



Student/Parent Handbook

2008-2009

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ABOUT ST. JOHN SCHOOL

MISSION STATEMENT

St. John School is a Catholic school in Valdosta, Georgia, seeking unity between spiritual and educational fulfillment.

Our mission is to provide the highest quality education for each student in a Christian atmosphere guided by the fundamentals of the Catholic faith.

We follow the example given to us by Jesus Christ – remembering that He is the ever-present teacher in our classrooms, the model for our faculty, and the inspiration for our students.

We glorify God in all that we do.

BELIEFS STATEMENTS

- We believe that Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build up faith communities, to celebrate through worship, and to serve others without distinction.
- We believe in recognizing and valuing each student as a unique child of God.
- We believe in encouraging students to develop their full potential spiritually, intellectually, physically, and morally, and in instilling in students a love of life-long learning.
- We believe in instilling in students a sense of responsibility as citizens within a democracy and as members of a church and world community.
- We believe in teaching only love – exemplified by understanding, respect, tolerance, and compassion for all of God's creation.
- We believe in fostering respectful communication between school, family, and parish members, and in sharing the responsibility for the mission of the school with the pastor, principal, faculty, staff, parents, and members of the parish community.

- We believe in maintaining a caring, committed, and cohesive staff and a school environment that is safe, joyful, focused, and well-disciplined.
- We believe in continuing the mission of our founders, the Sisters of St. Joseph of Carondelet, by developing in each student a spirit of profound love of God, with the unity and reconciliation of neighbor with neighbor and neighbor with God, always in a spirit of gentleness, peace, and joy.

ACCREDITATION

St. John School is accredited by the Florida Catholic Conference and by the Georgia Accrediting Commission.

HISTORY OF ST. JOHN SCHOOL

St. John the Evangelist School was founded by the Sisters of St. Joseph of Carondelet from the St. Louis Province in 1941 in a large frame building on Adair Street, opening with 24 students. In 1953, thirteen acres of land were purchased on Gornto Road. The following year the first buildings were erected on the new property. These structures now house the four rooms “on the hill” and the science and computer laboratories.

With the addition of five more buildings, the school presently has 20 classrooms, a library/ media center, administrative offices, a clinic, art and music rooms, teacher workrooms, a faculty lounge, science and computer labs, a cafeteria/gym, and several playgrounds. St. John’s serves students in preschool (K-3 and K-4) through 8th grade.

PHILOSOPHY OF ST. JOHN SCHOOL

The Catholic philosophy of education guiding St. John School is that the school is delegated by the parents to participate in the quality education of their children. The school, then, as an extension of the home, attempts to provide a Catholic atmosphere of love and concern. The school accepts the responsibility to assist each child in developing his/her potential: spiritually, intellectually, physically, and morally. St. John School is dedicated to preparing Catholic leaders for the Christian community. In the context of the present economic, social, intellectual, and religious background of our specific school community, preparation for higher education is the broad objective of our school. The entire curriculum of the school focuses upon the charism of the founders, the Sisters of St. Joseph of Carondelet, by developing in each student a spirit of profound love of God along with the unity

and reconciliation of neighbor with neighbor, and neighbor with God, always in a spirit of gentleness, peace, and joy.

PATRON SAINT

The patron saint of St. John Catholic School is St. John the Evangelist.

MASCOT

The mascot is the eagle, the symbol of St. John the Evangelist.

SCHOOL COLORS

St. John School colors are navy blue and white.

SCHOOL ADMISSION POLICY

NOTICE OF NONDISCRIMINATION

St. John School admits students of any race, religion, gender, or national origin. St. John School is registered with the U.S. Department of Homeland Security to admit non-immigrant student exchange visitors.

AGE REQUIREMENTS

Age is the primary consideration for admission into preschool and primary grades.

K-3 students must be 3 on or before September 1

K-4 students must be 4 on or before September 1

K-5 students must be 5 on or before September 1

1st grade students must be 6 on or before September 1

ADMISSION PRIORITIES AND POLICIES

Students are admitted to St. John School using the following admission priorities:

1. Present students at St. John School
2. New students from St. John Parish families
3. Children of currently employed faculty and staff of St. John School
4. Non-Catholic students

St. John Parish families shall be defined as those registered at St. John Church who actively

contribute by way of time, talent, and treasure to St. John Church. The school, through the church offices, may obtain verification of these contributions at any time. Non-compliance will result in loss of student's classification as a Catholic parishioner, and tuition rates will be affected. Families moving from another Catholic parish to St. John's may qualify by providing documentation of their active contributing status from their former parish, registering at the church office, attending Mass weekly, and using envelopes.

Those parents who wish to register a new student for grades one through eight are asked to submit the previous year's report card from the former school, including notification of any special needs the child may have. Further testing may be required.

State law requires parents to submit a certificate of immunization against polio, MMR (measles, mumps, and rubella) and DPT. Sixth graders may need an MMR booster. The Hepatitis B series is also required for all students born after Jan. 1, 1992, and the varicella vaccine is required unless parents can provide physician's documentation of student's previous chickenpox illness.

Under highly unusual circumstances, the aforementioned admission priorities may be waived by the administration on a case-by-case basis.

WAITING LIST

During times of high enrollment demand, a waiting list will be in effect. All students desiring admission will be placed on the list in order of initial application dates. The previous Admission Priorities and Policies will take precedence, and individual classes will be filled by drawing on names from the waiting list.

To ensure that the waiting list accurately reflects those desiring admission, the following shall apply:

1. No child may register more than three years in advance of the anticipated first day of school.
2. A non-refundable \$50.00 fee shall be collected per child when a name is placed on the list.
3. If a child is placed into a class opening, the waiting list fee shall be applied towards the registration fee.
4. Children of Catholic parishioners may leave their names on the waiting list indefinitely, until they request removal of the name or until placement occurs. The paid fee shall carry over to following years. If a child of Catholic parishioners is offered a class placement but declines, that child's name shall be placed at the bottom of the waiting list.

5. Non-Catholics who decline an offered class placement shall be removed from the waiting list.
6. Under highly unusual circumstances, the aforementioned Waiting List Policies may be waived by the administration on a case-by-case basis.

REGISTRATION POLICIES

1. In late January or early February, pre-registration forms will be sent home with students presently attending St. John School. A non-refundable registration fee will be charged.
2. All new students may begin registering in March. A non-refundable fee will be charged.

PROBATION

In accordance with the stated Mission, St. John School seeks to provide an environment suitable for promoting the highest quality education for children. To ensure this goal, and in keeping with the Philosophy of St. John School, the school requires of its students reasonable academic and social progress. Continued enrollment of students who demonstrate disciplinary problems or lack of progress or industry would be inconsistent with the Mission and Philosophy of the school. Therefore, students newly admitted to St. John School shall be placed on general probation for their first year at St. John's. General probation consists of two components: Academic (see Academics / Homework / Promotion) and Discipline (see Behavior / Discipline / Due Process). At the conclusion of the first year in attendance at St. John School, those new students who are unable or unwilling to live up to academic and/or disciplinary policies, as determined by the faculty and principal, may not be eligible to register for the following year. The faculty and principal may also institute the general probation policy at any time for existing students who fail to abide by the aforementioned policies.

ATTENDANCE

SCHOOL HOURS:

- 8:00 A.M. School begins
- 11:15 – 11:35 A.M. Preschool dismissed
- 11:25 A.M.–12:50 P.M. Lunch / recess
- 3:10 P.M. Walkers and bicyclers dismissed
- 3:15 P.M. School dismissal
- 5:30 P.M. Extended Day Program dismissed

STUDENT ATTENDANCE

Excused absences from school include medical and dental reasons or death in the family. All other absences are considered unexcused. A dated and signed note from the parent or guardian must be given to the student's homeroom teacher explaining the reason for any absence.

The student is responsible for making up homework, tests, and assignments missed due to absences. This make-up work is to be completed within a specific period (see Homework). The student may contact the teacher if he/she needs tutorial help due to an excused absence. If a student is absent the day before a test or assignment is due, if the test or assignment was announced before the student's absence, then the student must take the test or meet the assignment as scheduled.

A student who leaves school before 11:30 A.M. will be counted as absent for the entire day. A student who leaves school between 11:30 A.M. and 1:30 P.M. will be counted as absent for a half-day. A student who leaves school after 1:30 P.M. will be counted as present for the day. Any student who leaves school early for an activity that is not school-related will not receive a perfect attendance certificate, regardless of the checkout time.

Suspensions from school are unexcused absences, and will result in grades of zero for missed work.

During school hours, parents coming to pick up their children must come to the school office, not to the classroom or to the playground. The adult must sign the checkout book in the office stating the reason for checkout.

Students who miss more than ten days in a semester are subject to be retained at year-end.

TRIPS

Trips during school sessions are greatly discouraged, and attendance procedures will be enforced. Parents must notify the administration at least two weeks in advance of trips. Otherwise, the trips are considered unexcused absences. Exceptions would include trips for a family member's funeral.

TARDINESS

It is the parents' responsibility to see that students report to school on time. The school day begins at 8:00 A.M. and ends at 3:15 P.M. Students who are not present for morning prayers and announcements will be counted tardy, and must obtain a late slip from the office. Five unexcused tardies will result in recess detention. A

note explaining the tardiness should be sent by the parent. If a student is tardy, he/she will not receive a perfect attendance certificate.

Parents and guardians are urged to get their children to school on time. Late arrivals disrupt classes and cause a loss of instruction time. For students in grades K-5 – 8, five (5) unexcused tardies and/or early checkouts will be counted as one unexcused absence. Continuous abuse could result in a more serious course of action.

ACADEMICS

CURRICULUM

All children are expected to participate in all classes and activities during school hours. Exceptions may be approved by the principal for reasons of health or in special cases.

K-3 and K-4 meet five days a week. Hours are from 8:00 – 11:15 for K3 and 8:00 – 11:30 for K-4. Children who are picked up late may be charged an Extended Day fee.

The early childhood program is designed to lead a child from wonder to discovery, developing and perfecting a wide range of skills with which to meet future educational challenges, and most importantly, to associate pleasure with learning. This program also strives to provide the basis of all Christian goals developed within the entire school.

Kindergarten meets five days a week, from 8:00 A.M. until 3:15 P.M. The kindergarten program seeks to achieve the following four ends: (1) individuality, (2) socialization, (3) self-discipline, and (4) learning skills. Grades K – 5 are mostly self-contained, with students leaving their homeroom to attend art, computer, library, music, and physical education classes. Grades 6 – 8 are departmentalized according to subject areas.

The curriculum used at St. John School is that of the Catholic Diocese of Savannah. It may be accessed online at www.diosav.org under the *Schools* link. It is also available on St. John School's server.

The curriculum includes:

Religion*

Mathematics

Language Arts: Reading / English / Spelling / Phonics / Vocabulary / Handwriting

Social Studies

Science

Fine Arts: Music / Art / Band (optional)

Computer Science

Library

Physical Education

Spanish

*All students (Catholic and non-Catholic) are required to take Religion class and to participate in school religious services, except the sacramental programs.

HOMEWORK

Homework is to be completed by the assigned time. This includes written and studied work, projects, and reading assignments. Any student who does not have his/her homework done completely, properly, and on time will lose credit for the assignments. Parents of students in the middle grades will be notified of missing homework assignments on a weekly basis.

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school the student should find out the work missed. He/she will be given one or two days to complete and hand in these assignments. In case of prolonged absence (three or more days), parents should call the office for missed classroom and homework assignments. Calls should be made in the morning so that the work can be prepared and ready for pick-up by dismissal time. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

It is the responsibility of the student and parent to see that the work is completed. It is the responsibility of the teacher to notify students that assignments are missing. Homework must not be done during class without the permission of the teacher. Homework assignments aid students to develop the ability to work independently. Homework experiences will enable the student to practice the basic skills initiated in the classroom and can also provide challenging enrichment activities. Failure to

hand in homework results in a grade of 0. Homework counts as a percentage of the grade on the report card.

REPORT CARDS

Report cards are issued in grades K5-8 four times during the school year as a means of informing parents of their child's progress. The cards are to be signed and returned the following day.

The following grading scale is used:

Academic Ratings		Non-Academic Ratings /
Conduct		
A (94-100)	E Excellent	1 Excellent
B (86-93)	G Good	2 Good
C (77-85)	S Satisfactory	3 Satisfactory
D (70-76)	N Needs Improvement	4 Needs Improvement
F (Below 70)	U Unsatisfactory	5 Unsatisfactory

Work Habits / Social Growth

+ Area of Strength

N Needs Improvement

Progress Reports are also issued four times during the school year, at the midpoint of each marking period.

HONOR ROLL POLICY

To achieve the **A** Honor Roll, a student's grades in academic subjects (including Spanish and computer) must all be 94 or above. To achieve the **A/B** Honor Roll (6th – 8th grades only), a student's grades must all be 86 or above. Any "Needs Improvement" or "Unsatisfactory" mark (including conduct) will disqualify a student from the Honor Roll. Music, art, and P.E. grades must be **S** (Satisfactory) or above for a student to attain Honor Roll status.

The semester and yearly Honor Rolls are calculated by averaging quarter grades. The semester or yearly average in each subject determines semester or yearly Honor Roll status, according to the guidelines listed above.

HONORS AND AWARDS

In grades 1-8, awards are given at year-end in penmanship, art, sportsmanship, music, foreign language, and religion to one student in each class who excels most (based on merit and grades). Math, science, social studies, and language arts awards are given for grades 4-8 to the student in each class who holds the highest academic average at year-end. The students who hold the three highest *overall* academic averages in each class (grades 4-8) are also recognized at the end of the school year.

The highest honor awarded at St. John School is the Principal's Award, given at the end of each semester to one student in each K5 – 8th grade class. The Principal's Award recipient is chosen by the teacher on the basis of Christian courtesy and conduct throughout the semester, exemplified both in words and in actions.

PARENT-TEACHER CONFERENCES

Conferences are held in conjunction with the issuing of the first report cards. Parents and teachers may request a conference at other times. To request a conference, please call the school office or send a note or e-mail asking the teacher to contact you to schedule one. Do not call teachers at their homes or try to meet with them before or after school without an appointment. In order to be properly prepared for a conference, teachers need the same advance notice afforded other professionals.

TESTING

St. John School administers a total battery of standardized tests to grades 1-8 each spring to examine the educational development of the students. The results of these tests are shared with the parents and are used by the teachers for placement and instruction.

COMPUTER CENTER

St. John School has a computer lab and offers a programmed technology curriculum for grades K-5 through 8. Most students attend computer class weekly; fourth graders practice keyboarding four times a week. Students may visit the computer lab at other times in conjunction with the Accelerated Reader program or to participate in research projects. All students who access the internet at St. John School are required to sign a Technology Use Agreement provided by the computer teacher.

LIBRARY / MEDIA CENTER

The following rules apply to use of the Library / Media Center:

1. Books may be checked out for 1-2 weeks.
2. Books may be taken home.
3. Students will use an electronic scanner to check out books.
4. Books returned after the due date will result in an overdue charge of five cents per day.
5. Books may be renewed, but must be presented for renewal.
6. The student is responsible for any book he/she checks out, and must pay for replacement if a book is damaged or lost.
7. If a book is not returned by the time it is two weeks overdue, it is considered lost and must be paid for. No additional books may be checked out until payment is made.
8. If a book is eventually found and returned in good condition, the replacement fee will be refunded, minus an overdue charge.
9. Students should handle books with clean hands.
10. A book should be opened no further than the flat surface of a table so that the back will not break.

Only books at or above the students' reading level will qualify for Accelerated Reader points.

St. John School uses the Dewey Decimal System of organization. The card catalog is computerized. The media specialist will assist students in the effective use of library materials.

PHYSICAL EDUCATION

The Physical Education program is part of the school curriculum. The school P.E. uniform is required in grades 4-8. Girls in kindergarten through 3rd grade should wear either blue skorts or shorts under their skirts for P.E. classes.

All students are required to wear athletic shoes during P.E. classes. A written note from the parent is required before a student will be excused from participation. Non-participation of more than two weeks requires a physician's excuse.

PROMOTION

A student may be considered for promotion if the student has met the following standards:

Kindergarten – promotion to first grade

1. Mastery of reading readiness skills
2. Mastery of kindergarten level math skills
3. Regular attendance – fewer than ten (10) absences per semester

Primary grades – promotion to second, third, and fourth grades

1. Mastery of the appropriate level in the math series
2. First grade students must master at least level 1/1 in the reading series.
Second grade students must master at least level 2/1 in the reading series.
Third grade students must master at least level 3/1 in the reading series.
3. Passing grade in reading and math
4. Regular attendance – fewer than ten (10) absences per semester

Middle and upper grades – promotion to the next grade

1. Mastery of the grade level in the math and reading series
2. A passing grade in all but one major subject
3. Regular attendance – fewer than ten (10) absences per semester

Note: It is expected that all students have an understanding and knowledge of the religious content that is appropriate for their grade level.

An attendance waiver beyond the ten days per semester will be reviewed by the school principal and may be granted at the principal's discretion.

RETENTION

A student may be retained once in kindergarten through third grade, and once in fourth through eighth grade. The principal, teacher(s), and parent(s) may agree to retain a student for horizontal development and/or maturation needs.

SUMMER SCHOOL

Summer school will be recommended for students in the primary grades who receive a grade of D in English, reading, or math, and for students in the middle or

upper grades who receive a grade of D in a major subject. Successful completion of summer school and the passing of a grade level test may enable a student who has been retained to proceed to the next grade level. The work pursued during summer school must be from a recognized / approved summer school program which includes at least 60 hours of instruction per subject.

BOOKS

Students should take care of all books. Hardback books should be treated with particular care, since they are the property of the school. Books are to be covered at all times (no adhesive covers), and the child's name and grade should be visible on the books. Any books damaged by the student through carelessness or negligence must be paid for by the student.

SUPERVISION AND DISCIPLINE

SUPERVISION OF STUDENTS

Students have adult supervision at all times. A teacher, teacher's aide, or principal's representative is with the students in the classrooms, in the cafeteria, on the playground, and other areas of the school when school is in session.

The buddy system is used at St. John School. Students who leave their classrooms must travel in pairs or groups, and all hallways and sidewalks are monitored by security cameras.

DISMISSAL PROCEDURES

Children should be picked up promptly upon dismissal. Parents should not come into the Parish Center to pick up their children as this interferes with supervision and the dismissal procedures. Parents may wait outside the Parish Center (on the sidewalk) if they choose not to use the car line, and the teacher on door duty will call the students using the hand radios following afternoon prayers and announcements.

The school is not responsible for students left on the campus before 7:45 A.M. or after 3:40 P.M. Extended Day charges will be incurred for students who are not picked up on time.

Children are not allowed on the school grounds or in the school buildings after school hours unless accompanied by an authorized adult or participating in a school-sponsored activity.

EARLY DISMISSAL DAYS

On early dismissal days (such as field day and the last day of school), students must return to their classrooms after scheduled activities have been completed. Parents should then check them out directly from their classrooms on these days so that the teacher is notified of the child's departure.

DISCIPLINE

The essence of Christian discipline is self-discipline. Respect for and consideration of one another is expected of every member of the St. John School community. In guiding the child's growth in Christian attitudes, values, and behavior, it is better to emphasize the positive rather than the negative. Corporal punishment is prohibited at St. John School.

Each student is expected to value personal belongings, to respect the possessions of others, and to show concern for the proper use of school property. Any damage to school property should be reported to a teacher or to the principal immediately.

Mindful of the rights of others, the students will move throughout the campus in a quiet, orderly fashion. No running in the halls, on the sidewalks, or in the classrooms is permitted. Out of concern for proper maintenance of school property, students are not permitted to chew gum on the premises at any time. Students are responsible for keeping books, desk areas, and other places they use neat and clean.

Deliberate damage to school property may result in parents'/guardians' of the responsible child having to reimburse the school for the cost of repairs. This could result in the child's being suspended or expelled, depending upon the seriousness of the situation.

Cheating will not be tolerated. Students who choose to cheat will receive a failing grade on the assignment or test. Repeated violations may result in detention, suspension, or expulsion.

Under no circumstance will disrespectful language to a faculty or staff member or to an adult participating in a school program be allowed. Repeated violation may result in suspension or expulsion.

St. John School reserves the right to discipline students for behavior that takes place off the campus when it reflects negatively upon the school.

Repeated suspensions may result in permanent termination of the child's attendance at St. John School.

DUE PROCESS PROCEDURES

Failure to adhere to school rules will result in pre-determined consequences. For K-5 – 5th grades, homeroom teachers assign age-appropriate consequences, except in serious cases or instances of physical altercation, when the student must be sent to the principal.

Grades 6-8 use a demerit system that results in after-school detention when a student has three offenses. The homeroom teacher will send home a notice of the after-school detention which must be signed by the parent or guardian. After three detentions, a parent/student/teacher conference will be held. After five detentions, the student will be suspended from school or serve an in-school suspension. During this suspension, the student may complete homework and classwork assignments, but no tests may be made up. Further disciplinary action may be required on an individual basis.

When suspension is necessary, the principal will notify the pastor. Before expulsion, a conference with the parents, pastor, and principal is held to discuss the situation.

The following are some of the causes for disciplinary action:

- Harassing / bullying / threatening other students
- Repeated disturbance of class after warning
- Use of profane language
- Failure to follow teacher's directives
- Showing disrespect to faculty, staff, or visitor
- Cheating or other dishonesty
- Physical fighting on school grounds

- Disregard for school dress code
- Throwing objects that might be harmful to others or to property
- Being in a restricted area
- Un-Christian behavior at school or at any school function
- Striking teachers or staff members
- Immoral conduct
- Absence from class without a satisfactory excuse
- Stealing or possession of stolen goods
- Forging a signature of a teacher, staff member, parent, or guardian
- Falsifying a grade on a report card or test
- Possession of illegal drugs** or alcohol on school premises
- Carrying, using, or threatening to use weapons or instruments to do bodily harm to another on school premises**

**These actions require school authorities to inform the police.

PHYSICAL VIOLENCE/THREATS/BULLYING

Bullying is defined as a conscious, willful, and deliberate hostile activity in which children get pleasure from another's pain. It can be a verbal, physical, or social act.

Verbal bullying includes:

- name-calling,
- put-downs,
- unwelcome teasing,
- taunting,
- spreading rumors,
- making racist or sexual comments.

Physical bullying includes:

- hitting,
- pinching,
- kicking,
- unwelcome touching,
- forced confinement,
- extortion.

Social bullying consists of:

- exclusion,
- threatening or insulting notes, letters, e-mails, text messages, or graffiti,
- threatening words, actions, or weapons.

The administration of St. John School takes a serious stand against physical violence, threats, and bullying. Any student who exhibits these behaviors will be sent to the principal's office and will receive an age-appropriate consequence. Parents will be notified, and suspension or expulsion may result depending upon the severity of the violation.

GRIEVANCE PROCEDURES

Any concerns about classroom procedures or incidents must first be brought to the attention of the teacher in charge. Please call the school office to make an appointment with that teacher. Usually, the concern can be resolved at that level.

If the matter has not been satisfactorily resolved, a conference with the teacher and the school principal may be requested.

ST. JOHN CATHOLIC SCHOOL

DRESS CODE FOR KINDERGARTEN THROUGH EIGHTH GRADE

The required "dress" uniform shall be worn on all days that there is a scheduled Mass and all other required days as designated by the administration. All other items listed as "optional" may be worn on all other days. Students may wear pants, shorts, skorts or skirts as weather permits.

There is no uniform for pre-school students.

All uniforms **must** be purchased at Buckhead Uniforms. The closest retail location is in Macon, GA at 2941 McManus Road, telephone #478-314-6555. Uniforms orders may be purchased on-line at www.buckheaduniforms.com; by phone, 800-779-3676; or by fax, 404-303-0404. Uniform catalogs are available in the school office.

“DRESS” UNIFORM

GIRLS K-5 - 3rd: Plaid jumper (style #194) (color #80) w/ hunter green polo shirt (short/long sleeve) with required transfer logo on cuff (pique or jersey)

GIRLS 4th - 8th: Plaid skirt (style #134) (color #80) w/ hunter green polo shirt (short/long sleeve) with required transfer logo on cuff (pique or jersey)

** Girls K5 - 5th may wear plaid skirt to Mass only if it meets the fingertip-length rule.

BOYS K-5 - 5th: Navy blue pants w/ hunter green polo shirt (short/long sleeve) with required transfer logo on cuff (pique or jersey)

BOYS 6th - 8th: Khaki pants w/ hunter green polo shirt (short/long sleeve) with required transfer logo on cuff (pique or jersey)

SHOES: Tennis shoes (white/navy/ black/ brown/ grey); brown, navy, or black shoes. (No sandals, high tops, boots, open-backed, open-toed, or light-up shoes)

SOCKS/ TIGHTS: Socks must be white or navy blue. Tights must be white, navy, or hunter green. Socks may be crew, knee socks, or ankle length. No low-cut tennis socks or footies are permitted. Sock cuffs must be clearly visible, well above the top of the shoe.

BELTS: Black or brown leather belts with no embroidery or decoration.

OUTERWEAR: Only the official sweatshirts or sweaters may be worn in the classroom or church. Other non-school outerwear may be any color, but may be worn only at arrival, dismissal, and recess.

P.E. UNIFORMS: (4th - 8th only) navy knit shorts w/ ash t-shirt with school name on front (style#4000-4030); any navy sweat pants are permitted in cold weather.

SCHOOL NAME/LOGO: The school name or logo will be authorized only on the polo shirt (transfer), the sweatshirt (embroidered), and the turtleneck shirt (SJS embroidered).

SPIRIT SHIRTS: The school spirit shirt may be worn to support our athletic teams on days that are designated by the administration.

SCOUT UNIFORMS: Scouts may wear their respective scout uniforms on the day of their meeting. (Exception: not allowed on Mass days)

HATS: All cold weather hats and baseball caps must be removed before entering the school or church properties. In cold weather, hats (not baseball caps) may be worn at arrival, recess, and dismissal.

HAIR: Hair should be neat and clean, and not covering the student's eyes. No fad hairstyles or dyes will be permitted. Haircuts must be conservative. No facial hair is permitted.

JEWELRY: Jewelry is limited to one ring per hand, one chain with religious significance, one watch, and one pair of small earrings (no hoops or dangling earrings) for girls. Boys are not permitted to wear earrings. No bracelets, anklets, tattoos, or body piercing is allowed.

MAKEUP: Students are not permitted to wear makeup at St. John School. Nail polish must be clear or a natural color.

UNDERSHIRTS: White undershirts without any design or writing may be worn under the uniform shirt.

UNIFORM OPTIONS

GIRLS (KINDERGARTEN - 5th):

plaid skort (style #104) (color #80)
plaid shorts w/cuff (style #113)
navy blue shorts w/cuff or fashion fit
navy blue wrap skort (style #580)
navy crew neck button cardigan (style #600)
hunter green turtleneck shirt (SJS embroidered)
navy blue pants
navy blue sweatshirt w/school name (embroidered)

GIRLS (6th - 8th):

hunter green turtleneck shirt (SJS embroidered)
khaki wrap skort (style #580)
navy blue crew neck button cardigan (style #600)

navy blue sweatshirt w/school name (embroidered)
khaki shorts w/cuff or fashion fit
khaki pants

BOYS (KINDERGARTEN - 5th):

navy blue shorts (no cuff)
navy blue sweater vest (style #6600)
hunter green turtleneck shirt (SJS embroidered)
navy blue sweatshirt w/school name (embroidered)

BOYS (6th - 8th):

khaki shorts (no cuff)
navy blue sweater vest (style #6600)
hunter green turtleneck shirt (SJS embroidered)
navy blue sweatshirt w/school name (embroidered)

NON-UNIFORM DAYS: Appropriate attire that reflects neat dress is expected. Clothing that is too tight, too short, cut-off or cut-out, displaying inappropriate logos or messages, halter tops, tank tops, flip-flops, and open-back sandals are unacceptable.

ENFORCEMENT POLICY

The uniform code is the responsibility of each student and parent. Students are to dress and groom themselves in a manner which is modest, clean, and appropriate to a Catholic academic environment. All shirts must be tucked in.

Whenever a student is not in full uniform, parents are to send a note daily to the teacher explaining the reason. If the reason is unacceptable to the administration, a violation shall occur.

First Violation: A verbal warning to student will be given. Parent will receive a uniform violation notice that must be signed and returned the next school day.

Second Violation: Student receives a recess detention. Parent will receive a second uniform violation notice that must be signed and returned the next school day.

Third Violation: Student is sent to the administration. Parents contacted and must bring items to the school to correct the uniform deficiency before the child may return to class.

The school administration reserves the right to make judgment as to the appearance of students.

HEALTH AND SAFETY

STUDENT SCHOOL INSURANCE

Accident insurance is provided for all students through the school under the auspices of the Diocese of Savannah. The registration fee covers this cost. Forms for claims should be obtained from the school office. A copy of the completed claim must be returned to the school office.

HEALTH RECORDS

All students, in accordance with state law, will submit a Georgia Department of Human Resources School Certificate of Immunization (Form 3032 or 3227) and a Certificate of Ear/Eye/Dental Examination (DHR Form 3399). Sixth grade students must also submit an updated MMR Vaccine Certification form. Students participating in school athletic programs (basketball, soccer, cross-country, cheerleading) must submit a physical exam form for each year of participation.

These forms will be maintained in the permanent file folders in the school office, which also contain the results of health screenings performed at the school (hearing, vision, scoliosis, etc.). Out-of-state health records must be evaluated by a physician or the local health department and recorded on appropriate Georgia Health Forms prior to their inclusion in the permanent file folders.

ACCIDENT OR ILLNESS AT SCHOOL

During school hours, any illness or accident is to be brought to the attention of the school health official as quickly as possible. Student Accident Reports will be completed and placed on file when accidents occur on campus in an effort to identify issues impacting student safety. For students experiencing illness during the school day, when the condition warrants, parents/ guardians or emergency contacts will be notified. The school will maintain up-to-date emergency information cards for such purposes. Parents are responsible for assuring that these cards contain the most recent and complete information at all times.

MEDICATION AT SCHOOL

No medication of any kind will be dispensed at school without permission from the parent/guardian. Any prescription medication must be sent to school in a safety bottle clearly identified with the student's name and dispensing instructions. Medication is dispensed only in the school office. The teacher and the school health official must also be made aware of any medication the child takes regularly at home.

HEALTH ISSUES

1. Communicable Diseases:

In an effort to protect the health and welfare of students, faculty, staff, and community, parents are encouraged to report to the school administration when their child has been diagnosed with an infectious or communicable disease (i.e. salmonella, hepatitis A, meningitis, head lice, etc.). The school will adhere as necessary to specific illness control procedures mandated by the local Health Department (length of recommended school absence, school re-entry protocol). Parents will be informed in writing when school administrators become aware of the presence of communicable illnesses in the student population.

2. Returning to School after an Illness:

Based on state Health Department reporting mandates, following an illness-related school absence, parents must submit a note to the teacher clearly stating the nature of the child's illness (fever, strep throat, upset stomach, etc.).

3. Drug and Weapon Policy:

A student may not bring nor have in his/her possession on school grounds, during or after school hours, any illegal drug, alcohol, or weapon of any type. Violation of this regulation makes the student liable for expulsion. Trafficking of drugs or possession of weapons on school premises requires the school authorities to immediately inform the police.

EMERGENCY PREPAREDNESS

St. John School has a crisis plan in place for cases of emergency. All teachers and staff are aware of structured procedures to follow to keep the students safe. If it becomes necessary for the school to go into a lockdown, no student may leave a classroom until the situation has cleared.

Fire Drills

To ensure an orderly and safe evacuation of the school in emergency situations, periodic fire drills will be held. All fire drills must be taken seriously, and no unruly behavior will be tolerated. When the alarm signal is sounded, students are to leave classrooms or other areas immediately without running, shoving, or talking, and proceed to a designated location. The teacher brings the class roster, is the last one out of the room, and closes the door. Roll is taken to ensure that all students are accounted for.

Tornado Drills / Hurricane Procedures

Tornado drills are held periodically to acquaint the students with the proper emergency procedures. Students may not be dismissed from school while a tornado warning is in effect. St. John School follows the Valdosta City Schools' opening and closing schedule when hurricanes are forecast. Parents will be notified of weather-related school closings through an automated telephone service. It is the parents' responsibility to maintain updated telephone contact information in the school office.

Rainy Days

On rainy days, students must stay inside in a supervised area while class is not in session. No student is allowed in an area without supervision.

FAMILY LIFE CURRICULUM

Christian sexuality and child sexual abuse prevention are topics included in the diocesan Family Life curriculum. Presentations by the guidance counselor, school nurse, teacher, or other qualified personnel will be preceded by a note to parents so that they may discuss the topics with their children first or follow up afterwards.

YARD DUTY

Parents assist the teachers in monitoring the school playground during the children's lunch and recess. The time is 11:25 A.M. until 12:50 P.M. Each family must serve three days per year. If parents are unable to fulfill this obligation, they must pay \$10.00/day for a substitute.

ST. JOHN SCHOOL FINANCIAL POLICIES

These policies should not be a hardship on anyone, as there are clauses to cover any difficulties a family may have with registration or tuition payments. It is the responsibility of the parent/guardian to notify the school if there is a problem.

REGISTRATION

The registration fee must be paid by the due date designated in the registration materials. The registration fee will not be refunded if the child or children do not attend the school when the term begins for which registration has been paid.

If a family fails to pay the registration by the due date stated in the registration materials and still wishes to be registered (if space remains in a class), a \$20.00 late fee will be added to the registration fee. If a family moves into the area after the registration deadline, no late fee will be assessed.

No child will be admitted to the school if the registration fee is not paid.

TUITION PAYMENT

There are three classes of tuition rates: Parish Catholic, Out-of-Parish Catholic, and Non-Catholic.

Parish Catholic is defined as:

- Registered, practicing members of St. John Parish
- Regularly attends weekly Mass
- Regularly using envelopes to contribute financially to St. John Parish

Out-of-Parish Catholic is defined as:

- Registered, practicing members of a local parish
- Regularly attends weekly Mass at that parish church
- Regularly contributes financially to that parish

Non-Catholic is defined as:

- Not practicing the Catholic faith or not using offertory envelopes regularly

Tuition is paid in 12 monthly payments beginning in June for the upcoming school year and ending in May. Tuition is paid directly to the school office. All tuition is due the 1st of each month and is delinquent after the 10th of each month. A late fee will be charged to the account if tuition is not paid by the 10th of the month.

Any requests to pay on a schedule other than that described above must be put in writing and approved by the principal and Finance Committee. This clause will cover any temporary hardships a family may have in making monthly payments.

Statements reflecting a late fee will be sent in the mail on the 11th of every month to those families who have an open balance on their accounts.

A \$25.00 fee will be charged for checks returned due to insufficient funds.

PARISH TUITION ASSISTANCE

Tuition assistance is available to those who meet the parish Catholic requirements as defined above and who meet the need guidelines. Tuition assistance information may be requested from the school office. All arrangements will be kept in confidence. Please refer to the Tuition Assistance Policy for more details.

DELINQUENT REGISTRATION AND TUITION

Timely tuition payments are of great importance. If there is a reason causing repeated delays or non-payment of tuition, consultation with the principal, pastor, or Finance Committee of the School Board is necessary, and arrangements for a payment plan should be put into writing. St. John School and Parish are willing to work with anyone who is experiencing difficulty making payments.

In August, no child will be admitted to St. John School if any of the preceding year's tuition or other fees have not been paid. No report cards or diplomas will be issued or transcripts sent to another school if there is delinquent tuition or any other fees on an account.

On the 21st of each month, a letter from the Finance Committee will be sent to any family who still has an open balance and has not made arrangements to set up a payment plan. This letter will state that unless the delinquency is paid in full by the end of the current month or a payment plan is submitted by the end of the current month, the child/children will not be allowed to return to school on the first day of the succeeding month or thereafter until the tuition is current. If a submitted payment plan is not followed, the account will again be considered delinquent.

REFUND / PRORATING OF REGISTRATION AND TUITION

Registration fees are charged for the purpose of holding a classroom space for a child in the next school year and for determining faculty requirements for those children registered. For these reasons, no registration fees will be refunded.

If part of a month is attended, tuition for the whole month is due.

If a child enters the school after Christmas, the registration fee and tuition will be prorated.

If a child is registered, the registration fee is paid, and tuition is paid for June, July, and/or August, and the child does not attend when school begins in August due to an out-of-town move, the tuition for those months will be refunded (but not the registration fee). If the child does not attend for other reasons, the tuition paid for any of the above months will not be refunded. If there are extenuating circumstances for non-attendance, a request for a refund of tuition may be made to the Finance Committee for their review.

PRESCHOOL AND EXTENDED DAY PROGRAM

Policies, Procedures, Rules and Regulations

1. Dates and hours of operation:

The SJS Preschool and Extended Day Program opens the first day of school in August and closes the last full day of school in May. The program is open Monday through Friday from 8:00 a.m. to 5:30 p.m. as needed by preschoolers or elementary students (K-3 through 6th grade—ages 3 years to 12 years). On early dismissal days (1:30) those enrolled will also report to Extended Day. The program will not operate on days that are designated school holidays, extended breaks, or teacher in-service days. In case of severe weather the program will follow SJS school policy and procedure on opening and closing.

2. Rates:

In addition to the regular tuition, the following rates will apply for those who choose to use the Extended Day Program:

Preschoolers:		Elementary students:	
11:30 a.m. – 3:15 p.m.	\$50.00/wk	3:15 – 5:30 p.m.	\$50.00/wk
2 nd sibling discount	\$30.00/wk	2 nd sibling discount	\$30.00/wk
11:30 a.m. – 5:30 p.m.	\$60.00/wk	Drop-ins:	\$12.00/half day
2 nd sibling discount	\$40.00/wk		\$15.00/full day

Drop-in fee will apply to those who want to use the program only on specific days or early dismissal days.

Additional fees for late pick up:

\$5.00 for the first (15) fifteen minutes and \$10.00 for every (15) fifteen minutes thereafter. It is the responsibility of the parent/guardian to contact the school in case of emergency or late pick up.

3. General Information, Policies and Procedures

- a) All staff and faculty at St. John School have completed background checks, CPR/First Aid training, and Virtus (child sexual abuse prevention) training.
- b) SJS Preschool and Extended Day Program is available for students currently enrolled with the school.
- c) Students must attend school in order to use the program. No late drop-ins are allowed when a student has not attended morning preschool, or a full day of school for grades 1-6. Exceptions will be made for doctor or dental appointments.
- d) Students must have registration forms on file regardless of how frequently the program will be used.
- e) Fees for the Extended Day Program may be paid on a monthly basis or on a weekly basis, but must be paid in advance. Drop-in care will be paid daily upon signing out the child/children. Extended Day fees may not be included with any other fees that are due to the school—a separate check will be required.
- f) Weekly fees for the Extended Day portion of the program are due on the first day of the week that the child attends. Credit cannot be given for absences or illness. Fees will not apply during school holidays, extended breaks, and teacher in-service days.
- g) If an account becomes delinquent, the child/children will not be allowed to attend the program.
- h) Children must be signed out by a parent or by an individual designated by the parent(s) whose name appears on the Extended Day list as someone authorized to pick the child/children up. Parents must record the time they pick up their child/children on the sign out sheet and must escort the child/children from the building.
- i) A staff member, teacher, or teacher's aide will escort children to the Extended Day rooms at the end of their regular school dismissal time.
- j) If a preschooler needs to be dismissed at car pick-up at 3:15, the parent must inform the Extended Day Staff in writing so that the child may be escorted to the Parish Center. A staff member will wait with your child and escort him/her to the car.
- k) Parents must keep the director informed of any changes that need to be made to the student's application, such as telephone number, address, living arrangements, emergency numbers, etc.
- l) St. John School is mandated by the State to see that children receive nutritious meals and snacks while in Extended Day care. This means USDA

guidelines must be followed. Parents are responsible for following the USDA guidelines when sending snacks and lunches from home.

- m) SJS is required to supplement snacks and meals that do not meet the guidelines. This may result in an additional fee to parents if the guidelines are not followed when sending snacks/meals from home.
- n) According to USDA guidelines, children must receive milk with snacks/meals. Staff members will be responsible for seeing that each child is served milk while attending the program. If a child has an allergy to milk, SJS must have a statement on file from the child's doctor that verifies the allergy. Milk is included with school lunch orders.
- o) Parents are responsible for sending a morning snack with preschoolers. A snack is provided each afternoon to preschoolers and elementary students by the program. Preschoolers may bring their lunch or order from the school lunch menu. Lunch is ordered one week in advance from the order form on The Rainbow Connection (the school newsletter) that is distributed at the beginning of every week. The school lunch program does not operate the first week of school or the last week of school.
- p) Preschoolers will be provided with a mat and sheet for rest time. Parents are to provide a small blanket for their child. Children may also have a small pillow if they wish. Parents are responsible for laundering their child's items at the end of each week and sending them back at the beginning of the week. The Extended Day Program will launder sheets.
- q) Preschoolers should possess the skills necessary to use the toilet unassisted. Staff members are not permitted to perform personal hygiene needs. In case of wetting accidents, children will receive minimal assistance with clean-up and changing of clothes. Parents will be called and are expected to come to the school to clean up and change a child who has soiled his/her clothing. Parents are responsible for providing a complete change of clothing to be kept at school for their child.
- r) Students will be seen by the school health coordinator for any first aid or illness needs between the hours of 7:45 and 3:45. After that time, Extended Day staff members will be responsible for first aid, and parents will be called in case of illness.
- s) If a child takes daily medication (prescription or over-the-counter), his/her parents are required to complete a special medication form before the Extended Day staff or school health coordinator can dispense medication to the student. Do not send the medication to school with the child. It must be left in the school office with the school health coordinator.
- t) The program will notify parents if their child is ill, injured, or exposed to a communicable disease. Parents will be called to pick up their child if he/she has a temperature of 100 degrees or higher, or if another contagious symptom exists, such as, but not limited to, a rash, diarrhea, or a sore throat. Parents will also be notified immediately if their child exhibits any adverse

reaction to prescribed or over-the-counter medication. In case of emergency, parents or guardians will be contacted as soon as possible. If the situation warrants off-site medical attention, someone from the school will accompany the child to South Georgia Medical Center and remain with the child until their parent or guardian arrives.

- u) Elementary students participating in on-site extracurricular activities that occur during regular Extended Day hours, such as basketball, soccer, cross-country, cheerleading, etc. may not leave the care of the program without a signed permission slip releasing said child to the care of the coach or pre-approved individual. The Extended Day staff cannot allow a child to attend such activities without permission from a parent or guardian.
- v) The Extended Day staff does not provide transportation for students to off-site activities such as dance, karate, gymnastics, etc. Any person who will be transporting a child for these purposes must be designated on the list of authorized persons found on the registration form. They may also be required to show identification upon request by a staff member.
- w) Staff members will require identification for any person picking up your child whom they do not recognize.

4. Rules of Extended Day

- a) Students in the care of Extended Day staff are required to follow the same rules that apply during regular school hours.
- b) Students are expected to show courtesy and respect to staff members and other students in the program.
- c) A staff member will take charge of the students at the end of their school dismissal time.
- d) Students will assist in cleaning up after themselves at snack time. They are also responsible for their work area during homework time or play/free time.
- e) Eating and drinking is allowed only in designated areas. No gum chewing.
- f) Elementary students will have the **opportunity** to study or begin homework. Staff members are not tutors and will not require or force students to use this time for homework. It is the parents' responsibility to encourage their child/children to use this time wisely.
- g) Students will work quietly during homework time. Students who choose not to do homework may read quietly or work on another activity that will not disturb others.

- h) Students may bring movies rated G or PG only to share with the group on Friday afternoon. A staff member will have final say as to whether a movie is appropriate.
- i) The disciplinary procedures for students who do not obey the rules of Extended Day are as follows: If a student misbehaves or requires disciplinary attention after repeated warnings, the student will be redirected and removed from the situation and/or placed in age-appropriate “time-out.” This may include sitting out during outdoor play or free indoor play. Students will be counseled by staff members regarding inappropriate behavior, and they will be reminded of class and school rules that apply. Staff members will also inform parents through written or verbal communication of repeated discipline problems. If necessary, a conference with the parents and the director or the principal will be required. Repeat offenders may also be issued a written warning to be signed by the parents/guardian and returned to the director. Students who continue to disrupt the Preschool/Extended Day Program will be brought before the principal.
- j) Extreme cases of misbehavior will be handled by the principal and may result in a student’s removal from the Preschool/Extended Day Program.

Procedures for St. John K-3/K-4 Preschool

It is the responsibility of the teachers, staff, and administration to provide a safe and healthy environment at St. John School. Cooperation of parents will ensure a smooth transition from home to school for their preschooler.

Drop-Off Procedure

Preschool students should arrive between 7:45 and 8:00 each morning. Parents should park in the parking area in front of the school near the church, escort their children to the door of Extended Day Room D, and sign them in.

REMEMBER: THE BRIEFEST GOOD-BYES ARE THE EASIEST AND THE BEST GOOD-BYES FOR THE CHILD.

The preschool day will begin at 8:00. Students who arrive at preschool on time will receive a reward (such as a sticker). Parents who bring a preschool child after 8:10 must remain with the child in the school office until a parapro picks tardy students at 8:20.

Parents may NOT walk to the classrooms to drop off the child. Goodbyes at the classroom door disrupt the entire class.

Pick-Up Procedure

Pick-up begins at 11:15 for K3, and all K3 students should be picked up no later than 11:30. K4 pick-up starts at 11:30. Children who have not been picked up within 15 minutes will be taken to the school office or to the Extended Day room. If it is necessary to pick up a child early, parents must go to the school office to sign out the child, and the parapro will escort the child to the office.

Procedure for Toileting Accidents

All preschool children must be potty-trained and possess the skills necessary to use the toilet unassisted. If a child soils himself/herself, the parent will be called and required to come to pick up or to clean and change the child. Teachers are NOT allowed to clean and change the students.

Frequent and repeated accidents WILL require the child to stay home until potty training is mastered (usually at least one week at home with NO accidents). Individual cases will be addressed by the teacher and administration.

NO PULL-UPS OR DISPOSABLE TRAINING PANTS ARE ALLOWED!

Birthday Celebrations

Birthday celebrations will be held in place of snack time. Please do NOT send gifts, treat bags, or favors. These celebrations must be scheduled with the teacher ahead of time. For parties outside of school, all children in the class must be invited if the invitations are passed out at school. NO gifts may be delivered to students from other students.

Health and Well-Being

Students are required to wear socks. For safety, shoes must fit securely covering the toes and heels. No crocs, flip flops, sandals, or plastic shoes may be worn. If students arrive at preschool wearing unsafe shoes, parents will be required to bring appropriate ones.

If there are ever any circumstances that would affect the emotional well-being of a child, parents should share this information with the teacher so she can do everything possible to meet the needs of the child.

Teachers should be notified if a child is on ANY medication (over-the-counter and prescription). No medication may be kept in the classroom or administered by the classroom teacher. These must be left with the school health coordinator.

If a child experiences vomiting, diarrhea, or fever in the previous 24 hours, he/she should NOT attend preschool.

If a child has or develops any ongoing medical condition, the child's teacher must be informed.

Students should not bring umbrellas to school. A raincoat with a hood is much safer for everyone.

MISCELLANEOUS INFORMATION FOR ALL GRADES

STUDENT CONTACT

Uninterrupted classroom instruction time is important to both students and teachers. To minimize interruptions, please follow these procedures:

Visitors

Parents are welcome and encouraged to visit the school; however, prior approval from the office will prevent disruptions in classroom schedules. All parents and visitors must report to the school office to sign in and pick up a visitor's badge before going to a classroom or to the playground. Former students will be permitted to visit at lunch time and recess only.

Messages to Students

Messages to students should go through the school office and not be given to the teacher by a child or parent. Please do not call your son or daughter's cell phone during the school day. Urgent messages will be taken in the school office.

Special Occasions

The administration discourages the sending of flowers or balloons to students at the school. Such deliveries will be held at the school office until dismissal. Traditionally, classroom parties are limited to Christmas and Valentine's Day. If treats are brought for a student's birthday, arrangements must be made ahead of time with the child's teacher. Cupcakes, cookies, etc. must be eaten at lunch time, and parents may be asked to help serve. Birthday parties are not held in the classroom. (Preschool classes have different regulations.) No party invitations may be handed out at school unless every child in the class receives one.

(Exception: Sleepover party invitations may be extended to all the girls or to all the boys in a class.)

Forgotten Lunches, P.E. Uniforms, etc.

Items that have been forgotten at home may be left in the school office for delivery to the student. Lunches, however, should be dropped off at the appropriate table in the cafeteria. Lunches must be marked with the student's name and grade.

Telephone Usage

Cell phones may be brought to school, but must be kept in the off position from 8:00 a.m. until 3:15 p.m. (except in cases of extreme emergency). No pictures may be taken with cell phones at school. No harassing or threatening messages may be sent either through voicemail or text messaging. No game playing, internet or e-mail access, or purchasing via cell phones will be allowed on school premises.

Students may use the telephone in the office with permission. The telephone in the Parish Center is not to be used by the students.

Violation of the rules regarding cell phone use will result in the phone's being taken away, and the parent or guardian will have to pick it up. For a second offense, the phone will be kept until the end of the school year.

PROHIBITED ITEMS

Students are not allowed to have in their possession at school any weapons, pocket knives, lighters, matches, cigarettes, radios, pagers, laser lights, cd players, mp3 players, trading cards, inappropriate printed materials, or anything that will detract from the learning environment at St. John School. Permission is required before cameras may be used and will be granted for special occasions only. The administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning any confiscated items.

STUDENT DIRECTORY

Each family receives a student directory which lists students' and parents' names, addresses, home telephone numbers, and e-mail addresses. This directory is made available to facilitate communication among the St. John School community; it is for personal use only and may not be used or sold for other purposes. Should a family need more than one, additional copies may be purchased at the school

office. Information may be withheld from the directory by completing the appropriate form found in the summer packet.

SPORTS

St. John School offers students participation in several sports: cross country, basketball, and soccer. A \$40.00 sports participation fee is charged for the first sport and \$25.00 for each additional sport. The sports fee covers the cost of uniforms, referees, facilities rental, coach stipends, and awards.

A Sports Physical Form and a Waiver and Emergency Consent Form must be on file with the athletic director before a student is permitted to practice or participate in any sport.

Students must be passing all subjects when progress reports and report cards are issued and also have satisfactory conduct grades in order to participate in meets or games. A student who is failing a subject may take part in practices only. The administration reserves the right to make exceptions under highly unusual circumstances.

Coaches at St. John School are required to undergo background checks and take VIRTUS child abuse prevention training.

TRANSPORTATION

Bicycles

No student is permitted to ride a bicycle on school grounds during school hours. All bicycles should be locked in the stand provided. Those who ride bicycles will be dismissed a few minutes before the car traffic begins at dismissal time. Bicycles should be walked off the school grounds.

Pedestrians

Students who walk home from school will also be dismissed after prayers but before the car traffic begins.

Drop-off and Pick-up Procedures

1. Enter the school campus from Gornto Road.
2. Turn left at the Kloberdanz Building into the circular area in front of the Parish Center and stop just past the main entrance.
3. When teachers are on duty with the stop signs, two lanes of traffic may unload. When no teachers are present (early arrivals), please form a single lane. This is for the children's safety. Children should move quickly to the sidewalk and proceed into the Parish Center. Please do not detain traffic with prolonged goodbyes.

4. K-5 – 8th will dismiss from the Parish Center at 3:15 P.M. These students will be dismissed by name. Please keep a card with the family name in the front windshield of the car. K-3 and K-4 will dismiss from the Goss Building.
5. Exit via Justine's Lane onto Berkley Drive.
6. Students who are not picked up within 25 minutes of dismissal time are subject to a late pick-up fee.
7. Students must have written permission to ride home with any person who is not listed on the Parental Permission Form for Student Pick-Up.
8. Parents should not come into the Parish Center to pick up their children as this interferes with supervision and the dismissal procedures. If they choose not to use the car line dismissal, parents may park in the front parking lot after school (not the lot beside the 5th and 6th grade classrooms) and then wait outside the Parish Center on the sidewalk by the Kloberdanz Building. The teacher on door duty will call the students using the hand radios after prayers and announcements.

LUNCH PROGRAM

Children may bring their lunch to school or buy what is on the menu for the day. Milk and juice may be purchased daily. The menu and price listings are sent home weekly in the school newsletter. It is important to return the menu and payment on time. No charging will be permitted.

Parents who wish to eat lunch with their children must sign in at the school office. This practice should be a special occasion and not a daily occurrence.

FIELD TRIPS

Field trips are encouraged if they are educational and directly related to the curriculum. The following guidelines must be followed:

1. The field trip is a learning experience and must be related to the subject matter being studied.

The educational value of the trip must justify the time, distance, and expense involved.

2. Safety precautions must be taken. When riding in any vehicle, all children must ride in seatbelted seats. No child will be allowed to ride in seats with airbags.

3. The school must have written permission from parents for children to participate in field trips.
4. Drivers are to drive to their destination and back, and are not to make unnecessary stops.
5. A driver's information sheet must be filled out and turned in to the office prior to driving on any school-sponsored trip. Drivers must carry the minimum required insurance limits (\$100,000/\$300,000).
6. Younger siblings are not allowed to accompany the class on field trips, as their parents' attention is needed to monitor the safety of the students.
7. Parents who do not wish their child to go on a particular field trip may refuse permission. However, the student is still expected to attend school that day.
8. Individual teachers, in consultation with the principal, reserve the right to restrict or deny student participation in any field trip due to, but not limited to, poor academic performance and/or poor conduct.

GRADUATION

Students graduating from eighth grade at St. John School receive the official diploma issued by the Catholic Schools Office of the Diocese of Savannah. Mass is celebrated and a family reception follows in honor of the graduates.

SOCIAL ACTIVITIES / SCOUTS

Social activities appropriate to the various age groups in school (i.e. picnics, dances) may be planned during the school year. However, an activity will carry the sponsorship of St. John School only when the announcement comes from school authorities and has their endorsement.

Cub Scout, Boy Scout, Brownie, and Junior Girl Scout troops are associated with St. John School. Other group activities include band, Beta Club, Student Council, Youth Choir, Gardening Club, MathCounts, basketball, soccer, and cross-country.

NOTICES

A weekly newsletter, [The Rainbow Connection](#), is sent home to parents the first school day of the week. The newsletter is also accessible online at www.stjohnschl.org. Other reminders and announcements concerning school activities may also be sent home with the students occasionally.

SCHOOL LOGO

No one may use the school's logo without the express written permission of the administration.

NOTES FROM PARENTS

All communications from room parents must be approved by the principal before being sent home. Blanket communications from other parents must also receive prior approval.

RIGHT TO AMEND

St. John School reserves the right to amend this Student/Parent Handbook. Notice of any amendments will be sent to parents via The Rainbow Connection, the school newsletter.

RELATED ORGANIZATIONS

HOME AND SCHOOL ASSOCIATION

St. John Home and School Association strives to promote a close relationship among parents, teachers, the principal, and the pastor working together to provide a quality Catholic education to each child. The Home and School Association presents opportunities at its regular meetings for enriching parents and teachers through a planned speaker program. It also creates opportunities for the free exchange of ideas regarding school programs.

The Association further supports the school by planning and conducting events to raise funds for school-related projects. Each family is expected to help with at least two of these events. The Home and School Association also sponsors the room parents and the yard duty program. Meetings are held three times each year.

TEACHERS' PETS

The Parent Enrichment Team at St. John School is a group of parents working in the area of educational enrichment who make themselves available to help teachers in the classroom in any way necessary, from assistance with art projects to science experiments. These parents coordinate and facilitate Funtastic Fridays, which are held several times during the school year and focus on school-side assemblies and educational activities in a fun environment.

SCHOOL BOARD

St. John School Board is an advisory board working with the pastor and principal to develop a well-rounded program of religion, educational, and civic standards by which school policies might be initiated and put into effect. The Board also plans the financial support of St. John School.

HANDBOOK ACKNOWLEDGMENT

Please print the family name, sign the acknowledgment, and return this page to your child's teacher by the end of the first full week of school.

We, the _____ family, have read this handbook and will comply with its regulations to the best of our ability.

_____ Parent's/Guardian's Signature
Date

WEB PAGE PERMISSION

St. John School has a Web site at www.stjohnschl.org. Occasionally we publish the names of honorees such as *Students of the Month* or *Honor Roll* recipients. No photographs of students are used on the school website without the parents' prior approval.

Please check **one** of the following:

I give my consent for my child/children's name(s) to be used on St. John School's website.

I withhold permission for my child/children's name(s) to be used on St. John School's website.

Names and grades of children

(Please print)

(Please print)

(Please print)

(Please print)

Parent's/Guardian's Signature

Date