

**St. John the Evangelist Catholic School**  
**Parent/Student Handbook**  
**Revised 2021**  
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## WELCOME

Welcome to St. John the Evangelist Catholic School! Our school is a faith based community dedicated to teaching, learning and living as Jesus did. You and your children are encouraged to read the following information about our school. This handbook will give you an idea of who we are, what we hope for your children, and our policies.

We ask that you 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 Catholic 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 cafeteria. 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. August 2010 brought the addition of our preschool program, serving three and four year old students. Continual improvements are made to our computer lab, in-class technology and school Wi-Fi.

A highly qualified, competent, and state-certified school faculty provides an "Education in Faith" to students in Preschool to 8<sup>th</sup> Grade.

## MISSION STATEMENT

St. John the Evangelist Catholic School is a faith based community dedicated to teaching, learning, and living as Jesus did. *Adopted 2010*

## PHILOSOPHY STATEMENT

We, at St. John the Evangelist Catholic School, strive to provide a distinctive Catholic education 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 parish, and participation in school activities. School personnel reflect their Christian faith through their teaching and by their example.

The partnership of parents, teachers, students, and school personnel gives living witness to Christ, the cornerstone of the St. John School Community.

## 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).

## PARENT AND SCHOOL ASSOCIATION (PSA)

The purpose of the St. John Parent 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 the Evangelist 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.

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

## **ST. JOHN SCHOOL EDUCATIONAL 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.

Non-board members may bring a topic to the attention of the board with the Pastor's approval. The Pastor should be contacted two weeks prior to the meeting date. The topic will be added at the top of the agenda. Following the discussion of said agenda item, the guests will be excused from the meeting.

## **FINANCE COUNCIL**

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

The Finance Council 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.

Non-board members may bring a topic to the attention of the board with the Pastor's approval. The Pastor should be contacted two weeks prior to the meeting date. The topic will be added at the top of the agenda. Following the discussion of said agenda item, the guests will be excused from the meeting.

## **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 meets weekly and is committed to fostering communication among all members of the parish.

## **NOTIFICATIONS**

### **NON-DISCRIMINATION POLICY**

Saint John the Evangelist School is fully committed to treating every student, parent, staff member, and visitor with Christian dignity and respect. No one will be subject to illegal discrimination on the basis of age, sex, religion, marital status, race, disability unrelated to the ability to do the essential functions of the job, national origin, color, height, weight, health history, genetic background, or status in any group properly protected by state or federal law.

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*

### **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 conducts inspections during scheduled school vacation days. The most recent three-year AHERA inspection was conducted August 2021. The Asbestos Management File is located in the school office and is available upon request.

### **FAMILY EDUCATIONAL RIGHTS-PHOTOGRAPHS AND VIDEO RECORDINGS**

Parents and guardians should take note that St. John the Evangelist Catholic School designates photographs and video recordings of students engaged in school activities as a category of “directory information.” Therefore these photographs and video recordings may be disclosed without written consent under the Family Educational Rights and Privacy Act, 20USC 1232 g. Further, please note that parents and guardians may opt out or deny consent, please give a written note to the school office (810) 629-6551 or send an email to the principal at [aschmit@sjseducation.com](mailto:aschmit@sjseducation.com).

### **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 into 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 the principal, who will contact the Superintendent of Catholic Schools for the Diocese of Lansing.

## **GENERAL POLICIES AND INFORMATION**

### **DIOCESAN FAMILY-SCHOOL AGREEMENT**

When enrolling their child(ren) in a Catholic school in the Diocese of Lansing, be it parochial, diocesan, or independent, parent(s) or legal guardian(s) (hereafter, “parents”) are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

- a. All children are welcome in the Catholic schools in the Diocese of Lansing. As part of enrollment, parents must sign the Family-School Agreement.
- b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are

expected to cooperate fully in it and shall supervise their children in accordance with this agreement.

- c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

## **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.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly

## **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.

## **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 environment program available today.

## **REQUIREMENTS FOR PARENT VOLUNTEERS**

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

1. Register online at [virtus.org](http://virtus.org) for a "Protecting God's Children" presentation and attend the presentation.
2. Read and sign the Volunteer's Code of Conduct Form.
3. Read and sign the Background Check Form.

## **VOLUNTEER BACKGROUND CHECKS**

**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.**

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/or volunteer in the kitchen and/or playground, among other things. If you plan to volunteer in the school, you must have a volunteer criminal background 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.

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 checks 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.

## **EXPECTATIONS OF PARENT VOLUNTEERS AND WORKERS**

As a Catholic Christian school, we must expect and demand the highest Christian respect for one another. 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 18 volunteer service hours per family per year is required, 10 for preschool families. We realize that due to some parents' work schedules and family situations, some parents are unable to volunteer their time during the school day. Therefore, a financial donation of \$10 per un-worked school service hour is required. Parents must submit their volunteer hours. This can be done throughout the school year, as volunteer hours are completed.

## DAILY SCHEDULE

### Daily School Hours for K-8<sup>th</sup> Grade:

8:00 AM First Bell/Instructional Day Begins

8:05 AM Tardy Bell

3:30 PM Dismissal

Half-Day Dismissal is 11:30 AM

### Daily School Hours for Preschool:

Half Day Program: 8:00 AM – 11:20 AM

Full Day Program: 8:00 AM – 3:30 PM

## STUDENT DROP-OFF AND PICK-UP PROCEDURE

As always, our main goal with before and after school transportation is **safety**. With that in mind, we aim to make this process as smooth and efficient as possible. In the interest of these two goals, we ask parents to observe the following guidelines:

- Morning Drop-off: All students are dropped off in the Morning Drop Off loop in front of school.
- Afternoon Pick-up: Upper Loop or Lower Loop (K of C parking area).
  - Lower Loop: For students in grades 4-8
  - Upper Loop: For students in grades K-3 and their older siblings
  - Parents of preschool students should walk to the main entrance and preschool staff will escort preschool students outside.
  - **No students will be released to the front lobby for pick-up.**
  - Students not picked up in the loop will be sent to Jets Club and charged a fee.

## SUPERVISION AND SAFETY

**Classroom supervision is provided from 7:40 AM to 3:30 PM.** For safety reasons, students should not be dropped off before 7:40 AM or picked up late 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 early or stay late during the Extended Care hours, he or she will be required to enroll in Jets Club 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. Therefore, the school and parish community need your cooperation and support in upholding this safety and liability issue.

## BEFORE AND AFTER SCHOOL CARE-JETS CLUB

St. John the Evangelist Catholic School's before and after school program is operated by Jets Club. Morning hours are subject to change based on demand. Jets Club is open after school until 6 PM. Pre-registration is suggested. Additional information may be obtained by emailing jetsclub@sjseducation.com.

## **SCHOOL VISITATION**

All visitors, including parents, who are in the school building between the hours of 7:30 AM and 3:45 PM, whether to drop off a lunch, forgotten homework, volunteer, or pick up a child **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 ensure the safety of the children so we are aware 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 disruptive to classes. If a message needs to be delivered, the office staff will deliver it at a time so as not to disturb the class.

## **VACATION LEAVE DURING SCHOOL TIME**

Absence from school for vacation is NOT recommended as it disrupts the student's learning sequence and undermines the importance of each school day. 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 or her teacher. Students are responsible for making these arrangements. NO teacher is obligated to have work prepared for the student beforehand. It is often not possible due to the nature and content of the subject.

## **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**

Bicycles must be locked and are the sole responsibility of the student. Students are to walk bikes to and from the driveway onto the grounds. Students must wear protective helmets and other safety gear deemed appropriate. Bikes must be locked during the day. The school cannot assume responsibility for stolen or damaged bicycles.

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 on to the school grounds. This is a matter of safety for the large number of children on the playground before and after school.

## **OFF CAMPUS EVENTS**

Students at school-sponsored, off campus events need to recognize that they represent our school and are expected to follow school rules and expectations. Violation of these expectations will result in implementation of our Growing in Virtue Discipline Policy.

## **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.

## **DAMAGE**

If there is damage to books, materials, or equipment that reduces that 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 furnishing, 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 during school hours by a student on school grounds is prohibited unless permission is given by a supervising teacher/adult.

Students must keep all electronic devices, including cell phones and smartwatches, powered down in their backpack. Students may use their cell phones only with the permission of, and in the presence of, a staff member or adult supervisor.

**All picture taking is prohibited during school hours on school grounds or while on field trips.** Failure to abide by this policy will result in the loss of the device and/or loss of privilege to bring any electronic device to school. Students who take or post inappropriate pictures after hours while on parish/school grounds will no longer be allowed to bring electronic devices to school.

Parents are expected to refrain from texting or calling their child during the school day. Parents needing to contact their child during the school day must call the school office. Failure to comply with this policy will result in the device being confiscated. Parents will be notified to claim the device in the school office.

Students are discouraged from bringing calculators from home unless directed by the classroom teacher. St. John the Evangelist Catholic School will not be responsible for lost or stolen electronic devices.

## **WELLNESS POLICY**

St. John the Evangelist Catholic School has a wellness policy stating that we are committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement. The Wellness Policy may be viewed on the school website at [stjohnfenton.com](http://stjohnfenton.com).

## **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. Student lunches cost \$3.25 and include milk. Menus are published in advance and include a choice of a main entree or whole-grain pizza which is served daily. Menus will be available on the school's website, [stjohnfenton.com](http://stjohnfenton.com). Money can be added to a student's lunch account at <https://stjohnschool.revtrak.net>. Adults may purchase a lunch through the food service program at a slightly higher cost. Adult lunches are taxable.

## **PARTIES**

**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 boys and/or girls 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 classmates are invited to a party, but they are not. We encourage you as parents to help your child to understand how the use of social media can also add to hurt feelings in this situation.

Only non-food favors are permitted to celebrate birthdays at school. A list of suggestions can be found on the school website at [stjohnfenton.com](http://stjohnfenton.com). Students may be out of uniform on their birthday. Please refer to Spirit Day dress guidelines.

## **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.

## **ANIMALS**

Persons bringing animals into the school must receive prior permission from the supervising teacher and/or the principal. Animals, including all vertebrates and 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.

## **GAMES AND TOYS**

Toys brought from home are not allowed. In some cases, teachers 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.

## **LOST AND FOUND**

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

## **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.

## **LOCKERS**

Students in grades 6-8 are assigned a locker in their homeroom for their use during the school day. 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 consequences.

## **PROPERTY OF OTHERS**

The property of other students and teachers or staff members is to be respected and not to be disturbed or touched. This includes items on or in a student's or teacher's desk and in lockers or closets. 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 have a meeting with a teacher, an appointment may be made either by phone or email.

## **ADMINISTRATION**

Should a parent wish to meet with the Principal, an appointment is suggested.

## **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.

## **NEWSLETTERS AND ONLINE COMMUNICATION**

### **Weekly Jet Gazette**

The weekly information note for parents and students is published on Friday of each week. It is emailed to every family. It is the responsibility of both students and parents to read the weekly Jet Gazette for information. Information for the newsletter is due no later than 9 AM on Wednesdays. Two summer editions of the Jet Gazette will be emailed to all registered families in June and August.

### **Power School**

Power School is a school management software system that provides a secure database with personal log-ins so that students and parents can receive current information from teachers and administrators, including grades, attendance, and conduct. Please contact the school office for your secure username and password.

### **School Website**

St. John the Evangelist Catholic School will relate information via [www.stjohnfenton.com](http://www.stjohnfenton.com). Please check the website for updated calendar events, forms, and articles.

### **Social Media**

Reminders, event information, interesting links and more are regularly posted on our Facebook and Instagram accounts.

## UNIFORM DRESS CODE

The school uniform is designed to foster school pride, be workable for parents and students, and be enforceable by the school. Students and parents should become familiar with and follow the Uniform Dress Code. **All faculty and administrators have the right to judge what is and is not appropriate regarding the Uniform Dress Code and to enforce consequences for inappropriate dress.** Dennis Uniform Company is the sole supplier of our uniforms; there are a large number of previously worn uniforms available in our Uniform Closet located between the Art and Music Rooms.

**Slacks/Pants:** Dennis Uniform only, Khaki or Navy

**Skirts/Jumpers/Skorts:** Dennis Uniform only, knee-length, Khaki, Navy, Belair Plaid worn with uniform blouse or shirt, tucked in at the waist

**Shorts:** Dennis Uniform only, may be worn September-October 31 & April 1-June, knee-length, Khaki or Navy, worn with uniform shirt or blouse tucked in at the waist.

**Dress Shirts/Blouses:** Dennis Uniform only, White, tucked in at waist

**Polo Shirts:** Dennis Uniform only with school logo, White, Navy, Green, short or long sleeve, tucked in at the waist

**Turtleneck:** Dennis Uniform only, White, Navy, tucked in at waist

**Sweaters/Vests:** Dennis Uniform only, Navy, worn with uniform shirt or blouse which is tucked in at the waist

**¼-Zip Sweatshirt:** Dennis Uniform only, Green, Navy, with logo, worn with white t-shirt, zipped, or uniform shirt tucked in at waist

**¼-Zip Fleece Pullover:** Dennis Uniform only, Green, Navy, with logo, worn with white tee-shirt, zipped, or uniform shirt tucked in at waist

**Full Zippered Fleece Jacket:** Dennis Uniform only, Navy, with logo, worn with uniform shirt which is tucked in at waist

**Gym Uniform:** For grades 6-8, Dennis Uniform only, gray tee shirt with logo, mesh athletic shorts with logo, or sweat pants with logo

**Socks/Stockings:** Must be visible in shoe, no bare feet or bare-feet look

**Belts:** Grades 1-8, Solid Brown, Black, Navy, no mixed colors, must be worn with all uniform garments having belt loops

**Underclothes:** Undershirts must be solid white, any brand  
Biking Shorts for Girls, Solid Navy, Dennis Uniform only

**Shoes:** Non-marking dress or athletic shoes must be closed-toe & closed-heel. No 'Crocs', or open-toe shoes may be worn. Outdoor boots, insulated boots, or shoes must be removed outside the classroom and not worn throughout the school day. Mid-calf, hiking boots, and UGG boots may be worn on spirit days only.

**Make-Up:** Grades K-5, none; Grades 6-8, minimal applied at home.

**No** make-up, hair spray, nail polish, face glitter, etc. may be brought to school.

**Perfume/Cologne:** None due to severe allergies of some staff & students

**Jewelry:** Minimal, no more than one necklace, bracelet, earrings, no larger than a quarter, no thick chains, body piercing, tattoos, etc.

**Hair:** Hair must be clean and neat for all students. Young men must be clean-shaven. No extreme hair colors or styles.

No hats, scarves, or head coverings may be worn in building.

All clothing should be in good repair, free of frayed edges or tears.

#### **DENNIS UNIFORM MANUFACTURING CO.**

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

**Phone:** 248-340-8890  
Check catalog or Call for Store Hours

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

School code: HAA

**Save an Additional 8% with Dennis Scrip, available in the school office.**

#### **UNIFORM DRESS CODE VIOLATION**

Students who are out of uniform may be asked to call parents to bring the appropriate clothing to school or choose clothing to wear from the Uniform Closet. Violation of dress code may result in a

student not being allowed to participate in Spirit Day. Additional consequences may be added for repeat offenses.

## **SPIRIT DAYS**

Participation in Spirit Days is a privilege afforded to students who are in compliance with the school's uniform code. Spirit Days are scheduled, generally on Fridays. Spirit Days will be listed in the calendar of the weekly Jet Gazette and shared via the daily PA announcements. Students who have been denied their Spirit Day privileges must wear uniform dress code on Spirit Day. The following items are permitted on Spirit Days:

- Spirit-wear shirt, sweatshirt, hooded sweatshirt with St. John School or Powers High School logo
- School Organizations Shirts: Band, Debate, Drama Club, Eighth Grade, etc.
- Uniform Dress Code Pants, Skirts, Skorts
- Uniform Dress Code Walking shorts, Sept.-Oct. 31 & April 1-June
- Jeans or corduroy pants, solid color, **devoid of patterns, jewels, glitter, lettering other than small label**
- Jean Capri-length pants for girls Sept.-Oct. 31 & April 1-June
- Jean shorts for boys and girls are allowed Sept.-Oct 31 & April 1-June, must be a modest/appropriate length
- Blue denim jean skirt, must be modest/appropriate length
- Socks must be visible above the shoe

All clothing must be neat, clean, and free of tears and be an appropriate fit for the student. UGG Boots may be worn in the classroom with Spirit Wear only.

## **ATHLETIC TEAM AND SPIRIT SQUAD SHIRTS/JERSEYS ON GAME DAYS**

Student athletes who are in compliance with dress code are granted the privilege of wearing the Team Jersey over a dress code shirt and with dress code bottoms. If an athletic event is held on Saturday or Sunday, the team member may wear the Jersey on the last day of school of the week. Spirit Squad may wear their full uniform to school on the day of the game or the last day of the week. Short skirts will require that leggings be worn under the skirt or tops may be worn with warm-ups. This applies to St. John School athletic events only.

## **SCOUT UNIFORM**

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

## **PICTURE DAY**

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

## **EIGHTH GRADE GRADUATION**

Boys: Dress slacks, shirt and tie are worn for mass and reception. Jacket is optional.

Girls: Dresses must be at least knee-length, no bare backs, thin straps, strapless, or off-the-shoulder dresses may be worn.

## **SPECIAL OCCASIONS**

Throughout the school year there will be special days when students may be out of uniform. These will be announced and guidelines given prior to the events.

## **ACADEMIC**

### **GENERAL**

St. John the Evangelist Catholic School provides a challenging academic program from Preschool through 8<sup>th</sup> grade

### **CURRICULUM**

St. John the Evangelist Catholic School is a faith-based community dedicated to teaching, learning, and living as Jesus did. Along with daily formal religious instruction, the Catholic faith is integrated across all curriculum. Students attending St. John the Evangelist Catholic School are required to participate in all religious activities and class service projects. St. John the Evangelist Catholic School teaches the core curriculum of ELA, Math, Science, and Social Studies, along with weekly exposure to Music, Art, Physical Education, Computers, STEAM, Library (K-5), and Spanish (6-8). Texts and materials are updated under the direction of the Genesee County Catholic Schools and the Diocese of Lansing Department of Education.

### **ACADEMIC PROBATION**

A student receiving two or more failing grades during a grading period may 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 he or she has complied with school attendance requirements.

### **Guidelines for Students Repeating a 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.

### **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 has resource specialists available to support our students in grades 1-8. Referral is made by teachers with parental consent.

### **STANDARDIZED TESTING**

Students' progress is tracked over the course of the school year using both formative and summative assessments. DRA2+, NWEA MAP, and ACT Aspire are assessments used at St. John School. Assessments measure a student's growth over the school year and are used to differentiate instruction in the classroom.

### **ASSIGNMENTS**

Students are responsible for completing all assigned work on time. **See Homework Policy.**

Make-Up Assignments: 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 to excuse a student from a portion of the assignments missed. This will only occur in exceptional cases after consultation with parents and teachers.

### **HOMEWORK**

Homework may be given to students in grades 1-8. Its purpose is to reinforce the concepts learned during the day and/or for purposes of research, reading and extending knowledge. Reading should be part of each evening, even if a child has no other reported homework. A child is expected to study for tests. If your child is struggling to complete their homework, please contact the teacher.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conference days are scheduled in the fall. If a parent desires a conference outside of these scheduled times, the parent should contact the teacher. Parents may do this

by emailing the teacher or by calling the school. These conferences, scheduled by mutual agreement, are usually held either before or immediately after school.

## **PARENT CONCERNS**

If parents have a concern regarding their 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.

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

## **REPORT CARDS AND HONOR ROLL**

Report cards are available on Power School at the end of each quarter. At the end of the school year, a final report card will be mailed home. To obtain quarterly Honor Roll recognition in grades 4-8, a student must have all academic grades of A or B in core academic classes and Effort and Conduct grades of 1 or 2 in all areas on the report card.

## **SUPPLIES**

Most general school supplies are included in the tuition costs and are provided to the students per teacher request. Families are asked to provide their child with gym shoes, a backpack, and, if desired, a lunch box. On occasion, students may need to bring in items for special projects.

## **FIELD TRIPS**

Students who go on field trips scheduled by the school must have written permission from their parents. 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.

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 slips.)

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

## **PRAYER AND SCHOOL MASS**

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

Weekly school Masses are generally held on Wednesdays at 8:20 AM. We encourage parent participation at school Masses.

The Sacrament of Reconciliation is provided for students throughout the year on a rotational schedule by grade (Grades 2-8). Prayer services, Adoration, Stations of the Cross, and Rosary devotions are scheduled throughout the school 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.

First Reconciliation and First Eucharist both take place in 2<sup>nd</sup> grade. Preparation for these sacraments takes place in the classroom under the direction of parish Religious Education Coordinator, along with the classroom teachers. First Reconciliation and First Eucharist preparation begins in the fall. Celebration of First Reconciliation occurs mid-year. Celebration of First Eucharist takes place during the Easter season.

PLEASE NOTE: All children anticipating reception of First Eucharist in the spring **MUST COMPLETE** preparation for First Reconciliation.

## **SERVICE**

Service to others by parents and students is an integral part of Christian life. We highly encourage student and family support of school and parish service projects.

## **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. Altar server training begins in the fifth 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 respect the privacy of others. I will not use another's computer 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.
4. 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.
5. 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.
6. 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.
7. 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.

8. 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.*

## **EXTRA-CURRICULAR AND OTHER ACTIVITIES**

### **SCHOOL ATHLETICS PROGRAM**

St. John the Evangelist Catholic School is a member of the Flint Area Catholic Schools League. The St. John Athletic Program complies with the rules and regulations of the FACSL and the 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:	7/8 <sup>th</sup> grade-Basketball, Volleyball, Softball, Cross Country, and Spirit Squad
	5/6 <sup>th</sup> grade-Basketball, Softball, Cross Country
BOYS:	7/8 <sup>th</sup> grade-Football, Basketball, Baseball, and Cross Country
	5/6 <sup>th</sup> grade-Football, Basketball, Baseball, and Cross Country

### **ATHLETICS REGISTRATION**

Pre-registration for athletic teams takes place at various times during the school year for each season's athletic teams. 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.

### **ACADEMIC ELIGIBILITY FOR ATHLETES**

Student athletes must maintain a grade of 72-75% or higher in their core classes: Religion, Literature/Reading, English, Math, Science, and Social Studies. 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 and contests or contact the coach in advance. Failure to be present for a scheduled practice or contest, without the proper notification of the coach, will result in the athlete being suspended from practice or a game. Repeated absences from practices or 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 uniforms, 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, registration form, GCCS code of conduct form, and GCCS medical release and hold harmless 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

A student athlete using alternate after school transportation on a game or practice day should have prior arrangements made with their parents. This change should be communicated with the office through phone call or email. After school supervision is not provided for students who are waiting for an athletic event or practice to start.

## 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.

## 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 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.**

2. 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.
3. 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:**

1. Contact the coach of the sport and try to resolve the issue.
2. If the matter is not resolved, contact the Athletic Director.
3. If the matter is still unresolved, contact the Principal.

## **GCCS SKI CLUB**

Ski Club is open to students in all grades from Genesee County Catholic Schools.

Coordinated by volunteer parents, it is held once weekly during the winter months at Mt. Holly Ski Resort. To participate in the GCCS Ski Club, parents and students must complete the required registration and information forms.

## **DANCES**

Seventh/Eighth Grade school dances may be held throughout the school year for current St. John the Evangelist 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 rule/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 may not come to the dance late or leave early without prior notification and approval by administration and/or teacher chaperones.
2. 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 will be called to pick up the student.
3. Parents are to come into the building to pick up their son/daughter at the end of the dance.

4. Teacher chaperones are responsible for ensuring adequate lighting for proper supervision of students and that all music is appropriate for Christian young people.
5. 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.
6. Students may not bring to the dance:
  - Music for the DJ to play
  - Additional belongings, e.g. overnight bags, etc.

## **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. Homeroom parents should contact the teacher within a reasonable amount of time to make decisions and 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.

## **STUDENT RESPONSIBILITIES**

The child is responsible for 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 corrective action. All disciplinary measures, while exercised with fairness and

consistency in all cases, shall be flexible enough to allow for individual difference among the students.

## 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 emergency.
- Satisfactory arrangements have been made with administration in advance.

In order to fully partner with you and to remain compliant with the Michigan Compulsory Attendance Laws, we use these guidelines:

1. At 8 *unexcused* absences, we notify the parent/guardian.
2. At 10 *unexcused* absences, we notify the parent/guardian and request a meeting.
3. At 12 *unexcused* absences, we notify the parent/guardian to schedule a meeting to discuss if your student will be able to remain at St. John School.
4. At 15 *unexcused* absences, we notify the truancy officer for Genesee County.
5. **Please note: 3 tardies constitute 1 unexcused absence. (Effective 9/9/13)**

## BEFORE AND AFTER AN ABSENCE

Please call the office to report your child's absence from school. Parents may email [ahaiss@sjseducation.com](mailto:ahaiss@sjseducation.com) or call before school hours and leave a message on the school's voice mail.

## LEAVING SCHOOL

Early dismissal for and/or late return from lunch off-campus are not acceptable. Parents need to avoid early dismissal as it is disruptive to the entire class.

## TARDINESS

Students who enter a class late or leave class early cause 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 school begins at 8:05 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. Students who leave before 3:30 PM dismissal will receive a PM tardy.

Students who arrive after 9:35 AM and students who leave at 2:00 PM or before will be given a half-day absence.

### **TARDINESS DURING MASS DAY**

All students walk together as a class to Mass each Wednesday and on Holy Days of Obligation. Mass begins at 8:20 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 or the parent may drive the student to Mass after the student has checked in at the office.**

### **ACADEMIC AND PERSONAL INTEGRITY**

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

### **PLAYGROUND BEHAVIOR**

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

Jets Club, 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 are to remain on the playground within the eyesight of playground supervisor or teacher at all times.
- Keep safe distances from people using playground 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, radios, 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, lacrosse balls 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.**

## **BEHAVIOR AND DISCIPLINE**

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. 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.

The goal of our Growing in Virtue Discipline plan is to positively change behavior that deters a student from becoming all that God created them to be. Responses to misconduct are fair, age-appropriate and include the opportunity to make things right and to practice doing right moving forward.

## **LANGUAGE POLICY**

The following states the kind of language that is considered unacceptable:

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

Administration reserves the right to review and investigate accordingly these situations. Instances will be handled on a case by case basis. In grades 4-8, lunch/recess detentions or suspensions will be used to help students understand the severity our words can have.

## **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.

## **ST. JOHN THE EVANGELIST CATHOLIC SCHOOL promotes opportunities to assist students in growing in virtue as Christians.**

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, e.g. copying schoolwork, plagiarizing, communicating during tests, knowingly enabling another student to cheat, and 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 students.
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. Some examples of appropriate discipline are covered in the *Growing in Virtue Rubric* in this handbook.

## **STUDENT CONFLICT**

Our mission at St. John the Evangelist Catholic School is to teach, learn and live as Jesus did. Our policy regarding student conflict is to assist our students in following the mission and to provide opportunities to help our students grow in virtue.

Two or more students who have a disagreement, conflict or misunderstanding is classified as normal peer conflict. Conflict Resolution Skills or Problem Solving skills will be implemented to help students resolve their conflict.

Bullying is defined as a form of violence or intimidation that is **intentional**, **repeated** behavior towards an individual. Bullying can take the form of a look, gesture, word or action.

Any concerns related to student conflicts should be reported to the teacher and/or administration. Our staff will investigate concerns and support our students and parents in how to handle any difficult peer situations.

Recognizing the difference Between Normal Peer Conflict and Bullying	
Normal Peer Conflict	Bullying
Equal power or friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking power or attention	Seeking power, control, or material things
Not trying to get something	Attempt to gain material things or power
Remorse – will take responsibility	No remorse – blames victim
Effort to solve the problem	No effort to solve the problem

International Bullying Association Conference 2016

St. John the Evangelist Catholic School				
Standards for Growing in Virtue				
Grades K-3	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Level I: MINOR</b>	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Class/Hall disruption Intimidating stare/leering Teasing Name calling Putdowns/insults Eye-Rolling Gum chewing Dress Code	Opportunity to make it right	Opportunity to make it right Virtue Referral Form	Opportunity to make it right Virtue Referral Form Student calls parent 1 day Silent lunch and/or recess Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Student calls parent 2 day Silent lunch and/or recess Virtue Reflection Form
<b>Level II: MODERATE</b>	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Inappropriate Gestures Swearing/Graffiti Exclusion/shunning Unauthorized use of electronic devices Play fighting/horseplay	Opportunity to make it right Virtue Referral Form	Opportunity to make it right Virtue Referral Form Student calls parent 1 days Silent lunch and/or recess Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Student calls parent 2 days Silent lunch and/or recess Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Student calls parent 3 days silent lunch and/or recess Virtue Reflection Form
<b>Level III: SIGNIFICANT</b>	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Swearing towards others Mean notes/Rumors/Gossiping Throwing objects Threatening Taunting/ridiculing/humiliating Stealing Pushing/tripping Defiance, Disrespect towards an adult Pinching/biting/spitting Lying/Cheating	Opportunity to make it right Virtue Referral Form Student calls parent 2 days Silent lunch and/or recess Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Student calls parent 3 days silent lunch and/or recess Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Student calls parent Conference with parent 3 days silent lunch and recess Success Plan implemented	Opportunity to make it right Virtue Referral Form Student calls parent 1 day out school suspension Conference with parent prior to returning to school
<b>Level IV: SEVERE</b>	15 Second Intervention	15 Second Intervention	15 Second Intervention	Indefinite suspension
Damaging property Stealing Fighting/Hitting/Kicking/Punching Harassment	Opportunity to make it right Virtue Referral Form Student calls parent 2 days silent lunch and recess Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Conference with parent 3 days silent lunch and recess Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Conference with parent Success Plan implemented 1 day out of school suspension	(determined by administration)
<b>Level V: EXTREME</b>	POLICE CALLED: NO LONGER ALLOWED TO ATTEND ST. JOHN CATHOLIC SCHOOL			
Making bomb threats Flashing weapon Stabbing/shooting someone Stalking/intimidation				
Note: These are examples of behaviors/consequences. This may be modified and consequences assigned at the discretion of the Principal or Assistant Principal.				
Any form of retaliation will be subject to consequences. Revised August 2018				

St. John the Evangelist Catholic School				
Standards for Growing in Virtue				
Grades 4-8	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Level I: MINOR</b>	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Class/Hall disruption Intimidating stare/leering Teasing Name calling Putdowns/insults Eye-Rolling Gum chewing Dress Code	Opportunity to make it right	Opportunity to make it right Virtue Referral Form 1 day Silent lunch/recess Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Student calls parent 2 day Silent lunch/recess and/or Detention Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Student calls parent 3 day Silent lunch/recess and/or Detention Virtue Reflection Form
<b>Level II: MODERATE</b>	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Inappropriate Gestures Swearing/Graffiti Exclusion/shunning Unauthorized use of electronic devices Play fighting/horseplay	Opportunity to make it right Virtue Referral and Reflection Form Student calls parent 1 day Silent lunch/recess and/or detention	Opportunity to make it right Virtue Referral and Reflection Form Student calls parent 2 days Silent lunch/recess and/or detention	Opportunity to make it right Virtue Referral and Reflection Form Student calls parent 3 days Silent lunch/recess and/or detention	Opportunity to make it right Virtue Referral Form Student calls parent 1/2 day in Responsibility Room Virtue Reflection Form
<b>Level III: SIGNIFICANT</b>	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Swearing towards others Mean notes/Rumors/Gossiping Throwing objects Threatening Taunting/Ridiculing/humiliating Stealing Pushing/tripping Defiance, Disrespect towards an adult Pinching/biting/spitting Lying/Cheating	Opportunity to make it right Virtue Referral and Reflection Form Student calls parent 3 days Silent lunch/recess and/or Detention	Opportunity to make it right Virtue Referral and Reflection Form Student calls parent 1/2 day in Responsibility Room	Opportunity to make it right Virtue Referral and Reflection Form Student calls parent 1 day in Responsibility Room	Opportunity to make it right Virtue Referral and Reflection Form Student calls parent 2 days in Responsibility Room Success Plan implemented
<b>Level IV: SEVERE</b>	15 Second Intervention	15 Second Intervention	15 Second Intervention	Indefinite suspension (determined by administration)
Damaging property Stealing Fighting/Hitting/Kicking/Punching Harassment	Opportunity to make it right Virtue Referral Form Student calls parent 2 days in Responsibility Room Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Conference with parent 3 days in Responsibility Room Virtue Reflection Form	Opportunity to make it right Virtue Referral Form Conference with parent Success Plan implemented 1 day out of school suspension 1 day in Responsibility Room	
<b>Level V: EXTREME</b>	POLICE CALLED: NO LONGER ALLOWED TO ATTEND ST. JOHN CATHOLIC SCHOOL			
Making bomb threats Flashing weapon Stabbing/shooting someone Stalking/intimidation				
Note: These are examples of behaviors/consequences. This may be modified and consequences assigned at the discretion of the Principal or Assistant Principal. form of retaliation will be subject to consequences. Revised August 2018				Any

## RECORDS/HEALTH AND EMERGENCY CARDS

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 a 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 records commenting on the disputed information.

Upon withdrawal, the student's education records will be forwarded to the requesting school within ten business days. Unpaid fees of any type may result in delay of records being forwarded.

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 parents request a name change on school records, legal documentation will be required before processing any request.

## HEALTH SERVICES

### **Medication**

Diagnosis and treatment of illness and 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.

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.

**Without written authorization the school may not provide students with any medication.**

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; injectable medications (epi-pen); medicated ointments or lotions; and pain relievers or fever reducers.

In certain explained circumstances when medication is necessary in order for the student to remain in school, the school may cooperate with parents in the supervision of medication administered to the students.

1. The student's parent/guardian must provide the school with written permission and request that school personnel administer medication.
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.
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 the 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, and 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-administration privilege upon advance notification to the parent/guardian.

## IMMUNIZATION REQUIREMENTS

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

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 or signed waiver forms may 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, including Allergy Action Plan and 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 yearly in the school office.

## ILLNESS DURING THE SCHOOL DAY

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

- Illness prevents students 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 are 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
  - Colored drainage from eyes, nose, or ears
  - Difficulty breathing
  - Skin lesions that are "weepy" or pus-filled

If a child becomes ill during the day, it's always in his or 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, scarlet fever, or any other communicable disease, please notify the school office immediately. Efforts are made to protect the student's identity while notifying parents to be aware of the communicable disease.

## **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 10:30 AM**, through the school office, written work that has already been covered in class. The work will be available for pick up 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.

## **EMERGENCY INFORMATION**

### **RELEASE OF EMERGENCY INFORMATION**

In emergencies, 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 by a parent, **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. 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 prior parent authorization is given. Identification may be required.

## 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 drills 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.

**School Closure due to Weather:** When Fenton Area Public Schools are closed due to weather conditions; St. John School is also closed. St. John School also reserves the right to close independently.

**School Messenger Parent Contact:** The school utilizes the School Messenger alert system. This message delivery system allows the school to contact school families via phone regarding school closures, emergency situations, upcoming school events, etc.

**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.

**Cancellation of Activities:** When school is closed because of weather conditions, all school activities are cancelled, including after school and evening activities, e.g. athletic practices, games, meetings, Scouts, dances, field trips, etc.

## **REGISTRATION AND ADMISSION POLICY**

### **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) contribute time and talent to St. John Parish when able.
- The parent(s) support 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 order:

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 is contacted, according to the prioritized list, to begin the registration process.

If a non-parishioner parent 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 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 posted 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 1<sup>st</sup>. The State of Michigan requires kindergarten children to be at least five years of age by September 1<sup>st</sup>.

## **TRANSFER STUDENT REGISTRATION PROCESS**

Families must complete the Registration Forms online. Students may need to take a grade placement test and/or 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) as 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/and cooperation with school personnel, policies, and procedures

**Registration is approved when all required forms are complete and previous St. John School accounts are paid in full.**

## **PROBATIONARY PERIOD FOR NEW STUDENTS**

The first 90 calendar days in attendance will be considered probationary for all students on the basis of the 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, parents, and principal during 90 calendar days. At the end of or during this period, a determination will be made whether 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 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/WITHDRAWAL**

If a student plans to withdraw from 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 St. John the Evangelist Catholic School.
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. Tuition is pro-rated on a quarterly basis. If the student transfers before the end of a quarter, the tuition for the full quarter is due.

## **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.

## ADMINISTRATION PHILOSOPHY

The Principal has an open door policy and welcomes the opportunity to partner with you in helping your student succeed academically and socially.

## 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.