

St. John the Evangelist Catholic School

**514 Lincoln Street
Fenton, Michigan 48430
810-629-6551
Fax: 810-629-2213**

PARENT/STUDENT HANDBOOK 2009-2010



SCHOOL OFFICE HOURS

Monday - Friday

8:00 AM to 4:00 PM

BEFORE AND AFTER SCHOOL CARE

KOZY KORNER CHILD CARE

810-629-6297

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After carefully reading this handbook, please sign and return this form to the school office	

WELCOME

Congratulations and welcome! You have chosen St. John the Evangelist Catholic School for your child/ren's education. You and your children are invited to read the following information about our school. These pages will give you an idea of who we are, what we hope for your children, and our policies.

Rules and regulations are necessary in order to maintain a cooperative spirit and to provide the best possible learning atmosphere for our students. Together with your children, please read the section on student discipline. Become familiar with the policies of the school, and conscientiously follow the directives outlined in the following pages so that we all aspire to a climate of learning and Christian living.

May your year here be filled with personal growth, especially in ways that challenge the mind, build community, and draw us closer to God.

Yours in the ministry of Catholic education,

The Staff of St. John the Evangelist Catholic School

HISTORY

On September 6, 1950, St. John the Evangelist School opened its doors to a student body of 189 students in grades one through eight. Six additional classrooms were added and readied for occupancy in 1956.

The St. John School Scholarship Fund was established in November 1978 to assist school families in financial need with tuition costs. In 1981 the St. John School Educational Foundation, Inc., a trust fund, was established to provide long-term financial assistance to St. John School.

In April 1997, the Education Commission approved a proposal to expand the school. In September 1998, leadership for the parish capital fund drive "Growing In Faith Together" (G.I.F.T.) was announced. The GIFT campaign enabled significant improvements to be made to the parish Educational Center through the addition of classrooms for double sections of grades K-8, the addition of a science lab, library, computer lab, and a cafetorium. The new south wing to the Educational Center was dedicated in November 2000 and opened for occupancy in January 2001.

A new playground was built by parent volunteers, dedicated and officially opened in April 2002. In August 2002, an up-to-date science lab was opened in the South Wing, and part-time counseling services were added to the school program.

A highly qualified, competent, and state-certified school faculty provides an "Education in Faith" to students in grades JK to 8.

MISSION STATEMENT

The Catholic Schools of Genesee County are an integral part of the teaching ministry of the Catholic Church. Through a faith-centered education, we recognize and honor the uniqueness of individuals and prepare them spiritually, academically and socially to meet the challenges of a contemporary world. • *Adopted June 1994*

PHILOSOPHY STATEMENT

We, at St. John the Evangelist Catholic School, strive to provide a distinctive Catholic educational environment by creating an atmosphere in which self-dignity, mutual respect, cooperation, prayer and service are an integral part of our daily life.

With Christ as the foundation of the entire educational process, “**Education in Faith**” is our primary purpose. Faith is integrated into the curriculum through subjects taught in light of the Gospel. The curriculum enables students to master skills, gain knowledge, and embrace both Catholic Christian morality and positive social attitudes.

Parents and faculty share the responsibility of providing a Catholic Christian education. Parental responsibility is expressed by the development of faith in the home, by family participation in weekend liturgies, by consistent support of the school, and participation in school activities. School personnel reflect their Christian faith through their teaching and by their example.

The cooperation of parents, teachers, students, and school personnel gives living witness to Christ, the cornerstone of the St. John School Community. • *Revised January 1995*

ACCREDITATION AND MEMBERSHIPS

St. John the Evangelist Catholic School is accredited through the Michigan Nonpublic Schools Accrediting Association. St. John the Evangelist Catholic School is a member of the Michigan Association of Nonpublic Schools (MANS) and the National Catholic Educational Association (NCEA).

2009-2010 HOME AND SCHOOL ASSOCIATION (HSA)

The purpose of the St. John Home and School Association is to:

- ◆ Promote open communication among the parents, teachers and administration.
- ◆ Promote good will and cooperation between and among parents, faculty, administration, and St. John Parish.
- ◆ Direct and coordinate parental support to St. John School through assistance activities, social functions and fundraisers.
- ◆ To foster a profound appreciation for the ideals of Catholic Christian education in the home and to promote Catholic Christian education through cooperation with the faculty and Education Commission

Association Officers

President: Laura Carpenter
Vice: Lara Affrica
Secretary: Andrea Kehoe
Treasurer: Jeff Klein
Boosters Officer: Michelle Cislo

The HSA meets on the first Wednesday of each month at 4:00 PM during the school year.

Assisting at various HSA functions is a great way to get acquainted with other school families.

ST. JOHN PARISH EDUCATION COMMISSION

The St. John Parish Education Commission is responsible for the development of policies for all aspects of formal religious education programs of the parish.

The Commission fulfills its purpose by: maintaining a continual and accurate awareness of all aspects of the religious education and parochial school program of the Parish; establish a priority of needs on an annual basis; evaluate the effectiveness of Commission policies and their implementation; recommend an annual education budget to the Parish Finance Council; and do any and all other things necessary or proper to carry on the purposes as set.

VOTING MEMBERS

Rachel Draeger - Chair
Mark Morris - Vice
July Brumley
Kathy Buchanan
Linda Fairicy
Michelle Farleo
Tina Ladwig
Ann Lindsay
David Osborn
Jeanine Velasquez
Laura Carpenter - H.S.A. Representative

REPORTING MEMBERS

Ted Havens, Principal
Deacon Ron Kenney, Director of Religious Education
Susan Slone, Adult Education Formation
Kathleen McDowell, Parish Nurse

EX OFFICIO MEMBERS

Fr. David Harvey, Pastor
Fr. Basco Padamattummal, Associate Pastor

The St. John Parish Education Commission meets on the first Thursday of each month at 6:30 PM during the school year.

2009-2010 ST. JOHN SCHOOL EDUCATION FOUNDATION INC.

The St. John School Educational Foundation, Inc. was established in 1981 as a trust fund to ensure the future of St. John School as a viable tool of furthering Catholic education at St. John the Evangelist Parish. The goal of the Educational Foundation is to provide long-term financial assistance to St. John the Evangelist Catholic School.

The St. John School Educational Foundation, Inc. is a non-profit organization, funded by private donations, which are tax deductible. For information regarding the Educational Foundation and the Board of Trustees, contact the school office.

FOUNDATION BOARD

Ron Rybar, Chair
Ted Havens, Principal
Tony Delecki, Treasurer
Steve Bliss
Elizabeth Bleicher
Linda Faricy
Brenda Gomez
Michelle Morgan
Helen Murray

2009-2010 FINANCE COUNCIL

The Financial Council serves in an advisory capacity to the pastor.

The Catholic Church recognizes the extent of the responsibility that goes with the fiscal management of the various operations that constitute the business of a typical parish and school. It also recognizes that fiscal management is not the primary focus of most pastors' education and formation. For this reason, the Church has made provision in Canon Law (Canon 537) for every parish to maintain a Finance Council to assist the pastor in his duties in administering the temporal goods of the parish.

FINANCE COUNCIL EXECUTIVE BOARD

Fr. David Harvey, Pastor
Ted Havens, Principal
Tony Delecki, Business Manager
Randy Roat, Chair
Tim Boulay
Jim Bryll
Terri Dzido
Tim Draeger
Cliff Moore
Brian Wallace

The Finance Council meets on the second Wednesday of each month at 7:00 PM during the school year.

2009-2010 ST. JOHN PASTORAL TEAM

The St. John Pastoral Team is made up of members from our faith community who serve the parish in a ministry of leadership and are committed to the life of the parish. This team seeks to build, strengthen, and nourish faith. It serves as a model of Christian community and leadership to the rest of the parish family, empowering its members and the members of the parish community to contribute to and take ownership of the life of the parish. It is a ministry of assessing and studying our parish needs and setting direction. The Pastoral Team is committed to fostering communication among all members of the parish.

PASTORAL TEAM

Fr. David Harvey, Pastor
Fr. Basco Padamattummal, Associate Pastor
Deacon Ron Kenney, Religious Formation
Susan Slone, Adult Education
Timothy Garback, Music Ministry
Maureen Ottney, Outreach
Ted Havens, Principal

The Pastoral Team meets on the second and fourth Tuesday of each month at 1:30 PM during the school year.

2009-2010 FACULTY AND STAFF

810-629-6551

EMAIL ↻ @stjohnfenton.com

	Pastor	Father David Harvey		
Ext. 302	Principal	Mr. Ted Havens	Office	thavens
Ext. 305	Assistant Principal	Mrs. Nora Van Effen	Office	nvaneffe
Ext. 304	Lead Secretary/ <i>Protecting God's Children Coordinator</i>	Mrs. Terri Dzido	Office	tdzido
Ext. 303	Secretary	Mrs. Jenny Lessard	Office	jlessard
Ext. 342	Office Assistant	Mrs. Debbie McDaniel	Office	
Ext. 323	Jr. Kindergarten and Kindergarten	Mrs. Maureen Bates	Rm. 203	mbates
Ext. 324	Kindergarten	Mrs. Donelle Colville	Rm. 204	dcolvill
Ext. 313	Gr. 1 Homeroom	Ms. Kimberlee Coon	Rm. 103	kcoon
Ext. 315	Gr. 1 Homeroom	Mrs. Monica Logan	Rm. 105	mlogan
Ext. 312	Gr. 2 Homeroom	Mrs. Julie Sage	Rm. 102	jsage
Ext. 311	Gr. 2 Homeroom	Ms. Sylvia Oper	Rm. 101	soper
Ext. 314	Gr. 3 Homeroom	Mrs. Jennifer Cislo	Rm. 104	jcislo
Ext. 316	Gr. 3 Homeroom	Mrs. Kristen Miller	Rm. 106	kmiller
Ext. 317	Gr. 4 Homeroom	Mrs. Rhonda Connor	Rm. 107	rconnor
Ext. 318	Gr. 4 Homeroom	Mrs. Vicky Goodall	Rm. 108	vgoodall
Ext. 320	Gr. 5 Homeroom	Mrs. Chris Covert	Rm. 110	ccovert
Ext. 319	Gr. 5 Homeroom	Mrs. Michele Farella	Rm. 109	mfarella
Ext. 329	Gr. 6 Homeroom - Religion	Mrs. Angela Yarber	Rm. 209	ayarber
Ext. 330	Gr. 6 Homeroom - Social Studies	Mrs. Victoria Asselin	Rm. 210	vasselin
Ext. 325	Gr. 7 Homeroom - Science	Mr. Michael Jewell	Rm. 205	mjewell
Ext. 326	Gr. 7 Homeroom - Math	Mrs. Terese Adams	Rm. 206	tmadams
Ext. 327	Gr. 8 Homeroom - Reading	Mrs. Beth Dawes	Rm. 207	bdawes
Ext. 328	Gr. 8 Homeroom - English	Mrs. Lara Jones	Rm. 208	ljones
Ext. 332 or 333	Computer Instructor/ Edline Manager	Mrs. Sonia Galerneau	Rm. 212	sgalerne
Ext. 341	Spanish	Mrs. Julia Whaley	Rm. 111	jwhaley
Ext. 331	Librarian	Mrs. Marian Bliss	Library	mbliss
Ext. 374	Physical Education	Ms. Carolyn Brack	Gymnasium	cbrack

2009-2010 SCHOOL FACULTY AND STAFF continued

810-629-6551			EMAIL ➔ @stjohnfenton.com	
Call office	Art	Mrs. Brenda Waraniak	Art Room	bwarania
Ext. 308	Music - Gr. K-8	Mrs. Chris Muehl	Music Rm.	cmuehl
Ext. 305	Music - Gr. 7-8	Mrs. Nora Van Effen	Music Rm.	nvaneffe
Ext. 340	Tutorial	Mrs. Sandra Schemke	Tutorial Rm.	sschemke
Ext. 334	Counselor	Ms. Barbara DeGayner	Counseling Rm.	bdegayne
Ext. 336	Food Service Director	Mrs. Dwinn Holloway	Cafetorium	dhollowa
	Food Service Staff	Mrs. Linda Sarkon Mrs. Diane Olkowski Mrs. Beth Laskowski		
	Athletic Director	Mr. Paul Myers	stjohnad@charter.net or 810-629-7652 or 810-869-8732	
	Kozy Korner Day Care	Mrs. Gail Ewing	Rm. 201	810-629-6297
			Rm. 202	
Ext. 307	Maintenance	Mr. Michael Ronthi		
Ext. 338	Director of Religious Formation & Sacrament Programs	Deacon Ron Kenney	RFP Office	810-629-1850

It is a matter of school policy that staff members' home phone numbers are not given out. Please call the office for an appointment or leave a message on their voice mail or send an email.

Office: 810-629-6551

Fax: 810-629-2213

GENERAL POLICIES

NON-DISCRIMINATION POLICY

No child whose parents desire to enroll him/her in any Catholic School of the Diocese of Lansing shall be denied admission on the basis of sex, race, color, national origin, or religious affiliation.

Priority is to be given to Catholic children. Non-Catholics will be accepted if the school possesses capacity for additional enrollees. • *Diocesan Policy #5117.1*

SUPPORTING SCHOOL POLICIES

St. John the Evangelist Catholic School welcomes and encourages parental involvement. Parents are expected to support and cooperate with school policies, procedures, projects and activities and to participate in scheduled parent-teacher conferences.

Each family is required to have at least one parent in attendance at the September Home and School Association meeting at which school goals and expectations of students are outlined.

When parents do not cooperate and support school policies, the child(ren) and the entire school community suffers, making an effective "Education in Faith" impossible. Parents who cannot actively support the school may be asked to remove their child(ren) from the school.

REQUIREMENTS FOR PARENT VOLUNTEERS

In keeping with Diocesan policy, all parent volunteers, along with Coaches and Scout Leaders, are required to:

1. Complete the fingerprinting and background check requirement
2. Attend a "Protecting God's Children" presentation (provided by the Diocese of Lansing) and register online
3. Read and sign the Diocesan's Volunteer's Code of Conduct

EXPECTATIONS OF PARENT VOLUNTEERS AND WORKERS

As a Catholic Christian school, we must expect and demand the highest Christian respect for one Everyone in the school building is expected to treat all students and staff with respect and care. The academic efforts and the behavior of students, witnessed by a parent, visitor, volunteer, or supervisor **must be kept confidential and must not be shared with other parents or students.**

All parents working in the building are asked to wear modest and neat attire, as you are a role model for students.

Parents are expected to remain solely in their working area and not visit other classrooms or areas in the building, including your own child's room.

Parental contact with your own children during the day must be done only with permission from the office.

PARENT VOLUNTEER SERVICE HOURS

Parent volunteers are important to the success of school programs. A minimum of 24 volunteer service hours per family per year is required. We realize that due to some parents' work schedule and family situations, some parents are unable to volunteer their time; therefore, a financial donation of **\$10** per un-worked service hour is required.

SCHOOLWIDE LEARNING EXPECTATIONS

Schoolwide Learning Expectations state the knowledge, skills, spiritual principles, values, and understandings students should possess upon graduation. The attainment of these **Schoolwide Learning Expectations** drives the instructional program and supports the operations of our school. The St. John **Schoolwide Learning Expectations** fall into four categories: **Faith, Knowledge, Community, and Respect**. For greater clarity and comprehension, **Schoolwide Learning Expectations** are written for students in kindergarten through third grades and for students in 4th through eighth grades. Parents and students, please carefully read through these expectations so you can help model and promote them at home.

As a Catholic school, it is our belief that there must be an integration of our faith in our total school curriculum. Our **Schoolwide Learning Expectations** will aid us as we continue to provide an atmosphere where the Gospel values are instilled, Christian attitudes are developed, academic excellence is fostered, and discipline is stressed.

Schoolwide Learning Expectations for students in grades 4 - 8.

As a student at St. John the Evangelist Catholic School, I will continue to grow throughout my life in...

FAITH

- I love and serve God.
- I know and value the teachings of Jesus.
- I am knowledgeable about the Catholic faith and can share it with others.
- I participate actively in liturgical life and prayer.
- I acquire knowledge of God's creation.

KNOWLEDGE

- I am an effective communicator and listener.
- I strive to produce quality work.
- I apply critical thinking and problem-solving skills.
- I develop organizational skills.
- I participate in the fine arts and foreign languages.

COMMUNITY

- I actively provide community service to others.
- I demonstrate awareness of local, national and global issues.
- I understand and apply the rules of the classroom and school community.
- I exhibit good citizenship.

RESPECT

- I respect and appreciate that all people, cultures and the environment are a part of God's creation.
- I demonstrate awareness about how my words and actions affect those around me and myself.
- I accept responsibility for my choices.
- I work cooperatively while demonstrating patience and respect.
- I respect my body by making informed health choices.

SCHOOLWIDE LEARNING EXPECTATIONS continued

Schoolwide Learning Expectations (K - 3)

As a student at St. John the Evangelist Catholic School, I will continue to grow throughout my life in...

FAITH

- I know and love God and Jesus.
- I go to church and pray.
- I learn about God's creation.

KNOWLEDGE

- I am a good listener.
- I always do my best work.
- I think about and solve problems.
- I participate in the arts and learn Spanish.

COMMUNITY

- I help other people.
- I know and follow my classroom and school rules.
- I am a good citizen.

RESPECT

- I know that we are all God's children.
- I make good choices.
- I work well with others and solve my problems with words.
- I eat healthy food and exercise.

The Schoolwide Learning Expectations will be found throughout the school on posters, bulletin boards, students' desks, on the school's website, and on Edline.

Teachers will employ the Schoolwide Learning Expectations in their weekly lesson plans. By doing this, students have become familiar with the Schoolwide Learning Expectations. During the school year, some methods used to familiarize the students with the Schoolwide Learning Expectations will be modeling, role playing, discussing, illustrating, reflective writing, and observing the Schoolwide Learning Expectations displayed throughout the school.

The school staff monitors and assesses students' growth in meeting Schoolwide Learning Expectations by issuing Schoolwide Learning Expectations slips with the headings **Faith, Knowledge, Community, and Respect**. Teachers put a check mark in the corresponding box on the student's Schoolwide Learning Expectations card. Students who receive a Schoolwide Learning Expectations card visit the principal's office to talk about their progress towards accomplishment of Schoolwide Learning Expectations.

REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

CLASS SIZE

The class size limit for St. John Evangelist Catholic School in grades 1-8 will be 28-30 students, subject to the principal's discretion.

The class size limit for kindergarten is 20 students per class. The class size limit for junior kindergarten is 15 students. Class size limits are subject to the principal's discretion.

SUPERVISION AND SAFETY

Classroom supervision is provided from 8:20 AM to 3:30 PM.

For safety reasons, students should not be dropped off too early or picked up late after school. A real danger could exist for children arriving too early or loitering after school.

Supervision by designated adults is provided twenty minutes before and after school. Students are not permitted in the building outside of school hours, without the permission of a teacher or the school office.

If a student continues to come or stay during the Extended Care hours, he/she will be required to enroll in the Latch Key program and the family will be expected to pay for this service.

Safety for your child and every child in our school is of utmost importance. The school and parish community, therefore, need your cooperation and support in upholding this safety and liability issue.

SCHOOL VISITATION

All visitors, including parents, who are in the school building between the hours of 8:00 AM and 3:30 PM to drop off a lunch, forgotten homework, volunteer, or to collect a child due to illness or for an appointment, **are required to check in and sign in at the school office.** A visitor's badge, or a name badge issued by the school, must be worn during the duration of their visit. At the end of the visit, the visitor must sign out in the office. This procedure is in place to help insure the safety of the children so we know who is in the building and that visitors have been cleared to enter. During school hours, all messages, lunches, etc., are to be taken to the office. Unless it's an emergency or arranged with a teacher, classrooms may not be disturbed by visiting parents as it proves very disruptive to classes. If a message needs to be delivered, the office staff will do it at a time so as not to disturb the class.

CLASSROOM OBSERVATION

A parent may come to observe a classroom by making an appointment with the teacher and principal a day in advance. A parent who wishes to visit should make arrangements through the teacher and inform the office of the time and date.

STUDENT DROP-OFF AND PICK-UP PROCEDURE

As always, our main goal with after-school student pick-up is **safety**. Following that, we aim to make this process as smooth and efficient as possible. In the interest of those two goals, we ask parents to observe the following guidelines:

Traffic Loop Pick-up

1. Enter the parish lot north of the church.
2. When the Loop line reaches the northeast corner of the church, please form lines parallel to the north side of the church. These lines will enter the end of the Loop line in the order they entered the parish lot.
3. Please observe the directions of parent supervisors and staff, moving forward when signaled and stopping when signaled.
4. Please instruct your children and riders ahead of time to watch for your vehicle. This is not a recess time and students should be watching for their ride. Remind students not to approach your vehicle until you have come to a complete stop.
5. Parents who park and pick up their students will be crossing the Loop exit traffic line; please be aware of them as they walk to and from their parked vehicles. Please be courteous in allowing parking pick-up vehicles to enter the exit traffic line.
6. Exit north of the church. Please observe the lane markings for right and left turns.

Parking Pick-up

Parents who choose to park and pick up students after school will park in the Knights of Columbus lot behind the south end of the school building. The parent will walk up the wooden steps to the school courtyard, pick up their riders, and walk them back to their vehicle.

VACATION LEAVE DURING SCHOOL TIME

Absence from school for vacation is **NOT** recommended as it disrupts the student's learning sequence and undermines the perception that each school day is important. We are also aware of the value of family activities and of the educational value of some trips. We ask you, please, as much as possible to coordinate these times with the school calendar. Extended absence may affect the student's standing in the class.

A student absent from school is required to make up the work missed as designated by his/her teacher. Students are responsible for making these arrangements. No teacher is obligated to have work prepared for the student beforehand, because this interferes with teaching responsibilities and is often not possible due to the nature and content of the subject. When requesting the pick-up of assignments, please give several hours advance notice.

PHONE USE

Students may not use the school phone except for emergencies. This includes phoning home for homework assignments, forgotten sports clothes, and whether or not someone may come over to play after school. Phone messages for students (unless for an emergency) will be taken by the secretary and given to the students if the call comes within a reasonable time to transmit the message. **Please call at least 30 minutes before school is dismissed.**

GENERAL POLICIES continued

CLOSED CAMPUS

St. John the Evangelist Catholic School has a closed campus requiring all students to remain on the school grounds from the time of arrival until school is closed or until students are officially excused.

BIKE RIDING/SKATEBOARDING

Students are to walk bikes to and from the driveway onto the grounds. The use of skateboards and roller blades is not allowed on the school grounds. Students must remove roller blades and pick up skateboards and walk from the sidewalk onto the school grounds. This is a matter of safety for the large number of children on the playground before and after school. Bikes must be locked during the day. Students must wear protective helmets and other safety gear deemed appropriate.

LOITERING

Students may not loiter about the school or on school grounds before or after school hours. Students not picked up after school will be sent to After School Care, Kozy Korner Child Care at 4:00 PM. After the first warning, all applicable fees will apply.

OFF CAMPUS EVENTS

Students at school-sponsored, off campus events shall be governed by school rules and regulations and are subject to the authority of the school officials.

DANCES OFF CAMPUS

Students attending other dances do so at their parents' discretion. Generally, students are required to pay a fee. While dances at other schools are under the supervision and responsibility of the school hosting the dance, parents have the primary responsibility for their child traveling to and from the dance and for behavior during the dance.

TRUANCY

Michigan law requires children between the ages of six and sixteen to be in regular and consecutive attendance in an approved education program. Failure to comply with the state school attendance law can lead to judicial procedures involving the child and the parent or guardian of the child.

BOOKS

Students must cover their textbooks in order to protect them from damage. Students should carry their books in a book bag or plastic bag to protect them from damage. In case of damage, including writing in a textbook, the students and parents will be required to pay all or a portion of the replacement cost of the book.

BOOK DAMAGE FEE

If there is damage to books, materials or equipment that reduces the item's usability, including writing or marks in a book, 50% of the replacement cost is due from the student and parents. In the event of the loss of a book/material/equipment, or serious damage to the item, 100% of the replacement cost is due.

Unpaid damage fees will result in a hold on report cards and re-registration. It may also affect participation in school activities.

If there is damage to the building, building components, or furnishings, a damage fee will be assessed and community service hours outside of class hours will be required. Conduct grade and participation in school activities may be affected.

ELECTRONIC DEVICES/CELL PHONES

The use of electronic devices by students during school hours, including but not limited to CD players, mp3 players, hand held games, other communication devices is prohibited, unless permission is given by the teacher. If brought to school, these devices will be confiscated.

Students may keep cell phones powered down in their backpack until the end of the day. Students may use their cell phone only with the permission of their teacher. Students are discouraged from bringing calculators from home unless directed by the classroom teacher; see the student school supply list. St. John the Evangelist Catholic School will not be responsible for lost or stolen electronic devices.

BIRTHDAYS

Only invitations for parties where all the boys and/or all the girls in a class are invited may be distributed at school. We highly encourage parents to invite all the boys and/or all the girls in the class so that no one is excluded. If for some reason not all the girls and/or not all the boys can be invited, invitations must be sent through the mail and we ask that your child not talk about the party at school. Children can feel deeply hurt when their other classmates are invited to a party, but they are not.

If you wish to send treats for the class on the birthday of your child, please check with the teacher first about the best time of day for a little party to take place. During the school day, students are not permitted to have or receive:

- ◆ Balloon or flower bouquets
- ◆ Invitations to out-of-school parties

SEARCH AND SEIZURE

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

STUDENT GUESTS

Occasionally, a student may wish to have a friend visit school and attend classes. In general, guests are allowed only when they are prospective students seriously considering attending St. John the Evangelist Catholic School. Arrangements for prospective students to visit must be made at least twenty-four hours in advance of the visit with the approval of the principal. In addition, requests for visits by students who are not prospective students must be made at least twenty-four hours in advance with the approval of the principal. The principal reserves the right to deny visitation.

BUS TRANSPORTATION

The Fenton Area Public Schools Transportation Department establishes the bus schedules and determines the bus stops and routes for resident students. For information on public school bus routes and times, contact the Fenton Bus Garage at 591-8910.

Please be alert to changes in the public school bus schedule. When public school bus transportation is not available, notify the homeroom teacher in writing regarding the means of your child's transportation home.

To express concerns about bus transportation, please call the St. John the Evangelist Catholic School office.

BUS LOADING/UNLOADING AREA

Harvey Way Drive in front of the South Wing is the bus loading/unloading area. (NO CARS, PLEASE)

BUS RULES

Bus rules apply to ALL buses and loading and unloading areas:

- ◆ Follow all directions of the driver/supervisor
- ◆ Stay in your seat
- ◆ Keep all parts of your body in the bus
- ◆ Maintain a low voice level
- ◆ Keep hands, feet, objects and inappropriate comments to yourself
- ◆ No MP3 players, headsets, electronic games, food, drink, candy or gum on the bus
- ◆ Follow school rules

CONSEQUENCES OF BUS RULE INFRACTIONS

- ◆ Verbal warning by driver/supervisor –for minor offense
- ◆ Verbal warning by driver, notification of principal, written notification of parent, with an assigned seat issued for a minimum of two weeks
- ◆ Verbal warning by driver, notification of principal, written notification of parent, with the student being suspended from the bus for a minimum of 5 school days
- ◆ Written notification is given to the parent, with the student being immediately suspended from the bus for an appropriate period of time.

ANIMALS

Persons bringing animals into the school must receive prior permission from the supervising teacher and/or the principal. Animals, including all vertebrates, invertebrates, may be brought into the classroom for educational purposes. They must be appropriately housed, humanely cared for and properly handled. If approved by the supervising teacher, handling by students is permitted on a voluntary basis. Under no circumstances are animals to be transported on school buses.

BICYCLES

Bicycles must be parked in the bicycle racks and are the sole responsibility of the student. The school cannot assume responsibility for stolen or damaged bicycles. Bicycles must be walked from the edge of the school/parish property to/from the bicycle racks. Every student must wear a helmet and have a lock for his/her bicycle. Parental permission must be given for a child to ride his/her bicycle to school.

GAMES AND TOYS

Toys brought from home are not allowed. In some cases, classroom teachers of students in younger grades may allow students to bring items for classroom sharing. The toys must be kept in backpacks until Sharing Time or checked in with the classroom teacher.

EMERGENCY CLOSING

Emergency School Information - For emergency school information, turn your television to Channel 12 (WJRT) or dial your radio to WFDF (910 AM) or WCRZ (108 FM).

School Closure due to Weather – When Fenton Schools are closed due to weather conditions, St. John School is also closed. When Fenton Area Public Schools cancels PM Kindergarten, St. John School PM Kindergarten is also cancelled.

Please check the **school's website, www.stjohnfenton.com** school information and closure.

Honeywell First Alert system: The school utilizes the Honeywell First Alert system. This system allows the school to contact school families via phone to notify of school closure. Parents, please stop by the school to register or update your contact information for this service.

GENERAL POLICIES continued

LOCKERS

Students in grades 6-8 are assigned a locker in their homeroom for their use during the school day. The locker is used for storing the student's jacket, books, etc. The locker may not be locked or permanently personalized. As with all school property, lockers are to be treated with the utmost care. Misuse of a locker will result in the loss of the locker privileges and other serious consequences. The lockers are the property of the school and may be inspected at any time by school personnel.

PROPERTY OF OTHERS

The property of other students and teachers or staff members is not to be disturbed or touched, including items in a locker, closet, on or in a student's or teacher's desk. Students are not to leave books, book bags, purses, etc. unattended, except in their designated areas.

PARENT TO TEACHER COMMUNICATION

If a parent wishes to communicate with a teacher, an appointment may be made either by email, telephone or letter. *Unscheduled visits to the classroom during school hours are discouraged.*

ADMINISTRATION

Should a parent wish to contact the principal, an appointment is suggested.

NEWSLETTERS AND ONLINE COMMUNICATION	
Weekly 'Blue Note'	The weekly "blue" information note for parents and students is published on Friday of each week. The 'Blue Note' will be available on the school's website, www.stjohnfenton.com . Parents, if you prefer, please request a hard copy of this newsletter too be sent home with your child. <i>It is the responsibility of both students and parents to read the weekly blue note.</i> Information for the Friday blue note is due no later than 9 AM on Wednesdays. See Blue Note online @ www.stjohnfenton.com
Jet Gazette	The <u>Jet Gazette</u> , the school newsletter for parents and students, is mailed two times per year to all registered St. John the Evangelist Catholic School families in August and June.
Edline	Edline is a website that provides a secure database with personal logins so that students and parents can receive current information from teachers and administrators. Teachers post current grades for students' and parents' eyes only. Teachers can also provide information about their classes as well as links to other useful resources. To login to your child's data via Edline, a link will be provided on the school's website. Please see the school computer teacher for your secure username and password.
School Website	The school will relate information via www.st.johnfenton.com . Please check the website for updated calendar events and newsletters.

UNIFORM DRESS CODE JK-8

The school uniform was designed to foster school pride, be workable by parents and be enforceable by the school. Students, parents, and faculty should become familiar with the uniform code and follow it closely. All uniform clothing should fit in a neat and tidy manner. All faculty and administrators have the right to judge what is and isn't appropriate regarding student dress code and enforce consequences for inappropriate dress. Students must be wearing St. John the Evangelist Catholic School uniform clothing components from the Dennis Uniform Company to attend class. (Dennis pants/slacks and shorts will be identified by the Dennis label on the left side seam.) **NO OTHER BRANDS MAY BE WORN!**

SLACKS/PANTS:	Dennis Uniform Pants <u>only</u> – Khaki or Navy
SKIRTS/JUMPERS/ & SKORTS:	Dennis Uniform Items <u>only</u> , Knee Length – Khaki, Navy, Belair Plaid (Worn with Uniform Blouse/Shirt which is tucked in at the waist)
WALKING SHORTS:	Dennis Uniform Items <u>only</u> , Knee Length – Khaki or Navy (During Approved Months - Sept. through Oct. 31 and April 1 through June) (Worn with Uniform Blouse/Shirt which is tucked in at the waist)
DRESS SHIRTS & BLOUSES:	Dennis Uniform Items <u>only</u> – White or Pastel Blue (Must be tucked in at the waist)
POLO/SHIRTS:	Dennis Uniform Items <u>only</u> <i>WITH SCHOOL LOGO</i> – White, Navy, Red, Pastel Blue (All short and long sleeve <u>polo shirts</u> must have the school logo and be tucked in at the waist. Polo shirts without the school logo may <u>not</u> be worn.)
TURTLENECKS: ¼ ZIP FLEECE:	Dennis Uniform Items <u>only</u> – White, Navy, Red, Pastel Blue (Must be tucked in at the waist)
SWEATERS/VESTS/ (Solid Colors ONLY)	Dennis Uniform Items <u>only</u> – Navy, Red (Must be worn with a uniform shirt/blouse which is tucked in at the waist)
SOCKS/STOCKINGS: (Gr. 1-8 only)	White, Navy, Red, Pastel Blue, (Khaki-Crew Socks) (<u>No logos/stripes or decorations</u>) <u>Acceptable</u> - August thru June: Crew or higher length socks, Knee-Hi Socks, Tights, Pantyhose, Dennis Leggings in Navy August to Nov. 1 & April 1 thru June: <i>Optional</i> : Sport Socks (<u>MUST</u> cover foot and ankles)
BELTS:	Brown, Black, Navy – Solid Colors (No mixed colors or ornamentation e.g. metal studs, rings, etc.) (Must be worn with slacks/shorts/skirts having belt loops)
UNDERCLOTHES:	Undershirts must be Solid White – any brand Biking Shorts for Girls in Solid Navy – Dennis Uniform brand

UNIFORM DRESS CODE JK-8 continued

- SHOES:** **NON-MARKING** Dress or Athletic Shoes
(Must cover heel or have heel strap - Laced and Tied)
NO outdoor boots, insulated boots/shoes, mid-calf or hiking boots, "cros", etc. worn in building
- MAKE-UP:** **Grades K-5: NONE**
Grades 6-8: Minimal, must be lightly applied. No Glitter Make-up!
NO make-up, hair spray, nail polish, face glitter, etc. brought to school
- PERFUME/COLOGNE:** **NONE (Due to severe allergies of some students & staff)**
- JEWELRY:** **NONE or MINIMAL** = No more than one necklace, one bracelet, etc.
(Including plastic bands)
Earrings=No larger than a quarter. **NO** heavy/ thick chains, body piercing, tattoos, etc.

NO HATS/SCARVES/ HEAD COVERING WORN IN THE BUILDING

Clothing should be in good repair. No frayed, torn, or clothing with holes. This includes pant edges that drag on the ground.

Being "in uniform" is expected to be a cooperative effort among parents, students and staff.

UNIFORM DRESS CODE VIOLATION

Students who are out of uniform will call parents to bring the appropriate clothing to school. Violation of dress code will result in student not being allowed to participate in Spirit Day. Additional consequences may be added for repeat offenses.

DENNIS UNIFORM MANUFACTURING CO.

Sales Representative: Carrie Carnacchi

Store Location:
1532 North Opdyke, Suite #450
Auburn Hills, MI

Phone (248) 340-8890
On-Line Orders: www.dennisuniform.com

Buy Dennis Scrip in School Office –Additional 8% Off!

Store Hours: Check Dennis Catalog for Store Hours or Call Store

UNIFORM DRESS CODE JK-8 continued

SCHOOL SPIRIT DAYS: HELD TO DISPLAY SCHOOL PRIDE

Participation in School Spirit Days is a PRIVILEGE afforded to students who are in compliance with the school's uniform dress code. Spirit Days will be scheduled, generally on Fridays, for students in compliance with uniform dress code and school respect expectations. Spirit Days will be listed in the calendar of the weekly newsletter, the Blue Note, and found on the school's website, www.stjohnfenton.com. Students who have been denied Spirit Day privileges, must wear uniform dress code clothing on Spirit Days.

On designated School Spirit Days, students may wear:

- ◆ A ST. JOHN SCHOOL SPIRITWEAR SHIRT, sweatshirt, hooded sweatshirt – purchased from St. John School Boosters
- ◆ A solid color shirt, sweatshirt, or sweater of medium/dark green, gold/yellow, or white **(St. John Logos only!)**
- ◆ Uniform Dress Code Pants, Skirts, Skorts, (Walking Shorts – August to November & April to June)
- ◆ Jeans (blue denim) or corduroy pants (any color): Ankle length (NO wide flare or wide leg or Capris)
- ◆ NO JEAN SHORTS or SKORTS
- ◆ Jean skirt (blue denim), must be at least knee length
- ◆ *All jeans, pants, skirts, etc. must be an appropriate fit for the student, and be neat, clean and presentable for school.*

ATHLETIC TEAM & SPIRIT SQUAD SHIRTS/JERSEYS ON GAME DAYS

Grades 5-8 athletes, who are in regular compliance with the dress code, are granted the privilege of wearing the **designated Team jersey/shirt & Spirit Squad shirts** over a uniform dress code shirt on the day of an athletic game **with dress code bottoms**. Students may not wear the entire Team or Spirit Squad uniform. The jersey or shirt must be tucked in at the waist. If the athletic event is held on Saturday or Sunday, the athlete may wear the designated Team/Spirit Squad shirt on the last school day of the week. If a student does not adhere to the Uniform Student Dress Code or Athletic Team Day Requirements, the student loses the privilege of participating in Athletic Team Days.

SCOUT UNIFORM SHIRTS ON MEETING DAYS

Scouts, who are in regular compliance with the dress code, may wear the TRADITIONAL scout uniform on the day of the scout meeting. The shirt must be tucked in at the waist. No hats may be worn in the building during the school day.

If a student does not adhere to the Uniform Student Dress Code or Scout Day requirements, the student loses the privilege of participating in Scout Days.

DRESS FOR SCHOOL ON PICTURE DAY

Uniform Dress Code Clothing only may be worn for School Picture Day.

UNIFORM DRESS CODE JK-8 continued

DRESS FOR GRADE EIGHT GRADUATION MASS & RECEPTION

Boys: Dress pants, shirt, and tie is worn for graduation mass and reception. Jacket is optional.

Girls: Dresses must be in accord with the school uniform dress code. Dresses must be at least knee-length. (NO bare back, low neck, thin strap or off-shoulder dresses.) Graduation dresses must be brought to the homeroom teacher for approval at least one month prior to graduation.

NOTE: Formal wear is not appropriate or permitted. A student may be excluded from participation in graduation activities for not complying with the requirements.

HALLOWEEN COSTUMES

Since All Hallows' Eve (Halloween) is the eve of All Saints Day, the costumes worn on All Hallows' Eve should be in keeping with the holy day.

1. Choose life-giving, positive types of costumes, such as religious or Bible figures, Disney characters, sports heroes, careers, harvest, toys, etc. Masks should be small and not cover the child's whole head.
2. If a student's costume is judged inappropriate, regular school clothes will have to be worn instead of the costume.
3. Kindergartners and Junior Kindergartners may wear their costumes to school. All other students must bring their costume to school to be put on just before the class party.
4. **NO** Costumes that depict or promote violence, war, blood, and death, swords, guns, weapons, and any type of object that depicts violence;
NO make-up, hair dye or hair spray, nail polish, etc. brought to school

NOTE: Parents that assist in classroom parties in costume must follow the above guidelines.

ACADEMIC

GENERAL

St. John the Evangelist Catholic School provides a challenging academic program in solid basic studies in a traditional graded structure from Junior Kindergarten through 8th grade. Grades Junior Kindergarten through 8th are self-contained classrooms.

CURRICULUM

Religious education is the primary reason for St. John the Evangelist Catholic School's existence. Formal religious instruction is given each day. Students attending St. John the Evangelist Catholic School are required to participate in all religious activities and class service projects. Religious practices in the family are encouraged. St. John the Evangelist Catholic School teaches a varied and appropriate curriculum in all subject areas at all levels. English, math, reading, science, social studies, music, art, physical education and computer are taught on a regular basis. Texts and materials used in each area are updated on a rotation basis under the direction of the Department of Catholic Schools.

ACADEMIC PROBATION

A student receiving two or more failing grades during a grading period shall be placed on academic probation. Students on academic probation are ineligible for participation in extracurricular activities. Students on academic probation for two or more grading periods in one school year shall be subject to administrative review and possible dismissal.

COMPLIANCE WITH THE BUCKLEY AMENDMENT

(Family and Education Privacy Act)

This school complies with the provisions of the Buckley Amendment which enables parents to view their children's files upon request. No more than forty-eight hours may elapse between request and review. Parents will be given copies of their children's files upon request.

PROMOTION AND RETENTION

Promotion. A student satisfactorily completing each grade's work will be promoted to the next grade, granted they have complied with school attendance requirements.

Guidelines for Students Who Need to Revisit Their Grade Level. Recommendation for retention of students is made by the teacher in consultation with the principal, parents and—if appropriate—other advisory staff. Such decisions are based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

STANDARDIZED TESTING

Iowa Test of Basic Skills (ITBS) are given in grades 4, 6, and 8 as required by the Diocese. The Michigan Educational Assessment Program (MEAP) is administered in grades 3-8, every other year.

HOMEWORK

St. John the Evangelist Catholic School has a homework policy for grades first through eighth.

Homework is a non-negotiable task. Studies show that students who consistently do their homework achieve higher test scores and receive better grades. Homework allows our students to practice what is being taught at school, and many times, allows preparation for what will be covered the next day. Completing work on time prepares students for the heavier homework given in high school and college. Failure to complete homework assignments hinders the learning process and establishes poor academic habits and skills.

It is the student's responsibility to complete assigned work. If the work cannot be completed at school, it is expected that the student finish the work at home. When homework is assigned, parents should:

- ✓ Provide the student with a quiet, well-lighted place to study.
- ✓ Observe, encourage, and assist if needed.
- ✓ Resist the temptation to give too much help as this will defeat one of the major purposes of homework: self-direction.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences: If a parent or teacher wishes, he/she may schedule a conference at any time. Parents may do this by sending a note to the child's teacher or calling the school. Parent teacher conference days are scheduled at the end of first and during third quarter. If a parent desires a conference with the teacher outside of these regularly scheduled times, the parent should contact the teacher. These parent-teacher conferences, scheduled by mutual agreement, are usually held either before or immediately after school.

INTERIM REPORTS

At the mid-point of each marking period, interim grades are posted on Edline.

REPORT CARDS AND HONOR ROLL

Report cards are sent home with students at the end of each quarter. To obtain quarterly Honor Roll status in grades 4-8, a student must have all academic grades of A or B, Effort and Conduct grades of 1 or 2 in all areas on the report card.

FIELD TRIPS

Students who go on field trips scheduled by the school must have written permission from their parents. No student traveling in a private car should be assigned to the front seat of a car in which there are air bags. All cars used to transport students must have adequate seatbelts for the number of riders. Parent drivers must file appropriate driver information forms, which are kept on file in the school office.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements.

Students who are restricted from participating in the field trip will be expected to complete daily lessons under the supervision of a fellow teacher in that teacher's classroom.

Students are required to be in school uniform and follow the school uniform dress code when on field trips or retreat or otherwise stated. (Please watch for uniform requirements on field trip permission slip.)

Whenever possible, bus transportation should be used. If a private passenger vehicle must be used, a Volunteer Driver Information Sheet must be completed and placed on file with the administrator. The minimal acceptable liability limit for privately owned vehicles is \$500,000 CSL (Combined Single Limit).

GRADING NORMS**“A” = Excellent**

1. Consistently does more than is required.
2. Has wide vocabulary at his/her command.
3. Is always alert and takes an active part in discussions.
4. Has unusual dependability.
5. Is prompt, neat and thorough in all work.
6. Knows how to select books, tools and materials.
7. Has initiative to associate and re-think the problems and can adapt to new situations.
8. Has initiative and originality in attacking problems.
9. Has enthusiasm and interest in work.
10. Has ability to apply ideas gained in study to everyday life.

“B” = Above Average

1. Frequently does more than is required.
2. Has good vocabulary and speaks with conviction.
3. Usually alert in meeting the situation at hand.
4. Careful in complying with assignments.
5. Prompt, neat, thorough and usually accurate in all work.
6. Has ability to apply general principles of the course.

“C” = Average

1. Does what is required.
2. Possesses a moderate vocabulary.
3. Willing to apply him/herself during class hour.
4. Does daily preparation with comparative freedom from carelessness.
5. Attentive to assignments.
6. Has ability and willingness to comply with instructions.
7. Reasonably thorough and prompt in all work.
8. Has average neatness and accuracy.
9. Has the ability to retain the general principles of the course.

“D” = Below Average Achievement

1. Usually does what is required.
2. Attention is irregular.
3. Frequently misunderstands the assignments.
4. Willing but slow in complying with instructions.
5. Careless in preparation of assignments.
6. Lacking in thoroughness.
7. Careless in presentation of work.

“F” = Below Grade Level Achievement

1. Usually does less than is required.
2. Listless and inattentive in class.
3. Tools and equipment for work usually lacking.
4. Usually tardy with work.
5. Seldom knows anything outside the lesson.
6. Retains only fragments of the general principles of the lessons.
7. Cannot or will not do the work.

GRADING SCALE**Junior Kindergarten and Kindergarten**

- ✓ = Satisfactory
-- = Needs Improvement
O = No Interest Shown

Grades 1-3

- V = Very Good
S = Satisfactory
I = Improving

Grades 4-8

- A = Excellent (100% - 92%)
B = Above Average (91% - 82%)
C = Average (81% - 72%)
D = Below Average Achievement (71% - 62%)
F = Below Grade Level Achievement(-62%)
I = Incomplete

PARENT CONCERNS

If a parent has a concern regarding his/her child, or a situation that affects the child at school, the parent should contact the teacher as soon as possible. It is very difficult to change or correct a situation after a prolonged period of time! Parents should also notify teachers if a family situation could impact the child at school.

The following steps must be followed for each specific concern:

The parent(s) must contact the teacher as soon as possible to discuss the specific concern or situation. This process must be followed to discuss any and all concerns related to the child that develop throughout the school year.

If after conferring/working with the teacher regarding a specific concern or situation, and the situation has not improved, the parent may contact the principal. After investigation, the principal will determine the most effective way to handle the concern, so that a satisfactory resolution can be found.

SUPPORT SERVICES

Testing for Special Services such as Speech and Language, learning disabilities, and Psychological Testing, available through Fenton Area Public Schools, may be requested through the St. John School teachers. Parental permission is required for this testing.

St. John School provides tutorial assistance and counseling service during the school day. Referral for tutoring is made by teachers with parental consent. Referral for counseling is made by teachers, parents, or grade 6-8 students may make a self-referral.

SUPPLIES

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Refer to the grade level supply list published each summer by the office staff.

SERVICE

Service, for parents and students, is an integral part of a Christian life. We highly encourage student and family support of school and parish service projects.

PRAYER AND SCHOOL MASS

As Catholic Christians, we rely on God for His guidance and strength to live out our Christian faith. We, therefore, begin and end each school day in prayer.

Weekly school Masses are generally held on Tuesdays at 8:30 AM. We welcome parent participation at school Masses.

The Sacrament of Reconciliation is provided for students in grades 3-8 during Advent and Lent. Prayer services, the Stations of the Cross, and Rosary devotions are scheduled during the year.

SACRAMENT PREPARATION

Growing in one's faith is a gradual process and takes time. The church directs us to model our sacrament programs on that of the catechumenate, the process by which adults prepare for entry into the church. Our programs presume, as does the national catechetical directory that religious education is not simply a matter of handing on a well-organized set of religious facts, but of initiating people into the faith, attitudes and values of the Christian community. The sacramental programs are the parish's responsibility and are supported by the school.

A one-year preparation is required for children receiving the Sacrament of the Eucharist. Immediate preparation for reception of a sacrament, with the participation of the parents, takes place through the Parish Religious Formation Office. Contact Ron Kenney, the Director of the Religious Formation Program at (810) 629-1850 for information.

FIRST RECONCILIATION (2nd grade)

First Reconciliation begins in the fall. We are asked to model this preparation after the gradual reflective process of adult initiation.

PLEASE NOTE: All children anticipating reception of First Eucharist in the spring **MUST COMPLETE** preparation for First Reconciliation **PRIOR** to being accepted into the Eucharist program.

FIRST EUCHARIST (2nd grade)

Parents and children of St. John the Evangelist Catholic Parish attend a several month preparation program. Again, we are asked to allow time for gradual development. Participation includes parents, child and family. Celebration of First Eucharist takes place during the Easter season.

ALTAR SERVERS

Every boy and girl in St. John the Evangelist Catholic Parish is invited to take his/her turn serving at the various parish liturgical functions. Boys and girls are invited to begin to serve in the fourth grade.

TECHNOLOGY ACCEPTABLE USE POLICY

Computer/Internet and Related Technologies (Diocesan Policy # 6142.1)

The educational programs in Catholic schools and parishes of the Diocese of Lansing require the ethical use of the Internet and related technologies by all employees, volunteers and students.

Diocese of Lansing Acceptable Use Contract for Student Technology

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and Parish catechetical program of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions and regulations for the use of Internet and other technologies including, but not limited to, computers, telephones, video, fax, and digital camera.

These procedures apply to all computers/ technologies whether located at school, parish center or office, home, or anywhere else.

1. I will not use a computer unless an adult is present.
2. I will follow the Diocese of Lansing's and the school's and parish's code of ethics for internet and technologies.
3. I will use only authorized computer disks. I will not use a disk from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.
4. I will respect the privacy of others. I will not use another's computer or computer disks without permission. I will not use another's password, file, or identity code. If I enter another's file or know that another person has, I will notify my computer teacher, principal or parish catechetical program leader.
5. I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission.
6. I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene, and material protected by trade secret.
7. I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of a controlled substance.
8. I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the schools or parishes or anyone's data, software, hardware or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.
9. I will attend and participate in one training session on acceptable use of the Internet and local area network before I am granted the privilege of access.

Access and use of the internet, local area networks, computers and other technologies is a privilege for the user.

STUDENT SERVICES

HOT LUNCH

St. John the Evangelist Catholic School is dedicated to providing students and faculty with healthy, affordable, and enjoyable hot lunch. The Food Service Program is a government program. The cost of a lunch (\$2.50) includes milk. Menus are published in advance and include a choice of two entrees. Menus will be available on the school's website, www.stjohnfenton.com. Lunch tickets are sold on Mondays, or the first school day of the week. Tickets may be purchased for 3, 4 or 5 days. (Students may also bring cash to purchase lunch on any given school day.) Adults may purchase a lunch through the food service program at a slightly higher cost. Adult lunches are taxable.

Families that may qualify for free or reduced lunches may request a form from the school office. (This information is held in strict confidence.)

LOST AND FOUND

Every article of clothing is to be marked with the student's name. Lost and found articles are on display in the hallway by the Cafetorium. If articles are not claimed within a reasonable time, they are donated to charity.

BEFORE AND AFTER SCHOOL CARE - LATCHKEY PROGRAM

St. John the Evangelist Catholic School's before and after school program is operated by Kozy Korner. HOURS 7:00 AM to 6:00 PM

Please contact Gail Ewing at 810-629-6297

EXTRA-CURRICULAR AND OTHER ACTIVITIES

SCHOOL ATHLETICS PROGRAM

St. John the Evangelist Catholic School is a member of the Flint Area Catholic School League. The St. John Athletic Program complies with the rules and regulations of the FACSL and Michigan High School Athletic Association. The Athletic Director, with approval of the principal, designates coaches and assistant coaches.

The availability of a team and the grade configuration of teams are dependent on the number of athletes. The St. John School Athletic Program offers:

Girls: Grades 5–6 & 7–8 Basketball and Softball; Grades 7-8 Volleyball;
Grades 5-8 Spirit Squad

Boys: Grades 5–6 & 7–8 Basketball and Baseball; Grades 7-8 Football

ATHLETIC REGISTRATION

Pre-Registration for athletic teams takes place in the spring of the school year for next year's athletic teams for grades five through eight. Athletic fees must be paid prior to the beginning of each sport. St. John School provides uniforms for most sports. Parents will be notified if they need to purchase a part of the team uniform.

EXTRA-CURRICULAR AND OTHER ACTIVITIES continued

ACADEMIC ELIGIBILITY FOR ATHLETES

Student athletes must maintain grades of “C-“in their core classes: Religion, Reading, English, Math, Science, Social Studies. (Students must have met this standard for the previous quarter grades in order to sign up for a sport.) Study habits, attitude, effort, and conduct ratings need to be satisfactory in order to remain on the team.

ATTENDANCE FOR ATHLETES

It is the responsibility of the athlete to be present for practices/contests, or contact the coach in advance. Failure to be present for a scheduled practice/contest, without the proper notification of the coach, will result in the athlete being suspended from practice or a game. Repeated absences from practices/contests will result in an extended suspension from the team.

RULES FOR ATHLETES

1. The athlete must follow the rules of good sportsmanship at all times. Any athlete causing dissension among team members, or displaying inappropriate conduct, may be suspended or dismissed from that team.
2. Athletes are responsible for the care of their uniform, equipment, and the condition of the locker room. The athlete is financially responsible for loss or damage through negligence. Other consequences may apply.
3. The athlete shall report any injuries to the person in charge.
4. All athletes are expected to take care of themselves in all matters of health, follow a sensible, balanced diet, and get plenty of rest and sleep.
5. In order for an athlete to participate in a sport, including practice, the following must be completed and returned: athletic permission form, the yearly physical exam form, the paid athletic fee, medical release form, code of ethics form and website consent form.
6. Jewelry may not be worn to practices or contests.
7. Athletes are to promptly deliver any communications for parents.
8. No athlete will be allowed to practice or participate in a contest on a day in which the athlete has been absent for any part of the school day, unless the absence is verified by written parental excuse and permission to participate in the athletic activity is given by the principal.

After School Athletic Practices/Games

Athletes whose practice/game is after 4 p.m., and any other student wishing to remain after school for a game: **a written, dated, and signed parent permission note is required in the school office.**

If a student or student athlete wishes to leave the school/parish premises after school, **a written, dated and signed parent permission note stating the specific destination,** (i.e. Tim Horton’s) **is required in the school office.**

Without signed, dated parent permission, the student must go home via regular transportation at dismissal time.

No supervision by school faculty is provided after 4 p.m. when the school building is locked.

COACHES

In order to be considered as a coach you must submit an application every year and you must have completed all “Protecting God’s Children” requirements. The Athletic Director, with the approval of the principal, designates coaches and assistant coaches. Guidelines for coaches, based on Diocese of Lansing standards and endorsed by the Flint Area Catholic School League and St. John School, are given to each coach and assistant coach.

YEARLY FORMS

Yearly physical signed and dated by a physician
Medical release form
Code of Ethics
Web site consent form

VALLEY YOUTH FOOTBALL LEAGUE (VYFL)

To help our football program grow, the FACSL has joined the VYFL.

PARENTAL INVOLVEMENT WITH ATHLETIC PROGRAM

In keeping with the guidelines of the Diocese of Lansing, the Flint Area Catholic Schools League and St. John the Evangelist School have adopted and subscribe to the following guidelines for parental involvement and fan participation in athletic events:

1. Parents must provide a record of a current physical examination (within one year) to the Athletic Director in order for the student to begin practice with the team. The athletic physical form is available in the school office.
2. Parents and fans are expected to exhibit a Catholic Christian manner of speech and action and provide positive encouragement and support for the athletes, the team, the coaches, and the school. Foul language will not be tolerated, and will result in immediate expulsion from any athletic event. ***Good sportsmanship is required of all coaches, teams, parents and spectators.***
3. Parents must not attempt to instruct or direct the play of an athlete or team, or criticize the playing efforts of an athlete, the team, opposing players or officials.
4. Parents are responsible for getting the athlete to and from practice and games on time. Games are played at several facilities, including our own.

CONCERNS - SOLUTIONS REGARDING THE ATHLETIC PROGRAM

Any parent or student who has a concern regarding the Athletic Program must follow these steps:
Contact the coach of the sport and try to resolve the issue.

1. If the matter is not resolved, contact the Athletic Director.
2. If the matter is still unresolved, contact the Principal.

ATHLETIC BANQUET/ AWARDS FOR GRADES 7-8

An athletic awards banquet will be held at the end of the school year for seventh and eighth grade athletes and their parents in the Grand Hall, Parish Activity Center. Prepaid reservations are required. All athletes must sit with their parents for the banquet and awards ceremony.

- Dress for the Athletic Banquet is school uniform, (NO shorts) or the athletes may wear dress-up that complies with school dress code:
- Dress up for boys is dress pants and shirt
- Dress up for girls is knee length dresses or skirts, blouse with sleeves.
(NO midriff-revealing, bare back, low neck, thin strap or off-shoulder dresses or tops)

ATHLETIC AWARDS FOR GRADES 5-6

Athletic award presentations for grade five and six athletes and their parents will be held at the end of each season. Coaches will inform athletes and parents of the date and location of the presentations.

SKI CLUB

Ski Club is open to St. John the Evangelist Catholic School students in all grades. Coordinated by volunteer parents, it is held once weekly during the winter months at Mt. Holly Ski Resort. To participate in the St. John the Evangelist Catholic School Ski Club, parents and students must complete the required registration and information forms.

DANCES

Grades 7 – 8 School Dances may be held quarterly for current St. John the Evangelist Catholic School students only, with the authorization of the principal. Organization and preparation for the dance is the responsibility of the seventh and eighth grade homeroom parents.

School rules are applicable to all activities authorized by the school and/or held on school premises. Chaperones are responsible for the enforcement of all school rules and dance guidelines. In the event that a student does not comply with the rules/guidelines, or does not exhibit Christian, courteous behavior, the chaperone is authorized to contact the student's parents to have the student taken home.

Additional regulations include:

1. Students must stay in the designated area inside the building. If a student leaves the designated area, or the building, the student may not re-enter the dance. Parents must be called to pick up the student.
2. Parents are to come into the building to pick up their son/daughter at the end of the dance. A student may not go with another student or parent, unless prior arrangements have been made by the student's parent.
3. Teacher chaperones are responsible for ensuring adequate lighting, for proper supervision of students, and that all music is appropriate for Christian young people.
4. An admissions fee is charged to help cover the cost of the DJ, food, decorations, etc. All decorations, lighting, food, etc. are to be planned within the budget guidelines.
5. Students may not bring to the dance:
 - Music for the DJ to play
 - Additional belongings, i.e. overnight bags, etc.

EXTRA-CURRICULAR AND OTHER ACTIVITIES continued

ASSEMBLIES

To enrich the curricular offering, to foster spirit, or to celebrate liturgical or other special occasions, assemblies are held on a regular basis. Assemblies may be school-wide or age/class-specific.

STUDENT COUNCIL

The purpose of the student council is to serve the school as a whole. The student council, as a representative body, acts as a liaison between students and administration. A primary objective of this council is to reinforce school spirit through communication, participation, and service.

COMMUNITY SERVICE OPPORTUNITIES

Each class strives to participate in some type of community service. Parents will be informed of the chosen activities of their children's classes (i.e.: the nature of the activities, when and where the activities will take place, need for parent involvement, etc.).

PARTIES

Classroom parties are at the discretion of the homeroom teacher. Usually, we have three yearly parties: Halloween, Christmas, and Valentine's Day. Room parents should contact the teacher within a reasonable amount of time to make the decision and to plan the event. These parties are to be held at school. The school will not authorize, approve funds, or be responsible for social activities planned by the parents off campus. In addition, St. John the Evangelist Catholic School does not endorse or allow fund-raising for non-school sponsored celebrations. Celebrations are arranged with individual teachers.

GIFTS

In the spirit of community, we ask that students not bring gifts (e.g., birthdays, special occasions) to school for just one child. Gifts should go from home to home.

STUDENT RESPONSIBILITIES

In order to provide an atmosphere suitable to learning, the TEACHERS and ADMINISTRATOR must maintain an environment, which will facilitate the education program. The CHILD is responsible for attending school, applying him/herself to the learning process and adherence to all applicable policies, rules, and regulations of the school.

Continual misconduct of a student or negligence in responsibility toward the rules of the school will result in a phone call to parents of the student. Corrective measures shall be exercised with firmness. All disciplinary measures, while exercised with fairness and consistency in all cases, shall be flexible enough to allow for individual difference among the students. However, exhaustive efforts of the school expended on the individual shall end when these efforts fail to produce acceptable results.

Students at St. John the Evangelist Catholic School are expected to comply with following STUDENT RESPONSIBILITIES AND LIMITATIONS. Those who consistently do not comply with these policies will be referred to the principal who shall take appropriate administrative action.

ATTENDANCE

All students enrolled in St. John the Evangelist Catholic School are expected to be punctual and regular in attendance. Students attend school every scheduled school day for the entire day and are expected to be in assigned areas at assigned times unless officially excused. Absence from school will be excused if:

- ✓ Absence was caused by illness.
- ✓ It is a case of an emergency.
- ✓ Satisfactory arrangements have been made with the principal in advance.

The principal shall notify in writing the parents of any student who has been absent from school on **ten school days in a single grading period**. With any additional unexcused absence, the principal may require the parents to attend a conference, wherein the consequences of future absence will be discussed. At the principal's discretion, such consequences may include in-house detention, academic probation, or expulsion.

- ✓ Parents are expected to give their full support to the school's attendance policies. In the event a student or parent repeatedly fails to comply with the attendance policies, the principal may require the parent to attend a conference with the principal to discuss the matter. A student's repeated failure to comply with the school's attendance policies may result in the student's suspension or expulsion at the discretion of the principal.

BEFORE AND AFTER AN ABSENCE

Please call the office to report your child's absence from school. Parents may email or call before school hours and leave a message on the school's voice mail.

STUDENT RESPONSIBILITIES continued

LEAVING SCHOOL

Leaving school before regular dismissal time requires a written request from the parents stating date, time, and reason for early dismissal request. Early dismissal for, and/or late arrival from lunch off campus are not acceptable.

No student may leave the school grounds, without prior written permission from a parent or guardian, and someone here to pickup the child(ren). Parents must sign out students in the office. If a student returns to school during the day, a parent must sign in the student.

TARDINESS

Students who enter a class late create a disruption and interfere with the learning of others. Being on time is a necessary part of a student's development. A student is tardy if he or she is not present in the classroom at the time of the opening of school at 8:25 AM. Students who are late must report to the school office before going to class. They will be given a tardy slip, which shall be presented to the teacher.

Parents are expected to notify the school office if the student will be absent from school. Absences may be "excused" with the prior approval of the administration, or if they are due to illness. Illnesses that result in an absence for more than four days may require a doctor's note.

TARDINESS DURING MASS DAYS

All students walk together as a class to Mass each Tuesday and Holy Days of Obligation at 8:30 AM. It is important that students arrive to school on time. **Students who arrive late to school on Mass days are to report to the school office. Office personnel will escort the student to Mass.**

ASSIGNMENTS

A student is responsible for completing all assigned work on time. See Homework Policy under GENERAL POLICIES.

Make-up Assignment: If a student has missed school, he/she is responsible to find out the missing assignment(s) as well as the time frame in which to have them completed and turned into the attending teacher. Some circumstances or extended absences may warrant a decision on the part of the teacher(s) to excuse a student from a portion of assignments missed. This will only occur in exceptional cases after consultation with parents and teachers.

LANGUAGE POLICY

The following states the kind of language that is considered unacceptable and the consequences for its use:

- ✓ Use of the Lord's name in vain.
- ✓ Any language or gesture that incites or threatens violence.
- ✓ Any racial or slur against a person's nationality.
- ✓ Name calling and personal insults or comments.
- ✓ Use of socially offensive language.
- ✓ Use of sexually suggestive language.

STUDENT RESPONSIBILITIES continued

HARASSMENT

St. John the Evangelist Catholic School is committed to providing a learning environment that is free from harassment in any form, such as verbal, physical, visual or sexual. Harassment by a student, parent, or school employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner and may result in suspension and/or expulsion.

ACADEMIC AND PERSONAL INTEGRITY

Cheating, copying another person's work, plagiarizing, violating test procedures or knowingly helping someone else cheat, damages a student's creditability and integrity as well as the classroom community. Violations of policies regarding academic and personal integrity will be handled as outlined under the *Standard for Responsibility Rubric on page 37 of this handbook*.

PLAYGROUND BEHAVIOR

The playground is for the use of St. John the Evangelist Catholic School students, grades K - 6, with adult supervision required. Equipment is to be used properly and with care. Children are to be respectful, take turns and be cooperative.

Kozy Korner, an after school program for St. John the Evangelist Catholic School students, has the exclusive use of the playground immediately before and after school.

Students who are waiting for rides after school may not use the playground, but are to remain in the designated area. Contact the school office for specific times that the playground is available to students.

- ✓ Students are to remain on playground within the eyesight of playground supervisor at all times.
- ✓ Keep a safe distance from people using play equipment.
- ✓ Lunch boxes are to be in designated areas, clear of games and equipment.
- ✓ Candy, food, and gum are not allowed on playground during school hours.
- ✓ Squirt bottles, play guns, knives, or any article considered potentially dangerous, destructive, or distracting (remote control toys, radio, walkman, etc.) are not permitted on the school grounds.
- ✓ Skateboards and roller blades may not be used on the school grounds.
- ✓ Frisbees, basketballs, nerf balls, and tennis balls are allowed on the playground. These properly labeled items may be brought from home. No hardballs such as softballs, baseballs, or golf balls are allowed. Wooden and metal bats are also not permitted.
- ✓ All students must be accepted and allowed to play. No exclusive games or groups.
- ✓ No wrestling, tripping, pushing, hitting, fighting, or pulling on clothing.
- ✓ Inappropriate language, name-calling, and gestures are not allowed.
- ✓ The walls of the building are off limits to ball games of any sort.
- ✓ Students will respect other people's play areas by not interfering with other people's games.
- ✓ Students must ask permission to enter the building during recess.
- ✓ Stop play and line up when recess has ended.

PLEASE, DO NOT USE EQUIPMENT WHEN SLIPPERY. NO JUMPING FROM ANY EQUIPMENT.

VIOLENCE

St. John the Evangelist Catholic School adheres to a ZERO TOLERANCE POLICY.

Any sort of violence, bullying, or behavior that puts others down is detrimental to the class and community in fostering a trusting and respectful environment. Students involved in fighting, physical abuse, verbal or nonverbal abuse of others, or bullying shall be removed from the classroom and may be subject to suspension and or expulsion from school in accordance with the Standards of Responsibility Rubric.

GENERAL DISCIPLINE STATEMENT

The St. John the Evangelist Catholic School staff, in order to aid in the growth and development of our students, has developed guidelines for acceptable behavior. The school's expectations include respect for individual students, teachers and staff members as well as compliance with school regulations and policies, which are established to ensure good order for school operation. Each student has a right to learn in a Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

Teachers and students work together to develop a set of classroom rules, procedures, and consequences. These are periodically reviewed with the students. Parents share the responsibility for guiding their children toward responsible behavior and providing Christian examples. Occasionally students do not live up to the expectations described above and disciplinary steps must be taken according to individual circumstances.

Students shall comply with the written rules of St. John the Evangelist Catholic School, pursue the prescribed courses of study, submit to the lawful authority of teachers, principal, and staff, and conduct themselves in an orderly fashion.

ST. JOHN THE EVANGELIST CATHOLIC SCHOOL ADHERES TO A ZERO TOLERANCE POLICY

Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:

- 1) Assault or the threat of violence to the person of another, willful injury to the property of others, or intentional misconduct, criminal or otherwise.
- 2) Possession or use of weapons or dangerous instruments;
- 3) Use, sale, distribution, or possession of any alcoholic beverages, tobacco, controlled substances, or illegal drugs on or near school premises;
- 4) Cheating, (i.e. copying schoolwork, plagiarizing, communicating during tests, knowingly enabling another student to cheat, violating test procedures);
- 5) Open or persistent defiance of the authority of school staff;
- 6) Habitual truancy or tardiness;
- 7) Leaving school grounds without permission;
- 8) Profanity or vulgarity;
- 9) Public scandal while under school jurisdiction (to and from school sports activities, field trips, etc.);
- 10) Actions gravely detrimental to the moral, physical, or spiritual welfare of other pupils;
- 11) Any other behavior detrimental to the reputation of St. John the Evangelist Catholic School.

Discipline shall be applied reasonably and fairly, and shall be commensurate with the offense. Examples of appropriate discipline are covered on the school's *Standards for Responsibility Rubric* on page 37 of this handbook.

BULLYING POLICY

All that happens at St. John the Evangelist Catholic School is within the context of the School Mission Statement.

To learn and grow require a secure environment free from:

- * prejudice
- * harassment
- * intimidation

At St. John the Evangelist Catholic School , bullying is defined as the use of force, threatened or real, to coerce or humiliate others.

This can take the form of:

- * persistent name calling
- * physical aggression
- * threatened violence or isolation

Bullying under any circumstance will not be tolerated at St. John the Evangelist Catholic School . All reports of such behavior will be dealt with immediately. (see *Standards for Responsibility Rubric* on the following page)

How do we prevent bullying at St. John the Evangelist Catholic School?

Strategies to prevent bullying will only be effective when placed within the context of a culture in which respect for others is consistently taught and demonstrated across all facets of school life. The Christian values, which represent the antitheses of bullying, must be continually affirmed in words and actions.

The role of Teachers:

- * Act as role models of caring and tolerant behavior
- * Listen to reports of bullying
- * Protect the victim from further harm
- * Act to stop the behavior recurring
- * Raising awareness through the curriculum

The Role of Students:

- * Students who are being bullied must speak to their teacher and give him/her full details of the event
- * Students who witness the bullying will intervene if they are able or immediately seek teacher assistance if they can't intervene

The Role of Parents:

Parents play a key role in support of both the victims and perpetrators of bullying. The school must work in partnership with parents in the disciplinary process. Parents can assist in the following ways:

- * Let your child know that bullying in any form is never acceptable. Listen to your child and take their feelings and fears seriously.
- * Make sure you child knows that being bullied is not their fault.
- * Avoid calling your child names, like "weak". Don't tell them "not to worry, to forget it, to toughen up."
- * Avoid bullying tactics around your child, so they don't get mixed messages.
- * If bullying is verbal, help you child develop the skills to respond to bullying. Practice a supply of quick (not insulting) responses – for example: 'that's your opinion', 'talk to someone who cares'.
- * Avoid the urge to take everything into your own hands unless absolutely necessary, as this will make your child feel less in control.
- * Help your child feel good about the other things in his life. Feed their self-esteem.
- * When it is clear that your own child is the bully, recognize the seriousness of the issue and support the school in implementing this policy.

RECORDS/HEALTH AND EMERGENCY CARDS

It is the responsibility of the Parents to update the Immunization records on a yearly basis.

Parents of students currently in attendance at St. John the Evangelist Catholic School may review their child's education records. Parents wishing to review student records should make written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the principal concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

Upon withdrawal, the student's education records will be forwarded to the requesting school within ten business days.

St. John the Evangelist Catholic School is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Student Change of Name

In the event a student or his/her parent requests a name change on school records, legal documentation will be required before processing any request.

HEALTH SERVICES

MEDICATION

Ideally, all medication should be given at home. However, there are students with chronic illnesses, long-term health conditions, as well as students recovering from temporary illnesses who need to have medication at school.

Medication means any prescription or over-the-counter medication including, but not limited to, vitamins and food or herbal supplements; eye, ear and nose drops; inhalants; medicated ointments or lotions; aspirins.

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the school and are not to be practiced by any school personnel, unless authorized, as specified below.

Without written authorization the school may not provide students with aspirin or any other medication. (*Medication includes both prescription and non-prescription medications, and includes those taken by mouth inhaled, injection types (epi-pen), and those applied as drops to eye or nose, or applied to the skin.*)

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use.

1. The student's parent/guardian must provide the school with written permission and request that school personnel administer medication.

HEALTH SERVICES continued

2. Written instructions, which include the name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication. The Medication Authorization Form, available in the school office, must be completed and on file in the office.
3. Medication should be brought to school by the parent/guardian or other adult. Medication will be stored in a secure location with limited access in the school office. Parents should indicate the number of pills they are supplying the school.
4. Medication must be kept in labeled containers as prepared by a pharmacy, physician, or pharmaceutical company, and labeled with dosage and frequency of administration. The parent should request a labeled container that will be kept at school. The parent should request that the pharmacy supply prescription oral medication in exact dosage prescribed so that dividing pills is not the responsibility of school personnel.
5. A log of medication administered by school personnel will be kept in the school office.
6. No dosage or time of administration changes will be instituted except by written instruction from the physician after the initial request.
7. Parental or guardian request/permission and physician's instructions must be renewed annually, or more often, if necessary.
8. Prescription and medication supply renewal is the responsibility of the parent/guardian.

(If a student plans to participate in an after school activity, special arrangements need to be made by the parents to ensure medication is available for their child.)

Procedures for Student Self-Administration/Self-Possession of Medication

Except under special circumstances, students are *not allowed* to possess or administer prescription or non-prescription medication on school grounds or during school sponsored activities. Self-possession means that, under the written direction of the physician and/or parent, the student may carry medication on his/her person to allow for immediate and self-determined administration.

Written instructions by the physician/provider for a student to self-possess and /or self-administer must include the following: name of student, name of medication, dosage, time to be administered, route of administration, duration of administration. All medication will be kept in a labeled container as prepared by the pharmacy or pharmaceutical company. The principal may discontinue the student's self-administered privilege upon advance notification to the parent/guardian.

IMMUNIZATION REQUIREMENTS

In compliance with the law, a health form must be submitted to the school office showing your child's complete record of immunizations. A list of immunization requirements is available in the school office. Students who do not have the required immunizations will be excluded from school until requirements are met.

ALLERGIES

If your child has allergies that are significant enough to warrant accommodation in the school setting, a written evaluation from the allergist, with any recommendations that the allergist may have, must be in the school office a minimum of two weeks prior to the child's first day of school. Updated allergist reports must be filed in the school office.

ILLNESS DURING THE SCHOOL DAY

School age children occasionally have signs and symptoms that may be related to communicable diseases. Only a licensed health practitioner can determine a diagnosis and/or prescribe treatment and provide instructions regarding the students' return to school. Very few illnesses mandate exclusion from school. However, students should be excluded from school participation if:

- ◆ Illness prevents student from participating in school activities
- ◆ Student requires more care than the school staff can provide
- ◆ Any of the symptoms listed below are observed:
 - ◇ Fever greater than 99.9° (Students need to be fever free, without medication, for 24 hours before returning to school.)
 - ◇ Vomiting
 - ◇ Stiff neck or headache with fever
 - ◇ Rash – with or without fever
 - ◇ Behavior change — irritability or lethargy
 - ◇ Jaundice (yellow color to skin or eyes)
 - ◇ Diarrhea
 - ◇ Skin lesions that are “weepy” or pus filled
 - ◇ Colored drainage from eyes, nose, ears
 - ◇ Difficulty breathing

If a child becomes ill during the day, it's always in his/her best interest to go home. The school office staff will contact the parent or designated adult (on the family emergency card). It is the responsibility of the parent to have the student picked up and signed out through the school office within one hour of the call.

STUDENT ACCIDENTS

In case of a student accident or injury at school, emergency aid will be administered. Parents are generally contacted for an appearance of pink eye or a rash, a bloody nose that does not stop, an injury above the shoulders, an obvious swelling, or repeated complaints of pain or discomfort from a student.

If an injury appears serious and it is impossible to contact the parents or designated adults, office staff may contact emergency medical personnel or transport.

If your child comes home with an injury that he/she did not report to the teacher or office staff, and you feel it is serious, please call the school office within 24 hours to report it.

COMMUNICABLE DISEASES

If your child is diagnosed with a communicable disease, including head lice, scabies, chicken pox, measles, strep throat or scarlet fever, or any other communicable disease, please notify the school office immediately.

HEALTH SERVICES continued

MISSED CLASS WORK DUE TO ILLNESS

If the student is absent one day, the student will complete the missed class assignments upon his/her return to school.

In the event of a student absence due to illness for two or more days, the parent may request by noon, through the school office, written work that has already been covered in class. The work will be available for pickup in the school office at the end of the school day.

It is the responsibility of the student, upon return to school, to get all missed assignments, complete them and return them to the teacher by the due date requested by the teacher.

Depending on the nature of the missed work, the student can expect time equal to that of his/her absence to make up work. The teacher will determine the due date for the missed work. Tests are made up at the discretion of the teacher.

ASBESTOS NOTIFICATION

In accord with the Asbestos Hazard Emergency Response Act regulations (AHERA), St. John the Evangelist Catholic School conducts an inspection, twice yearly, of all friable and non-friable asbestos containing materials in the school building. Certified maintenance staff conduct inspections during scheduled school vacation days. The most recent three-year A.H.E.R.A. inspection was conducted in the summer of 2006. The Asbestos Management File is located in the school office, and is available upon request.

SMOKE FREE BUILDING

The St. John Educational Center is a smoke-free building; therefore, no smoking is permitted at all indoor school activities and functions.

EMERGENCY INFORMATION

RELEASE OF EMERGENCY INFORMATION

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

EMERGENCY CARD

At the beginning of each year an emergency card is sent home to each family. The card must be completed, signed by both parents and returned to the school office within one to two days.

It is extremely important that the school always has current parent home and work phone numbers, as well as numbers for cell phones and pagers. Please contact the school office to update any new or changed emergency information during the school year.

Students are not released to any adult unless the adult is designated on the emergency card or parent authorization is given.

EMERGENCY SITUATIONS

Every emergency situation is by definition unique, however, the school has put into place procedures for handling these situations. If emergency situations occur, the best way to handle them is to remain calm and to cooperate. During a school emergency, do not attempt to telephone the school for information. This only reduces the school's ability to communicate by tying up the telephone.

Emergency Drills, (fire, tornado, and school safety) are held at regular times during the course of the school year. Each room has a designated evacuation route in case of fire, and a designated shelter in case of tornado or severe weather.

Tornado Warning – During a tornado warning, students will remain in their shelter area and not be dismissed until the warning is officially cancelled. *The shelter area for parents in the building is the Copy Room, opposite the office.*

Tornado Watch - Students will be dismissed at the normal time.

Emergency School Information - For emergency school information, turn your television to Channel 12 (WJRT) or dial your radio to WFDF (910 AM) or WCRZ (108 FM).

Honeywell First Alert system: The school utilizes the Honeywell First Alert system. This system allows the school to contact school families via phone to notify of school closure. Parents, please stop by the school to register or update your contact information for this service.

School Closure due to Weather – When Fenton Schools are closed due to weather conditions, St. John School is also closed. When Fenton Area Public Schools cancels PM Kindergarten, St. John School PM Kindergarten is also cancelled.

Early Dismissal – If the school day is cut short after it has begun and the students are being sent home early, this information will be announced in the same fashion as mentioned above. Please do not telephone the school unless it is absolutely necessary.

Activities Cancellations – When school is closed because of weather conditions, all school activities are cancelled including after school and evening activities, i.e. athletic practices, games, meetings, scouts, dances, field trips, etc.

REGISTRATION AND ADMISSION POLICY

NON-DISCRIMINATION POLICY

No child whose parents desire to enroll him/her in any Catholic School of the Diocese of Lansing shall be denied admission on the basis of sex, race, color, national origin, or religious affiliation.

Priority is to be given to Catholic children. Non-Catholics will be accepted if the school possesses capacity for additional enrollees. • *Diocesan Policy #5117.1*

ADMISSION POLICY

Children will be admitted to St. John the Evangelist Catholic School in the following order:

1. First priority is given to families with children currently attending St. John School.
2. Second priority is given to active registered parishioners with new students.

Active parishioner status is defined as:

- ◆ Parent(s) are registered members of St. John Parish.
- ◆ The family regularly attends mass at St. John Parish.
- ◆ The parent(s) contributes time and talent to St. John Parish, when able.
- ◆ The parent(s) supports St. John Parish financially through responsible stewardship and the use of the weekly church envelope.

(Consideration will be given to Catholic families new to the area who provide documentation of active parish support from their previous parish and who register in St. John Parish.)

3. Third priority is given to Catholic families registered in neighboring Parishes.
4. Fourth priority is given to Non-Catholic families.

WAITING LIST PROCESS

Names on the waiting list are catalogued and prioritized in the following manner.

1. School Families with a sibling to attend St. John School
2. Active Parishioners, as defined in the Admissions Policy
3. Inactive Parishioners
4. Catholics from other parishes
5. Non-Catholic families

The waiting list is prioritized by the date that the active parish member contacts the school office to put the child's name on the list. When registration begins, and/or an opening occurs, the parent(s) is contacted, according to the prioritized list, to begin the registration process.

If a non-parishioner parent(s) registers in St. John Parish and fulfills the requirements of active parishioner status, as defined in the Admissions Policy, the child's name is placed on the Active Parishioner Waiting List using the date of registration in the parish as the new date in the priority listing.

If an inactive parishioner parent(s) fulfills the requirements of active parishioner status for a minimum of six months, as defined in the Admissions Policy, the parent may contact the school office to have the child's name placed on the Active Parishioner Waiting List.

AGE FOR KINDERGARTEN

Children generally do better in the St. John the Evangelist Catholic School kindergarten program and in later grades if they are at least five years of age by September 1st. The State of Michigan requires kindergarten children to be at least five years of age by December 1st.

KINDERGARTEN ASSESSMENT

Children of kindergarten age for St. John the Evangelist Catholic School are scheduled for a kindergarten assessment as openings are available. The Gesell assessment uses direct observation to measure a child's language skills, personal-social maturity, and overall adaptive behavior, according to age-related norms, i.e. to learn with reasonable attention span and concentration, responsiveness to teaching, and attention to details and complexity.

JUNIOR KINDERGARTEN

The Junior Kindergarten program is designed for children of kindergarten age (at least five years of age by December 1st) that would benefit from a year of developmental and educational activities before entering the St. John School Kindergarten program. Registration in Junior Kindergarten is based on the recommendation of the St. John the Evangelist Catholic School Kindergarten Assessment Team and on available openings. The Junior Kindergarten session is held five days per week.

REGISTRATION

In order for a child to be approved for registration, the parents must schedule an appointment for a grade level reading, English, and Math inventory of skills and submit a copy of the child's most recent report card.

Children entering Kindergarten or Junior Kindergarten are scheduled for a Kindergarten assessment in order to be approved for registration. (See Kindergarten Assessment)

When a child is approved for registration, the parent completes registration forms and returns them to the school office within one week.

Registration is approved only when all required forms are completed and returned to the school office, previous St. John School accounts are paid in full, and responsible financial stewardship to the parish is ascertained.

REGISTRATION PROCESS

Students and their families fill out the Registration Packet and include a non-refundable \$60 (parish) or \$85 (non-parish) Registration Fee. Students need to take a grade placement test and also visit the school. The following items must accompany the Registration form before the admission decision is made:

1. Satisfactory academic progress in previous school(s) (documented by report cards/standardized test scores).
2. Recommendation from current teacher and/or principal.
3. Indication of good character and behavior patterns which would not be a disruptive influence in the school, classroom or playground.
4. Copies of birth, Baptismal and First Communion certificates for Catholic students (Grade 3 and above); birth certificates for non-Catholic students.

CONTINUATION REQUIREMENTS FOR RETURNING STUDENTS

1. Satisfactory academic progress commensurate with ability and grade level.
2. Satisfactory patterns of attendance/punctuality.
3. Behavior patterns which are not a disruptive influence in the school, classroom or playground.
4. Updated immunization and health records.
5. Financial accounts current to 30 days
6. Registration fee paid (non-refundable unless the school determines the child may not continue).
7. Consistent parent support of/cooperation with school personnel, policies and procedures.

PROBATIONARY PERIOD FOR NEW STUDENTS

The first 90 calendar days in attendance will be considered probationary for all students on the basis of their ability to be successful within the academic and behavioral standards of St. John the Evangelist Catholic School. The student's ability to function in an acceptable manner physically, socially, emotionally and academically will be evaluated by the classroom teacher, parent (s), and principal during 90 calendar days. At the end or during this period a determinate will be made if of St. John the Evangelist Catholic School is the "right fit."

If the student is unable to fully participate in the assigned grade level due to weak academic skills, the student may be asked to transfer to a lower grade level. It may be recommended that the student also be transferred to another school with a program that provides more support for the specific needs of the student. If the student is unable to follow the behavioral standards of the school, counseling, a written contract, or release from the school are all options.

STUDENT TRANSFER/WITHDRAW

If a student plans to withdraw from of St. John the Evangelist Catholic School, a note from the parent or guardian requesting a transfer must be sent to the Principal in a timely manner. This note should state 1) reason for withdrawal, 2) the last day the student will be in attendance at of St. John the Evangelist Catholic School, and 3) the name and address of the school the student plans to attend. St. John the Evangelist Catholic School will then forward records to the new school. It is the student's responsibility to return all books and school-owned materials prior to his/her last day of school. Families will be billed for lost/missing or damaged items.

REGISTRATION AND ADMISSION POLICY *continued*

SPECIAL NEEDS POLICY

Inclusive education is based on the belief that each student is an important, accepted member of the school community. The term “inclusive education” refers to a process and a value whereby each student is assured equal access to the educational options and supports provided by this school. It is based on the practice that assumes all students have unique talents and needs, and can work together in an educational setting which accommodates and celebrates their diversity. Inclusive education focuses on what students can do, thus creating a sense of oneness and belonging within the classroom.

St. John the Evangelist Catholic School strives to support and complement the parents in their responsibility to be the primary educators of their children. Recognizing that a Catholic school should be available to all who desire this educational environment, we strive to accept everyone for whom an appropriate program can be designed and implemented.

If a child is identified as a possible special needs child, an academic and psychological assessment will be required. Based on the results of this assessment, the faculty and Principal will determine if St. John the Evangelist Catholic School can accommodate this child’s special needs. On-going communication between the teacher, principal, and parents is imperative. Should it be determined that St. John the Evangelist Catholic School is not the appropriate setting, the Principal will make every effort to assist the parents in selecting a new educational site.

FINANCIAL

2009 – 2010 TUITION AND FEES SCHEDULE

*ACTIVE PARISHIONER	Tuition
1 Kindergarten	\$1,825
2 Kindergarten	\$3,650
1 child (gr. 1-8)	\$3,350
1 child (gr. 1-8) + 1 K	\$5,175
1 child (gr. 1-8) +2 K	\$7,000
2 children (gr. 1-8)	\$5,700
2 children (gr. 1-8) + 1 K	\$7,525
3 children (gr. 1-8)	\$7,750
4 children	\$8,050
5 children	\$8,350
Registration Fee (Non-refundable, due at acceptance of each student)	\$60 per family (one-time fee)

- *Active Parishioners are required to:**
- ◆ be registered members of St. John the Evangelist Parish in Fenton
 - ◆ Participate in Mass with your children each weekend
 - ◆ use your weekly parish envelope
 - ◆ contribute time and talents to support the parish and school.

2009 – 2010 TUITION AND FEES SCHEDULE

OUT-OF-PARISH	Tuition
Kindergarten	\$3,100
1 child (gr. 1-8)	\$4,400
1 child (gr. 1-8) + 1 K	\$7,200
2 children (gr. 1-8)	\$8,600
3 children (gr. 1-8)	\$12,900
4 children (gr. 1-8) + K	\$15,600
Registration Fee (Non-refundable, due at acceptance of each student)	\$85 per family (one-time fee)

TUITION PAYMENT PLANS

Tuition payments are handled through SMART Tuition Management Services. A form detailing the payment schedule is included in the registration packet. In lieu of the SMART tuition payment plan, families may make one annual tuition payment in the school office by August 18th and receive a 2% discount on the tuition. Requests for an alternate payment must be made in the school office. The principal and the parent must both sign the alternate payment form.

FEES PAID IN SCHOOL OFFICE

Registration Fee and Kindergarten Assessment Fee

NSF CHECKS

\$25 per check is payable for each NSF check. Replace check with cash or money order.

TUITION FEES ~ NON-PAYMENT

Any school family who makes no payments for registration or tuition during the school year, and who makes no attempt to discuss financial difficulties with the pastor or principal, and who does not apply for any tuition grant money may not enroll their student(s) in St. John the Evangelist Catholic School the next school year.

SCHOLARSHIP FUND

The St. John the Evangelist Catholic School Scholarship Fund, established in 1978, provides parish families with tuition assistance for their children at St. John the Evangelist Catholic School. Scholarships are awarded based on financial need and availability of funds. Grants are made for one year, and are reviewed on a semester basis. Scholarship applications, available from the school office, are due with completed student registration forms.

****SPECIAL NOTICES****

BACKGROUND CHECKS - VOLUNTEERS

St. John the Evangelist Catholic School believes that volunteers assist the school in providing for the development and education of the students and help the institution to thrive.

If a volunteer background check reveals a criminal conviction that disqualifies the applicant from service, the volunteer applicant will be given an opportunity to verify the accuracy of the criminal record obtained. If the information is accurate and the applicant believes he/she should nonetheless be permitted to serve as a volunteer, the applicant will be asked to submit a written statement explaining why a request from exception to the Diocesan policy is warranted. The Diocese treats background check with a high degree of confidentiality and shares information only with those who have a legitimate need to know. St. John the Evangelist Catholic School will treat the information as confidential as well, storing original criminal history request forms and criminal history reports in a locked file cabinet. The information provided on the Volunteer Background Check Request form is not used for any other purpose. The background check is good for three years.

REPORTING OF SUSPECTED CHILD ABUSE

Any school employee, who has reasonable cause or reasonable suspicion to believe that any child, with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Children's Protective Services of the local law enforcement agency. The school employee shall also immediately inform principal, who will contact the Superintendent of Catholic Schools for the Diocese of Lansing.

The Diocese of Lansing requires criminal history checks for all volunteers who come in direct contact with children. This means volunteers who drive on field trips, work in classrooms, tutor individual or small groups of children, and volunteer in the kitchen and/or playground. If you plan to volunteer in the school in any capacity you must have a criminal history check on file with the Diocese. The school will create a database of parents who have submitted this form and received a clear history report. This database will be used to cross reference individuals who will be allowed to volunteer in our school. You will not be allowed to volunteer unless your background check has been completed.

PROTECTING GOD'S CHILDREN

All school volunteers who come into contact with students are **REQUIRED** to go through *Protecting God's Children* training.

To assist us in becoming aware of child abuse, the Diocese of Lansing has **mandated** that all Catholic schools and parishes undergo, *Protecting God's Children* training. The Diocese recognizes this program as the most up-to-date, comprehensive safe environments program available today.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school principal retains the right to amend this handbook for just cause. Parents will be notified of changes.

WHAT TO DO IF...

This handbook is being issued in the hope it will bring closer ties and understanding between the school and home. Close cooperation between the home and the school will always work in the best interest of the student. Please feel free to call the school or make an appointment to visit. No problem is too small.

What to do if.....

If your child is having a problem with another child, please bring the matter to the attention of the classroom teacher or contact the child's parent at home. Do not expect to come into the school and address the problem with the child. While children are at school, the principal, teachers and staff are acting on behalf of parents. It is the responsibility of the staff at St. John the Evangelist Catholic School to address problems and discipline issues at school, not the parents.

If you have a concern about a classroom issue, please contact the classroom teacher to schedule an appointment. If the issue remains unresolved, please contact the principal to facilitate a resolution.

If you have a concern about a school policy, please contact the principal for an appointment.

If you have a concern about a rumor, please contact the involved parties to check the accuracy of your information. Misinformation can destroy good work and reputations.

In the interest of Christian justice, it is our responsibility to check out rumors, not spread them. Students, parents, and staff have a responsibility to know the facts before they pass them on to another person. Even then, we must also, in the spirit of charity and justice, decide whether or not the information needs to be spread.

PARENT/STUDENT HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

Our signatures below confirm that we have received a copy of the 2009-2010 Parent/Student Handbook. We have read the handbook together as a family and agree to follow the directives and policies as described. I agree that if I have any questions or need for clarification, I will contact Mr. Havens, St. John the Evangelist Catholic School Principal.

Please return signed acknowledgement to your child's teacher or the school office.

Parent Signature	Date
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Parent Signature	Date
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Student Signature	Date
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Student Signature	Date
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Student Signature	Date
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Student Signature	Date
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Student Signature	Date
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User's Name	Date
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