

*Excelsior!*

# ***ST. JOHN BOSCO ACADEMY***



## ***PARENT & STUDENT HANDBOOK***

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# ***ST. JOHN BOSCO ACADEMY***

## Parent/Student Handbook

School Address:                      Mailing:      P.O. Box 427  
   Cottonwood, ID 83522

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   Cottonwood, ID 83522

School Phone:                      208-962-5650

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Office Hours:                      **7:30 a.m. - 4:30 p.m., Monday-Thursday**

St. John Bosco Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. St. John Bosco Academy does not discriminate on the basis of race, color, national or ethnic origin. The information contained in this handbook is subject to change.

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## ***I. Introduction***

### ***Welcome to St. John Bosco Academy!***

This handbook provides an explanation of school policies and procedures. This handbook is not a contract, but instead was designed to be an informative resource that outlines the procedures and policies of St. John Bosco Academy. These policies and procedures have been instituted to promote a positive environment for learning and growth and to help the school operate smoothly and efficiently. Please take time to read this handbook carefully and then sign and return the Parent/Student covenant which is attached.

In order to provide the best possible education and formation of our students, it is critical that the family and the school work together. As Saint John Paul II said in Baltimore (1994):

*Surely, it is important for America that the moral truths, which make freedom possible, should be passed on to each new generation. Every generation of Americans needs to know that freedom consists not in doing what we like but in having the right to do what we ought. How appropriate is St. Paul's charge to Timothy! 'Guard the rich deposit of faith with the help of the Holy Spirit who dwells within us.' That charge speaks to parents and educators...*

The Parent/Student Handbook is provided so that parents and students can assist in maintaining, for the benefit of all, a learning environment in accordance with St. John Bosco Academy's Mission Statement. This handbook is not meant to be an exhaustive list of rules and regulations; St. John Bosco Academy reserves the right to evaluate, on an individual basis, additional situations that may arise throughout the school year and to create/enforce additional policies.



### ***Mission Statement:***

We work to form well-rounded Christian leaders, apostles convinced of the truth, who will leave their mark in shaping a new civilization of justice and love and who will help spread the Kingdom of Christ by taking their place as responsible and qualified leaders in the family, in the community, in the Church, and in the world.

### ***Schoolwide Learning Expectations:***

***To Teach the Mind:*** Giving students a foundation in the truth in all subjects so they can study, analyze, and build upon this foundation. Truth is the foundation of knowledge from which all other learning flows.

***To Educate the Heart:*** Educating a student's heart and senses with a love for what is right, good, noble, just, and beautiful through the study of arts, literature, and Christianity.

***To Form the Character:*** Encouraging and helping to form in each student: a sense of responsibility, service to others, integrity in word and deed, perseverance, manners, and a practice of the virtues.

### ***The Meaning of our "Excelsior" Motto:***

It is the aim of St. John Bosco Academy to help students rise above mediocrity by encouraging them always to strive "ever higher" in every area of their life: in their studies, their work, their relationships with God and others, their personal development and virtue, and their understanding of their greater mission to be apostles in the world.

### ***Integral Formation:***

St. John Bosco Academy practices the Integral Formation method of education which is based on the Christian view of the person and strives to develop all dimensions of the person: intellectual, human (or character), spiritual, and apostolic.

### ***School Mascot:***

The Patriot is St. John Bosco Academy's mascot and for good reason. A patriot is defined as one who loves, supports, and defends one's country. At St. John Bosco Academy we are not only true patriots (lovers) of our country and our Founding Fathers, but we are also true lovers (patriots) of our Faith and the One, Holy, Catholic, and Apostolic Church and its Founder: Jesus Christ.

## ***ST. JOHN BOSCO ACADEMY'S SCHOOL CREST***

The ribbon signifies the presence of our Blessed Mother. The Latin motto "Excelsior" means "Ever Higher", and represents the Academy's commitment to reach "even higher" for the Christian ideals.

The Band of twelve Stars represents the twelve Apostles whose testimonies exemplify the virtues needed to live an authentic Christian life. (The ribbon covers 5 of the stars.)

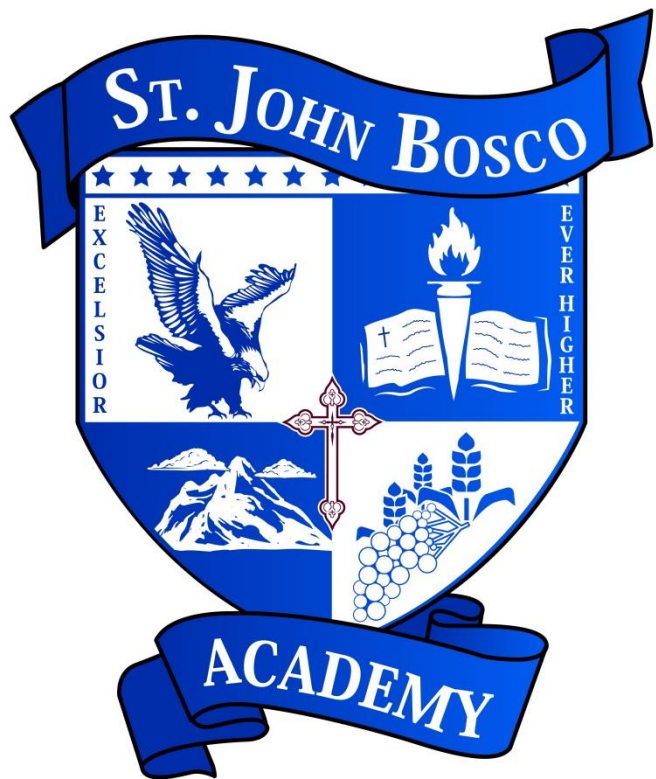
The Eagle is a sign of patriotism. This represents the true, Christian freedom upon which the United States was founded and which we are committed to preserve. It also reinforces our motto.

The mountain represents the summit of perfection, which the students are challenged to strive for in all aspects of their character.

The Wheat and Grapes - This represents the gift of the Holy Eucharist. It reminds us to fill ourselves with Christ so that we can give Christ to others.

The Book stands for the education of the intellect and the Torch symbolizes faith, which illuminates the intellect. Both remain united as a condition for Wisdom.

The Cross symbolizes Christ. He is the ideal around who we center our lives. An informed intellect, a moral character, and a vibrant spiritual life grow together for the integral formation of every student.





## **II. OUR METHODS: THE PRINCIPLES OF INTEGRAL FORMATION**

### **1. Christ-Centered Spirituality**

Christ is the center of all our efforts. He is our model, and as such, charity should be the crowning virtue of a Christ-centered life.

### **2. Personalized Education**

Each person is unique, endowed by God with a combination of talents and gifts all his own. Education cannot be carried out *en masse*, but is undertaken one-to-one. Life circumstances for each student are different depending on the student's family, social, economic, emotional, and moral settings. Our students have personal contact with the principal, formation coordinator, teachers and all those who have a hand in their education. Each one should know each student as an individual.

### **3. Love, Motivation and Conviction**

True formation begins with love. A good formator sees the potential within each student and, because of his or her love for that young person, is willing to commit the extra time, effort and patience needed to help form that student. An educator cannot demand from the student without motivating them first, and this motivation must be based on an authentic love for the student demonstrated by self-giving, kindness and patience.

### **4. Forming Leaders**

We shape leaders to transform society according to the principles of justice and charity contained in the Church's social teaching. We desire to offer the Church and society integrally formed men and women who will be true Christian leaders in the various spheres of society, doing their part to renew society as a whole.

### **5. Social Responsibility**

In forming the youth today, we can influence the society and culture of tomorrow. We are shaping the minds and hearts of those who will serve others in the home, in the workplace and in the Church. Thus we strive to form Christian leaders who will influence different spheres of society, according to Gospel standards.

### **6. Academic Excellence**

St. John Bosco Academy strives for the pursuit of academic excellence; a thorough intellectual formation composed of a content-rich curriculum in theology, the humanities, history, art, music, languages, math, science, technology and a critical study of culture.

## ***7. Education by Goals***

We place great importance on programming the educational effort according to clear goals accompanied by clear means to achieve them. St. John Bosco Academy has a program articulating the objectives of the school as a whole as well as the objectives of each of its individual classes. We also emphasize personal programs that take the objectives of the general program and apply them to the particular needs of every student. Personalized programs are essential for progressing and reaching goals in the areas of formation: intellectual, human, spiritual, and apostolic.

## ***8. Family Involvement***

For the education program to be effective, we need communication and contact with the student's family. The home is the all-important setting where the greatest part of the student's non-scholastic life is lived and developed, and where his personality, character, and behavior are shaped in decisive ways. If a student receives principles, teachings, or guidelines at home contrary to those he receives at school, he may become disillusioned, dismissing all he is taught at school.

## ***9. On-Going Education and Formation***

Self-formation on the part of the student is the vital point in this ongoing formation, particularly once formal schooling has ended. They seek to continue to learn and grow so as to be a faithful servant of Christ in every aspect of their life.

## ***10. Teamwork***

The school team will lead the student by providing positive role models, by putting all of its resources at his disposal and by providing a stimulating and healthy moral atmosphere. Members of the team strive to know the students personally in order to motivate them, orient them and help them in their personal difficulties.

# ***III. THE ADMINISTRATIVE TEAM***

## ***A. Board of Directors***

The St. John Bosco Academy Board of Directors is a body of five appointed members and our parish priest who jointly oversees the activities of St. John Bosco Academy in accordance with the school's established by-laws. Each member of the Board of Directors serves for a five-year term. At the end of the term, each member must step down for at least one year before they can be invited back on the Board. The Board of Directors is responsible for: governing the organization by establishing policies and objectives, appointing, supporting and reviewing the performance of the Principal, ensuring the availability of adequate financial resources, approving

annual budgets, providing an accounting to the parents, faculty and benefactors for the organization's performance and setting staff salaries and compensation.



**B. Principal**

The Principal's mission is to establish an environment in which students achieve high standards of academic excellence, character formation, and apostolic initiative that are built upon a solid foundation of a deep and personal love for Christ and His Church. The Principal is responsible for: building and overseeing a strong faculty committed to the integral formation of its students, implementing a comprehensive curriculum committed to high standards of academic excellence, facilitating staff development, assisting families in understanding and identifying with the mission of St. John Bosco Academy, overseeing the day-to-day operations of the school, maintaining consistent discipline within the school and promoting St. John Bosco Academy both within and outside of the local community.

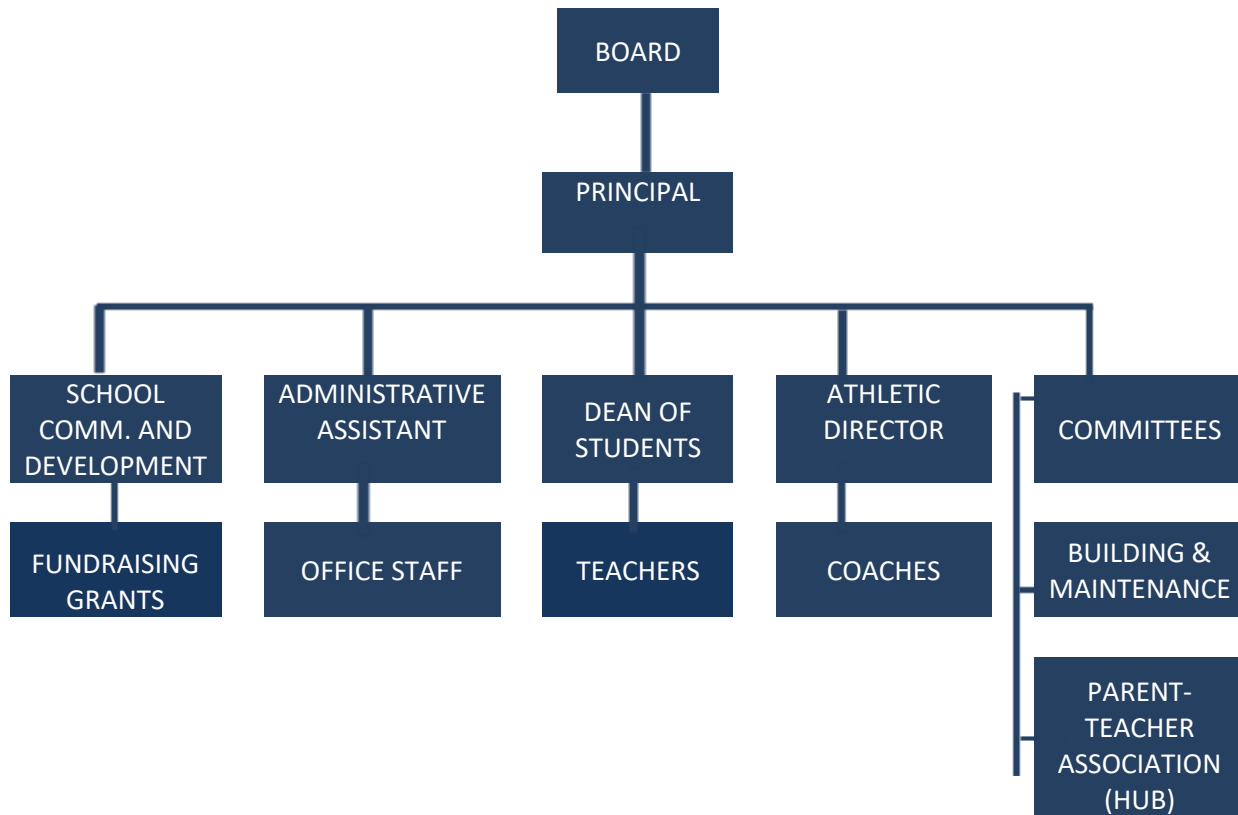
**C. Administrative Assistant, Dean of Students for Grammar School,  
Dean of Students for High School, Special Events Coordinator**

The Dean of Students for both Grammar School and High School assist the Principal in establishing an environment that will enable students to grow intellectually, spiritually, humanly and apostolically. They both work directly with the faculty to assist them in achieving excellence in their mission to provide students with a thorough integral formation.

The Special Events Coordinator is responsible for taking care of the details for in-school events, asking for assistance from parents, grandparents and friends of St. John Bosco Academy. The Administrative Assistant under the direction of the principal provides structural stability, communication, and organization.

## **Lines of Communication within St. John Bosco Academy**

These lines of communication were established to assist all members of the St. John Bosco Academy family in their efforts as they seek to propose and implement new ideas, solve problems effectively and maintain an atmosphere of charity and prudence within the school.



## **IV. INTELLECTUAL FORMATION**

St. John Bosco Academy sets high, yet attainable, academic expectations for its students. Not only is solid intellectual formation an important part of the integral development of a person, it is essential to forming great leaders.

As a result of studies in the core academic subjects of theology, English, mathematics, science, history and geography, as well as through other academic and co-curricular activities, a graduate of St. John Bosco Academy should acquire:

- wealth of knowledge in general culture and the particular disciplines; an understanding of the roots and underpinnings of her own national culture, history and western ideals; a firm grounding in math and the sciences, and in the scientific method.
- An ability to think, speak and write clearly, coherently, precisely, attractively and persuasively.
- Superior thinking, reasoning and communicating skills which are built upon a keen sense of perception and a sharp memory.
- A capacity for reflection and imagination, as well as those technological and inquiry skills intrinsic to the exact and social sciences.
- A critical mind that can tell right from wrong, fact from fiction, truth from opinion.
- Experience and ease in public speaking, debate, and declamation.
- Habits and dispositions essential for ongoing intellectual formation after graduation -- including study habits, concentration, critical thinking, perseverance, and a desire to produce high-quality work

### **Academic Expectations**

St. John Bosco Academy has demanding academic requirements at every grade level. Students who pursue their studies with diligence will succeed in acquiring a wide breadth of knowledge. In order for students to make the most of their school years, each student is encouraged to pay careful attention in class and complete all written homework. Additional study and review of class materials each evening will benefit students in their test preparation and help them achieve their maximum academic potential.

If a student earns an insufficient grade (lower than C-) for an individual class, the student and parents will meet with the principal and teacher to determine the best course of action which may include after school tutoring, temporary suspension from after school activities or other interventions as deemed necessary by the principal, teacher and parents.

### **Homework**

Homework is essential if a student is to retain and internalize concepts and knowledge learned in class. For this reason, each student is expected to spend a sufficient length of time each night to complete assigned homework and to prepare the assignment for presentation in a neat and orderly manner. Homework that is torn or sloppy will not be accepted. Incomplete homework assignments will have a negative impact on a student's grades. Homework should be completed at home and not upon arrival at school or during the student's lunch break.

Teachers assign homework daily so that the student can master concepts and skills taught in the classroom. The amount of homework varies, depending on the course and grade level. Specific questions regarding homework requirements should be

directed to the student's teacher. Parents can help their children create a neat and orderly study environment at home by providing a desk or table in a well-lit, quiet area free from distractions.

At the High School level, on the average, the St. John Bosco student will spend between one and two hours per night on homework. Students are expected to take homework seriously, completing each assignment thoroughly and thoughtfully.

### **Late Work**

Turning in work late is a sign of disrespect to the teacher and will result in a 10% to 50% reduction in the grade on the late assignment. Teachers will even have the option of not accepting late assignments without a valid excuse and give the student a zero. Each class' syllabus will explain more fully the late work policy that each teacher wishes to adopt within these parameters.

If class work is assigned when a student is absent, the student will be allowed to turn in the assignment late for full credit. The number of days' grace will equal the number of days absent. Long-term assignments are due on the date specified unless the student experiences an extended illness. Previously-assigned work is due the day the student returns to school or it is considered late.

### **Incomplete Grades**

If student absences result in an incomplete grade, then the missing assignments must be completed in the time frame described above under Late Work. Otherwise, the incomplete will result in a failing grade.

### **Homeschoolers**

High school students who are being homeschooled may only participate in St. John Bosco Academy sports if they enroll in at least the following classes at the Academy: theology, math, and humanities. In addition, each student will pay the usual sports fees assigned by the Academy.



### **Grading Standards**

Academic grades are a measure of the student's level of competency, sufficiency or knowledge in a particular area and should reasonably reflect the student's understanding of the subject matter being assessed.

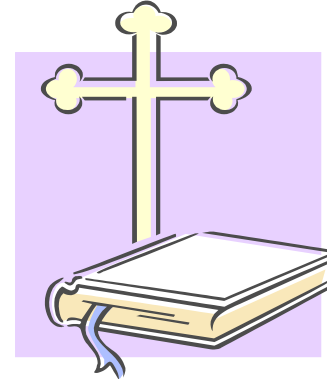
Grades will be administered as follows:

**Pre-Kindergarten through 1<sup>st</sup> Grade:**

M= Most of the Time      S= Sometimes      N=Not Yet      N/A= Not Applicable

**Second through Twelfth Grade (grade + GPA used in grades 9-12 for transcripts):**

A+	97-100	4.0	C+	77-79	2.33
A	93-96	4.0	C	73-76	2.0
A-	90-92	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.67	D-	60-62	0.67
			F	Below 60	



**Course Credit Values for Transcripts:**

Regular courses completed in one semester = 1 credit = 60 hrs classroom instruction

Full credit course completed in two semesters = 2 credits = 120 hrs classroom instruction

Dual Credit/online courses completed in one semester= 1 credit = 60 hrs classroom instruction

Physical Education, Art, and partial week courses completed in two semesters=1 credit

Humanities completed in two semesters = 2 Literature and 1 History, 1 Government credits total for two semesters, 240 hrs classroom

**Weighting Grade Formula for 7<sup>th</sup>-12<sup>th</sup> Grade**

10%	attitude/preparedness/decorum
10%	three-ring binders
40%	homework assignments
20%	quizzes/tests
20%	semester final

**Honor Roll**

Any student who maintains a minimum "A-" (no B's or below in any quarter) in every class throughout the year will be a recipient of the "A" Honor Roll Award. Students who maintain a minimum "B-" (no C's or below in any quarter) in every class throughout the year will receive an award for "A/B" Honor Roll.

**National Honor Society**

Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership will be made by a three-member faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

To be eligible for membership, the candidate must be a member of the sophomore, junior or senior class, have a minimum cumulative GPA of 3.5 and be able to document his or her leadership positions and community service. Candidates are evaluated on the bases of service, leadership, and character.

**Advanced Placement and/or Dual-credit Courses:**

Advanced Placement and dual-credit courses enable students to pursue college-level studies and earn college credits as well as high school credits. Enrollment and exam fees are determined by each College Board, or the specific college of your choice, and are to be paid by each student. Parents are responsible for registering their children and for paying all related fees for these courses and exams.

**Students with learning differences**

Students who have a diagnosed learning disability, will be first evaluated by school officials, and only accepted if the school is equipped to meet their needs. St. John Bosco Academy will provide accommodations to students who can function and succeed in regular education classroom settings only. Please notify the school Principal to discuss and document any special needs a student may have prior to enrollment.

**Failing Grades**

Students should strive to pass all of their classes with at least a grade of 70% which is a low "C" . If a student fails an academic class, with a grade below a 60% that student will need to meet with the administration and must re-take the class or credit in a later semester. Of if the class is available during the summer, the student may be required to take the class again in order to make up the credit for the failed class. Students and parents will work with the principal and the Dean of Students to aid a struggling student to succeed.

**Academic Probation**

A student whose overall semester GPA (average of all subject grades) falls below 2.0 will be placed on Academic Probation and placed on a Plan of Improvement. A conference among the parents, student, teachers, one of the Dean of Students, and Principal will be conducted to outline and implement the plan. The student will remain on Academic Probation with close monitoring until the cumulative and semester GPA rise above 2.0. If their GPA remains below 2.0 after the following semester then the student will be withdrawn from the Academy.

**Standardized Testing**

Standardized tests provide students and the school the opportunity to monitor students' academic abilities and progress in respect to normed standards, as well as compare their skills with students across the country. *Standardized tests are one criteria used by St. John Bosco Academy to determine course/grade placement and by colleges as one part of their entrance requirements.*



St. John Bosco Academy does not unduly emphasize standardized tests. However, we do require every student to take at least one such test per year. St. John Bosco Academy requires students to take the following standardized tests each year:

Students (1-8): MAP testing

Freshmen and Sophomores: PSAT or CLT (Classical Learning Test)

Juniors and Seniors: SAT, ACT, CLT

Please consider whether the college of your choice requires SAT, ACT or CLT and plan to take the needed test. Testing dates and sites are posted on our website and in the school office. It is the responsibility of college-bound juniors and seniors to meet with their assigned Faculty Advisor and arrange to take the ACT and/or SAT college entrance examination.

### Grades K-12 Rubric for Effort

Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory
The student consistently exerts outstanding effort in daily classroom work, homework and assessments. The student maintains a positive attitude and always exerts his/her best efforts. The student works hard and completes all tasks well in a timely manner.	The student nearly always exerts outstanding effort in daily classroom work, homework and assessments. The student generally maintains a positive attitude and exerts his/her best efforts most of the time. The student works hard and is persistent in completing tasks.	The student nearly always exerts satisfactory effort in daily classroom work, homework and assessments. The student usually exerts satisfactory effort to complete tasks. The student usually maintains a positive attitude. The student works hard and is persistent in completing tasks.	The student inconsistently exerts effort in completing daily classroom work, homework and assessments. The student sometimes exerts effort and maintains a positive attitude. The student persists to complete tasks.	The student rarely exerts effort in daily classroom work, homework and assessments.

### Communication with Parents/Students regarding academic progress

1. Each weekend parents may review a student's progress on line at the Student Information System (SIS) link on the website
2. Report Cards (sent out at the end of every 9 week quarter)
3. Parent-teacher conferences (scheduled at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarter)
4. Additional communication
  - a. As an expression for the school's concern for the student's academic performance, teachers will endeavor to advise parents when a

student's grade has dropped below a C- level at any time during the quarter.

- b. All Parents are welcome to meet with their child's teacher at other times by appointment through the office.

### **Academic Honesty**

Each student is expected to maintain a high level of integrity and honesty in schoolwork. The handing in of tests or other assignments as one's own which have been done by another student or other person, or with answers taken from another student, *violates academic honesty* and is strictly forbidden. Plagiarism (copying or taking words, concepts, or ideas from another source, including the Internet without citation) is a serious violation of academic honesty in a written or oral composition. Students who *intentionally* violate St. John Bosco Academy standards of academic honesty may be given a zero on the assignment as well as be subject to further disciplinary action *at the discretion of the Principal*.

### **Graduation requirements**

The table on this page explains the requirements St. John Bosco Academy expects of its graduating 12<sup>th</sup> graders. The Academy believes to fulfill this rigorous schedule will prepare student graduates for any vocation God is calling them to. With this complete program, student leaders can be confident they will be able to move forward into their future successfully.

### **Semester Exams**

Examinations will be administered at the end of each semester in all classes. All students must take examinations in order to receive credit for each course. Exams may be worth up to 20% of the final grade.



Graduation Requirements of St. John Bosco Academy						Idaho State
Subject:	Number of Credits* Required					Credits Required
	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Total	Total
Theology	2	2	2	2	8	0
Humanities US History/Am Government	2	2	2	2	8	4
Humanities English credit	2	2	2	2	8	8
Mathematics	2	2	2	2	8	6
Science	2	2	2	2	8	6 (4 lab)
Economics/ Personal Finc.			2	2	4	1
Foreign Language	2	2			4	
Fine Arts	2	2			4	2
PE/Health	1	1			2	2
Speech			1		1	1
Senior Thesis Senior Project				1	1	1
Electives					0	16
<b>Total</b>					<b>56</b>	<b>47</b>

\* One credit hour equals one full-time semester class.

### **Student Records**

St. John Bosco Academy keeps complete and accurate permanent records of student attendance and academic progress. When a student transfers to another school, the school will provide a transcript of attendance, academic progress, tests scores, and health records to the parents to submit to the new school and official transcripts will be forwarded to the school of transfer upon official request from that school.

No data will be released concerning any student to anyone other than the custodial parent without written parental consent. Parents shall have full access to their child's permanent record. No one except authorized school personnel and parents will have access to student data without either a subpoena or written permission of the parent or guardian.

### **Field Trips**

Field trips are for enhancing student learning. Because there are school-sanctioned events and students represent St. John Bosco Academy, students will wear their uniforms on these field trips. Exceptions to the uniform policy are at the discretion of the Principal. A fee may be required to cover the expense of the field trip.

For any considered field trip, all drivers must be 21 years of age, with a valid driver's license, proper and current registration, and valid and current license plates. St. John Bosco students are not to be drivers on field trips.

### **Transcripts**

All requests for transcripts should be addressed to the main office. There is a fee of \$5.00 at the time the transcript is requested. Seniors who are accepted at several colleges should request that their supplementary transcript for final grades be sent to the college in which they will matriculate.



## ***V. HUMAN FORMATION***

Human formation pertains to the psychological, social, and physiological aspects of the person. It involves character formation and learning to live one's life in ways that most dignify human nature. This involves the formation of a disciplined will, learning to be master of oneself, acquiring virtue, as well as the development of the conscience and adherence to moral principles and values.

Character is at the core of authentic *leadership*. Character is what enables the student and allows one to master oneself so as to be faithful to personal convictions. This process involves assisting students to grow in virtue, self-confidence, and leadership skills while building personal convictions based in truth.

Human formation cultivates a person's sensibility to what is good, just, and beautiful, recognizing the harmony of creation in relation to man, nature, and society. It also includes social etiquette, personal hygiene, manners, and appreciation for the arts and physical fitness, resulting in a healthy mind in a healthy body.

### **Virtue Campaigns**

Throughout the year, there will be monthly "virtue campaigns" with the goal of helping students to know, value, and practice Christian virtues in a constant, firm, and committed way. These virtues will be presented and explained so as to challenge students to demonstrate their acquisition of these virtues in their daily lives. Parents are encouraged to review any materials sent home by the school and actively participate in all virtue campaigns with the recommended 'at-home' activities.

### **Formative Discipline**

A disciplined environment is essential for the school to achieve its education and formation goals. Consistent with its emphasis on the integral formation of the student, the school's approach to discipline is formative.

Formative discipline is not discipline based solely on justice, which demands that certain consequences accompany a certain action. Rather, formative discipline seeks to positively motivate students, guiding them to choose what is good and just. Formative discipline does not impose expectations and rules on the student, but motivates the student to value and internalize these expectations, virtues, proper habits, and principles of life. Students are informed of the rules and given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others. Formative discipline takes more time and effort than simple punitive discipline, and formative discipline requires cooperation between parents and the school. Formative discipline requires dedication, on-going motivation, and commitment to the student. The principal is responsible for maintaining overall discipline within the school; teachers are directly responsible for the discipline and management within the classroom.

### **Expected Student Conduct**

St. John Bosco Academy holds Jesus Christ as the ideal and model. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. St. John Bosco Academy *expects* students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). St. John Bosco Academy faculty and staff may counsel and correct a student

when appropriate at any place in the school or when participating in any activity connected in any way to St. John Bosco Academy.

The essential behavioral expectation for our students is that they will conduct themselves in a mature and dignified manner at all times, as follows:

- Students are expected to conduct themselves in a dignified and respectful manner in all situations and in all places during the school day & when participating in extracurricular school activities or any activity representing St. John Bosco Academy.
- Students will arrive to school in the appropriate full uniform, which is clean and pressed, and will also wear their full uniform when participating in extracurricular activities as a dignified representative of St. John Bosco Academy.
- Students are at their desks with all books and materials ready and prepared for class before the bell rings.
- The class is to *stand and greet* an adult each time a guest enters the classroom, unless directed otherwise by the teacher.
- When the student has a question to bring to the class, he/she should raise one hand and wait until the teacher asks her/him to speak.
- Students will keep classrooms and personal belongings clean and well ordered. At the end of the day, the student is responsible for cleaning and straightening around his/her desk area as well as performing other housekeeping tasks as designated by the teacher.
- Students are expected to greet school faculty and staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
- Students will respect one another as they would want to be respected.
- Food and beverages may be consumed only in designated areas and only at designated times. Eating before, during, or between classes is not allowed.
- Chewing gum is not allowed on the premises.
- The student must obtain permission from the teacher before leaving the classroom at any time.
- Students are expected to play with a high degree of sportsmanship during recess or organized sports activities.
- The growth in virtue and maturity each student pursues at St. John Bosco Academy cannot be limited to on-campus behavior. At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. St. John Bosco Academy expects students to exhibit personal integrity in their actions at all times.
- Should a student miss a class or a school day for any reason, it is the responsibility of the student to find out what work they missed and to turn in all assignments within the allotted time given by each teacher.

### **Disciplinary Action**

Discipline, like the word disciple, comes from the Latin word *discipulus*, which means learner. Thus, the purpose of discipline, properly understood, is to teach. The discipline policies of St. John Bosco Academy, therefore, will be for the sake of forming in its students the habits of self-discipline, which are so essential for the genuine growth in character and sanctity.

While there are in fact established disciplinary measures to handle infractions, we see our disciplinary purpose to foster some real good rather than solely being a tool of correction. This is simply, known as the preventative method, which was implemented by St. John Bosco. This method, along with the addition of Love and Logic methods comprise the discipline policy. This method makes the rules known, and then ensures that they are kept. But, instead of obedience-based fear, it sees the rule-keeping, based on charity, that is constant, careful, judicious, reasonable, and religious. This assistance allows the student to best fulfill the rules of St. John Bosco Academy. It is based upon a relationship of charity similar to the relationship of a father to his children.

To understand the preventive method of St. John Bosco, which he refers to as the conquest of the heart, let us quote St. John Bosco himself:

*“Reason and religion are the springs of my method of education. An educator should realize that all these lads, or nearly all, are smart enough to sense the good done to them and are innately, upon charity, open to sentiments of gratitude. With God’s help, we must strive in their hearts a chord of gratitude, which we owe God in return for the benefits He so generously showers upon us. We must do our best to convince these children through simple reasoning that gratitude to God means, concretely, carrying out His Will and obeying His commandments, especially those which stress observance of the duties of our state of life. Believe me, if our efforts succeed, we have accomplished the greater part of our educational task.”*

However, with the above in mind, and because of concupiscence, the following disciplinary measures have been implemented at St. John Bosco Academy.

**Disciplinary Censure:** In the classroom, teachers are responsible for ensuring that a positive learning environment exists. Specific classroom expectations are given to students at the start of each course and should be posted in each classroom. These supplements agree with general school policies. Teachers are the first line of discipline in the classroom. However, in cases of repeated classroom misconduct or single case gross misconduct, teachers may refer the students to one of the Deans of Students. All faculty and staff are responsible for the safety and good conduct of the students at St. John Bosco Academy. Any member of the faculty or staff should report student misconduct to the either the Grammar School Dean or High School Dean. Student threats will be taken seriously, and any student who makes a threat will be required to do a threat assessment.

**Detention:**

If multiple infractions occur or a major violation of school policy, the students will serve a detention. Detentions are served for 30 minutes at either 7:30 am or 4:00 pm. Parents will be made aware of the detentions to make any necessary arrangements for transportation.

**Suspension:**

A suspension is for a single serious offense that clearly contrary to the mission of St. John Bosco Academy, or when any students has had 4 detentions in a semester. The purpose of a suspension is to remove a student from the school community in order to communicate clearly the seriousness of the matter. Offenses include, but are not limited to, the following: being defiant of authority, skipping class, cheating, fighting, vandalism or destruction of school property, immoral or inappropriate behavior either on or off campus, etc. Suspensions are usually one day but can be longer for more serious infractions. Suspension from school results in 0's for assignments missed by the student that day.

**Expulsion:** An expulsion can occur for both on campus and off campus behavior. A student may be expelled immediately or recommended for the withdrawal by the principal for brazen misconduct or a willful contempt for basic rules and expectations. A lack of cooperation on the part of the parents with school norms or principles may also be grounds for dismissal of the student. As justice demands, all circumstances will be considered. However, the decisions of the Principal when confirmed by the Board of Directors will be final.

**Tobacco, Drugs, Alcohol and Weapons**

Possession of cigarettes, chewing tobacco, cigars, pipes, alcohol, drugs, firearms, knives or other weapons by a student is prohibited. Violation of this policy by a student is considered a major offense and *is punishable by suspension or expulsion*. Students are not allowed to possess, carry, control or store these items on campus, in their cars or lockers or off campus when the student is participating in, or present during, any school activity. A student suspected of possessing, carrying, controlling or storing any prohibited item or suspected of being under the influence of, or having used, cigarettes, chewing tobacco, cigars, alcohol or drugs must cooperate with the school administration when confronted, answer questions and submit to searches of their locker, belongings and/or car. The School administration periodically searches lockers in order to enforce the School's policy and to promote the well-being of all St. John Bosco Academy students and a wholesome learning environment. Students violating this policy will be dealt with on an individual basis. Parents and students are advised that the school may have an obligation imposed by statute to report certain activities constituting a violation of this policy to appropriate law enforcement authorities.



### **Prohibited Items at School & Extracurricular Activities**

Magazines, comics, radios, CD players, CDs, videocassettes, cell phones, laser pens, electronic games, MP3 players, I Pods, and other similar items that might distract students may not be brought to school or used when participating in or traveling to extracurricular activities. Such items will be confiscated and returned to the student at the end of the day. An exception will be made for an item being used in an academic class at the request of the classroom teacher.

### **Cell Phone/Electronics Use**

St. John Bosco Academy has an Electronics Use Policy Manual, which is available to parents and students. This manual is quite detailed and will be enforced. In summary:

Use of cell phones or unnecessary electronics will not be tolerated. The use of electronic devices, such as cell phones, cameras, MP3's and iPods, etc., is extremely distracting during class time. In order to minimize distractions, academic dishonesty, sharing of any inappropriate pictures or information, and theft of electronic devices, cell phone or electronic device usage (including iPods, iPads, etc.) is prohibited during the school day. "Usage" shall be defined and interpreted as using any cell phone or electronic device function or feature (telephone calls, instant messaging, camera, Internet, music, pictures, etc.). This includes usage in the hallways, restrooms, walkways, offices, gym, fields, or anywhere on the St. John Bosco Academy premises. Parents are discouraged from providing cell phones to students, particularly cell phones that have Internet capability. Students who bring a cell phone to school will be required to check their phone at the front office each morning upon arrival. Cell phones will be placed in a "phone bag" and can be retrieved at dismissal each day. Students who choose to use or have a cell phone on their person or in sight will be referred to the Principal for the following action:

1. First Offense – The cell phone will be confiscated and will be returned to the student at the end of the school day.
2. Second Offense – The device will be confiscated and returned only to the parent or legal guardian after a conference with the Principal.
3. Third Offense - The student will no longer be allowed to have the cell phone on school property.

### **General Uniform Guidelines**

The following guidelines have been established in order to help the students during these critical years of formation to focus on forming their interior person. Recognizing that appearance does matter in our life as apostles, we strive to help students find balance in learning how to *enhance* their natural beauty without drawing excessive attention to it.

### **Dress Code**

The school's dress code contributes in a very important way to the overall sense of unity as a school community, and as such, school uniforms are required for all students. The dress code enhances the learning atmosphere, adds a sense of pride and reduces negative competition among the students. St. John Bosco Academy students are expected to wear their uniforms in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. All students are expected to be in the full appropriate regular uniform each day, from the time they arrive on campus until they leave. Students who are not in proper uniform according to the dress code will be issued detention.

### **Incomplete, Lost, or Missing Uniforms:**

- Circumstances may arise that make wearing the school uniform impossible. A written note from the parent or guardian explaining the situation must be given to the child's teacher before school starts.
- Parents are responsible for replacing any lost pieces of the uniform. All uniform pieces should be clearly labeled with the student's name.

When the infraction is brought to the student's attention the student is expected to:

1: Correct the problem immediately

2. If the problem cannot be corrected immediately at school, the parents will be notified to bring appropriate clothing to the student or the student may be issued a loaner uniform for the day.

*Students should become familiar with the school uniform code and never presume that they have permission to wear non-uniform clothing to school.*

Any staff member noticing a student out of uniform should correct the student or send the student to the Principal for correction.

In all cases, the school administration reserves the right to interpret, determine and curtail unacceptable dress and hairstyle.

Full dress uniforms are worn on Mass days, Holy Days, some feast days and other days as designated on the school calendar. Please take note of dress days and P.E. days and have your child prepared.

### **Dress Code for all School Special Events (dinners, lectures, Jr. Sr. Banquet, etc.):**

Following the common sense code of Christian modesty, St. John Bosco Academy requires dress to be within certain parameters at all school events when uniforms are not worn. We reserve the right to ask a student to leave a function should he or she arrive not having followed the code below. If there is a question, please ask ahead of time or bring an alternative item. Parents are also asked to respect this code during such events, as they are examples to all our students.

Boys are to wear dress pants that fit properly with a belt and are in good condition, polished dress shoes, and a button down dress shirt.

Girls are to wear a skirt or a dress no shorter in length than the crease on the back of knee and that fits properly.

**Special Dress Days:** Upon occasion, the Principal may allow for a special dress day, like Spirit Week or other special days designated on the school calendar. On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the Principal for the occasion.

All clothing must be modest and without any offensive or suggestive wording, including, references to drugs, alcohol or musical groups.

Clothes ought to be clean, properly fitting, not reveal undergarments or midsections. Dresses and tops are to have sleeves.

Jeans or slacks are permitted for boys and girls on dress-down days. Shorts, sweatpants, or ripped jeans are never allowed. Clothes should never be tight fitting and should always be in good taste.

**Thursday Dress Down:**

Grades 9-12 will dress down on Thursday after lunch for the school wide clean up and electives classes. Dress down attire for boys and girls is: boot cut jeans and a SJB PE shirt. No exceptions.

**Cosmetics and Jewelry:**

- Make-up may be worn in moderation only by female students in grades 9-12. Only **light** foundation, mascara, blush, clear lip gloss and clear or nude colored fingernail polish are permitted. All application of make-up should be minimal and not a means of drawing attention to oneself. Discretion is left to the administration.
- Only clear colored nail polish is permitted for females in grades K-8.
- **Only** the following jewelry may be worn: a watch, a single necklace, chain or scapular, a single pair of dime-size or smaller earrings (for girls only), and a small ring.
- No other body piercing is allowed for girls or boys.

**Tattoos:**

- No visible tattoos are permitted.
- No writing with pens and markers on hands, arms, legs, etc.

### Hair:

- Hair must always be neat and combed.
- Unusual or "trendy" hairstyles are not permitted. The school is the final judge of the suitability of grooming.
- Hair is to be a natural color.
- Boys' hair should be cut to a length so as not to exceed the eyebrows. It must be above the shirt collar, and above the ears.
- Girls may wear simple hair accessories that match the colors of the uniform.
- Boys should be clean-shaven. However, young men in grades 11 and 12 may have a mustache, a goatee, or a full beard with express permission from the school principal. The following guidelines will apply:
  - Facial hair may not be any longer than  $\frac{3}{4}$  of an inch in length.
  - Beards and mustaches must be clean, trimmed, and well-groomed at all times.
  - Mustaches may not extend below the corners of the mouth unless to meet with a beard or goatee
  - All facial hair must be maintained in such a way that creates an overall neat and professional look.

### Hats:

- Due to the respectful environment we wish to foster, hats are to be removed before entering the school building.

### General Appearance:

- Shirts should be tucked in at all times.
- **Uniforms that are torn or damaged should be mended as soon as possible. If an item cannot be mended without altering its appearance, the item should be replaced as soon as possible.**
- No long-sleeve shirts should be worn under short-sleeve uniform shirts.
- Camisoles should be tucked into the skirt and should not extend beyond the bottom of the blouse.
- During the winter or on any cold day, the high school girls may wear leggings and all students may wear a St. John Bosco Academy uniform sweater inside the building. In addition, students may wear a solid navy blue or black jacket. Jackets are defined as outerwear that have no hood, no logos, no parkas, should not create noise when the person walks, and can have a zipper or button front.

## **UNIFORMS SPECIFICATIONS BY GRADE**

### ***Grammar Stage - Pre-K - 4th grade***

(colors: plaid, burgundy, navy, white)

#### **Girls Pre-K – 1st:**



regular day- Marymount plaid shift from Dennis, white polo, privacy shorts (dark, solid color), white ankle socks or navy knee-high socks

dress day- Marymount plaid shift from Dennis, white peter pan blouse, wine cardigan, navy cross tie, privacy shorts (dark, solid color), navy knee high socks

shoes - black shoes \*see info on page 29



Girls PreK-1<sup>st</sup> regular uniform (left) and dress uniform (right).

#### **Girls 2<sup>nd</sup> – 4<sup>th</sup>:**



regular day -Marymount plaid skort from Dennis, white polo, wine vest/sweater, white ankle socks or navy knee-high socks.

dress day - Marymount plaid skort from Dennis, white peter pan blouse, wine sweater/vest, navy cross tie, navy knee high socks

shoes - black shoes \*see info on page 29



Girls 2<sup>nd</sup> – 5<sup>th</sup> regular uniform (left) and dress uniform (right).

#### **Boys Pre-K - 4th:**



regular day - wine polo, navy pants, black belt, black or navy socks

dress day - white button-up shirt, navy tie, wine sweater/vest, navy pants, black belt, black or navy socks

shoes - black shoes \*see info on page 29



Boys PreK -4th regular uniform (left) and dress uniform (right).

**Logic Stage - 5th - 8th grade**  
(colors: gray, navy, white, plaid)

**Girls 5th - 8th:**

regular day - Marymount plaid skirt from Dennis, white polo, navy sweater/vest, white ankle socks or navy knee-high socks

dress day - Marymount plaid skirt from Dennis, white button-up blouse (pointy or round collar), navy sweater/vest, navy cross tie, navy knee-high socks

shoes - black shoes \*see info on page 29

Girls 5<sup>th</sup>-8<sup>th</sup> dress uniform and boys dress uniform (right). No photo available of girls regular uniform.



**Boys 5th - 8th:**

regular day - gray polo, navy pants, black belt, black or navy socks

dress day - white button-up shirt, navy tie, gray sweater/vest, navy pants, black belt, black or navy socks

shoes - black shoes \*see info on page 29



Boys 5<sup>th</sup>-8<sup>th</sup> regular uniform (left) and dress uniform (right).



**Rhetoric Stage - 9th - 12th grade**  
(colors: navy, gray, white)

**Girls 9th - 12th**



regular day - gray skirt (made by seamstress), white polo, navy sweater/vest, navy knee-highs, privacy shorts (dark solid color)

dress day - gray skirt, white button-up blouse (pointy collar), navy sweater/vest, navy cross tie, navy knee-highs, privacy shorts (dark solid color)

shoes - black shoes \*see info on page 29

Girls 9<sup>th</sup>-12<sup>th</sup> regular uniform (left) and dress uniform (right).



**Boys 9th - 12th**



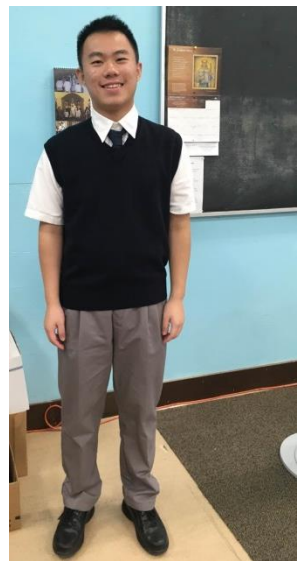
regular day - navy polo, gray pants from Dennis, black belt, black or navy socks

dress day - white button-up shirt, navy tie, navy sweater/vest, gray pants from Dennis, black belt, black or navy socks

shoes - black shoes

\*see info on page 29

Boys 9<sup>th</sup>-12<sup>th</sup> regular uniform (left) and dress uniform (right).



**Supplies for Uniforms:**

Preferred suppliers for uniforms:

Dennis Uniform Manufacturing Co.

[www.dennisuniform.com](http://www.dennisuniform.com)

800-854-6951 Our school code: ZSS072

Lands' End

[www.landsend.com](http://www.landsend.com)

800-963-4816

## **Additional information for uniforms**

### **Girls Polo Shirts**

Girls may choose the unisex style or the polo made specifically for girls (smaller sleeve and fitted at the waist.)

### **Boys and Girls Dress Shirts**

The white button-up shirts for dress days can be long sleeve, mid-length, or short sleeve. A long sleeve sweater or shoulder width vest will be worn over the dress shirt at all times. Boys need to wear a navy straight necktie and girls wear a cross tie.

### **Shoes**

The uniform shoes are a style rather than a specific shoe. All students in grades PreK – 12<sup>th</sup> grade must wear proper shoes with their uniforms during each school day. All shoes must meet the following conditions:

- 1- They must be ALL black including the soles and laces.
- 2- Grades 9-12<sup>th</sup>: Must be a dress shoe made of leather or vinyl material that can be polished, be all black with no branding. Shoes must be either laced, buckled, or velcro - no slippers or 'ballerina shoes'. Must be a closed toe shoe with a back. No boots allowed.
- 3- Grades K-8<sup>th</sup>: All black dress shoes that can be leather, vinyl, or canvas, and be all black. If there is branding, it must also be all black. Shoes must be either laced, buckled, or velcro - no slippers or 'ballerina shoes'. Must be a closed toe shoe with a back. No boots allowed.
- 4- Winter shoes: snow or rain boots may be worn as needed for outdoor recess or for travel to and from school. Uniform shoes are required inside the building.

### **PE Clothes**

Students in grades 3<sup>rd</sup> -12<sup>th</sup> will need PE uniforms.

PE is an elective for high school.

Both girls and boys will wear:

Navy blue shorts (no logos), no tight fitting or spandex, length past the fingers

Navy blue sweat pants (no logos) may be worn in cooler weather

Gray St. John Bosco t-shirt must be purchased from the school office, cost is \$10.

Athletic socks and athletic shoes, any color.



### **Student Protocol Regarding Extracurricular Programs**

Extracurricular programs and activities are defined as all programs that are offered through the school and take place outside of regular school hours. These include, but are not limited to, athletics, drama and Academic Bowl. These activities serve as excellent means of formation, promoting physical and mental health, developing charity and cooperation with others, strengthening the will, developing habits of endurance, perseverance, diligence, and hard work, all of which are required to achieve goals and attain human maturity. Eligibility is determined by the individual requirements of the program. Participants in extracurricular activities will be bound by the norms outlined in this parent/student handbook in section V & VIII governing conduct, discipline, tobacco, drugs, alcohol, weapons and use of prohibited items. Any adult in charge of or chaperoning any extracurricular activity, whether staff or volunteer, must also conform to these norms and is required to inform and hold accountable those students in their charge. All students and parents will be required to sign an acceptance of these terms and conditions prior to participation in any extracurricular activity.

All participants in St. John Bosco Academy extracurricular activities will be expected to ride the team bus, both to and from events, unless the coach and/or bus driver has received oral or written permission from the parents for the students to ride with another adult. Students on the team playing in the event should wear the school dress uniform to and from the event.

Parents and students are encouraged to attend school team games and competitions. All St. John Bosco Academy students, parents, and fans are expected to show Christian charity as they proudly cheer for the school team. We do not cheer against anyone, but for St. John Bosco! School spirit in the stands should be positive and uplifting for all present. **Fans from other schools are our guests and are to be so treated.** Negative speech or abusive behavior regarding other players, referees, and coaches will not be tolerated.

### **Extracurricular Athletics**

Athletics are an important part of a student's human formation at St. John Bosco Academy. Athletics are a means to form the will, channel the passions, exercise teamwork, and respect and obey the authority reflected in the coaches, game rules, and referees. Athletics provide the opportunity to exercise the Christian virtues of charity, obedience, patience, fortitude, and humility. Human virtues, such as punctuality, order, discipline, honesty, and self-denial, are developed through healthy athletic participation.

The extracurricular athletic program aims to:

1. Promote the integral formation of students through their participation in a safe, high-quality athletic program.
2. Foster virtue, teamwork, athletic skills and ability, and wholesome psychological development for all students.

3. Ensure that the healthy competition and entertainment of sports are maintained at a high standard of Christian conduct.

A student must maintain at least a 2.0 grade point average with all classes used in the computation of GPA. The student's eligibility will be determined by her or his grade point average of the previous quarter. Students who fall below the 2.0 minimum GPA at the end of the first and third quarters will be placed on academic probation and may lose eligibility status. In addition, students who are disciplined for behavioral problems or who are disrespectful or defiant may lose their privilege to play sports for a time.

To participate in athletic events, students must be in school for the full school day on the day of the scheduled activity. If a student is late or absent for any part of the day on a game day, they will not be permitted to play that day. This "full day" policy includes leaving school for routine appointments. Students who have long-standing medical appointments, a family funeral to attend, or other similar instances, may be excused at the discretion of the Principal. Any request for exception must be made prior to the planned absence to the Principal.

St. John Bosco Academy offers athletic opportunities in the sports of basketball for boys and girls in grades 7-12, and volleyball for girls in grades 7-12. Other sports may be offered depending on interest, availability of coaches and adequate numbers to form a team. Team selection is the sole responsibility of the coaches of each sport, as are team lineups, playing time, and substitutions. St. John Bosco Academy athletes are expected to commit their time and talents to the team. Transportation to all practices is the responsibility of the athletes and their parents. All SJBA students who participate in SJBA sponsored sports are required to wear the designated school PE uniform (navy shorts and gray SJB t-shirt) during all practices. The gray t-shirt may be replaced with a team practice jersey selected by the coach.



## **VI. SPIRITUAL FORMATION**

Integral formation or the formation of all aspects of the human person aims to help each student fulfill the mission for which he/she was created, developing a personal and intimate relationship with Jesus Christ. Christ becomes the ultimate motive for all the student's choices and actions. The student's intellectual and human growth moves closer to perfection through God's grace and the student's spiritual efforts. Spiritual formation is an ongoing process of conversion. The goal of the spiritual formation program is to help each student develop an authentic spiritual life.

### **Attendance at Mass**

Throughout the year, students participate in the Celebration of the Eucharist. When a school Mass is scheduled, all students will sit in their designated pews with their teachers. We encourage frequent daily Mass attendance as well as frequent reception of the Holy Eucharist and the Sacrament of Reconciliation for all Catholics to help the students grow in their life of grace and in their love for Christ and His Church. Non-Catholic students are expected to remain reverent and should imitate their peers during Mass by standing, kneeling, sitting etc. along with the congregation. Non-Catholics should be attentive during the reading and prayers and are asked to pray along with the students whenever possible.

### **Tuesday Morning Adoration in lieu of Mass on special occasions**

Students and staff participate in Adoration of the Blessed Sacrament on Tuesday mornings when no priest is scheduled for school Mass. Students should arrive at the church by 7:55 a.m. and sit with their teacher in their designated pews. The rosary is prayed as a group and then time will be allowed for personal prayer, reflection and adoration.

### **Retreats**

Retreats provide an opportunity to spend quiet time with Christ to strengthen one's relationship with God and neighbor. This privilege and responsibility lies at the core of our school's formation program. These retreats are part of our school curriculum and are conducted 2 times a year. Every student in 5<sup>th</sup> through 12<sup>th</sup> grade will be participating in these retreats. In addition to school retreats, 6<sup>th</sup> through 12<sup>th</sup> grade students will be notified of opportunities to attend regional retreats during the year. Details on these retreats will be sent home in advance.

### **The Liturgical Year**

St. John Bosco Academy follows the liturgical calendar within the Church, paying special attention to Advent, Christmas, Lent, Holy Week, and Easter and Holy Days. The liturgical traditions and special events at the school aim to continually cultivate the school community's love for Christ and His Church.

### **School Prayer**

Prayer is the heart of Christian life and our living relationship with Christ. To help students learn how to pray and to instill the desire to pray in their hearts, students participate in the active daily prayer life of the school. The school day begins with vocal prayer with the whole school and also within their individual classes throughout the day as well as at the end of the day. Faculty and staff also meet each morning before school to pray together the abbreviated Divine Office. Parents and students are always welcome to join them each morning if they would like. Morning prayer with the whole school is said in Latin or English.

### **Prayers**

#### **Morning Prayers:**

##### The Sign of the Cross

*In nomine Patris, et Filii, et Spiritus Sancti, Amen*

##### Lord Jesus

Lord Jesus, I give you my hands to do your work,  
I give you my feet to follow your path,  
I give you my eyes to see as you see,  
I give you my tongue to speak your words,  
I give you my mind so that you will think through me,  
I give you my soul so that you will pray through me.  
Above all, I give you my heart so that you will love the Father and all people through me.  
I give you all I am so that you will increase in me, so that you, Christ, will live, work, and pray through me. Amen.

##### Prayer to Invoke the Holy Spirit (also to be said after each recess break and at the beginning of all high school classes):

Leader: Come, Holy Spirit

Response: Fill the hearts of Your faithful and kindle in them with the fire of Your love.

Leader: Send forth Your Spirit and they shall be created.

Response: And You shall renew the face of the earth.

Leader: Let us pray: Lord, by the light of the Holy Spirit, you have taught the hearts of the faithful. In that same Spirit, help us to relish what is right and always rejoice in his consolation. We ask this through Christ our Lord.

Response: Amen.

Leader: We will offer our prayers for the intention of \_\_\_\_\_

##### Pater Noster (Our Father)

*PATER noster, qui es in caelis, sanctificetur nomen tuum. Adveniat regnum tuum. Fiat voluntas tua, sicut in caelo et in terra. Panem nostrum quotidianum da nobis hodie, et*

*dimitte nobis debita nostra sicut et nos dimittimus debitoribus nostris. Et ne nos inducas in tentationem, sed libera nos a malo. Amen.*

Ave Maria (Hail Mary)

*Ave Maria, gratia plena, Dominus tecum. Benedicta tu in mulieribus, et benedictus fructus ventris tui, Iesus. Sancta Maria, Mater Dei, ora pro nobis peccatoribus, nunc, et in hora mortis nostrae. Amen.*

Gloria Patri (Glory Be)

*Gloria Patri, et Filio, et Spiritui Sancto. Sicut erat in principio, et nunc, et semper, et in saecula saeculorum. Amen.*

The Sign of the Cross

*Innomine Patris, et Filii, et Spiritus Sancti, Amen*

**Mid-day Prayers:**

**The Angelus:**

Leader: The Angel of the Lord declared unto Mary.

Response: And she conceived of the Holy Spirit.

Leader: Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus.

Response: Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Leader: Behold the handmaid of the Lord.

Response: Be it done unto me according to thy word.

Leader: Hail, Mary...

Response: Holy

Leader: And the Word was made flesh.

Response: And dwelt among us.

Leader: Hail, Mary...

Response: Holy Mary...

Leader: Pray for us, O holy Mother of God.

Response: That we may be made worthy of the promises of Christ.

Leader: Let us pray

Response: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the

message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

Glory Be (three times)

**Regina Caeli** (*to be said instead of the Angelus during the Easter season*):

Leader: Queen of Heaven, rejoice, alleluia.

Response: The Son whom you merited to bear, alleluia,

Leader: He has risen as He said, alleluia.

Response: Pray to God for us, alleluia.

Leader: Rejoice and be glad, O Virgin Mary, alleluia!

Response: For the Lord has truly risen, alleluia

Let us pray:

O God, who through the resurrection of your Son, our Lord Jesus Christ, did vouchsafe to give joy to the world; grant, we beseech you, that through his Mother, the Virgin Mary, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

Glory Be (three time)

**Prayers Before Meals:**

Our Father, who art in heaven...

Bless us, O Lord, and these thy gifts, which we are about to receive, from thy bounty. Through Christ our Lord. Amen.

**Prayers After Meals:**

We give you thanks for all your gifts, almighty God, living and reigning now and forever. Amen.

May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

**End of the day Prayers:**

The Sign of the Cross

*Innomine Patris, et Filii, et Spiritus Sancti, Amen*

Brief Examination of Conscience in silence.

Act of Contrition

*O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of Thy just punishments, but most of all because they offend Thee, my God, Who art all-good and deserving of all my love. I firmly resolve, with the help of Thy grace, to sin no more and to avoid the near occasions of sin. Amen.*

Leader: We give you thanks for all your gifts, almighty God, living and reigning now and forever.

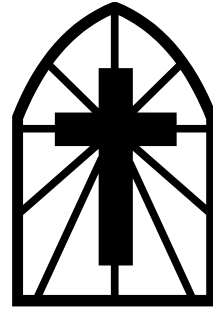
Response: Amen.

Leader: Christ our King!

Response: Thy Kingdom Come!

The Sign of the Cross

*Innomine Patris, et Filii, et Spiritus Sancti, Amen*



## **VII. APOSTOLIC FORMATION**

St. John Bosco Academy considers the apostolic life of the student to be the most evident result of the student's integral formation and relationship with God. Apostolic formation enables the students to go into society to serve as Christian leaders and apostles, actively responding to the needs of the Church and humanity, creating a civilization of justice and love. The objective of apostolic formation is to develop in our students the heart of an apostle, a heart sensitive and responsive to the physical, emotional, and spiritual needs of others. The apostolic formation program involves the students in concrete works of charity within the school and the community to help meet those needs.

Students in all grade levels will be participating in service projects throughout the year. Each quarter apostolic projects appropriate to each grade level will be organized to allow students an opportunity to grow in their apostolic formation. There is a *requirement* of 10 service hours per semester for all 9<sup>th</sup> through 12<sup>th</sup> grade students to occur outside school hours. Apostolic hours must be approved by the Formation Coordinator. Students are highly encouraged to volunteer for service opportunities within the local parish.

## **VIII. STUDENT LIFE**

### **Awards**

#### Honors

For those students earning a 3.5 GPA average and above at Graduation.

#### High Honors

For those students earning a 3.75 GPA average and above at Graduation.

#### Perfect attendance

Awarded to those students with zero absences at the end of each year.

Awarded at the end of the year.

### **Senior Graduation awards**

#### St. John Bosco Award

Given to the student with the most pleasant personality consistently.

### Patriot Award

Given to the student who puts the most effort into their work; the hardest worker.

### Excelsior Award

St. John Bosco Academy's highest award and greatest honor.

Given to the student who exhibits the greatest overall formation in all areas: human, apostolic, spiritual and intellectual.

### **Student Government**

The student government represents the student branch of St. John Bosco Academy and is entrusted with carrying out the mission of St. John Bosco Academy amongst their peers. Officers are elected by their student peers during the 4<sup>th</sup> quarter of the previous year.

- President, Vice-President/Spirit Leader, Secretary, Treasurer and Representatives are elected offices.
- To run for President the student must be an upcoming junior or senior
- To run for VP, Secretary or Treasurer the student must be going into grades 9-12.
- A class representative from each homeroom in grades 7-12 is voted on by their respective homeroom only.
- Meetings will be held a minimum of 1 per month
- Suggestions for activities must be approved by the administration

### **Daily Attendance**

Regular and punctual attendance at school is essential to achieve the school's goals. St. John Bosco Academy recognizes, however, there may be circumstances when absence from school is unavoidable. The school day begins at 8:00 am and ends at 3:45 pm. Daily presence and participation in the classroom are essential components for learning. Strong attendance records are necessary for classroom success and, later in life, for career success. While there are times when a student should remain home due to illness or emergency, other frequent absences or tardies for a class or from school negatively influences the school's morale and is an indication of a problem that will be addressed with the parent. Excessive tardies and/or absences may be an indication that St. John Bosco Academy is not the right fit for the student.

### **Absences:**

Only valid excuses are accepted for missing school in whole or in part. St. John Bosco Academy distinguishes between excused and unexcused absences and reserves the right to make such distinctions. Absences for illness, emergencies, or other special situations qualify as excused absences. A note should be sent with the student when the student returns to school. Requests for necessary extended absences will be considered on an individual basis and will be decided at the discretion of the Principal. Excluding approved extraordinary circumstances, any student who misses more than ten days of school or ten classes in any one subject will receive a failing grade for each missed class.



- **Ample time has been built into the school year for vacations. Parents should make every effort to abide by the school calendar.**

### **Absentee Procedures**

When a student is absent from school, the following procedure should be followed:

1. In case of absence due to illness or emergency, a parent or guardian should notify the front office via email or phone (208) 962-5650 before 8:00 am.
2. Students who are absent should contact their teachers for assignments. Previously assigned work is due upon the student's return. In all cases of excused absences, it is the sole responsibility of the student to make up all work assigned during the time of absence. Made up work must be completed within three days of the student's return of school or as stipulated by the teacher.

Excused absences include those for:

1. Student illness, substantiated by parents or guardians and acceptable to the school.
2. Illness in the immediate family, with necessity of absence substantiated, and approved by the school office.
3. Death in the family or personal relationship, substantiated, and approved by the school office.
4. Pre-arranged absences need to have prior approval of the Principal. Extended absences of more than three days need to have prior approval of the Principal. High school juniors and seniors are allowed one college visit per semester. College visits should otherwise be planned for non-school days. Permission for school time visits is at the discretion of the Principal and requires a permission form available from the office. That form must be completed and given to the Principal at least two school days prior to the visit.

Unexcused absences may result in a grade of zero for any assignments, quizzes, tests, exams. An unexcused absence includes:

1. Absences for which the school does not accept the excuse given
2. Absences for which the school has not received a written excuse signed by a parent/guardian prior to the student's return to school.
3. Absences, after the third consecutive absence, for which a Doctor's written verification of treatment is not received within three days of the student's return to school.

Students having a record of repeat unexcused absences may be dismissed from school.

Consequences of absences:

- Excluding approved extraordinary circumstances, any student who misses more than ten days of school or ten classes in any one subject will receive a failing grade for each missed class. If a student loses credit due to absences, the student may request that credit be granted and present the reasons for missing so much class time. The Principal, in consultation with the teacher(s), will review the written request for reinstatement of credit. If the student has made up all missed work, avoided further absences, met all academic expectations of the course, and avoided any disciplinary problems, credit may be restored.

**Tardiness:**

Students are required to be prompt to school and TO ALL CLASSES. Students are tardy if they arrive after the Sign of the Cross for morning prayer/assembly. Any student who is late for their first period class must report to the office when arriving to school to obtain an admit slip, and then report promptly to class in session. A student is tardy for subsequent classes if they are not in their classroom seat when the bell rings to begin class. A student will be docked 5% of their daily decorum grade for tardiness.

Consequences for Tardy Students:

- A tardy student will be marked unexcused absent if the tardy is greater than 10 minutes.
- All tardies are subject to the school discipline policy.
- The only exception to this policy is if a student submits a written note from their parent to verify and excuse the tardiness.

Truancy:

- Any absence not accounted for by a parent will be considered truancy. This is a very serious offence because it violates the trust that parents and the school have in the student. ***An unexcused absence (truancy) from school, from individual classes, or from school activities during the school day is grave misconduct and may result in suspension or expulsion at the discretion of the Principal.*** During the student's suspension, all assignments must be completed. The parents will be notified of the situation and a parent conference will be required. Both the parent conference and the completion of all assignments are required before the student will be admitted back to class.

St. John Bosco Academy has a "closed campus" policy. Students may not leave the school campus without permission until the school day has officially ended. Medical and dental appointments should be scheduled outside of school hours whenever possible. Students are required to hand deliver any notice of a planned temporary absence during the school day to the office. The notice should include a designated pick up time and should be delivered to the office at least one day prior to the absence.

Punctuality on the part of the student requires virtue that demonstrates both organization and planning on the part of the student as well as concern and respect for the time and schedules of those around them. As such, students are to arrive to school between 7:30 and 7:55 each morning. School begins promptly at 8:00 a.m.

### **Arrival & Dismissal**

Students should not arrive to school before 7:30 a.m. and are expected to leave school by 4:00 p.m.

For the safety of our students, the following pick-up procedures are to be followed:

1. Dismissal time is 3:45 p.m. on full days and 12:00 p.m. on half days.
2. Parents of a child who rides with someone other than his or her legal guardian must inform the school of this arrangement in writing.
3. At 4:00 p.m. the school will be closed to students unless they are a part of the After School Care Program or other arrangements have been made.

**St. John Bosco Academy will not assume responsibility for any student remaining on Campus after 4:00 p.m. unless under the direct supervision of a coach, Advisor or faculty member for a specified activity.**

### **Lunch**

St. John Bosco Academy does not have a regular hot lunch program, although hot lunch is provided by the parents every Thursday at a reasonable cost for those who choose to participate. The students must bring a lunch from home on all other days.

Packed lunches from home should be a balance of fruits and/or vegetables and a main course item (soup, sandwich, leftovers, etc.)

Milk is available, 1 carton per person each day, but must be purchased in advance at the office.

### **Parking Lot Use and Students Driving to School**

For safety reasons, all driveways and access lanes must be kept clear for emergency vehicles. A vehicle that is not properly registered, parked incorrectly or parked in an unauthorized location may be towed from the parking lot at the owner's expense.

The sidewalk in front of the school is a no parking zone and is for loading and unloading only. Traffic circles in a counter-clockwise direction, so passengers may unload onto the sidewalk and not be endangered by traffic. The center of the circle is also a no parking zone.

Student parking at St. John Bosco Academy is a privilege, not a right. A student may lose this privilege for failure to abide by school policies or for driving in an inappropriate manner while on school grounds. Any student driving with excess speed or carelessness will lose the privilege of driving to school.

The St. John Bosco Academy administration reserves the right to search any vehicle in the parking lot. Since St. John Bosco Academy has a closed campus, the parking lot and the vehicles in the lot are off limits during the regular school day except with permission from the Principal.

### **Cleaning of the school**

St. John Bosco operates with the responsible use of benefactor donations. We have a part-time janitor on staff who will be cleaning and sanitizing restrooms twice per week. Starting in 2015 the student body offered to clean the school to relieve the parents of weekly cleaning assignments. The students in grades 9-12 will clean the high school, gym, adult and high school bathrooms, high school hallway and stairwells, chapel, hallway to the chapel, library and other basement rooms on the last day of school each week. Grades 5-8 will clean their own classrooms, the own hallway, the kitchen, art supply room, teachers lounge on Thursdays instead of PE classes. Teachers for those grades will be given a group of students to supervise. Teachers in grades Pre-K through 4<sup>th</sup> will be responsible for cleaning their own classrooms on the same day. Student chores are expected daily to maintain a standard of cleanliness in the school. Please remind the students of our slogan "ALIBITUFI" Always Leave It Better Than You Found It.

## ***IX. ADMINISTRATIVE PROCEDURES***

### **Office Hours**

St. John Bosco Academy may be reached at (208) 962-5650 during the business hours of 7:30 a.m. – 4:30 p.m., Monday through Thursday.

### **Admissions for New Students**

St. John Bosco Academy does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of any of its policies.

All new in-coming students will take a placement exam to determine their range and current academic performance and they will be placed accordingly.

The process of admission includes each of the following: applying, testing, interviewing, board review and upon satisfactory results, acceptance as a St. John Bosco Academy student! All students that are admitted are subject to a three-month probationary period. On being admitted to the school, each student accepts the responsibility to participate actively in his own education and adhere to the standards of the school.

### **Acknowledgement of Parent Student Handbook**

All new students, and all returning students, along with their parents will sign the acknowledgment form at the end of this Handbook. As a continuing condition of

enrollment, parents and students agree to abide by the school's policies, procedures, and regulations and accept them as binding upon us while our children are enrolled in St. John Bosco Academy.

### **Tuition and Fees Payment**

As stated in the Enrollment Agreement for the payment of tuition, St. John Bosco Academy has various payment plans, fees, and tuition policies. Specific questions about payment plans, fees, and tuition policies may be directed to the school's business office.

### **Inclement Weather Notification**

St. John Bosco Academy will ordinarily follow the recommendations of the Prairie School District with regard to delayed opening or cancellation of school as a result of inclement weather. The school will use the calling tree distributed to the families to notify each St. John Bosco family by phone.

### **Distribution of Printed Matter**

As St. John Bosco Academy is not a public forum, *no person is allowed to distribute any type of printed material on school grounds without the permission of the Principal.*

### **Communication between parents and the school**

Effective parent/school communication and collaboration are essential for the realization of the school's mission. Parents are expected to monitor their child's academic and attendance records. Besides regularly scheduled appointments, the school provides on-line reporting of current grades for each subject every Friday via the SIS, report cards, and email as the customary means to inform parents of their student's progress and behavior. The school also issues a weekly "Monday Note" via email with pertinent information regarding other aspects of school life.

Parents with any questions or concerns regarding their child should first contact the student's teacher to see if the situation is directly involving a classroom concern or homework/school work difficulty. Parents are expected to e-mail or arrange for a conference to discuss a concern. Additional conferences with the parent, teacher, Formation Director and the Principal if required, may be arranged to discuss student progress. For questions specifically about the school's programs and policies, parents may contact the Principal either by e-mail at [hickel@St. John Bosco academyid.com](mailto:hickel@St.JohnBoscoAcademy.com) or by calling the school to request an appointment.

### **Parent Meetings**

All parents wishing to see a teacher or administrator are advised to phone the office and schedule an appointment, so as to preserve academic time for the students, faculty and administrators. Often, parents wishing an immediate meeting can be accommodated; it is simply necessary to proceed with proper notification to the main office.

### **Parent/Teacher Conference**

Both home and school environments benefit from parent/teacher communication and collaboration. The school organizes conferences during the days specifically designated for parent/teacher conferences in the school calendar. Parents may also arrange a conference on another day after school hours by contacting the principal.

#### Written Communication from the School

Certain communications may require the parents to sign and return the communication to the school. Please return any necessary signed forms to the school as soon as possible to minimize office staff time used to track down this paperwork.

#### Notification of telephone/address/e-mail change

The school requires current contact information to ensure the school's ability to send out correspondence or reach the family should there be an emergency. Parents must notify the front office if their address, telephone number, or email address should change during the school year.

#### **Visitors**

All parents and school visitors are required to check in at the front office. A forgotten item such as a lunch, PE uniform, book or other item should be left in the front office and will be delivered to the student. Classroom visits by parents or non-enrolled students may be arranged in advance with the prior approval of the Principal.

#### **Office Telephone Use**

All parent calls and deliveries intended for students will be handled by the main office. Do not hesitate to call the school to ask questions, set up a conference, or relay a message to any faculty or staff member. *Teachers and students will not be called out of class during the school day except for emergencies.*

The office phone is a business phone and may be used only by the school staff. No student may use the phone during school hours unless he has permission from a teacher. Forgetting one's lunch or homework assignment does not constitute valid grounds for a student to request permission to use the phone during school hours. Arrangements should be made at home in the morning concerning the student's after school schedule.

#### **Emergency Protocol**

Students should be familiar with the fire drill procedure, which will be practiced two times per year. Teachers should be familiar with lock down procedure which will be practiced at one time per year.

#### **Fire Alarm Classroom Procedure**

Students and faculty should be familiar with the fire drill procedure, which is as follows:

Pull the fire alarms located in the hallway if you are the first to notice smoke or flames.

At the sound of the fire alarm, students and teachers will follow this procedure:

- Line up at the exterior classroom door. *Walk. Do not run.*
- Take the green/red attendance folder hanging by the door with you as you exit the building.
- Do not talk.
- Do not take books or other items out of the classroom.
- Should an alarm occur during lunch or between classes, always walk to the right and leave by the first exit reached.
- Classroom groups should stay together. Do not mingle with other groups so that attendance may be taken after the building is evacuated.
- Close all windows and doors.
- Shut off the lights.
- Follow the route posted in classrooms.
- All classes should proceed to their designated areas.
- Teachers will take attendance of their group. If you are missing any students then hold the red side of the folder in the air. If all of your students are ok and with you, then hold the green side of the folder in the air.
- High School classrooms exit straight out the hallway door to the west of the school.
- Kitchen side of the elementary wing will exit out their classroom doors and stop on the edge of the grass on the east side of the school.
- Bathroom side of the elementary wing will exit out their classroom doors and stop on the edge of the grass on the west side of the school.
- School administration, law enforcement, or fire fighters will notify you when it is safe to enter the building again. Do not reenter the building or allow anyone else to, for any reason.
- If an evacuation is required, parents will be notified of the evacuation site.

### **Lock Down Classroom Procedure**

In the case of an intruder or any emergency situation outside the school that prevents the evacuation of students from the building the school will follow a lockdown procedure.

A school lockdown will serve several functions during an emergency, including the following:

- Remove students and teachers from the threat;
- Isolate the dangerous situation from much of the school;
- Allow for an accurate accounting of students within each room; and
- Assist law enforcement in apprehending the suspect.

In general, there are two main lockdown situations:

1. Lockdown with caution: This is when the threat is precautionary.
2. Lockdown with intruder: This is when the threat or intruder is inside the school building.

### **Lockdown with Caution**

When the threat is off campus or is precautionary, like the case of an escapee from NICI, the administration will announce to the classrooms in person or over the loudspeaker, “caution lockdown, caution only”.

Following the announcement, teachers will lock the classroom door by using the slide lock on the inside of the door, double check that the classroom door to the outside is locked, pull the window coverings, take attendance, continue with class and lessons and control all movement from the classroom.

Once the threat has subsided, the Administration announces “all clear.”

### **Lockdown with Intruder**

Local law enforcement has provided a short, straightforward list to follow when the threat or intruder is inside of the school building; and danger is eminent, or present. These procedures are consistent with all other schools in the area:

LOCK  
LOCK ALL DOORS  
DROP  
MOVE EVERYONE TO SAFE PLACE, STAY DOWN  
QUIET  
KEEP NOISE DOWN, SILENCE CELL PHONES  
REPORT  
REPORT STATUS TO OFFICE  
WAIT  
FOR INSTRUCTIONS FROM SCHOOL ADMIN

## **X. MEDICAL INFORMATION**

### **Emergency Forms**

An emergency form *must* be filled out for *each* student *each* year by the student's parent or guardian, and turned in to the main office prior to the first day of school. This form is intended to help the student receive prompt medical attention, should the need arise. Any student who has not turned in an emergency form prior to the first day of school will not be permitted to attend school until the form has been received.



## Immunizations

Whenever children are brought into group settings, there is a potential for the spread of infectious diseases. To prevent some of the most serious infections, the Idaho School Immunization Law requires that children receive a series of immunizations before entry to schools. In addition, the Idaho School Immunization Law requires schools to enforce immunization requirements, to maintain immunization records of all children enrolled, and to submit annual reports to the Idaho Immunization Program, Department of Health and Welfare.

Changes to the Immunization Requirements for Idaho School Children (IDAPA 16.02.15) were approved by the Idaho State Legislature and became effective April 7, 2011. The key changes to the school immunization rules are summarized below.

1. **Minimum Immunization Requirements for School Entry:** As of April 7, 2011, to enroll in or attend a public, private, or parochial school in Idaho, a child born after September 1, 2005 must receive the following immunizations: five doses of DTaP, four Polio, two MMR, three Hepatitis B, two Hepatitis A, and two Varicella. There are no changes to the minimum immunization requirements for school entry for children born before September 1, 2005.
2. **Seventh Grade Requirement:** Effective with the 2011-2012 school year, in addition to the school entry requirements, a child must receive the following immunizations prior to admission into the seventh grade: one dose of Tdap booster, and one dose of Meningococcal.
3. **Conditional Admittance:** The conditional admittance process which allows students to attend school while in the process of receiving required immunizations has been clarified to save school staff time following up on conditionally admitted students.
4. **Exemptions:** The ability of a parent to claim an exemption from immunization requirements has **NOT** changed. However, to improve the ability of schools to quickly identify exempt students in the event of a disease outbreak, the exemption form has been standardized. Effective April 7, 2011, all exemptions claimed must be documented on the form provided by the Idaho Immunization Program, Department of Health and Welfare.
5. **Immunization Records:** To make it easier for parents to provide, and school authorities to accept, immunization records, the following is now considered valid proof of immunization: electronic health records, immunization registry documents (IRIS), and immunization records stamped or signed by medical clinics or licensed healthcare professionals.

Each student at St. John Bosco Academy must comply with Idaho state immunization requirements. Any parent whose child's immunization record is not up to date will be notified. Parents will be notified of any changes in the immunization policy.

### **Injury or Illness**

Parents will be notified in the event their child is sick or injured. If a student is unable to fully participate in class upon their return, they must bring a note signed by the parent or doctor.

### **Medication**

1. Only medication that is necessary for a child to remain in school will be administered during school hours.
2. Only medication prescribed for the student by a licensed medical physician and dispensed by a registered pharmacist will be administered during school hours by a designated person. The student's parent must give the first dose of any prescribed medication.
3. The school must be provided with an individual container of prescribed medication. If medication is needed both at home and at school, please request the pharmacist to divide a prescribed amount into two appropriately labeled bottles or vials.
4. "Over the counter" medications (acetaminophen, cough and cold syrups, eye drops, etc.) are not allowed at school and will not be given to a student unless prescribed by a medical professional. If such medication is prescribed, the student will give the teacher the OTC medication with a physician ordered pharmacist label or a signed written doctor's order giving specific instructions for administering the "over the counter" medication.
5. Parents must complete and sign a medication form before any medication will be administered during school hours.
6. Students *may not* have any medication in their possession during school hours. All medication is kept in the office, and will be dispensed by the staff. As part of learning self-care, however, a student with severe allergies, asthma or diabetes in seventh through twelfth grade may assume responsibility for keeping and administering their own medication for these conditions, provided their parents and physician have submitted permission in writing, *and* the staff has, in their judgment, determined self-administration to be safe and adequate.
7. With the exception of pre-kindergarten and kindergarten children, each student is responsible for coming to the office to ask for his or her medication.
8. At the end of the school year, all medications that are not collected by the parent or legal guardian will be destroyed.

### **Communicable Diseases and Guidelines for Student Return to School**

Parents are urged to report communicable diseases or health problems their child has contracted to the office. Re-admission policies differ according to certain illnesses. For example, a student with a disease such as Rubella (measles) or Chicken Pox will have different criteria for re-admission to school than one recovering from conditions such as Pinworms or Pediculosis (lice). A student with lice must be "nit" free in order to attend school. Any student who has gone home with a temperature of 100 degrees or higher and/or has been prescribed antibiotics must be without fever and have been on antibiotics for 24 hours before returning to school.

In order to minimize the spread of illness, students are encouraged to remain at home to recover when they have fevers, vomiting, diarrhea, sore throat, persistent cough, pink-eye, rashes and any other symptoms which are suggestive of acute illness .

## ***XI. PARENT PARTICIPATION***

Our Catholic Church teaches that the parents are the primary educators of their children, and St. John Bosco Academy makes every effort to include the parents in the education and formation of their children.



### **Parent Involvement**

The Service Hour Program requires parents to volunteer 30 hours per year or 15 hours per year for a single-parent family. Some of the areas in which parents may volunteer their time include: office work, library, field trips, fund-raising activities, special events, etc. It is the responsibility of the parent to record their time. Each hour not met will incur a \$12.50/hour charge to be paid at the end of the fiscal year, June 30. The form for volunteer hours is distributed each year at the St. John Bosco open house. This form needs turned in to the office prior to the last day of school.

### **St. John Bosco Parent Association**

The mission of St. John Bosco 's Parent Association is to support the school in achieving its mission to provide the highest quality education for the students and to contribute to their integral formation as Christian leaders. The primary role of the parent committee is to assist and support the school, staff, teachers, student body, and other parents in organizing and implementing activities, projects, events, and day-to-day tasks.

The secondary role of The Hub is to bring school families closer together in a Catholic environment through social, educational, and spiritual events. The parents association works to foster the spirit of service to God and to each other.

The St. John Bosco Academy Parent Association invites all parents and families to participate in weekly Adoration of the Blessed Sacrament at St. Mary's Church by stopping by to spend an hour with Our Lord in prayer for the students, staff, board and needs of the school.

**Fundraising**

Tuition fees cover only a portion of St. John Bosco 's annual operational expenditures. In order to limit tuition increases, while continuing to improve the quality of our educational programs, parents, grandparents, and friends are asked to contribute as generously as they can to the school's fundraising activities.

St. John Bosco Academy engages in several fund-raising activities per year including: the Annual Fund Campaign, our annual Mystery Night in the fall, the Bike/Hike-A-Thon in the spring, and Second Hand Treasures. These activities raise funds that support the school's operating budget and require the support and participation of all St. John Bosco Families. Parents will receive information about these activities in advance.

There are other events and activities approved by the school's administration and organized by the parent association or student council in which parents will be asked to participate. All fund raisers require the prior approval of the administration. The proceeds from these events fund the operations of specific clubs, events, or items to purchase not otherwise allocated in the budget.

***XII. SCHEDULE OF CLASSES***

***School Day***

Although not required, families are encouraged to attend Mass on Thursday with their children. On Thursday, the morning assembly starts at 9:00 after students have returned from the church.

The daily school schedule is as follows:

***Preschool: Tuesdays and Thursdays only***

8:00	Morning Prayers / Assembly in the Chapel
8:13- 11:00 a.m.	Instruction
11:00	Dismissal from the classroom

***Kindergarten: Mondays, Tuesday, Thursdays only***

***First through Twelfth Grade schedule: Monday-Thursday only***

7:57	Assembly bell-report to school chapel
8:00	Morning Prayers in the Chapel/Announcements
8:10	Dismissal from chapel to homerooms
	Class time varies according to grade
	Lunch time varies by grade
3:40	Final Assembly in the gym
3:45	Dismissal to homerooms to retrieve backpacks
3:50	Students ready for pickup from the gym
3:50	Buses depart

Hot lunch is provided on Thursday only. Students eat in the gym together on that day.

Thursday is a special schedule for 9-12<sup>th</sup> grade. After hot lunch the students change into the dress down uniform to clean the school. Then the students will go to their chosen elective or clubs (on a rotating schedule) for the afternoon block of instruction time.





## **XIV. Parent/Student Handbook Acknowledgment**

I/We acknowledge that I/We have carefully read the St. John Bosco Academy handbook and understand all policies, procedures, and regulations of the school, including academic standards, tuition/fees, parent responsibilities, uniform requirements, and disciplinary regulations. As a continuing condition of enrollment, we agree to abide by the school's policies, procedures, and regulations and accept them as binding upon us while our children are enrolled in St. John Bosco Academy. I/We accept that the school reserves the right to amend these procedures at any time if conditions warrant. I/We understand the school will make reasonable efforts to notify me of any amendments.

High School Students' Names and Signatures:

Name:	Signature:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents' Name and Signature:

Name:	Signature:	Date:
_____	_____	_____
_____	_____	_____