St. John the Baptist Catholic Montessori School

Family Handbook

2026 - 2027

638 Mill Street,
Excelsior, Mn 55331
(952) 474-5812
www.stjohns-excelsior.org

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Our Gifts in the Service of the Church

A Message from Administration

Dear Children and Families:

It is an honor for us to serve St. John the Baptist Catholic Montessori School. St. John the Baptist is a rich and vibrant community, guided by the Holy Spirit and with Christ at its heart. Our children continue to grow into the people they are called to be, because we abide by what the Lord asks of us and because we follow effective policies and procedures. In this document you will find the guidelines that help make St. John the Baptist Catholic Montessori School a community of excellence.

Sincerely in Christ,

Angela Wroblewski

Contacting the School

All phone calls must be made through the main office at (952) 474-5812. Calls to the teachers should be made before or after school hours. Teachers are not available to speak on the phone during class time, but you may leave a message with the office, and the teacher will call you back. The best way to communicate with teachers is through email.

2026-2027 School Faculty

Administration

- Angela Wroblewski, Principal
- Sophie Bader, School Office Manager
- Michelle Haik, Administrative Assistant

- Father Carlson, Pastor
- Megan Adam, Director, Parish Business Administrator & Safe Environment Coordinator
- Bernie Gauthe, Executive Operations Coordinator
- Brooke Ruhlin, Bookkeeper
- Kari Beardmore, Director, Sacred Music
- Monica Benda, Director, Discipleship & Evangelization
- Ainsley Pauna, Assistant Director, Faith Formation
- Mike Pylka, Lead Maintenance Technician
- Richard Olson, Lead Maintenance Technician
- Randy Kallman, IT

Toddler Community:

- Cassie Gierszewski, Toddler Director
- Abigail Lux, Toddler Assistant
- Marie Hodgdon, Toddler Assistant

Children House:

- Christa Gawarecki, Children's House Director
- Laura Gnerer, CH Assistant
- Maria Matias, CH Assistant
- Sara Magnus, CH Assistant
- *Open Position, CH Assistant*

Elementary:

- Angela Wroblewski, Guide
- Sharon Schneier, Assistant
- *Open Position, Assistant*

Adolescents

- Lydia Smith, A1 Guide

Catechists

- Level I: Sara Magnus
- Level II/III: Sara Magnus & Angela Wroblewski

Food Service

- Marie Flores

Before and After Care

- Marie Hodgdon, Toddler Before Care
- Sara Magnus, Aftercare Lead
- Olivia Detjen, Aftercare Aide
- Alessandra Righini, Aftercare Aide

Mission Statement

St. John the Baptist Catholic Montessori School Mission Statement & Philosophy

Mission Statement

Guided by our Roman Catholic faith, St. John the Baptist Catholic Montessori School prepares students to live out the Gospel message, achieve academic excellence, and joyfully lead by faith, virtue and reason.

Catholic Identity

- We believe the foundation of a Catholic school is its Catholic identity.
- St. John the Baptist Catholic Montessori School loyally adheres to the teachings of the Magisterium of the Roman Catholic Church.
- The teachers, administration, and parish leadership are faithful Catholics centered in Eucharistic devotion, through the intercession of Our Blessed Mother. Members of the St. John the Baptist Catholic Montessori School community strive for growth in their relationship with Jesus Christ.
- The children are immersed and formed in the Catholic faith through the Eucharist, daily prayer, moral formation, and the teachings and practices of The Catechesis of the Good Shepherd.

Montessori

- St. John the Baptist Catholic Montessori School follows the educational method developed by Dr. Maria Montessori.
- We believe it is the role of the school and parents to assist children in discovering their God-given gifts and talents.
- We believe it is the role of the school to foster and nurture the children's natural desire to learn by providing the proper learning environment, materials, guidance, and encouragement which helps them recognize and nurture their talents.
- We believe it is the role of the school to guide children through their developmental stages by encouraging independence and responsible engagement in their work, while providing regular, prayerful assessment of their progress.

Parent

- We believe that parents are the primary educators of their children.
- We believe that the home environment and the role of the parents as teachers and models throughout a child's life are fundamentally important.

Child

- We believe that all children are called to holiness and are created by God in His image and likeness with a unique combination of abilities, interests, and learning styles.
- We believe that all children are inquisitive and creative and that they possess a natural desire to learn.
- We believe that all children move through successive developmental stages, and at each stage, the children must be committed and actively involved in the learning process.

Community

We believe the school needs to form a covenant of mutual service among the children, parents, staff, and parish leadership, in order to be unified in the education of the children.

Responsibilities

Of the School

- To provide a warm, loving environment that is attractive, clean and safe.
- To follow the teachings, doctrines and disciplines of the Catholic Church.
- To maintain high educational Montessori standards.
- To provide a stimulating program consistent with Montessori philosophy.
- To provide an excellent, caring and fully engaged staff.
- To maintain written records on each child.
- To provide parent education and conferences.

Of Parents

- To understand and accept the Church's teaching that parents are the primary educators of their children.
- To drop off and pick up their children on time, including having them ready
- To check into the office when entering the building during school hours.
- To read the school handbook.
- To inform the school of:
    - Student illness or absence
    - Custody arrangements
    - Change in address, phone, emergency contact, etc.
    - Arrangements that might impact communication with the school
- To attend conferences and parent meetings.
- To maintain realistic expectations about their children.
- To keep informed about school policies and goals.
- To become aware of the Montessori Method in order to assist the child.
- To fulfill financial and legal obligations to the school in a prompt and timely manner (tuition, fees, lunch accounts).
- To volunteer and become active in their child's education.

Of the Child

- To “construct” the person God is calling him/her to be.

ACKNOWLEDGMENT

St. John the Baptist Catholic Montessori School intends to manage its school and policies in a manner that is consistent with applicable federal, state, and local laws. In those cases, in which our policies conflict with applicable law, the conflict is unintentional and the law will take precedence.

St. John the Baptist Catholic Montessori School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this Child-Parent Handbook should be construed as a contract between you and St. John the Baptist Catholic Montessori School.

NONDISCRIMINATION POLICY

St. John the Baptist Catholic Montessori School complies with applicable federal, state, and local laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in the administration of its educational programs.

This policy does not prohibit giving Catholic children priority for admission.

St. John the Baptist Catholic Montessori School has the right and duty to conduct its programs and activities in a manner that is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to children who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Covenant Agreement between Parents/Guardians and St. John the Baptist Catholic Montessori School

Our Catholic school community is a special place, rich with opportunities for learning, growth and belonging. It takes all members of our community, working together, to maintain our strong school culture and enriching environment. With this in mind, we expect all parents/guardians of our students to commit to the following:

- **Support the Faith.** In words and actions, support Catholic education and respect the authentic teachings of the Catholic Church.

- **Support the school.** Act in partnership with administration, faculty, and staff. Respect and follow decisions reached by the school, even if you disagree with them.

- **Support the student.** Embrace your role as the primary educator of your child(ren) and work in partnership with our school for their educational development and spiritual well-being, supporting their growth in academics, virtue, apostolic discernment, and the spiritual life.

- **Be respectful.** Communicate respectfully, kindly and truthfully with fellow members of the school community, including administration, faculty, staff, students and other families of students. We are all made in the image and likeness of God, and should be treated in a dignified manner. Refrain from gossip. Address complaints or disagreements privately, without unnecessarily publicizing them or involving others.

- **Be positive.** Value and build up the reputation of the school and members of the school community, helping to create a positive academic, social and spiritual environment for everyone.

- **Follow our school policies.** Know and adhere to all school policies as outlined in the Student Parent Handbook.

Consequences for not upholding these commitments may include, without limitation, verbal or written warnings, removal or bans from the school grounds, or mandatory withdrawal of children from enrollment.

Commitment and Agreement

By signing below, I commit to the standards outlined above, and agree that if I fail to uphold my commitments, the school may take the steps outlined above. My commitment and agreement will remain in effect as long as my child or children are enrolled at the school.

A copy of this agreement will be given to families to sign and return to the school office.

Admission Policies

Policy and Procedure

While embracing the Catholic and Montessori philosophy that each child develops in a unique way and welcoming applications from a wide variety of children, we also recognize our limitations in meeting some highly complex or specialized learning needs. Our admissions procedure will therefore consider our ability to accommodate a particular child's special needs without disruption to our program as one factor when evaluating applicants. Children who have special needs that fall within our ability to support may be accepted on a provisional basis, with additional stipulations (such as cooperation in having the child assessed or requirement for tutor or therapist assistance.)

An Admissions Committee, consisting of the Principal, the child's prospective Guide and any other relevant professionals or specialists who may be appointed by the Principal, will make all admission decisions. Admissions decision will be based on the following general criteria:

Toddler Children

- Stable walker
- Consistently demonstrates behavior that maintains a safe learning environment

Primary Children

- Able to cooperate in a social group
- Shows respect for authority
- Shows respect for other children
- Demonstrates awareness and independence in toileting skills
- Able to understand and follow school and classroom rules and guidelines
- Demonstrates an eagerness to learn
- Developmentally functional in all aspects of daily school routines

Elementary Children

- Able to cooperate in a social group
- Shows respect for authority
- Shows respect for other children
- Demonstrates an eagerness to learn
- Capable of working independently
- Able to understand and follow school and classroom rules and guidelines
- Developmentally functional in all aspects of daily school routines
- Current academic and life skills at levels commensurate with targeted class

Adolescent Children

- Able and willing to build community
- Guide actions with others according to Christian values

- Take responsibility for personal intellectual growth and the educational environment of the school
- Are committed to participate in unique learning opportunities, e.g., field trips, with vigor and a positive attitude
- Serve all members of the St. John the Baptist community as Christ serves

Families

- Understanding of and commitment to our school mission and philosophy as a fully Catholic and fully Montessori learning environment
- Understanding of and commitment to long-term participation in the Montessori education process
- Understanding their role in partnering with the school in living its mission (e.g. volunteerism, attendance at school meetings and functions, support of school's vision and growth)

Requirements for Admission

- Families must complete an application and tour while meeting with the Principal. Meeting with the relevant Guide will be determined based on the tour and meeting with the Principal

Visiting Children

- Prospective students who are applying for admission and their families are welcome to visit St. John the Baptist Catholic Montessori School. Parents must arrange all child visits with the Principal at least three days prior to the visit. Students may not arrange for visits. Visitors must follow all rules and regulations that are binding for current children.

Academic Policies

Curriculum

The heart of the curriculum at St. John the Baptist Catholic Montessori School is the spiritual formation the children will receive. All Children's House and Elementary children will be participating in The Catechesis of the Good Shepherd. This is a unique religious experience designed for children by Sofia Cavaletti & Gianna Gobi in Rome beginning in 1954. It is based upon Maria Montessori's spiritual vision for children, combined with the teachings and the traditions of the Roman Catholic Church regarding Holy Scripture and Liturgy, using Dr. Montessori's educational principles.

The purpose of Catechesis is to proclaim the message of Jesus to children using the "Parable Method" for meditation on Scripture, while using Montessori methods to provide a learning environment conducive to the spiritual development of the young child. Children are especially attracted and are sensitive to the Good Shepherd's abiding love for His sheep. They in turn develop a special love for Jesus, who is the Good Shepherd even before they realize that they are the sheep. Materials usually accompany each presentation and are then left for the children to manipulate and meditate upon.

Each child is viewed as an individual learner, with unique learning style and capabilities. The children are allowed to move through the elementary curriculum at their own pace. This is why the multi-age grouping works so well. Something that may have held little interest for a first-year student, may become fascinating in the second or third year. In this way children experience the freedom to make choices in their work, and develop a sense of control over their education. This also virtually eliminates the child's fear of being "behind."

The mixing of ages also helps to strengthen the social development of the child. The relationships formed between the younger and older children are invaluable. The younger children look to the older children as inspiration in both behavior and work. The older children take pride in guiding the young ones through the ways of the classroom. The three-year cycle also helps the children build an extremely strong bond with their teacher. The teacher and child get to know and trust each other in a most profound way.

The teacher, known as a guide, is responsible for helping guide the children to find their own motivation for learning. By preparing the environment and observing each child carefully, the teacher "follows the child." Children expand their knowledge by being guided toward materials that reflect their interests.

The Montessori teacher has what Maria Montessori calls a "Cosmic Task." This task is to work with the children's imagination to help them realize the interconnectedness of the universe. One of the foundations of Montessori education is to present the concrete, which leads to the abstract. By first striking the child's imagination with a wonderful story or lesson, the teacher

taps into the child's self-motivation to begin a search for more information.

In short, the Montessori toddler, Children's House, Elementary, and Adolescent classrooms provide the children with the freedom to learn at their own pace in a varied age group, with a teacher to help guide them through the curriculum. There is much more to know about the Montessori Method in addition to what is mentioned here, and we encourage all parents to educate themselves about this philosophy by reading about it, attending parent education nights, and observing in our classrooms. We assure you that the more you know about the Montessori philosophy, the more excited you will be to have your child join this community!

Parent-Teacher Communication and Conferences

Guides are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. In addition to semi-annual parent-teacher conferences, additional meetings can be scheduled throughout the school year if necessary. Parents should first privately contact a guide with any concerns about a guide or class concerns before seeking intervention by the school administration.

Our staff welcomes and appreciates communication from the parents of children enrolled at the school. We are open to ideas and suggestions and enjoy getting to know the parents as well as having the parents get to know them. They encourage you to communicate with them as often as you feel necessary. Do not hesitate to write a note, send an email or request an appointment with any staff member. Please also respect their need to prepare and clean up after school, and please allow for evening personal family time.

Guides will respond to requests for communication within 48 hours. When dealing with a problem, the parent should first contact the Guide. If, after conferring with the Guide, the problem is not resolved, the Principal should be contacted.

Homework

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies. When used correctly, homework helps to clarify and reinforce what is presented in classrooms. Teachers are not required to assign homework. It is assigned only when it will benefit the education of the students.

Access to Records

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (Principal and those to whom the Principal extends access within a given year.)

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

Transfer of Records

St. John the Baptist Catholic Montessori School may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest when provided with a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information or reports by a school counselor).

Only copies of student records may be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, the school, at the discretion of its principal, shall have the right not to provide transcripts of the student's academic record to third parties such as other schools, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is grounds for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

Extracurricular Policies

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Children who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. SJB administration reserves the right to not allow a student to leave early if the student is not current with academic assignments.

Attendance Policies

Arrival Procedure

Arrival time is between 8:35 a.m. and 8:45 a.m. and children are expected to be entering their classrooms during this time. Families that arrive after 8:45 a.m. must report to the Main Office directly to check in.

From 8:35 a.m. to 8:45 a.m., there will be a guide, assistant, or administrator receiving students in the drop off line. If you wish to avoid a drop-in fee for before care, please do not arrive before 8:35 a.m.

Before Care

If you arrive between 7:30 a.m. and 8:35 a.m., please drop your child off at the age-specific Before Care location. A staff person will greet you at the door to welcome your child. Remember, anytime you drop your child off at Before Care without a contract, you will be billed at the drop-in rate.

Late Arrivals

Lateness impacts the entire class–especially when it happens on an ongoing basis. Students who arrive late disrupt prayer time, instructions or general information and they miss receiving the benefits of God's Word. "Thus faith comes from what is heard, and what is heard comes through the word of Christ" (Romans 10:17). We understand that even in the most well-planned mornings, "life happens" and when it does, please accompany your child to the main office where your child will receive a pass to class.

All late arrivals will be noted as tardy. Out of respect for the teachers, the children, and your child/children, please make every effort to arrive at school in enough time for your child to be IN the classroom by 8:45 a.m. It is more than just being respectful; it is a life lesson on punctuality.

Late Arrivals on School Mass Days

If your student will arrive after 8:45 a.m. on a Friday or other day when School Mass will be attended, please sign your child into the school office where they will receive a tardy slip. If all adults attending Mass have left the school building, please proceed to walk your child to their classroom Guide *in church* where your child will give the tardy slip to their Guide (this is so Guides know that your child has been marked in attendance for the day).

Our entire school (Children's House- Adolescent) including administrative staff, attend Mass together, so there may not be anyone in the office between 8:45 a.m. and 9:45 a.m.

Dismissal Procedure

3:30 p.m. Departure

Elementary and Adolescent children leaving school at 3:30 p.m. will line up in front of the church. Parents will enter the car pick-up line, and the children will be dismissed by their guides individually when their parent's car has reached the front of the pick-up line. **Please never use cell phones while in the car line.**

In the event of inclement weather, the children will line up inside the building and Guides will call out children as parents arrive at the front of the pick-up line.

After Care

Parents who are contracted for aftercare may pick up their children from After Care (3:45 – 5:30 p.m.). Please ring the doorbell at the aftercare entrance, and a staff member will assist you.

Please note: Late pickup charge is $1/minute/child after 5:30 p.m. The fee will be added to the next month's invoice, the clock used to "stamp" the time is on the iPad on Transparent Classroom where the student is signed out. If a child is picked up consistently after 5:30 p.m., the child will lose the privilege of being enrolled in the After-Care program and/or late fees will be charged, unless extreme circumstances apply to each infraction.

Alternative Person to Pick Up

Occasionally, you may need someone other than yourself to pick up your child from school. To ensure your child's safety and a smooth dismissal of your child, please:

- Make sure the person is on your signed "Student Release" Form OR call/send a note to the main office.
- Prepare your child ahead of time by letting him or her know who will be picking up
- Have the authorized person be prepared to show picture I.D.
- No child will be released alone or with anyone under the age of 16, and no child will be released to anyone who is under the influence of alcohol or drugs.

Late Pick-Up (after noon for half day students or 3:30 for full day students)

Please be on time to pick up your child. As much as the children enjoy school, friends, and the work they are doing, they do look forward to seeing their parents at the appointed time and can become upset when their parent is late. Also, they are learning their first examples of consideration from you. If you must be late due to an emergency or an unforeseen

circumstance, please call the school. If we are momentarily unavailable to take your call, you may leave a message. Late pick-ups should only happen in emergencies. If late pick-ups become a habit, late fees will be charged.

Please note: Late pick-ups should only happen in emergencies. If your child has not been picked up by 12:10am a late pick-up fee of $30 will be added to the next month's invoice. If a child has not been picked up by 3:40pm, they will go to aftercare and a $30 aftercare drop-in fee will be added to the next month's invoice. The clock used to "stamp" the time is on the iPad in Transparent Classroom where the student is signed out. If you must be late due to an emergency or an unforeseen circumstance, please call the school. If we are momentarily unavailable to take your call, you may leave a message.

Absence Policy

St. John the Baptist Catholic Montessori School expects strong parental support for the school's attendance policies. When an absence is necessary, these steps are to be followed:

1. Parent/Guardian contact the school by calling the office at 952-474-5812 or emailing the office staff (school@stjohns-excelsior.org**) each morning before 8:45 a.m. of the day absent.** If you are emailing, include your child's Guide in the email.
2. **A student with a fever of 100 or higher (under the arm) must remain at home.**
3. If a student is absent during the school day due to illness, they are unable to attend or participate in afterschool or evening events or activities.
4. Whenever a child enters school after school has begun, or leaves school before school ends, he/she must be signed in or out by a parent/guardian in the Main Office.

Planned Absence

Parents of students who know they will be missing school must contact the classroom teacher at least one week in advance of the absence. The School Administration will determine whether the absence is approved or accepted or considered an unexcused absence. (Please plan to take family vacations during school breaks.)

Extended Absence

Extended absences for reasons other than illness may be accepted or excused, but teachers are not required to give up their time to tutor students; neither are teachers required to provide detailed plans and/or learning resources for students who have missed school.

Extended absence may result in the need for outside tutoring--i.e., tutoring not provided by the teacher. If such is the case, teachers will inform parents of such a need. Teachers may also indicate whether extended absence will cause a serious problem in the student's academic development. Parents are asked to consider carefully the academic consequences if a teacher suggests that problems would develop from this absence.

Unexcused Absences

An unexcused absence occurs when a child is absent from school without parent permission and without communication providing the reason for the absence. When these conditions have not been met and the child remains unexcused, the school may request a meeting with the parents and child. It is the task of the school to determine whether an absence is excused (for any reason) or unexcused; parents do not make this decision.

Excessive Absenteeism

Excessive absenteeism, including unexcused and parentally excused absenteeism, may adversely affect a child's learning. Children with poor attendance may be subject to discipline, up to and including dismissal.

When excessive absenteeism is due to a medical concern, the school may ask for physician verification. If verification is not provided the child may be dismissed from school. Even with physician verification, the child may be dismissed if academic requirements cannot be maintained.

Safety and Welfare Policies

Policy on Prevention of Sexual Misconduct and Child Abuse

Reporting

The Law of the State of Minnesota provides that certain categories of persons must report to civil authorities if they know or have reason to believe that a minor or vulnerable adult is or has recently been the victim of maltreatment, including but not limited to neglected, physically abused, or sexually abused.

St. John the Baptist Catholic Parish directs its employees who are mandated reporters to comply with the requirements of the Law. It should be noted especially that concerns should be reported within twenty-four (24) hours to civil authorities. Furthermore, St. John the Baptist Catholic Parish directs all of its employees, (even those who are not mandated reporters), to report their knowledge or reasonable suspicion or belief regarding the abuse of minors or vulnerable adults, to the county Child Protection Agency, to the County Welfare Agency, to the Municipal Police, or to the county Sheriff's Department, unless the law specifically exempts the obligation to report based on a legally recognized exception to disclosure. In such cases, the pastor or parish administrator should be advised of the existence of the claimed confidentiality restriction.

Virtus Training

All adults who either work or volunteer at St. John the Baptist Catholic Montessori School must be Virtus trained, have signed a code of conduct, and received a background check.

Emergency Procedures

Entry and Security Information

All doors at St. John the Baptist Catholic Montessori School are always locked. Any non-staff person must always sign in at the front desk, and if necessary, will be escorted in the building.

St. John's is equipped with video surveillance cameras that monitor the campus 24 hours/day.

Emergency Plan

St. John the Baptist Catholic Montessori School has developed an emergency plan for crises and emergencies.

Fire, Tornado, and Safety Drills

St. John the Baptist Catholic Montessori School participates in fire, tornado, and safety drills. When an alarm sounds, children are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of St. John the Baptist Catholic Montessori School personnel.

Lockdown Procedures

St. John the Baptist Catholic Montessori School participates in lockdown drills. If a situation requires St. John the Baptist Catholic Montessori School to go into lockdown, children and personnel are required to act in accordance with the school's lockdown procedures. The lockdown will continue until the "all-clear" signal is given by the Emergency Response Team.

Health Procedures

Illness

Please help keep us from spreading illnesses. Children who feel ill or need health assistance during the school day should report to the Main Office. Parents will be notified.

A child with any of the following conditions or behaviors is a sick child and must be excluded from SJB Catholic Montessori School. We must exclude a child:

- With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce health risk to others.

- With chicken pox until the child is no longer infectious or until the lesions are crusted over.
- Who has vomited once within 24 hours.
- Who has had two or more abnormally loose stools since admission that day or in the previous 24 hours.
- Who has conjunctivitis (pink eye) or pus draining from the eye.
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy and has been symptom free for 24 hours.
- Who has unexplained lethargy.
- Who has lice, ringworm, or scabies that is untreated and contagious to others.
- Who has a temperature of 100 degrees Fahrenheit (under arm), or more, and should stay home for 24 hours after the temperature returns to normal without the aid of fever reducing medication. (This means the thermometer reads 100 degrees Fahrenheit or higher when not taken under the arm.)
- Who has an undiagnosed rash or rash attributable to a contagious illness or condition.
- Who has significant respiratory distress.
- Who is not able to participate in activities with reasonable comfort.
- Who requires more care than SJB staff can provide without compromising the health and safety of other children in care.
- If your child is too ill to go outside and play
- After ER visits, ensure child can be independent in self-care as was prior to ER visit.
- Let symptoms be your guide....if your child is not feeling well, please keep them at home

Students can return to school once they are feeling better and their symptoms have substantially improved (including being fever-free for 24 hours *with no fever-reducing medication*).

Medication Administration

Medications should be taken at home if at all possible. Except as otherwise covered by law, when a child under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

- Designated school personnel will administer or supervise the administration of prescribed medications.
- A consent form signed by a physician and a parent must be on file with the child's health records for prescription medication.
- Medications must be in a prescription bottle labeled by a pharmacy with the child's name, name of medication, dosage, time to be given, and the pharmacist's date of dispensing.

- A consent form signed by a parent must be on file with the child's health records for over-the-counter medication.
- Medications are stored in a locked cabinet.
- Children who wish to carry and administer their own medicine (e.g., an inhaler) must have on file in their health record written consent from the parent and physician to carry the medication.

Policies on Child Responsibilities and Behavior

Violations of any of St. John the Baptist Catholic Montessori School's policies, including the code of conduct and any of the policies specified below, may result in discipline, up to and including immediate dismissal from St. John the Baptist Catholic Montessori School.

Discipline Policy

I. Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Children are expected to move safely in the environment, speak respectfully to each other and all staff, treat the materials respectfully, follow the teacher's instructions and respond appropriately when being directed by staff. Staff will model this behavior, do conflict resolution to support the children to work through their disagreements in a constructive manner, facilitate restorative justice practices, and engage children in grace and courtesy lessons so that children have an opportunity to practice the desired behavior.

II. General Statement of Policy

a. Guide will send children who do not follow the above stated rules to the administrative office with a referral slip. Based on the recommendation of the Guide, as indicated on the referral slip, administrative staff will discuss the behavior, call home, or decide on a loss of privilege.

b. Any unsafe behavior towards self or others at the elementary level warrants a trip to the office with a phone call home. The second time such an incident happens, the child goes home. The third time, the child goes home with a two-day suspension.

c. A child who has been sent to the office two times in a given day will be sent home on his/her third trip to the office. Within a week of the child's return to school, parents, administrators, teachers, and the child must meet to discuss the child's behaviors and how to support correction of that behavior.

d. Every child sent to the office must come with a referral, which will be filed in the child's file, and the incident will be documented in the child's file.

e. Extreme or violent acts such as hazing, injuring another child, or acts of violence (example, striking another with a closed fist) will be met with immediate suspension for three days. The child and family must meet with the staff in order for the child to be admitted back into school.

III. DEVELOPMENT OF SELF--DISCIPLINE & BEHAVIOR GUIDANCE

Discipline in a Montessori environment is not imposed on the child but, rather, is created in the child when there is a beautiful blend and perfect balance of freedom and structure. Maintaining this delicate balance is one of the foundations of the Montessori environment. It is on this foundation of freedom and structure that the child builds discipline. Freedom is not often associated with discipline. Usually, people assume that since the child is offered freedom—to move, to choose, to repeat-there is no structure to the environment.

Freedom, however, does not mean one can do whatever one wants. Responsibility to oneself and one's community are essential components of freedom. We offer freedoms, but with limitations that facilitate the development of responsibility and an internal center of control.

The development of self-discipline in this manner allows the individual to choose the right behavior because it is right for him or herself and for the community. Inner discipline is not something automatically present within the child, but rather it evolves under the right care and in the proper environment. As adults in the child's life, we need to be a model and guide while supporting the child through the process of developing self-discipline. We offer limited freedoms based on the child's abilities to make appropriate choices at that particular time. As the child's ability to make choices and follow rules improves, more freedom is offered.

The following rules of respect are an expectation of behavior by children, staff and parents/guardian/caregivers in their life at the school:

1. Respect for self
2. Respect for others
3. Respect for materials, tools and equipment
4. Respect for the environment

If a child has difficulty following the rules of the community, the response will be age-appropriate. Personal attention, redirection, distraction, substitution, and/or removal from the situation are typical approaches used by SJB staff. Most instances resolve themselves as the child experiences the logical or natural consequences of his/her actions (i.e. wiping up spilled paint that has been thrown on the floor).

If the child disregards the rules of the community, the supervising staff person seeks the underlying causes of the child's behavior. In doing so, the adult tries to help the child understand the inappropriateness of his or her choices and to find an appropriate alternative. If a disruptive or inappropriate behavior occurs repeatedly, the guide may request that the Head of School, and/or another staff member observe the behavior and offer consultation

and alternative solutions. If the behavior continues, the parents may be contacted for their support and cooperation.

Unacceptable Behavior includes but is not limited to:

- Inappropriate talk (swearing or sexual talk)
- Demeaning name-calling
- Teasing or purposefully hurting feelings
- Consistent noise--making
- Disrespectful talk to any person
- Physical or verbal threats
- Hitting, spitting or kicking
- Aggressive play, or any form of guns or weapons "play"
- Inappropriate touching (i.e.. touching of private areas)
- Purposeful destruction of class materials or equipment
- Biting
- Disrupting another child's work
- Interfering with the health and/or safety of another
- Leaving the building or school grounds

SJB will practice behavior guidance by providing the children with challenging and absorbing activities and by treating them with dignity and respect. We establish clear and realistic limits that are developmentally appropriate and are enforced firmly and consistently. Some positive guidance techniques include:

- Clear and consistent rules/expectations
- Allowing children to try and resolve conflicts that are not violent
- Redirection from conflicts toward constructive activity
- Anticipation of problems before they occur
- Offering children alternatives to aggressive behavior, such as walking away, ignoring, or talking through a problem
- Encouragement and avoidance of criticism

The school will take immediate steps to work with a child, along with the child's parent(s), whose behavior is harmful to him or her or to the other children in the environment. When staff notes that a child requires an increased amount of staff guidance and time this will be documented and, if necessary, the parents will be contacted. The staff is committed to trying positive techniques, observing the behavior and recording it, and meeting with the family to gain information on how to encourage positive behavior.

Positive techniques that staff will try:

- Take a break: Students take a short break in the classroom from an activity or lesson to restore them to self-control so they can follow the classroom rules.
- Apology of Action: You break it, you fix it! The student must, with words or action, set things right.
- Loss of Privilege: Taking away the privilege that has been abused.

- Cooperating Space: Cooperating Spaces are used when "Take-a-Breaks" are not working. Students are sent to the room of another staff member for a short time.
- Social Conference: An opportunity for the student to discuss the issue with the teacher.

If there is a child who is repeatedly aggressive and does not respond to various redirection and discipline methods used, the staff may have the need to provide consequences for documented unacceptable, violent, or unmanageable behavior. This will be formalized in a Behavior Plan for the children that will be formulated in collaboration with the child's parents/guardians. Staff will work to make an action plan which may include:

- Behavior Plan
- Talking Circles
- Peer Mediation
- Restorative Justice

If conflict resolution between children is needed, the following are steps to be used:

1. Find a mediator if needed.
2. One child talks and the other child listens. The mediator may reframe or clarify the issues.
3. *Use I statements and name your own emotions. ("I felt frustrated when…", "I feel sad because….")*
4. The second child talks and the first child listens. The mediator may reframe or clarify the issues.
5. The second child suggests solutions.
6. State what you can do and what you want. *("I can do… to solve the problem, and I want you to do …")*
7. The first child suggests solutions.
8. The mediator should encourage creative thinking and reframe or question as needed. The conversation should go on until a solution is reached and agreed to by both students.
9. The children suggest ways to prevent the conflict from happening again. The mediator should try to move students to this goal.

If consequences and redirection do not have any effect on persistent unacceptable behavior, the staff may recommend that the family seek help and have the child evaluated. After an outside evaluation, a new plan will be made with the family and a specialist for addressing the difficult behaviors. This plan will be put into effect and tried for the next month or determined time frame by constituents. The parents and staff will meet again to assess the plan and evaluate the progress.

If after utilizing outside assistance and working to try a variety of techniques with the child, the unmanageable behavior persists, it may be decided that a student needs some time working alone under the supervision of an adult.

IV. DISMISSAL, REFERRAL, SUSPENSION & EXPULSION

Dismissal usually is a result of tuition default, failure to provide required records and/or poor attendance. When it is clear that a multi-age, open-ended environment is not the most suitable educational environment for a child at their current age, she or he may be referred to a different school or specialist.

Suspension (in-school or out of school) can be the result if a child repeatedly harms property or threatens the physical safety of other children. Any child who strikes another child or adult during school hours with intent to cause harm will incur immediate suspension. If a child is considered a continued threat, the child may be suspended for a longer period of time but not to exceed 5 days.

Expulsion of a child is a last resort and is only done in extreme circumstances as determined by the principal and pastor, when a child's behavior has continued to be threatening and disruptive to the community. Prior to expulsion the guides are responsible for trying several forms of redirection of behavior. The parents and guides must communicate and create a plan to try and help the children adapt his/her behavior to the environment. If the disruptive or harmful behavior persists, the child may be asked to leave the school. Pupil Fair Dismissal Act Public elementary schools in Minnesota are governed by the Pupil Dismissal Act that assures that students will not be unfairly asked to leave a school or be suspended without cause. Information on this law is available on the Minnesota Department of Education.

Expulsion can be immediate if there is a determination made by the Administration and Pastor that this would be in the best interest of the children. Should a student want to re-enroll after an expulsion, a meeting must be had between the parents, guides and possibly the Pastor to determine if re-enrollment is an option.

V. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained.

VI. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

VII. Support for Community

While our goal is to work and live in harmony with the SJB community, disagreements or altercations may occur. SJB is committed to partnering with families to model how to deal with altercation and help facilitate healing.

SJB will help facilitate a good apology by using the following steps:

1. **Full acknowledgment of the offense.** Start by describing exactly what you did wrong, without avoiding the worst truths. Once the facts are out, acknowledge that your behavior violated a moral code. It doesn't matter whether you and the person you've hurt shares the same ethics: If you've broken your own rules, you're in the wrong. Accept responsibility.
2. **An explanation.** A truthful explanation is your best shot at rebuilding a strong, peaceful relationship. The core-deep explanation for your behavior is your key to changing for the better. Explanations help you and your victim understand why you misbehaved and assure both of you that the offense won't recur. Excuses merely deflect responsibility. Leave them out.
3. **Genuine expression of remorse.** Anyone who has been on the receiving end of the comment "I'm sorry you feel that way" knows the difference between sincere regret and an attempt to avoid responsibility for bad behavior. Few things are less likely to evoke forgiveness than apology without remorse.
4. **Reparations for damage.** An apology includes real repair work: not just saying "I'm sorry." Often there will be nothing tangible to repair; hearts and relationships are broken more often than physical objects. In such cases, your efforts should focus on restoring the other person's dignity. The question "What else do you want me to do?" can start this process. If you ask it sincerely, really listen to the answer and act on the other party's suggestions, you'll be honoring their feelings, perspective and experience. The knowledge that one is heard and valued has incredible healing power; it can mend even seemingly irreparable wounds.
5. **Request for forgiveness.** Plan to complete the apology cycle by asking for forgiveness.

Dress Code Policy

Dress Code and Personal Appearance

In our efforts to create an environment which encourages our students to focus on academic, spiritual, moral and social growth, standards of dress have been established at St. John the Baptist Catholic Montessori School. Students are expected to come to school in the appropriate St. John the Baptist Catholic Montessori School uniform specified in the tables below. The purpose of this uniform policy is to:

- reflect Christian values such as humility, simplicity, and modesty
- emphasize the value and purpose of education
- decrease peer pressure and competition
- decrease focus on appearance by having uniformity among students
- promote school identity
- promote comfort and utility
- promote cost effectiveness

The dress code provides a standard for our children that fosters an environment of Christian values, learning, and respectful behavior. Final decisions regarding the school uniform rest with the administration.

Donald's Uniform Store is St. John's official uniform store where all apparel can be purchased. For families who are interested, pre-owned uniforms are available.

Children's House

Girls

- Dark navy or khaki pants (Elastic or zip front)
- Plaid jumper or navy polo dress worn to the knee (tights, leggings or shorts must be worn underneath the jumper). ***Jumpers must be worn on Mass days.***
- Dark navy or khaki shorts may be worn to the knee (from April 1 to October 15). *Shorts may not be worn on Mass days.*
- Monogrammed (optional for Children's House) plain navy or white long or short-sleeved polo or white blouse with Peter Pan collar.
- A monogrammed (optional for Children's House) navy half-zip sweater or cardigan may be worn over uniform.
- Solid white, navy blue, or black socks. Solid white, navy blue, or black tights must be worn with a jumper.
- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, rubber soles, and have closed-toes and closed-heels. Shoes that light up are not permitted.
    - No slippers, sandals, high tops or crocs. Shoes must be soft-soled.

Boys

- Dark navy or khaki pants (Elastic or zip front)
- Dark navy or khaki shorts worn to the knee (Shorts may be worn from April 1 to October 15). ***Shorts may not be worn on Mass days.***
- Monogrammed (optional for Children's House) plain navy or white long or short-sleeved polo. Shirts are always tucked.
- A monogrammed (optional for Children's House) navy half-zip sweater may be worn over uniform.
- Solid white, navy blue, or black socks
- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors (brown, black, navy), have non-marking, rubber soles, and have closed-toes and closed-heels. Shoes that light up are not permitted.
    - No slippers, sandals, high tops or crocs. Shoes must be soft-soled.

Lower Elementary (Grades 1 – 3)

Girls

- Dark navy or khaki pants (Zip front) with a brown or black leather belt.
- Plaid jumper worn to the knee (Navy tights, leggings, or shorts must be worn underneath jumper) ***Jumpers must be worn on Mass days.***
- Dark navy or khaki shorts worn to the knee (Shorts may be worn from April 1 to October 15). *Shorts may not be worn on Mass days.*
- Monogrammed plain dark navy, white long or short-sleeved polo *or* white blouse (no logo required) with Peter Pan collar. Shirts are always tucked. ***Peter Pan collared shirt required on Mass days.***
- A monogrammed dark navy half zip or cardigan may be worn over a uniform.
- Solid white or navy blue knee-high socks. Solid white or navy blue tights may be worn with a jumper. (During the winter months, leggings may be worn under a jumper.)
- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, soft-soled, and have closed-toes and closed-heels. Shoes that light up are not permitted. ***Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.*

Boys

- Dark navy or khaki pants (Zip front)
- Dark navy or khaki shorts worn to the knee (Shorts may be worn from April 1 to October 15) *Shorts may not be worn on Mass days.*
- Monogrammed plain dark navy or white long or short-sleeved polo. Shirts are always tucked.
- A monogrammed dark navy half-zip may be worn over a uniform.
- Solid white, navy blue, or black socks

- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, soft-soled, and have closed-toes and closed-heels. Shoes that light up are not permitted. ***Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.*
- A brown or black leather belt

Upper Elementary (Grades 4 – 6)

Girls

- The lower elementary uniform policy applies to upper elementary with the addition of:
    - A plaid skirt worn to the knee may be worn instead of a jumper. (Tights, leggings, or shorts must be worn under skirts)

Boys

- The lower elementary uniform policy applies to upper elementary.

Adolescent

Girls

- Dark Navy blue or plaid skirt with hem at the knee.
- Monogrammed plain dark navy or white long-sleeved or short-sleeved polo shirt. Shirts are always tucked in.
- A monogrammed dark navy half-zip may be worn over a uniform.
- Navy blue, monogrammed blazer. ***Must be worn on Mass days with a white oxford shirt and black shoes and white or navy knee-length socks.***
- Solid white, navy blue knee-high socks
- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, soft-soled, and have closed-toes and closed-heels. Shoes that light up are not permitted.

***Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.*

Boys

- Khaki pants
- Dark navy or khaki shorts worn to the knee (Shorts may be worn from April 1 to October 15) *Shorts may not be worn on Mass days.*
- Monogrammed plain dark navy or white long-sleeved or short-sleeved polo shirt. Shirts are always tucked in.
- A monogrammed dark navy half-zip may be worn over a uniform.
- Dark navy blue, monogrammed blazer. *Must be worn on Mass days with a white oxford shirt and solid navy tie as well as black shoes.*
- Solid white, navy blue, or black socks

- Children will have indoor and outdoor shoes. Both sets of shoes will be made of neutral colors, have non-marking, soft-soled, and have closed-toes and closed-heels.

***Recent history has shown that it is very difficult to find shoes with neutral colors. Please do your best to limit the amount of bold, vibrant, eye-catching colors.*

Accessories

Girls

- Makeup may not be worn.
- The following may be worn:
  - One simple necklace
  - Small earrings in the earlobes (no hoops or dangling earrings)
  - One simple ring
  - A simple watch
- Other forms of accessories that tend to be "faddish" in nature are unacceptable. Fads may be deemed unacceptable based on the trends that become popular at various times. Administration determines what is acceptable when these styles become apparent.

Boys

- Boys may not wear makeup, fingernail polish or earrings.
- The following may be worn:
  - One simple necklace
  - One simple ring
  - A simple watch
- Other forms of accessories that tend to be "faddish" in nature are unacceptable. Fads may be deemed unacceptable based on the trends that become popular at various times. Administration determines what is acceptable when these styles become apparent.

Hair

Girls

- Hair must be above the eyebrows in the front.
- No extreme hairstyles
- Hair may not be dyed, bleached, tinted, tipped, or highlighted.
- A simple headband, ribbon, or barrette may be worn (school colors only).
- No fad haircuts or styles are permitted. Fads may be deemed unacceptable based on the trends that become popular at various times. Administration determines what is acceptable when these styles become apparent.

Boys

- Hairstyles must be simple, clean-cut, and evenly trimmed.
- Hair may not extend below the middle of the ear.
- Hair must be above the eyebrow in front.

- Hair may not cover the collar.
- No extreme hairstyles
- Hair may not be dyed, bleached, tinted, tipped, or highlighted.
- Must be clean-shaven
- No fad haircuts or styles are permitted. Fads may be deemed unacceptable based on the trends that become popular at various times. Administration determines what is acceptable when these styles become apparent.

Nails

All students

- Fingernails may be no longer than athletic length

Non-Uniform Day Dress Code

The goal of this section of the policy is to maintain the high standard set through our uniform policy. This policy is also set forth for the protection of all children. Attire should not distract any child from the educational process.

It is the responsibility of the child to dress appropriately. The following is a list of guidelines. All final decisions on attire shall be made by the school administration.

- Clothing is to be neat, clean, and modest in appearance. It may not be torn, cut, slit, ragged, or have holes.
- Girls' tops must be opaque.
- The hem of a skirt must be at the knee.
- Tight clothing, shirts that expose the midriff, and low cut tops are unacceptable.
- All sleeveless attire is not permitted.
- No jeggings, leggings, or yoga pants are permitted.
- Clothing with any inappropriate symbols, pictures, or words is not acceptable.
- Shorts must be worn at the waist and must be at or below the fingertips when arms are resting at one's side. Rolling of shorts is unacceptable.

***Uniform Infractions*:**

If there is an infraction to the uniform policy, a Uniform Discrepancy Notice will be sent to parents via Transparent Classroom. The uniform infraction is expected to be corrected for the following day.

Academic Integrity

Children are expected to evidence the qualities of honesty and integrity in all areas of school life.

Children demonstrate academic integrity by:

- representing their own work honestly and accurately;
- giving full credit to others who have helped them or influenced then, or whose work has been incorporated into their own;
- collaborating with other children only as specifically directed and authorized by the classroom instructor;
- reporting breaches of academic integrity to a teacher, counselor, or administrator.

Academic integrity violations occur on any type of assessment. Children are responsible for maintaining a clear understanding of each teacher's policy regarding collaboration, particularly on small group assignments. Homework is assumed to be an individual assignment unless an explicit direction otherwise is given by the teacher for a particular assignment.

Cell Phone Possession and Use by Children Policy

Child cell phones and other electronic devices (including Apple watches) must be turned off between 8:35 a.m. and 3:30 p.m. Cell phones and other electronic devices should not be seen or heard during the school day. They may be used before and after school only to contact parents. Violation of this policy will result in the confiscation of the cell phone/electronic device. Phones and other devices will be turned in to the school office, and a parent must pick them up.

Please see "Technology Acceptable Use Policy".

Weapons Policy

St. John the Baptist Catholic Montessori School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued.

For the purpose of this policy, the term "weapon" shall include but not be limited to, firearms, rifles, pistols, guns, knives, devices, instruments, materials, substances or their respective components or ammunition, that are used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including firearm or other weapon replicas).

Prohibited Substances and Inappropriate Materials

Children are not permitted to possess the following items on school property or at school functions:

Items include but are not limited to:

- Pornographic or sexually explicit material

- Weapons, weapon facsimiles, including lasers or shock producing instruments
- Tobacco (including smokeless tobacco products)
- Illegal drugs
- Prescription medications not prescribed for the child and dispensed, or registered with the school nurse
- Alcoholic or intoxicating beverages or food items
- Valuable personal property, foodstuffs, or items not intended for support of academic endeavors to be stored in lockers, cabinets or other school spaces.
- Explosive materials/fireworks

Possession of these items can result in expulsion of the child.

Smoking/Tobacco Use

No smoking (including electronic cigarettes) or tobacco use is permitted at St. John the Baptist Catholic Montessori School or on school grounds.

Drugs and Alcohol

All children will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school.

Theft, Vandalism, or Destruction of Property

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Children are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Children may be required to pay for damage to desks, lockers, other equipment, or property. Unauthorized use of school equipment is forbidden.

Sexual Harassment

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. St. John the Baptist Catholic Montessori School endeavors to provide for its children an atmosphere free from sexual harassment.

No child is to sexually harass another member of the school community. Any child who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated

display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."

Any child who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A child who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Pastor. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner.

No child will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.

Bullying Policy

Please see Bullying Policy: 514 Bullying Prohibition Policy

St. John the Baptist recognizes the negative impact that bullying has on student health, welfare, safety and on the learning environment. We work together to eliminate such behavior.

Financial Policies

Tuition Policy

Please visit the school website to view the tuition for Elementary and Adolescent.

Each family's account must be kept current according to the contractual arrangements between the parent/guardian and St. John the Baptist Catholic Montessori School as established at the time of executing each child's tuition agreement. It is the policy of the school not to allow any child to attend school if his or her tuition account is not current. A child whose tuition account is not current may be un-enrolled from the school.

Tuition Reimbursements

Children's House, Elementary, and Adolescent

One month's tuition for any child withdrawn from enrollment in the school after April 1 and before the first day of school is the responsibility of the parent or guardian entering into the agreement. A semester's tuition for any child withdrawn from enrollment in the school after the first full day of school is the responsibility of the parent or guardian entering into the agreement.

Hardship cases will be considered on an individual basis. There is no distinction among various causes of withdrawal, unless it is requested by the school. In case withdrawal is requested by the school, the tuition obligation and normal refund policy does not apply, i.e., payment of the full semester tuition will be waived and a pro-rated refund will be made.

Toddler Community

One month's tuition for any child withdrawn from enrollment in the school after April 1 and before the first day of school is the responsibility of the parent or guardian entering into the agreement.

Monthly tuition for any toddler withdrawn from enrollment in the Toddler Community after the date the tuition agreement has been signed is the responsibility of the parent or guardian entering into the agreement until a new child is enrolled in the Toddler Community.

Lunch and Lunch Accounts

Families may choose to participate in the hot lunch program or bring their own cold lunch. Students will not be able to warm up food in a microwave. Classroom microwaves are for snacks only.

Milk is included with hot lunch and is available for purchase with a cold lunch.

All families may purchase a hot lunch, and Elementary and Adolescent students may purchase an additional entree or a second milk for an extra charge. All lunches must be ordered in advance. Lunch menus and order forms are sent out via a Typeform during the third week of the month so orders may be placed for the following month's lunches. Families will be billed monthly through TADS.

Please note: If a Toddler or Children's House family chooses to send a **cold lunch it must be labeled with the child's first and last name**. The lunch must be in a lunchbox that is labeled with the child's first and last name, and must contain an ice pack. The lunch must have 4 of the following food groups within it:

- meat,
- grain,
- whole grain,
- dairy (SJB provides milk),
- fruit (not fruit juice), and
- vegetable

If a Toddler or Children's House child's lunch does not have a representation of 4 of the above food groups, we are legally obligated to serve that child a lunch that meets the 4-food group requirement.

Fundraising

All financial matters and activities within the school affect the operation of St. John the Baptist Catholic Montessori School. Therefore, development and fundraising initiatives may only occur under the direct supervision of the Principal. No money or gifts-in-kind, nor any fundraising drives, collections, raffles, etc., may be solicited in the name of St. John the Baptist Catholic Montessori School without the written approval of the Administration.

In conjunction with the church, St. John the Baptist Catholic Montessori School has one school fundraiser each year. All families are expected to participate.

General Policies

Children's Property

St. John the Baptist Catholic Montessori School is not responsible for a child's property, including money or other valuables that are lost, stolen, or misplaced.

Toys

Toys should remain at home. Please assure your child that he/she will have special work to do at school and that his/her toys are for use at home.

Candy, gum, and juice/sweet drinks

Candy and gum may not be brought to school. Only water is permitted to be in a water bottle. Lunch drinks may be water or milk. Juice may be permitted on special occasions. Please do not send juice in a lunch from home.

Special Items

Children are permitted to bring items to the school that relate to classroom activities, especially books, science objects, geography items, or other religious articles. If you have questions about what is permissible, please discuss it with the staff. Please remember that there is a possibility that things may get broken or lost. Therefore, don't send anything too valuable and please label all possessions.

Photos

From time to time, St. John the Baptist Catholic Montessori School produces various documents, electronically and in print, such as advertisements or school publications. As part of the production of such items, pictures of children or their activities and work may be included. St. John the Baptist Catholic Montessori School requests that parents who are willing to allow use of their child's photograph, name, and work on such documents, indicate that approval in the school application process in TADS.

Observations

A parent is welcome to see their child at any time. Should you need to speak to your child during the school day, the child will be brought to the office when a parent arrives.

St. John the Baptist Catholic Montessori School highly encourages parents to observe in the classroom. It is an ideal way to get better acquainted with St. John the Baptist Catholic Montessori School and the application of the Montessori method. We invite and encourage all parents to take advantage of this opportunity. Parents may begin observing in October. Visits begin in October to assure that classrooms have enough time to settle into the rhythm of the healthy use of freedom and exercise of responsibility without distractions.

To schedule a time to observe, call the office and make an appointment.

Guests and Visitors Policy

St. John the Baptist Catholic Montessori School is pleased to welcome guests to our campus for school day visits, extracurricular activities, and special events. All guests must sign in at the Main Office and abide by the regulations outlined in this handbook. When observing classrooms, guests must abide by the Observation Guidelines, which will be provided on arrival. Guests visiting while school is in session must wear the provided visitor's badge.

Communications

Contacting St. John the Baptist Catholic Montessori School

Normal business hours during the school year are 8:30 a.m. to 4:30 p.m. St. John the Baptist Catholic Montessori School's main phone number is 952-474-5812.

Please call the office if you need to communicate anything about your child to teachers (examples: child will arrive late, child will be picked up early, etc.).

Telephone Use/Messages for Children

Child cell phones and other electronic devices must be turned off between 8:35 a.m. and 3:30 p.m. Cell phones and other electronic devices should be not seen during the school day, and they should be used only before and after school and only to contact parents. Violation of this policy will result in the confiscation of the cell phone/electronic device. Phones and other devices will be turned in to the school office, and a parent must pick it up.

When there is a valid reason, children may ask to use the phone in the school office. Parents may call the school and leave a message for their child, and the child will receive the message at a time that does not interfere with learning.

Inclement Weather/School Closings

Children will enjoy the outside environments in all types of weather. Please dress accordingly. Children will stay inside if there is thunder/lightning, if the temperature is too cold, or if the air quality is poor.

Staff will use the Weather Channel App to check temperatures and air quality before going outside.

Temperature guidelines are:

- Toddlers will stay inside if it “feels like” 20 degrees or colder
- Children’s House will stay inside if it “feels like” 10 degrees or colder
- Elementary and Adolescent will stay inside it if “feels like” zero or colder

Air quality guidelines are:

- Air Quality and

- If air quality is 120 or lower (in zones “Moderate” to “Good”) all children will be outside, temperature permitting
- If the air quality is 121 (in zone "Unhealthy for Sensitive Groups) Toddlers will stay indoors for recess
- If the air quality is 151 or higher (in zone “Unhealthy) Children’s House and older children will stay indoors for recess.

The decision to close St. John the Baptist Catholic Montessori School due to inclement weather will be made by the Director of Montessori Education in consultation with the Director of Parish Operations and pastor. As a general rule, St. John the Baptist Catholic Montessori School will close when Minnetonka schools are closed for SNOW/ICE conditions. If and when Minnetonka schools close for COLD WEATHER conditions, and this closure is announced in advance (the day before), St. John the Baptist Catholic Montessori School will remain open.

School closings will be communicated to families via email and texts.

If the school administration and pastor decides to close St. John the Baptist Catholic Montessori School early on a particular day, families will be notified via phone and email preferences.

For ½ day students, when a 2-hour late start day is called, this is a canceled day.

Transportation, Parking, and Car Safety

St. John the Baptist Catholic Montessori School expects all individuals on its premises to act in accordance with safety regulations, particularly when picking up and dropping off children from school. Please refrain from use of your cell phone while driving on St. John the Baptist Catholic Montessori School’s property or picking up and dropping off children.

Carpools

The basic responsibility for transporting your child to and from school rests with you, the parents. The school recognizes, however, that transportation can be a difficulty and has found that carpools are often the solution to that difficulty. If you need to form a carpool, we recommend that you read through the school directory, noting parent addresses close to you, and try to make your own arrangements.

Please notify the staff in writing of your carpool arrangements. While we realize carpool drivers are named on your Emergency Forms, having your carpool list handy will aid us in calling children’s names at the end of a session or calling drivers, if necessary.

Picking Up Your Child Early

In the event that you must pick up your child early, please send a note or call the office informing the staff of your arrival time. Check in at the office and sign out your child. The child

will come to the office to meet the adult when leaving. Please do not go directly to the classroom.

Invitations

In an effort to be sensitive to all the children, please be discreet when distributing party invitations. We ask that the distribution not be done during school hours. Staff may not pass out invitations nor will the Family Folders be used for this purpose. Most often, it seems that when there have been invitations, they include all of one grade level so no one is left out. However, there have been instances when select children were invited and they began to talk. While no malice was intended, the hurt was still very real. We appreciate your partnering with us in teaching the children to be not only kind but also sensitive.

Parent Grievance Procedures

Conflict Resolution (Informal)

- We know that parents love their children and will be concerned at times.
- Contacting your child's school when you have a concern can be an intimidating experience. Parents need to know that teachers at St. John the Baptist Catholic Montessori School welcome contact with parents.
- In the vast majority of instances when parents call with a concern, the teacher and parent are able to resolve the situation to the benefit of the student and relief of the parent.
- We also know that despite our best efforts, there are times when we need to talk together to communicate, report and solve problems. Therefore, please follow this protocol:
    1. Talk directly to your child's teacher.
        - We cannot emphasize strongly enough that we know parents care about their children as do we.
        - Most concerns can be resolved or explained at this level to the satisfaction of both parent and teacher.
    2. If, after meeting with the teacher, some concerns still exist, parents are invited to contact the school administration.
        - Parents are also invited to discuss any administrative concerns directly with the Administration whenever needed.

Conflict Resolution (Formal)

In the event the informal conflict resolution process did not resolve the issue to the parent's satisfaction, we ask you address your concerns formally to the following individuals in the sequence below:

FIRST: TEACHER/ STAFF MEMBER
SECOND: PRINCIPAL
THIRD: PASTOR

The following is the process we ask you to observe when raising Parent-Student issues or concerns:

Step 1. TEACHER

A. Parent contacts the teacher to communicate concern/issue*.
B. If necessary, parent and teacher schedule and hold a meeting.
C. Teacher and parent agree on an action plan to address the issue.
D. Action plan is carried out. Progress is monitored.
E. Teacher and Parent determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If the issue is not resolved, teacher and parent may modify action plan as needed.

*To set up the proper time and place, we recommend that you contact the teacher by phone, in writing, or in person, to alert the teacher of your concern and schedule a meeting as needed.

Please avoid unscheduled contact during instruction time to respect the learning environment in the classroom. The teacher is expected to notify the principal and appropriately document any significant Parent-Student issues (i.e. requiring meetings with parents, action plans related to students, etc.).

Step 2. Principal/Admin

Administration will verify resolution of significant Parent- Student issues.

A. Administration contacts the parent to determine if parent is satisfied with the action plan and outcome of Step 1. If issue is resolved and parent is satisfied, no further action is necessary.
B. If issue is not resolved / parent is not satisfied, administration will gather additional information individually from parent and teacher.
C. Administration will then schedule a joint meeting with the parent and the teacher to review actions to date and agree on future action plan.
D. Action plan is carried out. Progress is monitored.
E. Administration, parent and teacher determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, principal, parent and teacher may modify action plan as needed

Note: Administration and/or teacher are responsible for notes/summaries adequately documenting issues, action plans and results.

(MOST ISSUES SHOULD BE RESOLVED WITHIN THE FIRST TWO STEPS. MOST ISSUES SHOULD HAVE A WORKING AGREEMENT IN PLACE WITHIN TWO SCHOOL WEEKS.)

Step 3. PASTOR

If a parent is not satisfied after meeting with the teacher, and Administration as described in steps 1-3, then they may express their concerns to the Pastor.

A. Parent contacts the Pastor regarding the situation.
B. The Pastor will consult with the school administration and other appropriate persons (committee members, etc.) to reach a decision.

Computer Use and Technology Policies

Technology Policy

Proper use of technology, especially the Internet, is an important consideration. There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of St. John the Baptist Catholic Montessori School. Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the child to other disciplinary action.

Please see "*Student Technology Acceptable Use Policy"* for the policy layout and student/parent approval

Social Media Policy

The school retains the right to discipline children for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

PARENT PARTICIPATION

The staff at St. John the Baptist Catholic Montessori School firmly believes that the parents, child and teachers all interact to form the environment from which your child ultimately constructs himself/herself. We recognize that the Montessori method is most effective when the environments of both home and school are working together to provide a consistency in which your child can grow and develop.

Volunteering is vital to the success of St. John the Baptist Catholic Montessori School and we welcome and encourage your ideas and efforts. There are many opportunities to volunteer and as each family's time constraints/availability vary, we look forward to finding the type of volunteerism that works for you.

Parent Volunteering

Any way in which parents support the school with their time, from chaperoning field trips to attending Parent Education Nights, along with many other opportunities, is considered volunteering. Opportunities to serve will be regularly shared with families. SJB asks every family to give 20 hours of volunteer time to support the school and their children's education.

Volunteer Policies

Application Process

St. John the Baptist Catholic Montessori School is grateful for the assistance of its volunteers. Anyone wishing to volunteer at St. John's should contact the Principal.

VIRTUS Training and Background Checks

In accordance with Archdiocesan policies, VIRTUS training and background checks are required for all school volunteers who work directly with children.

Code of Conduct and Volunteer Agreement

All volunteers must sign and abide by the volunteer code of conduct and volunteer agreement for St. John the Baptist Catholic Montessori School.

Driving

Any adult driving on behalf of the school must complete the proper forms and have a motor vehicle check and driver's license on file with the school office.

Sign-in Procedures

Volunteers must sign in and out each time they visit the school. For security reasons, and in case of an emergency, it is important for the school to have a record of who is in the building, for what reason, and for how long. ALL visitors are required to sign in.

Identification

Volunteers must wear a volunteer name tag while in the building. These name tags must be visible to staff and children and must be obtained when at sign in and returned at sign out.

Important Limits on Volunteer's Responsibilities

Volunteers are not permitted to provide curriculum, evaluate achievement, counsel, discipline children, discuss child progress with parents, or reveal any information obtained from student records. The professional staff is responsible for decisions regarding the instruction of children and school management.

Child Abuse Reporting

Child abuse is strictly prohibited and is against the law. Volunteers who suspect abuse or neglect are directed to report such abuse or neglect to law enforcement and to the school administration.

Fire Drills, Severe Weather and Emergency Procedures

From time to time, a volunteer might participate in fire drills, lock down drills, and tornado drills. Volunteers are required to follow the instructions of staff members during such drills and other emergency procedures.

For Children's House and Toddler Community:

Pursuant to Minnesota Administrative Rules for Child Care Licensing (Chapter 9503), St. John the Baptist Catholic Montessori School must provide the following sections of our Child Care Program Plan to parents upon the enrollment of their children.

*The entirety of SJB's Child Care Program Plans for the Toddler Community and Children's House are available upon request.

I. POLICY INFORMATION FOR PARENTS

(Minnesota Rules, part 9503.0090, subpart 1)

SJB Catholic Montessori School is licensed to serve:
Toddler Community: 14 children
Children's House: 60 children

Hours of Operation and the Class Sizes
The school is open Monday through Friday from late August to early June.

Toddler Community

- The Toddler Community provides half-day and full-day sessions for children ages 16 months to 33 months.
- A maximum of 14 children will be enrolled in both half-day and full-day sessions combined.
- Children may attend four days/week or five days/week.
- The half-day session begins at 8:45 a.m. and ends at noon.
- The full-day session begins at 8:45 a.m. and concludes at 3:30 p.m.

Children's House

- The Children's House provides half-day and full-day sessions for children ages 33 months to 6 years.
- Kindergarten-age children must attend full-day.
- All children must attend five days/week.
- A maximum of 60 children will be enrolled in both half-day and full-day sessions combined. Children will be divided into one to two classes, depending on enrollment.
- The half-day session begins at 8:45 a.m. and ends at noon.
- The full-day session begins at 8:45 a.m. and concludes at 3:30 p.m.

Extended Care

- Extended care is available for all children.
- Before Care begins at 7:30 a.m. and concludes with the beginning of the school day at 8:45 a.m.

- After Care begins with the end of the school day at 3:30 p.m. and closes at 5:30 p.m.

Summer Program

- The summer program operates June through the end of August. All details above continue throughout the summer program

Philosophy of Early Childhood Education

The heart of the curriculum at St. John the Baptist Catholic Montessori School is the spiritual formation the children will receive. All Toddler Community (when available) and Children's House children participate in The Catechesis of the Good Shepherd. This is a unique religious experience designed for children by Sofia Cavaletti & Gianna Gobi in Rome beginning in 1954. It is based upon Maria Montessori's spiritual vision for children, combined with the teachings and the traditions of the Roman Catholic Church regarding Holy Scripture and Liturgy, using Dr. Montessori's educational principles.

The purpose of the Catechesis is to proclaim the message of Jesus to children using the "Parable Method" for meditation on Scripture, while using Montessori methods to provide a learning environment conducive to the spiritual development of the young child. Children are especially attracted and are sensitive to the Good Shepherd's abiding love for His sheep. They in turn develop a special love for Jesus, who is the Good Shepherd even before they realize that they are the sheep. Materials usually accompany each presentation and are then left for the children to manipulate and meditate upon.

Each child is viewed as an individual learner, with unique learning style and capabilities. The children are allowed to move through their developmental curriculum at their own pace. This is why the multi-age grouping works so well. Something that may have held little interest for a first-year student, may become fascinating in the second or third year. In this way children experience the freedom to make choices in their work, and develop a sense of control over their education.

The mixing of ages also helps to strengthen the social development of the child. The relationships formed between the younger and older children are invaluable. The younger children look to the older children as inspiration in both behavior and work. The older children take pride in guiding the young ones through the ways of the classroom.

The teacher, known as a guide, is responsible for helping guide the children to find their own motivation for learning. By preparing the environment and observing each child carefully, the teacher "follows the child." Children expand their knowledge by being guided toward materials that reflect their interests.

The Montessori teacher has what Maria Montessori calls a "Cosmic Task." This task is to work with the children's imagination to help them realize the interconnectedness of the universe. One of the foundations of Montessori education is to present the concrete, which leads to the

abstract. By first striking the child's imagination with a wonderful story or lesson, the teacher taps into the child's self-motivation to begin a search for more information.

In short, the Toddler Community and Children's House classrooms provide the children with the freedom to learn at their own pace in a varied age group, with a teacher to help guide them through the curriculum.

Parental Access to Childcare Program Plan
Parents may receive a copy of SJB Catholic Montessori School's program plan at any time upon request. Questions and feedback from parents are always welcome and may be shared directly with the principal.

Parent Conferences and Assessment of Children
Parents will be provided the opportunity to meet with their child's teacher two times during the school year. At this time, parents will be able to discuss their joys and concerns with the teacher. This will also be a time when their child's teacher can provide assessment information obtained through authentic assessment methods such as observations, documented progress of individualized lesson plans, photographs, anecdotal records, checklists, and the child's work samples. All developmental areas of the child will be included on the child's assessment record and will be coordinated with the Minnesota Early Learning Standards. All assessment information will be provided through a printout from Transparent Classroom, a Montessori, web-based record keeping service that has sections designed for each age level: 16 – 33 months and 33 months to 6 years.

The Health and Safety of Children
Health Care Summary:
Before a child is admitted to SJB or within 30 days of admission, the program will obtain a report on a current physical examination (health care summary) of the child signed by the child's source of medical care and must be submitted to the director. An updated health care summary signed by the child's source of medical care is required annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category.

Immunization records:

A. Must be on file upon enrollment. Children will not be allowed to attend the program until the immunization record or a completed conscientious exemption form is received.
A. Minnesota law requires children enrolled in a school to be immunized against certain diseases or file a legal medical or conscientious exemption.

Medical exemption:
No child is required to receive any immunization if they have a medical contraindication, history of disease, or laboratory evidence of immunity. For a child to receive a medical

exemption, a physician, nurse practitioner, or physician assistant must sign the statement on the back side of the Child Care immunization Form.

Conscientious exemption:
No child is required to have an immunization that is contrary to the conscientiously held beliefs of his/her parent. To receive an exemption to vaccination, a parent or legal guardian must complete and sign the statement and have it notarized on the back side of the Child Care Immunization Form.

Exclusion of sick children:
A child with any of the following conditions or behaviors is a sick child and must be excluded from SJB Catholic Montessori School. We must exclude a child:

1. With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce health risk to others.
2. With chicken pox until the child is no longer infectious or until the lesions are crusted over.
3. Who has vomited once within 24 hours.
4. Who has had two or more abnormally loose stools since admission that day or in the previous 24 hours.
5. Who has conjunctivitis (pink eye) or pink eye symptoms such as redness, itching, pain, and drainage from the eye.
6. Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy and has been symptom free for 24 hours.
7. Who has unexplained lethargy.
8. Who has lice, ringworm, or scabies that is untreated and contagious to others.
9. Who has a temperature of 100 degrees Fahrenheit (under arm), or more, and should stay home for 24 hours after the temperature returns to normal without the aid of fever reducing medication. (This means the thermometer reads 100 degrees Fahrenheit or higher when not taken under the arm.)
10. Who has an undiagnosed rash or rash attributable to a contagious illness or condition.
11. Who has significant respiratory distress.
12. Who is not able to participate in activities with reasonable comfort.
13. Who requires more care than SJB staff can provide without compromising the health and safety of other children in care.
14. If your child is too ill to go outside and play
15. After ER visits, ensure child can be independent in self-care as was prior to ER visit.
16. Let symptoms be your guide....if your child is not feeling well, please keep child home

Students can return to school once they are feeling better and their symptoms have substantially improved (including being fever free for 24 hours with no fever-reducing medication).

Children who become sick while at school:
If a child becomes sick while at SJB, the child will be isolated from other children. A staff member will remain with the child so that the child is supervised. The parent will be contacted to pick up the child.

Parents are advised to notify the school within 24 hours, except for weekends and holidays, when their child is diagnosed as having a communicable disease. Communicable diseases will be reported to parents the same day the information is received. A fact sheet will be emailed to parents from www.hennepin.us/childcaremanual. Each new case of the illness will be relayed to parents in the same manner as indicated above.

Emergencies:

A. Emergency phone numbers including the phone numbers and sources of emergency medical and dental care, poison control center, fire department, health authority, and licensing division of the Department of Human Services are posted in visible places near all phones at SJB.
A. In the event of a minor injury or accident, First Aid will be administered by trained staff using current First Aid techniques. The injury will be documented on the accident and injury report form. Parents will review the completed form, sign it, and be offered a copy. The form will be kept on file.
B. For more serious accidents and injuries requiring medical attention, First Aid is administered and parents are contacted to pick up the child to be seen by a physician. If the parent is unable to be reached, emergency contacts are called. The injury will be documented on the accident and injury report form. Parents will review the completed form, sign it, and be offered a copy. DHS will be informed within 24 hours of an injury requiring medical attention.
C. If the accident/injury requires immediate attention, 911 will be called. Parents are called after calling 911. Staff will not transport a child. The child would be transported by emergency services as deemed necessary by emergency services. Upon enrollment, parents will sign permission authorizing use of emergency medical care. DHS will be notified within 24 hours of emergency services.

Medications:
Medications can be crucial to the health and wellness of children. When possible, a child's parents and physician should try to minimize the need for medications while in child care. However, some children will inevitably require medication while in the child care setting. Administering medication requires skill, knowledge, and careful attention to detail. Our staff will be diligent in our adherence to the medication administration policy and procedures to safely administer medications to children at SJB.

A. All staff who have the responsibility to administer medication will be trained in medication administration and a record of their training will be kept on file.

A. The first dose of any new medication should always be given at home to observe for possible adverse effects.
B. The program will follow proper procedures in handling and storage of medications, including:
    a. Medicines, insect repellents, sunscreen lotions, and diaper rash control products must be stored according to directions on the original container and so that they are inaccessible to children.
    a. Emergency medications are stored totally inaccessible to children but readily available to teachers trained to give them.
    b. Controlled substances, i.e., Ritalin, will be stored in a locked container with a system in place to keep an accurate account.
    c. All medications are stored, at all times, inaccessible to children.
    d. Medications will be stored in the nurse's office in a covered, labeled container.
    e. Appropriate medication devices will be provided by the parents with the medication.
    f. Medications will be prepared and administered in a quiet area out of access to other children.
    g. Staff will ensure the child's confidentiality.

A. The program will adhere to the practice of checking the "Six Rights" of safe medication administration, including the:

a. Right child
    a. Right medication
    b. Right time and date
    c. Right dose
    d. Right route
    e. Right documentation

A. Staff will double check medication with another staff person before giving it to the child.
B. Staff will wash their hands before and after administering medications.
C. Medications will not be added to a child's bottle or food.
D. SJB will not administer home remedies or home-made concoctions as all medications must be in their original packaging with original product label including the product's ingredient list and manufacturer's directions.
E. SJB will not administer homeopathic medications as they are not regulated by the FDA and not recommended in a school setting.
F. SJB will not administer medications prescribed by another family member.
G. Parents must sign the appropriate medication release form provided by SJB before SJB will administer any medication.

Non-prescription medications:
Non-prescription medications (such as Tylenol) must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. If the manufacturer's instructions state to consult a physician,

then directions from a physician must be obtained before administering. Non-prescription medicines must be labeled with the child's first and last name.

Parents must complete the appropriate medication release form provided by SJB before non-prescription diapering products, sunscreen lotions, and insect repellents will be administered. These will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist. They must be labeled with the child's first and last name and used only for the individual child whose name is written on the label. Aerosols will not be permitted at SJB due to inhalation risks.

Prescribed long-term medications/Emergency medications:
Medications that are to be given routinely or available routinely for chronic conditions such as asthma, allergies, diabetes, and seizures are stored inaccessible to children by readily available, at all times, to supervising staff that are trained to give them.

Prescription Medications:

A. Written instructions from a licensed physician or dentist are required before administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.
A. Parents must fill out a medication release form provided by SJB before any medication will be administered.
B. All medicines are kept in their original container and have a legible label stating the child's first and last name. The medicine is given only to the child whose name is on the label.
C. The medicine will not be given after an expiration date on the label.
D. Any unused portion of medicine is returned to the child's parent or destroyed. This will be documented.

Documentation of medications:

A. The staff will document on the child's Medication Administration Record the following:
    a. Name of child
    a. Name of the medication or prescription number
    b. Date
    c. Time
    d. Dosage
    e. Name and signature of the person who dispensed the medication.
A. The record will be available to the parent and maintained in the child's file record.
B. A record of medication incidents will be kept as such:
    a. Medications not given at the prescribed time and report to parent.
    b. Medications vomited or spit out and report to parent.

c. Medication errors will be documents. Also, Poison Control will be contacted immediately at 1-800-222-1222 and parents will be notified immediately.
d. Side effects or reaction to medication and report to parent.

Returning medications:

A. Medications will not be used beyond the date of expiration on the container or beyond any expiration instructions provided by the health care provider.
B. Medications no longer being used will promptly be returned to parents/guardians or discarded and documented.
C. The amount of a controlled substance being returned to the family will be counted, verified with a second staff member and documented by both staff members.

Photographs and Publicity

Photographs of the children participating at SJB Catholic Montessori School may occasionally appear on the St. John's web page, in newspapers, magazines, brochures or other public materials. However, written permission from each child's parent will be obtained prior to a child's involvement in experimental research or public relations activities. This information will be kept on file in the school office.

Snacks and Meals (nut free and peanut free)

Toddler Community:

One morning snack will be provided to children who attend the half-day session, and one morning and one afternoon snack will be provided for children who attend the full-day session. Snacks are provided by SJB Catholic Montessori School. Children attending the full-day session will have lunch, which is either provided by parents or provided by St. John the Baptist Catholic Montessori School. If parents send a cold lunch, the lunch must be in a lunchbox that is labeled with the child's first and last name, and must contain an ice pack.

Children's House:

One morning snack will be provided to children who attend the half-day session and one morning and one afternoon snack will be provided for children who attend the full-day session. Snacks are provided by SJB Catholic Montessori School. Children attending a full-day session will have lunch, which is either provided by parents or provided by SJB Catholic Montessori School. If parents send a cold lunch, the lunch must be in a lunchbox that is labeled with the child's first and last name, and must contain an ice pack.

After Care: A snack is provided for children.

Allergy Prevention and Response

Staff will be trained in this allergy policy during orientation training and at least once per calendar year. The training will be documented in each staff person's file. Before admitting a child to SJB, SJB will obtain documentation of any known allergy from the child's parents or

the child's source of medical care. If a child has a known allergy, the program will maintain current information about the allergy in the child's record and develop an individual child care program plan (ICCP).

The ICCP will include but not limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. SJB will ensure that each staff person who is responsible for carrying out the ICCP review and follow the plan. Documentation of a staff person's review will be kept on site. At least annually or following any changes made to allergy-related information in the child's record, the program will update the child's ICCP and inform each staff person who is responsible for carrying out the ICCP of the change.

A child's allergy information will be available at all times including on site, when on field trips, and during transportation. A child's food allergy information will be available to staff in the area where food is prepared and served to the child. SJB will contact the child's parent as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. SJB will provide for a child's dietary needs prescribed by the child's source of medical care or require the parent to provide the prescribed diet items that are not part of the menu plan. When serving a child who has a prescribed diet, SJB will keep the diet order and its duration specified in the child's record. All staff designated to provide care to the child will be informed and trained on the diet order.

Field Trips

Toddler Community: The toddler community does not take field trips.

However, Toddlers may participate in activities with Elementary and Adolescent students with written permission from parents. These activities include but are not limited to: weekly Toddler Time, Before & Aftercare Drop-Ins throughout the school year, events during Catholic Schools Week and Montessori Week, and other school celebrations.

Children's House and older:

If a field trip is planned, parents will receive a permission slip at least one week in advance of the scheduled excursion. The permission slip must be signed by a parent and returned to the main office prior to the field trip. Permission slips will be taken on the field trip and held by the staff member in charge. If for any reason SJB Catholic Montessori School does not have a permission slip from a parent before the field trip, that parent's child may not attend the field trip. This child may not be present at SJB Catholic Montessori during the time of the field trip unless proper supervision is available.

At least two staff members will supervise field trips, and all other chaperones will meet Safe Environment requirements from the Archdiocese of St. Paul and Minneapolis and

the requirements of the State of Minnesota. All adults will supervise children at all times. Except for the staff member in charge, each child will be assigned to an adult for head counting, and an adult will be assigned no more than seven children for which they are primarily responsible.

With written permission from parents, Children's House students participate activities throughout the year with the Elementary and Adolescent students. These activities include but are not limited to: weekly Mass Mentors, Before/Aftercare Drop-Ins throughout the school year, events during Catholic Schools Week and Montessori Week, All-School Mass every Friday during the school year, and other celebrations.

Pets

Pets will be allowed in the school only with the advance permission of the Administration and if no allergies exist among the children in the classroom. Parents will be informed upon admission if pets are present in the school.

Parent Visits

Parents are encouraged to become involved in their child's class through volunteer opportunities that are available. Parents are also welcome to schedule formal observations of their child's class during regular classroom hours. In addition to these structured visits, a parent of an enrolled child may visit SJB Catholic Montessori School any time during the hours of operation.

II. BEHAVIOR GUIDANCE POLICIES AND PROCEDURES

General Requirements

(Minnesota Rules, part 9503.0055, subpart 1).

A. Staff members model respectful behavior for children and bear the responsibility of setting the tone for the class. Staff must always address disrespectful behavior by children; it may never be ignored. In being positive models of acceptable behavior and fully engaged with children, staff will provide a warm, loving environment that is attractive, clean, and safe. Staff will honor and respect children in accord with the teachings of the Catholic Church and the principals of grace and courtesy in the Montessori philosophy.

A. The *Toddler Community* classroom is designed according to the developmental needs of children ages 16 – 33 months. The *Children's House* classroom is designed according to the developmental needs of children ages 33 months – 6 years. Proper design removes obstacles that lead to deviant behavior. Montessori trained adults will use their training to provide age-appropriate guidance in behavior.

B. Staff will redirect children to constructive activities as a means of resolving conflicts between children and ending children's inappropriate behavior.

C. Staff regularly teach children using modeling, classroom materials, and words to choose acceptable alternatives to problem behavior in order to reduce conflict.
D. Staff members conduct daily safety inspections of the environments to ensure that children cannot hurt themselves and others if problematic behavior arises. When a child begins to demonstrate problematic behavior that can injure himself/herself or others, staff members will immediately remain by the side of a child until the imminent danger has passed. If the behavior happens on more than one occasion by the same child, an adult will then shadow the child to prevent the behavior from hurting others if it arises again.
E. Staff members always provide immediate, Montessorian consequences that directly relate to a child's unacceptable behavior.

Persistent Unacceptable Behavior

(Minnesota Rules, part 9503.0055, subpart 2).

A. If a child has repeatedly failed to demonstrate acceptable classroom behavior, staff members will observe and record the behavior and all staff responses to the behavior.
A. The teacher will consult with the child's parent, with other staff persons, and professionals when appropriate, to develop a plan to address the behavior. However, if the child continues to demonstrate unacceptable behavior, the child will be separated from the group until the behavior is under control. All such separations will be recorded in a log noting the child's name, teacher's name, time, date, and information regarding the methods used to guide the child's behavior as well as documentation of the child's consistent unacceptable behavior.

Prohibited Actions

(Minnesota Rules, part 9503.0055, subpart 3).

The following actions are prohibited by or at the direction of all staff members.

A. Subjection of a child to corporal punishment, which includes but is not limited to:
    a. Rough handling
    a. Shoving
    b. Hair pulling
    c. Ear pulling
    d. Shaking
    e. Slapping
    f. Kicking
    g. Biting
    h. Pinching
    i. Hitting
    j. Spanking
A. Subjection of a child to emotional stress, which includes but is not limited to:

a. Name calling
    a. Ostracism
    b. Shaming
    c. Making derogatory remarks about a child or the child's family
    d. Using language that threatens, humiliates, or frightens the child

A. Separation of a child from the group except as noted in the *Separation from the Group* policy provided below.
B. Punishments for lapses in toileting
C. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
D. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
E. The use of mechanical restraints, such as tying.

Separation from the Group

(Minnesota Rules, part 9503.0055, subpart 4).

No child may be separated from the group unless the following has occurred:

A. Less intrusive methods of guiding the child's behavior have been tried and were ineffective.
A. The child's behavior threatens the well-being of the child or other children in the program.
B. When a child is separated from the group, the following must occur:
    a. The child must remain in an unenclosed part of the classroom where he/she can be heard and seen continuously by a staff person.
    a. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
    b. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Separation Report

(Minnesota Rules, part 9503.0055, subpart 5).

All separations from the group must be noted in a log, which must include the following:

A. Child's name
A. Staff member's name
B. Time
C. Date
D. Information indicating what less intrusive methods were used to guide the child's behavior
E. How the child's behavior continued to threaten the well-being of the child or other children in care
F. If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated in the log.

If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in subpart 2 must be followed.

III. NAP AND REST POLICY

(Minnesota Rules, section 9503.0050)

Children who attend full-day sessions will be provided with time within each class session to rest in a quiet and comfortable place.

A. Confinement Limitation: A child who has completed a nap or rested quietly for 30 minutes must not be required to remain on a cot.

A. Placement of Cots

a. *Toddler Community:* Naps and rest are provided in the Nap Room, which is separate from the main community area. Cots are all placed adjacent and against the back wall, sufficiently separated from each other with clear aisles and unimpeded access for children and adults. A staff member can walk and kneel beside a cot. Cots must be placed directly on the floor and must not be stacked when in use.

b. *Children's House*: Naps and rest are provided in a room with the lights are turned off, clearly separated from the other half of the room where there may active children. Cots are placed throughout the napping area, and adults and children always have unimpeded access to the cots from at least one side. Aisles remain clear. Cots must be placed directly on the floor and must not be stacked when in use.

C. **Bedding**: Separate bedding is provided for each child in care by parents or SJB Catholic Montessori School, if necessary.

a. *Toddler Community*: Bedding is washed weekly by the school and whenever it is soiled or wet. Blankets are washed weekly and when soiled or wet.

a. *Children's House*: A child's bedding is sent home every weekend to be washed by parents and whenever they are soiled or wet. The school's bedding is washed weekly by the school and whenever it is soiled or wet. Blankets are washed weekly and when soiled or wet.

Specific Quiet Room Guiding Principles for Children's House at SJB

1. Children will be on cots for 30 minutes of Quiet Time—generally 1:10-1:40 until they age out at 5 years old.

- Once the 30 minutes have passed, any children who are still awake will be dismissed to their Casa.
- Children who are about to fall asleep may be kept past the 30-minute time, if they just need a couple more minutes to fall asleep. If they have not fallen asleep within a couple extra minutes, they will be dismissed to their respective spaces.

2. If a parent requests that their child be kept in the Quiet Room beyond 30 minutes because the parent wants them to nap, we will do what we reasonably can to honor this request. However, it is unreasonable to keep a child who is clearly not going to sleep on a cot for more than a few minutes beyond the 30 minutes.
3. If a parent requests that their child not nap, we will also do the best we can to honor this request. However, if a child falls asleep, we will allow them to do so and wake them when the initial 30-minute Quiet Time period is complete. In this way, assuming they fell asleep right away, the child will not have slept more than 30 minutes.

4. Should a child show consistent disruptive behavior during the afternoon quiet and work time, we will discuss a plan with parents. After implementing that plan, if the behavior does not resolve, the child will be asked to transition to 1/2 day.

The guiding principle here is to observe the child and be guided by the child, i.e perhaps they just aren't tired that day, perhaps they are just too wound up, perhaps they are outgrowing their need for a nap.

IV. PROGRAM GRIEVANCE PROCEDURE FOR PARENTS

(Minnesota Rules, section 245A.04, subdivision 1, (c)

Informal Conflict Resolution:

- We know that parents love their children and will be concerned at times.
- Contacting your child's school when you have a concern can be an intimidating experience. Parents need to know that teachers at St. John the Baptist Catholic Montessori School welcome contact with parents.
- In the vast majority of instances when parents call with a concern, the teacher and parent are able to resolve the situation to the benefit of the student and relief of the parent.
- We also know that despite our best efforts, there are times when we need to talk together to communicate, report, and solve problems. Therefore, we are suggesting the following protocol:

    1. Talk directly to your child's teacher.

    - We cannot emphasize strongly enough that we know parents care about their children as do we.
    - Most concerns can be resolved or explained at this level to the satisfaction of parent and teacher.

    2. If, after meeting with the teacher, some concerns still exist, parents are invited to contact the school administration.

    - Parents are also invited to discuss any administrative concerns directly with the Principal whenever needed.

Formal Conflict Resolution:

If the informal conflict resolution process does not resolve the issue to the parent's satisfaction, we ask you address your concerns formally to the following individuals in the sequence below:

A. First: Staff member
A. Second: Principal
B. Third: Pastor

The following is the process to observe when raising parent/child issues or concerns:

Step 1. Teacher

A. Parent contacts the teacher to communicate concern/issue. *
A. If necessary, parent and teacher schedule and hold a meeting.
B. Teacher and parent agree on an action plan to address the issue.
C. Action plan is carried out. Progress is monitored.
D. Teacher and Parent determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If the issue is not resolved, teacher and parent may modify action plan as needed.

*To set up the proper time and place, we recommend that you contact the teacher by phone, email, or in person, to alert the teacher of your concern and schedule a meeting as needed. Please avoid unscheduled contact during instruction time to respect the learning environment in the classroom. The teacher is expected to notify the principal and appropriately document any significant parent/child issues (i.e. requiring meetings with parents, action plans related to students, etc.).

Step 2. Principal/Admin

The principal will verify resolution of significant parent/child issues.

A. Principal contacts the parent to determine if parent is satisfied with the action plan and outcome of Step 1. If issue is resolved and parent is satisfied, no further action is necessary.
A. If issue is not resolved and parent is not satisfied, the principal will gather additional information individually from parent and teacher.
B. The principal will then schedule a joint meeting with the parent and the teacher to review actions to date and agree on future action plan.
C. Action plan is carried out. Progress is monitored.
D. The Principal, parent, and teacher determine if actions taken have adequately resolved issue. If issue is resolved, no further action is necessary. If issue is not resolved, the principal, parent and teacher may modify action plan as needed.

Note: Principal and/or teacher are responsible for notes/summaries adequately documenting issues, action plans, and results. (Most issues should be resolved within these FIRST TWO STEPS and should have a working agreement in place within two school weeks.)

Step 3. Pastor

If a parent is not satisfied after meeting with the teacher and principal as described in the steps above, then they may express their concerns to the pastor.

A. The parent contacts the pastor regarding the situation.
A. The pastor will consult with the school principal and other appropriate persons (committee members, etc.) to reach a decision.

Local Conciliation

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator by the person seeking relief within 10 business days after conferring with the last level of administration (pastor or canonical administrator).
2. The local conciliation committee will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period not to exceed 15 business days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, and prayer), the committee will write a summary of the meeting and present its recommendations in writing to the administrator. The recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 business days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

V. MALTREATMENT OF MINORS MANDATED REPORTING POLICY

(Minnesota Rules, section 245A.145, subdivision 1)

Who Should Report Child Abuse and Neglect

Any Person may voluntarily report abuse or neglect.

If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report
If you know or suspect that a child is in immediate danger, call 911.

Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 612-348-3552 or local law enforcement at 952-474-3261.

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.

What to Report
Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report
A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited
An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The

Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review
When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

A. related policies and procedures were followed;
A. the policies and procedures were adequate;
B. there is a need for additional staff training;
C. the reported event is similar to past events with the children or the services involved; and
D. there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed
The internal review will be completed by the Principal and the Pastor of St. John the Baptist Catholic Parish. If the Pastor is involved in the alleged or suspected maltreatment, the Archdiocese of St. Paul & Minneapolis will be responsible for completing the internal review.

Documentation of the Internal Review
The facility must document the completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan
Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training
The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.
The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.