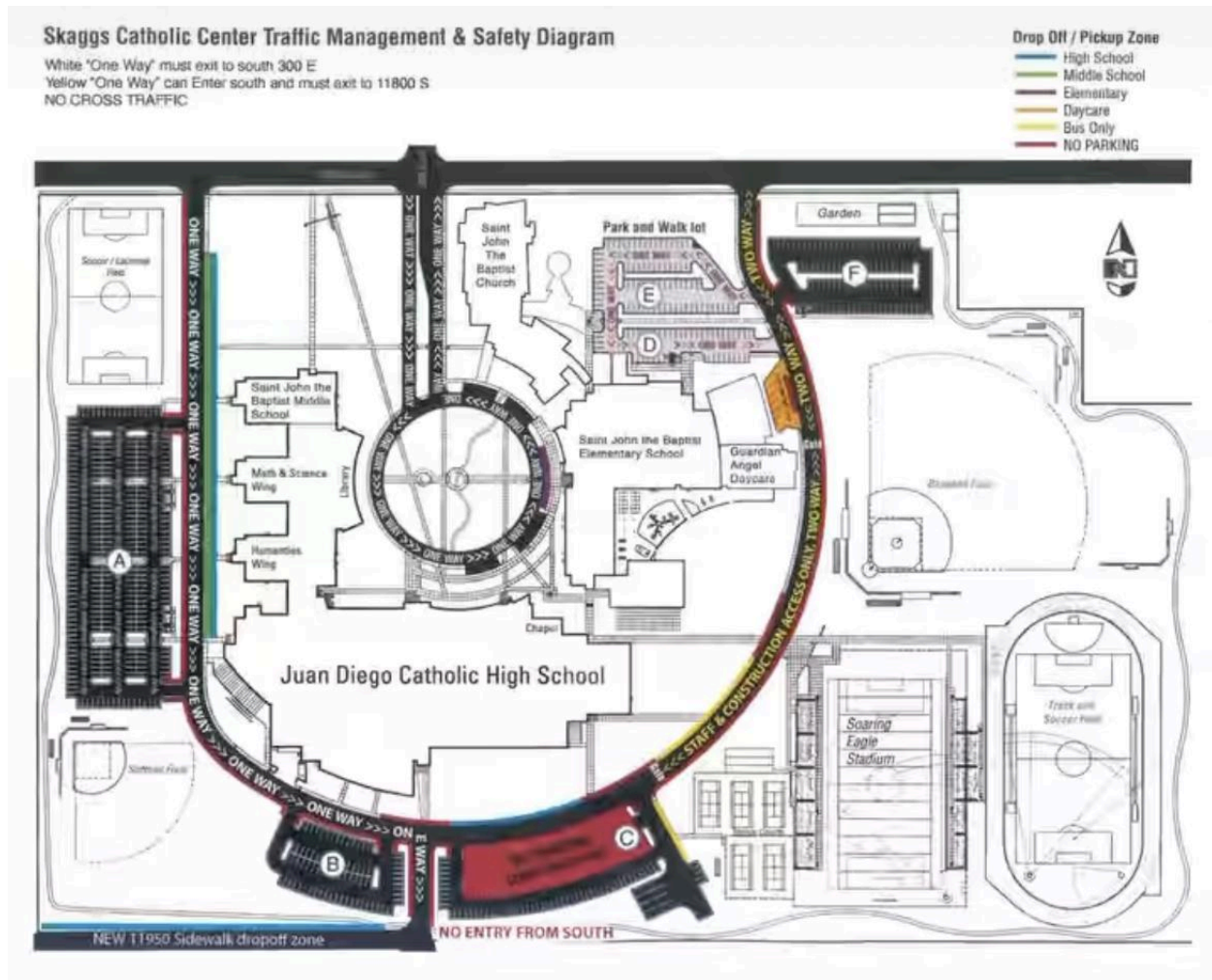
School Boards are consultative to the administration of the school in the area of policy and long range planning. Standing Committees usually consist of a Finance Committee, a Development Committee, an Election Committee, and a Planning Committee. Other committees may be formed as needed. The School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

TRAFFIC PATTERN

Changes in this pattern may be needed due to construction.

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

2024-25 Traffic Pattern



Arrival

West Entrance

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

Bell Tower Circle

Bell Tower Circle is for Elementary drop off. Families with students in multiple schools are asked to use the traffic pattern associated with the youngest student on campus. Middle school students who have a sibling in the elementary school are to be dropped off at the elementary school. Those students will walk around the circle, using the sidewalk to the middle school. Middle school parents are highly encouraged to use the West Entrance pick up and drop off and to stay out of the Bell Tower Circle unless absolutely necessary.

Dismissal

West Exit

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

Bell Tower Circle Exit

Bell Tower Circle is for Elementary pick up. Families with students in multiple schools are asked to use the traffic pattern associated with the youngest student on campus. Middle school students who have a sibling in the elementary school are to be picked up at the elementary school. Those students will walk around the circle, using the sidewalk to the elementary school. Middle school parents are highly encouraged to use the West Entrance pick up and drop off and to stay out of the Bell Tower Circle unless absolutely necessary.

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

MISCELLANEOUS

Lockers

Locker use is a privilege, not a right, and students should remember that the lockers are the property of the school. Lockers are to be kept clean. There is to be no writing inside or outside the lockers. Glue, stickers and tape are never allowed. Students should not give their locker combinations to others and may not trade lockers without the permission of school administration. Lockers are to be opened and closed quietly and kept orderly. Food items should not be kept in lockers for more than one day. Lockers may not be decorated for birthdays, sporting events, etc. Students may be fined for damage to the locker. Lockers are subject to search in the interest of school safety, sanitation, discipline and/or enforcement of school regulations. The only items that should be in a student's locker are coats, jackets, lunches, and cell phones (turned off). Students should be taking all supplies with them in their backpack.

Lost and Found

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

Parties

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

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

Personal Items and Materials

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

Electronic Communication Devices

Students are prohibited from using personal electronic devices during the school day (7:55am-3:10pm, including lunch). These include, but are not limited to the use of cellular phones, pagers, smart phones, smart watches, music and media players, gaming devices, etc. A student who chooses to bring an electronic device must keep it in the off position and in his/her locker.

Saint John the Baptist Middle School recognizes that many parents/guardians have provided electronic devices to their children. **Texting, taking photos or videotaping on school property during the school day is not allowed. Electronic communication devices may not be used as a daily means of determining pick up and drop off and/or making social arrangements.**

Each student should know his/her family/carpool's pick up procedure prior to arriving at school. Electronic devices being utilized during the school day will be confiscated and only returned to the student's parent/guardian. After the first confiscation, the electronic device may be kept until the last day of school. Saint John the Baptist Middle School assumes no responsibility for recovering or replacing lost, damaged or stolen items.

Bicycles, Skateboards, Rollerblades

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

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