

# **St. John the Apostle School Lincoln, Nebraska**



## **Student/Parent Handbook**

This handbook is intended to serve as a guide for working towards a better realization of the philosophy, goals, and objectives of St. John's School, by providing the students and parents with a common understanding of the spirit and general regulations of the school. We trust that these policies and regulations will provide direction for present action and a basis for future planning, and provide a solid foundation for the safety, learning and growing of our children and young people.

**Handbook Revised: 2008-2009 school year**

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## **PRAYER**

Heavenly Father, help me to grasp the realization that you are calling me now for the purpose of education. You are calling me to use and increase the potential of the great gift you have given me, my mind. Father, I know you have a special place in life for me. Help me to grow spiritually, socially, and physically with a special emphasis on education that I may learn about Your creation and bring peace to those around me. Grant this through Christ our Lord. Amen.

## **MISSION STATEMENT**

St. John's School is a Christ-centered learning community that prepares each student to be a successful life-long learner. We provide opportunities that promote development of every student's unique gifts and talents, empowering each child to become a responsible, respectful, and caring citizen who lives the faith. The school assists the parents in their role as the main educators of their children, offering a complete education, both secular and religious. It is governed by the policies and principles of the Catholic Diocese, accredited by the Nebraska Department of Education, and overseen by the parish pastor as superintendent, and by the school principal. St. John's is a preschool through 8<sup>th</sup>-grade school.

## **GOALS**

To accomplish the Mission Statement, our goals and objectives include:

1. To pass on the Catholic faith through the Mass, Sacraments, and by being Christ-like role models.
2. To develop a positive family environment where students, parents, faculty, and staff feel accepted, respected, and valued.
3. To develop communication and cooperation between administration, faculty, students, and parents.
4. To establish an atmosphere with Christ-like expectations of conduct and high academic standards.
5. To encourage the children to be aware of and develop the goodness and talents God has given them.
6. To offer the best curriculum utilizing the benefits of past techniques while incorporating new ideas after careful consideration and research to form a program in which each teacher is comfortable (staying within curriculum guidelines).

## **ADMISSION**

According to State Law, to begin Kindergarten the child must be five years old before October 15<sup>th</sup>. A physical examination as prescribed by the State Department of Education is required of all pupils before entrance into school. In addition, prior to entering school every pupil shall be immunized against measles, rubella, poliomyelitis, diphtheria, pertussis, hepatitis B and tetanus. For any exceptions to this rule a waiver must be signed. A certified copy of the child's birth certificate along with a copy of their original baptism certificate must also be on file. If a family plans to move out of our school system, the office should be informed as soon as possible. A parent-signed form authorizing the transfer of records must be completed before a permanent file can be sent to another school. Application for enrollment for all students will be held prior to the opening of school.

## **TRANSFERS**

Parents of students transferring from St. John's School to other schools will need to sign a release of records and an information form at the school they will be attending. All records sent from St. John's School will be sent by mail to the receiving school and will not be given to parents to carry out. Parents of students transferring into St. John's School will need to sign a release of records and an information form at our school at the time of registration.

## **ASBESTOS NOTIFICATION**

Federally mandated asbestos inspections for Saint John School, Lincoln, have been conducted in 1988, 1991, 1994 and 1997. Asbestos management plans have been written for the school and may be reviewed by interested parties at the school office during regular business hours. Asbestos has been found through testing or is assumed to be in the following material: pipe insulation and floor tile. This material is in good condition and poses no health concern for our students, faculty and staff. By following the school's asbestos management plan, we will continue to protect the health of our children and comply with federal and state asbestos regulations. The asbestos program manager for the Diocese of Lincoln is Father Davis or you may contact the school office for additional information.

## **ATHLETICS (JETS CLUB)**

This program is organized, operated and funded by the St. John's Jet Athletic Club. Opportunities to participate in basketball and track are provided for boys in grades 6 through 8. Opportunities to participate in volleyball, basketball, and track are provided for girls in grades 6 through 8. St. John's School athletic program is maintained in order to teach students sportsmanship, skills, and competition. The program is organized by the Athletic Director under the supervision of the Principal. Volunteer coaches are utilized for all sports. St John's School is part of the Lincoln Catholic School Athletic League. This league is organized and supervised by a Select Committee made up of Pastors, Principals, and Coaches. Rules and regulations governing athletic programs are developed by this committee. All member schools are responsible for adhering to the conference rules. The Jet's Athletic Club is organized to assist the Athletic Director with the games, concessions, and other activities pertaining to the Athletic program. Active participation by parents of athletes is required. All students are encouraged to participate in available athletic programs. However, a student may participate only so long as he/she is able to maintain satisfactory classroom grades and the display of appropriate behavior in school. Athletic team participation is an earned privilege and not a right.

### **ATHLETIC ELIGIBILITY:**

Student Athletes must have a 70% or above average in all subject areas. Any student athlete who violates a behavior contract will be ineligible. Every two weeks student athletes will be evaluated using academic and discipline policies stated below. Any student athlete not meeting the academic and/or discipline requirements will be ineligible for the next week's game(s). Any student athlete who is ineligible 2 weeks in a row may be suspended from the team for the remainder of the season. Student athletes and their parents will be notified of their ineligibility by mail and/or phone call. Student athletes must be in school by 11:00 a.m. in order to participate in games that evening. Transportation to and from games and practice is the responsibility of the parents.

## **A. ACADEMIC POLICY**

Grades will be checked every two weeks. Players must maintain a 70% average in all subject areas in order to be eligible to participate. Parents and students will be notified when grades are below the standard; and these students will not play in the next game. Players with two late or missing assignments in the two week period may practice, but are suspended from one full game.

## **B. DISCIPLINARY POLICY**

Students who receive a detention notice in the two week period will forfeit play in the next game. Practice during this time is allowed. Parents will be notified.

**THE PRINCIPAL AND/OR PASTOR RETAIN AUTHORITY TO TEMPORARILY OR PERMANENTLY SUSPEND AN INDIVIDUAL OR TEAM FROM PARTICIPATION.**

## **GYM RULES FOR SPORTING EVENTS**

- 1) Players, coaches, spectators, and officials are expected to act in a Christian manner at all times.
- 2) Once you have entered the gym, you may not leave and re-enter, unless you have special permission.
- 3) All spectators must sit in the bleachers and watch the games. There should be no “running around” in the gym or outside the school.
- 4) All non-players are to stay off the court at all times.
- 5) Stay in the bleachers or down in the gym.
- 6) Use the restrooms in the gym - **NOT** by the Social Hall.
- 7) Use the east (near) stairway to get to the bleachers. The west (far) stairway is used for emergencies only.
- 8) Students **must be supervised** by a parent or designated adult **at all times**.
- 9) Arrange for rides to be here immediately after the game!
- 10) Follow all rules or you may be asked to leave the gym site. A second offense of any type may result in suspension from any further games for the remainder of the year.

## **ATTENDANCE**

It is important to a student's success in school that the habit of regular and punctual attendance is focused. Therefore, regular attendance is required to obtain maximum results in learning and IS the responsibility of the parent/guardian. Regular attendance is required by State Law.

(Neb. Rev. State. 79-201) In compliance with the State Department of Education Rules and Regulations regarding length of a school day and year, St. John's School will be in session and will accumulate at least 1032 instructional hours. The time period provided for students to eat lunch shall not count towards the 1032 hours required. Should it be necessary for a student to be absent, or if a child will be late for school, a parent should contact the school by 9:00 a.m. and indicate the nature of the problem. If a student is late for school he or she must report to the school office prior to going to the classroom. Students who have a doctor and/or dental appointments, or those leaving school grounds for any other reason, must have a written note from the parent and check out in the school office. If a parent finds it necessary to withdraw a student before dismissal, then the parent or another adult identified in advance by the parent must report to the school office before taking the student and sign them out. Once a student arrives on the school grounds, the student may not leave the grounds until the end of the school day, unless permission has been granted by the principal. If you know your child will be absent ahead of time, he or she will need to bring a note from a parent to the school office at least one day ahead of time.

### **CONSEQUENCES FOR ATTENDANCE POLICY**

St. John's school will only accept 5 **unexcused** tardies and/or absences each semester before a student will become responsible for their actions. (See Sequence of Action chart below) For each tardy and/or absence after the fifth the student will receive a detention for each after the fifth. Detentions will be served the next day and will last from 3:15 p.m. – 3:45 p.m. After the tenth time the student is tardy and/or absent from school within that semester, it will result in an In-School Suspension and detention. The In-School Suspension will be for three school days. After the fifteenth tardy and/or absence during that semester the student will be suspended from school for a period of a week (5 school days). If the problem continues we will proceed with expulsion.

#### **Unexcused Tardies and Absences - Sequence of Action Chart**

<b>1-5</b>	<b>11- In-School Suspension – 3 days</b>	<b>16 – One Week</b>
<b>Suspension</b>		
<b>6 - Detention</b>	<b>and a Detention</b>	<b>17 + Expulsion</b>
<b>7 - Detention</b>	<b>12 - Detention</b>	
<b>8 - Detention</b>	<b>13 - Detention</b>	

**9 - Detention**

**14 – Detention**

**10 – Detention**

**15 - Detention**

### **BASIC RULES OF CONDUCT**

- Students will show respect for people in authority and follow their directions immediately.
- Students will show respect for school property, fellow students and their property.
- No student may have in his/her possession on school property, or in proximity of the school (at any time) any item that may potentially be dangerous to oneself or others.
- Students will use appropriate language.
- Throwing snowballs is not allowed. A \$1.00 fine will be assessed for the first offense and double for each time after that. All fines will go to the Missions.
- No gum chewing whatsoever on school grounds.
- These rules pertain to the entire school day (in church, classroom, hallways, lunchroom, and playground).
- Consequences will be handled on a daily basis.

### **BEFORE AND AFTER SCHOOL RULES FOR ALL STUDENTS**

#### **Before school rules:**

- Outdoor supervision begins at 7:45 a.m.
- Students enter school at 7:55 a.m.
- Students must be in their classroom by 8:00 a.m. or will be counted tardy or absent

#### **Students who are driven to school will.....**

- use the crosswalk when crossing the street
- get in and out of their car in the appropriate drop off area
- \*\*see map for designated drop off area and proper flow when coming to the school\*\*

#### **Students will.....**

- FOLLOW TEACHERS ORDERS IMMEDIATELY!!!
- not arrive at school before 7:45 a.m., unless you are going to the before school care program
- NOT be allowed inside
- NOT run around or play games

- NOT throw objects
- NOT bully others

**After school rules:**

- 3:15 p.m. dismissal for grades K-8

**Students will.....**

- leave the school right away in an orderly fashion
- leave the school through the exit doors ONLY!!
- use the crosswalk when crossing the street
- Stay off of the grass
- NOT run around or play games
- NOT bully others
- FOLLOW TEACHERS ORDERS IMMEDIATELY!!!
- NOT be allowed to come back into the building to get anything after being dismissed
- Once outside you must remain outside, UNLESS you are brought in by a teacher \*\*

**Students who are picked up from school will.....**

- get into their car in appropriate pick up area
- wait for their ride by standing in the designated waiting area
- wait for their ride to stop before getting close to car

At 3:30 p.m. any student not picked up will be brought inside and taken to the after school care program. Parents will be responsible for the after school care fee at the drop-in rate.

**BICYCLES**

Students must **ALWAYS** get off of and walk bicycles across school grounds before, after, and during the school day. Bicycle riders are asked to leave the school grounds immediately when school is dismissed. Helmets should be worn when riding to and from school.

**BIRTHDAY TREATS**

Students who wish to treat their class may bring treats to their classroom with teacher approval.

Invitations may not be distributed at school. All families are asked to send them through the mail.

## **CONDUCT RULES/GRIEVANCE PROCEDURE**

If a student or parent feels that an issue is not clearly or fairly dealt with, they may request a conference with the teacher in question and/or the principal. Any action which causes serious threat to the safety of a child, others, or is against our Catholic moral teaching is grounds for special procedural process by the principal.

The grievance procedure is as follows:

1. Teacher
2. Teacher, Principal
3. Teacher, Principal, Pastor
4. Teacher, Principal, Pastor, Superintendent of Catholic Schools

## **DAILY SCHEDULE**

7:45 a.m. Morning supervision begins

7:55 a.m. First Bell – students enter

8:00 a.m. Tardy Bell – attendance and lunch taken

8:15 a.m. Mass

11:05 a.m. K-2 Lunch

11:30 a.m. 3-5 Lunch

11:50 p.m. 6-8 Lunch

3:15 p.m. Dismissal (K-8)

3:30 p.m. Outside supervision ends.

All children that are not picked up will automatically go to after school care. Parents will be responsible for the after school care fee.

## **DELIVERIES**

No personal deliveries for students will be accepted at school.

## **DISCIPLINE POLICY**

1. We at St. John the Apostle School are committed to providing a “Christ-centered” learning environment. We encourage our students to see Christ in each person in our school. We believe all students in our school are to be respected, valued, and kept safe.

2. Students are expected to use appropriate behavior at all times.

Students are responsible for the choices they make regarding their behavior. When a student uses inappropriate behavior, teacher or staff help will be provided to help maintain safety and order in the school.

The teacher or staff member will encourage the student to 1. identify the

problem and, 2. to develop a plan to learn more appropriate behaviors for school. The goal of discipline is to help a student become more self-disciplined and make better choices regarding their behaviors.

3. Students may be referred to the office when the safety or order of the school is compromised. This will include infractions of school rules and violence.

### **EXTENDED SCHOOL CARE**

Before school care begins at 6:00 a.m. and goes until 7:45 a.m. on school days only and after school begins at 3:15 p.m. and goes until 6:00 p.m. on school days only. Students enrolled in the program will meet in the extended school care room. A registration fee will be assessed upon registration for the upcoming school year. Any child that is not picked up by 3:30 p.m. will automatically go to the after school care and parents will be responsible for the after school care fees. The After School Care Program closes at 6:00 p.m. Any child remaining after that time will be charged \$5.00 for every 5 minutes late for pick-up.

### **FIELD TRIPS**

The purposes of field trips are to extend the learning experience beyond the limits of the school building and are made for their educational value. Ordinarily, one field trip per grade, per year is allowed. All students are required to have a signed permission slip on file for each field trip taken.

### **FIRE AND SAFETY DRILLS**

Fire drills are conducted eight to ten times a year. Students are instructed as to where to proceed in order to exit the building quickly. During a drill, or when the alarm sounds, students will be required to proceed to the designated exit in silence and in an orderly manner. Severe weather drills are conducted once a year. Students are instructed where to go in case of severe weather. Again, students are expected to proceed to the designated area in silence and in an orderly manner.

### **GUM CHEWING**

**Gum is not allowed** at any time in the school or on school property.

## **HEALTH**

Any medications (including non-prescription, prescription, inhalers, etc.) **MUST** be administered through the school office only! Please do not send medications to school unless it is absolutely necessary. If it is possible to administer the medication at another time it would be most appreciated. Any over the counter or prescription medicines must be labeled properly and must be in the original container. Special school prescriptions are available if you ask at your pharmacy. Without a signed Doctor and/or parental note containing instructions for administering medicines - medication will not be given. These forms are available in the school office. Students should not be in school when they show signs of rash, temperature, vomiting, diarrhea, etc. Children need to use their outdoor play periods for good health, so please dress your child appropriately for weather conditions. The school is required by law to keep updated immunization records for each child enrolled in the school. Parents are therefore required to provide the school with the needed information. No student may attend without such information on file as per state law. Thank you for helping us maintain this policy in keeping your child and others healthy. If your child has had strep throat, 24 hours on medication is required. If your child has had chicken pox, all pox must be scabbed over. If your child has had flu symptoms, vomiting, or fever, 24 hours after the last symptom is required before reentry or a signed Doctor's permission slip (this can be faxed to our school office at 402-486-4732).

## **HOME AND SCHOOL ASSOCIATION**

The purpose of the Home and School Association is to promote better understanding, cooperation, and service between the school and the home. The Association provides input into the various programs and activities of the school. All parents should be involved in the Association activities and should attend the quarterly meetings. There is an "HSA" fee per family.

## **HOT LUNCH PROGRAM**

St. John's School participates in the Federal Hot Lunch Program and abides by the rules and regulations established by the governing agency. For families who qualify, free or reduced priced lunches are available for children. To qualify a family must meet federally established guidelines. Applications for free or reduced priced lunches are available

in the school office and may be completed at any time during the school year. These applications are kept confidential. Students may charge for a hot lunch if they do not have a lunch. Parents will be notified as to how many charges a student has. After the third charge the child will need to bring a cold lunch until all hot lunch charges are paid. Please note that federal laws regarding hot lunch state that NO food may be brought into the school after 11:00 a.m. Adults may eat with their child at anytime. Please call the school office before 9:00 a.m. in order to get on the lunch count for the day. No competitive foods may be brought into school. USDA is an equal opportunity provider and employer.

## **LUNCHROOM**

Children will go through the line and pick up their trays before putting coats on benches. Children are expected to use quiet voices in the lunchroom. Children may not save seats. Children are expected to sit on bench correctly and ask permission before getting up. No candy or pop is allowed in the lunchroom due to federal regulations. Candy can only be in the classroom with Teacher permission and for school-sanctioned activities.

## **LUNCHROOM PROCEDURES**

1. The students will use their best manners and respect all adults in charge of the lunchroom: this includes teachers, parent volunteers, kitchen staff, etc.
2. Children will sit at the table properly.
3. Children will talk in a conversational tone of voice.
4. Children will raise their hand before leaving the table.
5. Children will clean up the tables and floor in the area in which they are sitting.
6. Children will throw away trash and empty trays when their table is dismissed.
7. Children will line up quietly after being dismissed.
8. Detentions may be issued if students do not follow these procedures.

## **LITURGICAL CELEBRATIONS**

- Kindergarten will attend Mass beginning in the second semester.
- Grades 1 through 8 will attend Mass daily.
- Formal Religion classes are held **every day** in grades Kindergarten thru 8.

The sacraments of Reconciliation and Holy Eucharist will be administered to students in the second grade and above. Ordinarily, students receive these sacraments for the first time in the Spring of the second grade year. The sacrament of Confirmation is administered once a year in the Spring of the fifth grade and above. Devotions to our Blessed Mother such as May Crowning and other devotions including the Rosary, Prayer Services, and visits to the Blessed Sacrament occur during the appropriate season.

- Boys are trained for service at the altar beginning in the fourth grade.
- Support of the Missions is promoted and encouraged.

## **MASS**

St. John's students and teachers attend Holy Mass daily. Our participation in daily Mass is to be one of prayerful participation, self-discipline, and reverence. At Holy Mass we participate in the reenactment of Calvary and in the salvation of our souls. Through our reverent participation we give glory to God. All St. John's students are required to attend Mass. Mass starts at 8:15 a.m. The School day begins at 8:00 a.m. Teachers will direct their class to an assigned seating area in church.

### **Students are required to show respect once in the church by:**

- being quiet
- genuflecting when entering a pew or approaching the altar
- keeping feet on the floor (NOT on the kneeler)
- kneeling correctly when appropriate (and not leaning back against the pew bench)
- NOT visiting with friends
- not turning around in the pew during Mass
- handling Missalette appropriately
- being courteous to parishioners attending Mass
- leaving the church quietly

### **St. John's student will follow these rules during MASS.**

- respond to prayers
- follow along (using books when needed)
- sing during Mass – (holding songbook at chest level, not resting on pew)
- remove coats, hats, and gloves

- NOT be allowed to go to the bathroom during Mass (emergencies only – teacher discretion).

Children are to sit with their class during Mass. For special occasions, they may ask for permission from administration to sit with a family member.

The Kindergarten students start attending Mass at the beginning of the 2<sup>nd</sup> quarter of the school year. They attend Mass on Wednesdays during the 2<sup>nd</sup> Quarter, Wednesdays and Fridays during the 3<sup>rd</sup> Quarter, and Monday, Wednesday and Friday in the 4<sup>th</sup> quarter.

### **OFFICE HOURS**

The working hours for the school office are 7:30 a.m. to 4:00 p.m. during the school year. On days in which there is no school in session, the office will be closed. The school phone will not be answered after 4:00 p.m. In case of an emergency please call the rectory at 489-1946.

### **PARENT TEACHER CONFERENCES**

Formal Parent Teacher conferences are held first and second semesters. It is important that parents attend these conferences. Conferences may also be held at other times of the year if the parent and/or the teacher feel the need for the conference. Parents are welcome to call the teachers and arrange additional conferences.

### **PLAYGROUND AND PLAYGROUND EQUIPMENT RULES**

In general the conduct on the playground should be the same as in the classroom. Students are expected to play with each other in a Christian manner.

#### **Equipment Rules:**

1. Soccer Goals and Softball Backstops - These should be used for the purpose that they were intended. Climbing the goals and backstops is not allowed. The crossbars of the soccer goals should not be used for hanging.
2. Monkey bars - Pulling oneself from one bar to the next is the correct activity. Sitting or standing up on top of the bars is not allowed.
3. Swings - One child per swing. Flipping, twisting, standing, bailing out, and under-ducks (under-doggies) are not allowed. Children should not climb the bars supporting the swing set while others are swinging. Children must **sit** in the swing.

4. Dome - Children should hang on with hands when climbing to the top and over. Hanging from the knees is okay but children should be spread out.
5. All playground equipment - no pushing or pulling.
6. Children should play in sight of supervising teachers.
7. Children should stay out of the bushes.
8. Tag games and other games should be played away from the equipment.
9. Respect the neighbors and their property.

### **PROGRESS REPORTS AND REPORT CARDS**

A report of student progress will be sent to parents of students in grades 1 through 8 approximately half way through each quarter. The first mid-term is usually at the end of September or the first part of October. These reports are designed to inform parents of the student's progress. Parents may and should seek information about their child's progress at anytime during the school year. Parents must sign the progress report and return it to school. A report card will be given to each student in grades K-8 on a quarterly basis. These reports are designed to inform parents of the student's progress.

### **SCHOOL CLOSINGS AND WEATHER**

#### **Cold weather policy:**

St. John's school adheres to the school closing policies of the Lincoln Public Schools. The decision to close schools due to inclement weather is normally made before 6:00 a.m., at which time the local radio and television stations are notified. School closing information may be heard on television channel 10/11 and radio stations KFOR (1240), KLIN (1400), and KLMS.

#### **Heat dismissal policy:**

Due to different building conditions our early dismissal policy for heat may not be the same as LPS. We will notify parents the previous school day if we are going to dismiss early due to excessive heat. Early dismissal will be at 1:00 p.m.

**\*\*Parents may come to school to pick up their child at any time during the day when weather is threatening.**

## **SEXUAL HARRASSMENT**

Sexual or Other Harassment Policy: Harassment of any kind will not be tolerated in any school in the Diocese of Lincoln.

### **Harassment may involve:**

1. Persistent verbal abuse, ridicule, or demeaning comments.
2. Verbal, physical threats or coercion.
3. Sexual Harassment\*.

### **\*Sexual Harassment includes:**

1. Verbal harassment or abuse including unwelcome sexually oriented communication.
2. Pressure to engage in sexual activity.
3. Unwelcome physical contact of a provocative nature, including physical contact in circumstances which render such actions inappropriate.
4. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or student's status or by promise of preferential treatment with regard to an individual's employment or student's status.
5. Sexual assault.

### **Any person subjected to harassment should do the following:**

1. Keep a carefully written record of the incident(s) and the actions that were taken.
2. The teacher, employee or student should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop. The offending person can be contacted in person or in writing.
3. If the aggrieved teacher or employee does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the teacher or employee should contact his or her superintendent, principal, or pastor.
4. If an aggrieved student does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the student should contact any teacher or other adult in the school whom he or she trusts. That person is then to contact the superintendent, principal, or pastor.
5. All allegations of harassment shall be investigated by the school's

administration and if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is a teacher or employee, and suspension or expulsion, if the offender is a student.

6. If appropriate and timely action is not forthcoming on the local level, the aggrieved person is to communicate with the Diocesan Superintendent of Schools.

### **STUDENT DROP OFF/PICK UP PROCEDURE**

The purpose is to move traffic off Vine Street as quickly as possible in order to reduce the possibility of accidents. We needed to create a safe traffic flow for students and parents. This procedure has been found to alleviate the congestion on Vine Street. We will move the drop off/pick up areas to the east and south side of the school. Students will enter the east double doors. The main entrance on the north will remain locked and will not be used for drop off/pick up times. Please do not exit back on Vine Street during the drop off/pick up times. The safety of our parents and students is our main concern and everyone's cooperation is needed. Please see the flow chart in the appendix.

### **STUDENT HOMEWORK**

In addition to promoting good study habits, homework provides an opportunity for parents to be involved in the education process of their children. Homework will be assigned on a regular basis and will vary with the age of the student and his/her ability.

As a general rule, work taken home should not exceed:

Primary grades (K-2) 15 - 30 minutes

Intermediate grades (3-5) 45 - 60 minutes

Upper Level grades (6-8) 60 - 90 minutes

Homework may consist of completing assignments not finished during the school day or working on special projects or reports. Homework that is not completed on time may be given a grade reduction or may require an after school stay. If there are any questions about homework your child is bringing home, PLEASE contact the teacher. The teacher will be able to give you an insight to why your child has homework and the amount he/she has. Also if a child is having difficulty completing homework or spending too much time on homework, parents should notify the teacher and discuss possible alternatives and/or solutions. Homework must be completed only by the student; turning in work

completed by another person will result in a zero for the assignment. Homework on weekends will be up to the discretion of the teacher.

### **HOMEWORK POLICY FOR 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> GRADE STUDENTS:**

- If a student comes to a class (subject) with an assignment missing or incomplete, the student will receive 20 points off the grade.
- The student will be sent to Mr. Martin to call and notify the parent that the assignment is late and they will be expected to **stay after school until 3:45 p.m. that day to finish the work.**
- Student will turn in the work completed by 3:45 p.m. that day, and will be graded on the entire assignment.
- If student has work unfinished in multiple subjects in one day, the child will have to call the parent for as many assignments as he/she is missing and stay until 3:45 p.m. and complete as much work as possible.
- **Long-term projects such as book reports, class reports, papers, etc.:** If these projects are not completed and turned in on the assigned due date, teacher will take same action as daily paper, and will grade student on the percentage of the project that is complete. Teachers will use their own discretion on long-term projects.

St. John's sends out notification of grades on a *regular* basis, either progress reports at the middle of the quarter, or final quarter report cards. **Parents will be notified through the mail if their child's average falls below a C- in a particular subject.**

### **ABSENTEE HOMEWORK PROCEDURE**

When a student is absent from school due to an illness they have a corresponding number of days to make up work. The student must ask their teacher(s) when he/she returns for make up work, if it hasn't been given to him/her already. Each teacher handles the completion of make up work differently. It is very important that the student discusses the class procedure with the teacher(s) for making up the work missed.

Work due to absences for trips or other reasons must be approved and agreed upon by the teacher concerned prior to leaving. Parents may request over the phone work missed for their child for that day.

Assignments must be requested by 10:30 a.m. after which time teachers may not be able to prepare work in time. Homework can be sent home

with sibling, friend or picked up in the office at the end of the school day.

## **LATE HOMEWORK PROCEDURE**

K - 4 - Teachers will work with students to help them complete their assignments in a timely manner. Teachers may keep students in at recess or after school with parent permission. Late work not related to absences will be handled in the following manner:

- one day late - 10% deduction of the grade
- two days late - an additional 10% deduction
- three days late - 0% for the assignment

## **STUDENT EVALUATION**

### **GRADING SCALE**

#### **Grades 1-8**

A+	99-100%	C+	83-84%
A	95-98%	C	79-82%
A-	93-94%	C-	77-78%
B+	91-92%	D+	75-76
B	87-90%	D-	70-71%
B-	85-86%	F	Below 70%

#### **Kindergarten**

S-Satisfactory
I-Improving
N- Needs Improving
E-Experiencing Difficulty

### **HONOR ROLL (Junior High)**

A student may make the "A" honor roll if her/his grades are all A's. A student may make the "B" honor roll if her/his grades are A's and B's. This is calculated per semester.

## **SUSPENSION AND EXPULSION**

The decision to suspend a student rests with the principal. The principal will consult with the pastor and/or teacher(s) before suspending a student. When the administration imposes an in-school suspension, the student is responsible for all class work during that time period. When the administration imposes an out of school suspension, the student will receive no credit for class work during that time period. Expulsion is a very serious matter. It will be resorted to only when all other means of discipline have proven ineffectual and the student's behavior gravely compromises the welfare and mission of the school. Actions and attitudes that violate the Christian character of our school and may lead

to suspension or expulsion include irreverence for God and holy persons, places, or things, disrespect for life, property, and the rights of others, repeated disrespect for authority, repeated disrespect for school policy, truancy, fighting, cheating, or stealing and possession of weapons.

### **TELEPHONE**

The school telephone is a business telephone. Therefore, students will not be allowed to use the phone except in cases of emergency. Students will not be called to the office for telephone calls. However, messages from a parent will be delivered to the student if received by 1:30 p.m. Messages after 1:30 p.m. may not be delivered until the next morning. Teachers ordinarily will not be called from their classrooms for telephone calls except in cases of emergency. Please let us know if it is an emergency - otherwise a note will be placed in the teacher's mailbox.

### **CELL PHONE, i-POD, AND OTHER DEVICES**

Cell phones, i-pods, and other musical devices are not to be used in school during regular school hours. All such items are to be turned off and out of sight. There is a phone in the school office for student use if necessary. Violation of this policy will result in the cell phone, i-pod or other musical device being confiscated and taken to the main office. A parent or legal guardian will have to come to school to retrieve the item. Continued violation of this policy could result in loss of privileges, detentions, or the item being detained for a set period of time (with parent approval).

### **TESTING PROGRAM**

The Comprehensive Test of Basic Skills will be administered to all students in grades 3 through 7 during the spring semester.

### **TEXTBOOKS**

Textbooks and workbooks are furnished by the school. The student is expected to take care of the textbook issued to him/her. Students are required to cover all hardbound books and/or reusable textbooks. A fine will be assessed for excessive damage to or loss of any textbook. These funds will be used for rebinding or repair and replacement of school materials. Please contact the school office for a complete listing of textbooks.

## **TOYS/NUISANCE ITEMS**

Please keep personal toys or nuisance items at home. We are not responsible for damage or loss of personal items. Teachers and Administration reserve the right to remove the items from the child.

## **UNIFORMS AND DRESS CODE**

School uniforms help create the Catholic identity of St. Johns School. Uniforms also help the children understand that the focus of our school is Christian behavior and academic achievement. St. John's School students in kindergarten through eighth grade are required to adhere to the dress code. If you are unsure whether or not clothing is appropriate, please check with the administration, office or uniform committee member. The administration reserves the right to make discretionary judgments regarding the appropriateness of the student dress. Students who are in violation of the dress code will follow the dress code consequences listed below: **All staff will be responsible for enforcing this policy.**

### **Students must wear the uniforms provided by the St. John's Home and School Association's Uniform Store**

#### **Pants**

- The Uniform Store will stock Khaki Flat Front/Flex Pants. Navy pants may be ordered. Black and Corduroy pants will no longer be part of the uniform code. We will no longer carry Pleated pants. We will sell what's in stock.

#### **Shorts**

- The Uniform Store will stock Navy Flat Front/Flex Shorts. Khaki shorts may be ordered.

#### **Shirts**

- The Uniform Store will stock short-sleeved Banded Polos in White and Navy and regular short-sleeved Polos in Maroon and Navy. White and Light Blue regular short-sleeved Polos may be ordered.
- Long Sleeved Polos and Peter Pan collar blouses will no longer be part of the uniform code.

- Shirts come in the following sizes: Youth XS; Youth S; Youth M; Youth L; Youth XL ; Adult XS; Adult S; Adult M; Adult L; Adult XL

### **Skirts and Skorts**

- The Uniform Store will continue to stock Plaid Jumpers, Plaid Skirts and Khaki and Navy Skorts.

### **Other items to note.**

- Items ordered generally take about 4 weeks to receive.
- Shorts and pants do not run the same in sizes.
- Flat Front/Flex Pants are available in half sizes for girls and husky for boys. Slim sizes are not available.

### **General Appearance**

- All clothing should be neat and clean.
- All students should be neatly groomed.
- Judgment on any extreme or faddish hair styles are at the discretion of the Administration.
- Excessive jewelry, make-up, visible writing on the body or body piercing is not permitted.
- Nose, tongue, eyebrow rings, etc. are not acceptable. Band-Aids cannot be used to cover up these types of rings.

## **I. GENERAL RULES**

1. Clothing that is offensive, immoral or otherwise inappropriate in a Catholic school environment is NOT acceptable at any time on our campus.
2. Uniform shirts must be tucked so that the waist band can be seen at all times, banded shirts are the exception.
3. Clothes must fit modestly (not too tight or too baggy)
4. Clothes must cover entire torso.
5. Clothes should not be tattered, torn or dirty.
6. Students may not have tattoos (fake or otherwise).

## **II. CONSEQUENCES/INFORCEMENT**

1. First offense will result in a verbal warning and note home that is to be signed by the parent.
2. Second offense will result in loss of recess or detention.

3. Third offense will result in being sent to the office and a parent will need to bring appropriate clothing.
4. Interpretation of these rules/consequences may be adjusted at the discretion of the administration.

### **III. SPECIFIC CLOTHES ALLOWED**

1. **Pants/Shorts** (see paragraph two)
  - a. Pants and shorts can be khaki, navy blue.
  - b. All should be worn at the waist.
  - c. Shorts may be worn from August through October 31<sup>st</sup> and April 1<sup>st</sup> through May for grades K through 5.
  - d. Junior High (grades 6-8) only will have the privilege of wearing shorts throughout the school year.
  - e. Shorts length **MUST** be no longer than the bottom of the knee and no shorter than 3 inches above the knee.
  - f. No colored jeans or cargos.
2. **Shirts** (see paragraph two)
  - a. Polo shirts may be white, light blue, burgundy and navy blue or St. John logo shirts purchased from the school
  - b. Banded polo shirts are allowed if purchased from the Uniform Store
  - c. Turtlenecks or mock turtlenecks may be worn in white, light blue, burgundy and navy blue.
  - d. **PLAIN** white t-shirts may be worn under the polo shirts. No writing or embellishments on the shirts are allowed.
3. **Sweatshirts/Sweaters**
  - a. St John's sweatshirts (available for order through the school) may be worn in navy, gray or burgundy.
  - b. Girls may wear plain navy cardigan sweaters.
  - c. Uniform shirts are the only things allowed under the sweatshirts and sweaters.
4. **Skirts/Jumpers/Skorts** (Girls only)
  - a. All skirts and jumpers are to be purchased through the Uniform Store **ONLY**.
  - b. Plaid jumpers may be worn by grades K through 5. Plaid skirts may be worn in grades 6 through 8. All should be no shorter than 3 inches above the knee.
  - c. Skorts may be worn in khaki or navy or by all grades and must be purchased from the Uniform Store.

- d. All should be no shorter than 3 inches above the knee.

## **IV. MISCELLANEOUS**

### **1. Shoes and Socks**

- a. Shoes must be tennis shoes and should have backs (no clogs, jellies, wedges, sandals, flip flops, etc). This is for your child's safety and participation in PE and recess.
- b. Socks should be white, navy or black.
- c. Girls may wear white, navy or black tights under their uniform or they may also wear knee-high socks in the colors listed above. No embellishments allowed.
- d. Belts may be black or brown with no embellishments. The entire belt must be tucked in the loops of the pant or short.
- e. No baseball caps, du rags or bandanas.

### **2. Hairstyles**

- a. Hair on boys should not reach below the collar or the sides extend below the middle of the ear and top of the eyebrows.
- b. Girls may wear barrettes, pony tails and headbands. No elaborate embellishments or decorations that hang down from the hair. All these items must remain *on the student at all times*. If it becomes a distraction in class, it will be confiscated. Styles should not inhibit learning (for example: bangs that hang in the eyes so that the child cannot see or work at desk).
- c. Extremes in hair color are not allowed. Only natural hair color is allowed. No Mohawks, flops or notched artwork.

### **3. Jewelry/Makeup/Other**

- a. No earrings allowed for boys.
- b. Girls may wear post earrings only. No earrings that dangle below the lobe are allowed.
- c. No other body piercing is allowed.
- d. Religious medals or symbols, simple chains around the neck and wrist watches are the *only* jewelry allowed.
- e. No makeup may be worn in grades K through 5. Grades 6 through 8 may wear a *very light* amount of makeup.
- f. Girls may wear light pink, clear or white nail polish only. No fake fingernails are allowed.

g. No body art or glitter lotions (or anything similar).

#### **4. NU Days (No Uniform Days)**

- a. NU days are an earned privilege and will be taken away should you choose NOT to adhere to these guidelines. (see # I)
- b. All pants and shorts must be worn at the waist.
- c. No baggies, sweatpants, breakaways or wind pants. No ultra, low-rise or hip hugger pants or jeans. Athletic shorts are allowed.
- d. No shirts with questionable writing or pictures. This includes questionable rock groups, alcohol, drug, sport cartoons or TV show printing.
- e. All shirts must cover the entire shoulder area (from the neck to the edge of the shoulder). No spaghetti straps, tanks, etc. No necklines lower than 2 inches below the base of the neck and no skin showing in their mid section. In other words, no skin showing from 2 inches below the neck and 3 inches above the knee.
- f. Jewelry rules apply (see IV, #3).
- g. Uniform short length applies (see III #1, e).

### **VISITORS AND SAFETY**

For the safety of our school we require that all visitors to St. John's School, including parents, report to the school office before going anywhere in the building. The building will be locked at **ALL** times during the school day. Please enter via the buzzer at the northeast entrance off of Vine Street.

### **VOLUNTEERS**

Volunteers are very important in the education programs at St. John's. Services are always needed in the areas of the library, classroom aides and homeroom parents. A St. John volunteer request form must be filled out prior to volunteering. This form is a safety measure that lets the office and staff know that you have the permission to be in the school at designated times on designated days. Volunteers are also required to come to the office to sign in and sign out daily, at which time they will be given a volunteer name tag to wear. All volunteers are required to have a background check which the school will take care of.

## **WEAPONS, CONTROLLED SUBSTANCES, AND SEARCHES**

No student may have in his/her possession on school property or in proximity of the school, at any time, any kind of weapon, explosive, or other potentially dangerous items. No student may have in his/her possession on school property at any time illegal controlled substances such as: illegal drugs, alcoholic beverages, tobacco, etc. Teachers and administrators have the right to search desks, lockers, and personal belongings at any time for a sufficient reason. This should ordinarily be conducted with another adult witness. Any items found which are inconsistent with the Catholic goals of the school may be removed.

## **FINANCIAL**

### **SCHOOL FEE:**

School Year	Parish	Non Parish	Max per Parish Non Catholic
Family 2008-2009	\$825.00	\$1,650.00	\$2,600.00
\$2,100.00			

Parents are responsible for the amount due for the entire school year and will be asked to pay this amount even if the child does not finish the year out. The School fees/tuition payments will start July 1<sup>st</sup> and must be paid in full by April 15<sup>th</sup>. Report cards will be held for any students who have unpaid tuition or any other unpaid fees. Certain cases will not apply which will be an Administrative decision.

**ATHLETIC FEE:** (6<sup>th</sup> through 8th grade sports) \$7.00 to \$15.00 per child per sport.

**(Make check for above fees payable to St. John's Athletic Club)**

**HOME AND SCHOOL ASSOCIATION (HSA):** All families pay a one time yearly fee of \$35.00.

**RESIGTRATION FEE:** \$25.00 per family sent in with tuition agreement/registration form.

## **HANDBOOK RESPONSIBILITY**

This handbook contains much of the essential information about St. John's School. It is vital that each student and every parent/guardian read this information. It is expected that each student and parent/guardian make a sincere effort to comply with these rules and regulations. Once you have read this handbook and completely understand these rules and regulations please fill out this form and return it to the school office.

### **ACKNOWLEDGEMENT OF RESPONSIBILITY:**

Having read the St. John's School Handbook, I will comply with the rules and regulations contained within.

Date \_\_\_\_\_

Parents/Guardians Signature

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Student(s) Signature

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**Please return this form to the school office**