

St. John the Evangelist Catholic School



In Spiritu Et Veritate

Family Handbook **2014-2015**

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PARENT/STUDENT HANDBOOK

The purpose of the Family Handbook is to strive to insure cooperation between the parents, the students, the faculty, and the principal. Familiarity with these regulations and policies, as well as procedures, helps to create greater harmony in school life. St. John Catholic School looks upon parents and students as guardians of the regulations and holds them responsible for their observance.

St. John Catholic School believes that a positive and constructive working relationship between the School and a student's parents/guardian is essential to the accomplishment of the School's educational mission. The School accordingly reserves the right to terminate or not renew a student's enrollment contract if the School reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible and/or otherwise seriously interfere with the School's accomplishment of its educational purpose.

ST. JOHN CATHOLIC SCHOOL MISSION STATEMENT

“Educating the ones whom Jesus calls”

At St. John the Evangelist Catholic School, we strive to become living examples of the teachings of Jesus Christ and the Roman Catholic Church in our academics, families, parishes, and community.

PHILOSOPHY

St. John Catholic School is dedicated to the development of each student’s academic excellence, physical well-being, more strength and spiritual convictions in a Christian atmosphere. Students will acquire the essential knowledge to love and serve God in every aspect of earthly life: the family, the community and the Church.

PURPOSE

The primary purpose of Catholic education is directly related to the fundamental mission of the Catholic Church; to communicate Christ. Catholic education helps faith permeate culture; it relates human affairs and activities to religious values. This integration of religious truth and values with life, distinguishes the Catholic school from other schools. The Catholic school becomes the unique setting with in which our faith becomes living, conscious, and active through teaching and learning.

Thus, in Catholic school each student is able to:

- Learn the good news of Jesus Christ
- Develop an understanding of the Catholic Church
- Develop an appreciation for Catholic tradition
- Recognize the importance of a Christian values system in daily life
- Integrate daily living with the Gospel message
- Grow in a personal relationship with Jesus Christ

CATHOLIC EDUCATION

Catholic education focuses on the whole person: on the physical, moral and intellectual talents of each student. Catholic education inspires a spirit of learning, knowing, and understanding the worthwhile goals of life. Catholic education further facilitates the blending of religion with the challenge of learning and living, through a well-balanced curriculum. It enables the student to:

- Develop a desire for learning
- Develop a knowledge and understanding of the academic content areas
- Become a skilled problem solver
- Strive for academic excellence
- Cope with daily living
- Accept responsibility as a productive member in today’s society
- Continue education beyond school years through independent learning

LEARNING PROGRAM

To learn is to grow, to change, and to live. Instructional approaches and methods are varied to meet the learning rates, styles and individual needs of students and to help them integrate concepts, skills and attitudes. The faculty continually reviews and evaluates the content and instructional materials in each subject area.

St. John Catholic School follows curriculum guidelines in accordance with our accreditation, the Diocese of Pensacola-Tallahassee, and the State of Florida.

EARLY CHILDHOOD

The program of early childhood promotes maximum physical, emotional and intellectual development for the young child. These objectives are reached by providing the young child with a warm and stimulating environment within the total Christian atmosphere of the school. Play experiences are geared to the individual needs of each child. Large and small motor activities, music, art, science experiences, and skills necessary to the development of reading and math readiness are encouraged in the Pre-K and Kindergarten programs. Emphasis is placed on learning from the immediate environment and in providing concrete experiences consistent with the developmental stages of children.

ELEMENTARY AND INTERMEDIATE LEVEL (GRADES 3-5)

Classes at the elementary level (grades 1-5) are primarily self-contained. Emphasis on the primary level (grades 1-2) is placed on religion, language arts, and math. Social studies, engineering, science, music, art, physical education, computer, library, and guidance are also part of the elementary curriculum. Developmental priorities for this level are encouraging growth and responsibility, including the need to develop good organizational skills and study habits necessary for success in school.

MIDDLE SCHOOL (GRADES 6-8)

St. John Catholic School recognizes that early adolescence is a unique period in the lives of students, during which they must cope with a changing self and an increasingly complex world. Our goal is to create a program, which provides a supportive environment that fosters educational achievement, while providing for physical, social, and spiritual growth. Students are exposed to a variety of learning experiences and a rigorous curriculum, encouraging the development of the whole child and providing the opportunity for the student to obtain a solid preparation for high school.

ADMISSION POLICY

St. John Catholic School follows the Admission Policy as defined by the State of Florida and the Diocese of Pensacola-Tallahassee. All families are eligible to attend St. John Catholic School regardless of race, religion, creed, color, sex, or national origin.

Parents of new students registering for pre-school through the 8th grade are to meet with the principal prior to registration. Students in grades 1-8 will need to provide a copy of their current report card and the most recent standardized test scores. Students are admitted on the basis of past academic performance, attendance and disciplinary records. Acceptance of students to St. John's is decided by the Principal and often requires students to spend at least one day in the school setting.

REGISTRATION

At the time of registration, the child's birth certificate, baptismal certificate, and medical records must be presented. Children being registered for K3 must be three years of age by September 1; K-4 must be four years of age by September 1. Kindergarten must be five years of age by September 1, and First Grade must be six years of age by September 1 or have completed Kindergarten at an accredited school. For registration fee information, please see tuition schedules on the school website.

REPORT CARDS

Students receive report cards approximately every nine weeks. Grades can also be checked via the school's online program, PowerSchool. For more information, please contact Mrs. Wilma Wilson.

HOMEWORK

Homework is an integral reinforcement tool in the educational process. It helps to discipline the student to develop independent work habits and a sense of responsibility. Homework is assigned throughout the week but not usually assigned on weekends. Any student who does not complete homework or classwork during the week is expected to do the work over the weekend. Long-term projects and/or assignments are not considered weekend homework. As a rough guideline, homework should not generally exceed 10 minutes per grade per day— that is 10 minutes in grade 1, 20 in grade 2, 30 minutes in grade 3, and so on.

LITURGY

Liturgy of the Eucharist, or the Mass, is our greatest act of worship and praise as Catholics. Students attend Liturgy on a weekly basis. Each class, beginning in Kindergarten and going through 8th grade, participates in preparing the Liturgy of the Word at the beginning of the Mass. Parents are invited to

join us in the celebration. Parents are also welcome to join us at morning prayers around the flagpole at 7:55 a.m.

APPOINTMENTS

Appointments with members of the faculty must always be made in advance, before coming into the school. All appointments must be made before 7:30 a.m. or after 3:15 p.m. **No adult or parent is permitted to enter the buildings, including the Parish Hall, during school hours without first signing in at the school office.**

EXTRACURRICULAR PROGRAMS

The School supports students' achievements in extracurricular programs. If conflicts arise in regards to the mission or educational objectives of the School, the School will attempt to reconcile the conflicts in cooperation with the family.

ATTENDANCE- ARRIVAL, TARDINESS AND EARLY DISMISSAL

Regular attendance is a necessity in pursuing excellence in education. Students should not be kept home except in case of illness or emergency. Morning Prayer, as a community, is at 7:55 a.m. A student who arrives after 7:55 a.m. will be considered tardy. Before a tardy student will be admitted to class, he/she must go to the office for a pass. **If the student arrives after 8:15, a parent/guardian must accompany the student to the office to explain the reason for their tardiness.**

If a student misses more than 70 minutes of class instruction, excused or unexcused, the student's attendance will reflect half a day of attendance. If a student misses more than 180 minutes of class instruction, excused or unexcused, the student is marked absent for the day. This is a policy of the Diocese of Pensacola- Tallahassee.

ATTENDANCE---FLORIDA SCHOOL LAW---232.022

Defined: The attendance of all school pupils shall be checked each school day in the manner prescribed by the regulations of the state board and recorded in the school register. Pupils may be counted in attendance only if they are actually present at school or are away from school on a school day and are engaged in an educational activity which constitutes part of the school-approved instructional program for the pupil.

1. Parents are to call the school office if their child will be absent. A note explaining absences is to be given to the school/teacher before class on their return to school. Students missing assignments during this time will be held responsible for completing their work within 1 day per each day missed.

2. An absence of five consecutive school days obligates the parent to have a note from their doctor. The school is aware that there may be valid exceptions to this rule. Please call if you have questions.
3. Students who take vacation, trips, etc., on school time do so at their own risk. An absence of ten (10) school days in any quarter can result in an impact of the their grade(s). Parents must notify the School at least one week in advance. The student is expected to complete on their own, all the work missed in class according to the teacher's discretion. No teacher is obligated to devote extra time to help students with make-up work due to family vacations.
4. Students are considered tardy if they are not in their homeroom at 7:55 a.m. After that time, absences will be recorded either for half or whole day. An absence of 3 hours or more is considered a full day. Consequences, such as detention, may be a result of excessive unexcused tardiness.
5. Late arrivals, early dismissals, absences or tardiness are all recorded for whatever reason they occur. There may be valid reasons for the above, but we are still recording attendance, not the reasons for absence.
6. Students who become ill during the school day may report to the school office. If the child does not feel well, the parents or guardians will be called to come and get the sick child as soon as possible so that others are not exposed and the child can be cared for properly.
7. Children should never be dropped off at school earlier than 7:45 a.m. If it is necessary that a child arrive earlier than 7:45 a.m. they may be dropped off in the Parish Hall as early as 7:00 a.m. and there will be adult supervision. The school will not assume responsibility for the child's safety if they are not in an authorized location.
8. If it is necessary for a child to be dismissed from school early, the parent must make a written request. Late arrivals and early dismissals are disruptive to the instructional program. They must check in or out in the school office.
9. **THERE WILL NOT BE EARLY DISMISSALS FROM THE OFFICE AFTER 2:40 P.M. REGULAR DISMISSAL IS AT 3:00 P.M.**

SCHOOL HOURS, DROP-OFF, & PICK-UP

The school day begins at 7:55 a.m. and ends at 3:00 p.m.

For the security of the children, after Morning Prayer and until dismissal, the campus is closed. The only gate open from 7:55 a.m. to 3:00 p.m. is the gate leading to the school office door.

While dropping off student(s), drivers must pull into a legal parking spot. Drivers may not stop in the flow of traffic or pullover in illegal parking spots.

The expressway on 10th Street. must be used to pick up older students. The middle school gate on Flower Avenue is only for pick up of Preschool & K5 students. Older siblings will join their younger siblings on Flower Street. All other students will be picked up on the 10th Street expressway. Please wait in line along 10th Avenue instead of Fortune Avenue. To ensure students can be loaded efficiently & safely, please pull as far forward in line as possible. It is much quicker for your child to walk to you than for you to stop by your child and hold up the line.

The school grounds are open to students at 7:45 a.m. Students who arrive between 7:00 a.m. and 7:45 a.m. should gather in the cafeteria (there will be adult supervision during this time). The school grounds close at 3:15 p.m. Parents must make arrangements for students to be picked up by 3:15 p.m. or the student will be sent to extended care at the expense of the parent.

ALTERNATE DISMISSAL

The school will have an alternate dismissal when there is severe weather, it is raining, or for a previously announced event. The school's alternate dismissal procedure is that parents park and walk to the classroom to pick up their student(s). If you have an alternative driver, such as a tutoring service or other approved driver, they will also need to park and walk to the classroom to pick up the student(s). Please make sure that all approved drivers are aware of the alternate dismissal procedure.

EXTENDED CARE

An extended school day program will be offered each school day from 3:00 p.m. to 5:30 p.m. Any student not picked up by 3:15 p.m. will go to the Extended School Day Program. On days with early dismissal, it will be determined based on the need by the extended care workers to offer after care beginning at noon through 5:30 p.m.

All charges for extended care are billed through the secondary fees account through Smart Tuition. For any part of an hour, the charge is \$3.00 beginning at 3:00 p.m.

If you have special needs concerning these procedures, please call the office.

EMERGENCIES

In the event of a storm warning or civil defense warning, no child will be dismissed early if it is close to regular dismissal time. It is believed that keeping children at school until the regular dismissal time is safer and will not alarm them by rushing them home or taking the risk of having the child home without adult supervision.

During a stress situation, all of the efforts of the staff at St. John Catholic School will be directed to the immediate and best possible care of all students.

If an emergency rises and early dismissal is necessary, parents are requested to listen to the local radio and TV stations to learn when the school will re-open after such events.

If Bay County Schools are closed due to inclement weather, St. John Catholic School is also automatically closed.

EVACUATION DRILLS

Fire Drills and other emergency drills are held at various times during the school year. Such drills are necessary for the safety of the students in the school and are required by law.

DISCIPLINE

Discipline is a necessary aspect of Christian life. At St. John Catholic School, we hold our students to higher standards and we strive to teach students to be responsible for the choices they make. Discipline is a form of moral guidance and not a form of punishment. Student discipline is under the jurisdiction of every faculty member. The main purpose of school discipline is to provide a Christian atmosphere of learning based on charity and courtesy. Discipline also provides guidelines for student behavior and a framework of consequences for choices made by the student.

BEHAVIORAL RESPONSIBILITIES

1. We respect all people and their property.
2. We respect a person's right to be free of mental, physical, and/or personal property abuse stemming from intimidation or harassment, which can be disguised as teasing or making fun of someone.
3. We are self-disciplined and maintain order. We learn what is right and self-correct.
4. We are honest. We do not lie, steal, or cheat.
5. We do not use rude, foul, abrasive, or profane language.
6. We accept responsibility for what we do and what we fail to do.

The goal of Catholic education is the development of the whole child. Part of this development lies in the growth of good judgment and a desirable value system. This development should produce self-discipline, self-direction, and responsible behavior as manifested by kindness, respect, thoughtfulness, and proper language.

It is important that students understand that acceptable standards of behavior as defined by our school will be expected at all times. Discipline will be administered when any individual's actions interfere with the rights of teachers to teach and students to learn. Our goal is growth from external control to internal self-discipline.

In dealing with disciplinary issues, the School will determine the appropriate procedures based on each individual circumstance and the severity of the action. Parents will be kept informed of the situation(s). Pastor and Principal will decide any expulsion, in consultation with the Diocesan Schools Office.

HARASSMENT POLICY

The Pastor, administration, and staff of St. John Catholic School believe that all employees and students are entitled to work and study in a school environment that is Christ-centered and free of harassment. St. John Catholic School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of harassment include, but are not limited to, verbal or written taunting; bullying; intimidating, hostile, or offensive conduct; jokes, stories, pictures, cartoons, drawings or object, which are offensive, tend to alarm, annoy, abuse, or demean an individual or group.

Students who believe they have experienced harassment shall report such matters to the teacher. If the teacher believes the complaint has merit, and is unable to stop the inappropriate conduct, the matter will be referred to the principal.

1. A complaint of harassment is to be made to the Principal and shall be as specific as possible regarding details.
2. The Principal shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times and the specific charge of harassment.
4. The need for confidentiality is stressed.
5. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
6. The Principal shall make a prompt determination regarding any disciplinary action.

SUSPENSION

1. Involvement in physical violence towards any school personal or pupils.
2. Continuous disruptive classroom behavior.
3. Disrespectful behavior towards teachers or any other personnel.
4. Continuous disobedience to school regulations.
5. Leaving school grounds without permission by the principal (this includes going to the Convenience Store).
6. Frequent failure to do assignments.
7. Profanity or vulgarity.
8. Bringing to or possessing weapons or dangerous instruments in the vicinity of the school. (This includes water and toy guns).
9. Use, possession, or supplying drugs, or alcohol on or off school premises.
10. Bullying or harassment of fellow students.
11. Vandalism or any form of destruction of school property.
12. Any other behavior determined to be inappropriate by school administration.

DRUG POLICY

It is of the utmost importance that the physical, social, and mental health of our students be protected at all times. If such is to be done, then there must be a well defined, fully explained and meticulously carried out school policy in this area. This policy defines these areas of concern.

1. Smoking is not permitted at any time in the school buildings, on church grounds, or at school sponsored activities. Suspension can occur.

2. Those students caught on school premises or on school sponsored activities using/in possession of, selling or supplying drugs (alcohol included) will be subject to suspension and/or expulsion.
3. When a student's behavior or physical appearance gives indication of being under the influence of drugs (alcohol included) his/her parents will be notified and the school will insist on medical or professional consultation.
4. The school, in the person of the principal or his designate, reserves the right to search desks, bags, cupboards, lockers, etc., in order to preserve the safety of each individual and the common good of the school.
5. Police aid will be sought when the gravity of the situation is so warranted.

MEDICATION

Administration of medications during school hours should occur only when the medication schedules cannot be adjusted to provide for administration at home.

If any medication is to be administered at school, prescription and over-the-counter, a "Permission to Administer Medication" form (obtained from your doctor) must be filled out by the physician and parent and brought to the school office along with the medication. If the medication is a prescription medication, it must be in the original bottle from the pharmacy (with a current date), and the directions on the medication bottle must match that of the physician.

The medication must have the child's name on it. No student is allowed to keep any medication in his/her desk, book bag, or on his/her person at any time.

CONFERENCES

Parents or guardians may have a conference with a teacher by appointment at any time during the school year. After parents have contacted the school office or teacher, the school representative will respond within a reasonable time and set up an appointment. Parent/Teacher Conferences should always be held in a professional manner, keeping in mind respect for all persons involved. The School does not require parents to have parent/teacher conferences unless the teacher or School requests it.

The policy concerning grievances states that any parent, who is not fully satisfied with a decision regarding an action or a particular problem, should first consult and discuss the decision at the local level with the appropriate teacher/representative. If the problem still is not resolved, then the administrator should be consulted. If dissatisfaction still exists after consulting the teacher and the administrator, then the pastor is to be consulted.

SCHOOL ADVISORY COUNCIL

St. John Catholic School Advisory Council is the advisory body that upholds and carries out the policies set by the Diocese of Pensacola-Tallahassee as well as policies adopted by its own board.

Advisory council meetings are held monthly, at dates indicated on the school calendar. Persons seeking to address the council must contact the council president or principal no less than 24 hours before the monthly meeting to be put on the board agenda.

SCHOOL PROPERTY

Students are responsible for damage to all school property. Parents will be notified if a student is guilty of such damage. Students are also responsible for loss or damage to school textbooks and will be required to pay the full price for any book damaged or lost.

INSURANCE

The Diocesan Insurance Plan covers every child in our school for the hours he/she is under school supervision and on school property.

TECHNOLOGY

PowerSchool enables you to check your child's progress online at any time. New families will be contacted by the faculty member who administers PowerSchool to distribute a username and password at the beginning of each year. Continuing families have the same username and password. Email is a convenient way to communicate with teachers. Addresses are on the school website.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

St. John students are not permitted to visit unacceptable websites, or to misuse software or hardware. Students not abiding by acceptable use policies will lose the privilege of using school computers.

ELECTRONIC DEVICES

1. Students may not use cell phones on campus between the school hours of 7:45 a.m. and 3:00 p.m. Cell phones must be stored away, not on their person or in their purse, and powered OFF during the school day. This does not mean set to vibrate, but in the OFF position. Texting has become a distraction to the instructional process. Students who do not follow these rules will run

the risk of losing their phone privileges. Use of or visibility of cell phones will lead to confiscation.

2. Students are not allowed to bring cameras, or use cameras on campus unless directed by a teacher. Posting on Internet websites of activities on campus are strictly forbidden. Only school cameras used for the yearbook and newspaper articles will be used to take photos on campus. This does not include parents. They may take photos on campus, however, there are students who wish to not be photographed and/or published and we ask parents to honor their wishes.
3. **All other electronic devices including, but not limited to, Mp3 players, iPods, handheld games, etc., should not be brought to campus.**
4. **For students who receive a piece of technology as a resource from the school, additional agreements must be signed and followed.**

TUITION/FEEES

All families are required to have an account through SMART Tuition, an outside company that is designed to accept all tuition payments as well as any other fees (i.e. extended care). Credit cards, checking accounts, savings accounts, as well as mail-in payments are accepted. Telephone and Internet payments are also accepted. Families will have the option to choose between different payment plans that accommodate family budget planning:

Option Plans

One (1) payment, Ten (10) payments. Eleven (11) payments Twelve (12) payments

Payment Due (based on a June enrollment date)

1. June (5% discount if paid in full)
2. June – March
3. June – April (payments must begin by July) June – May (payments must begin by June)

For our families' convenience, Smart Tuition offers 24-hour customer support, including weekends. If payments are not received by the designated due date, a late fee will be applied. If a tuition account becomes grossly delinquent, admission may be revoked.

Tuition helps defray the cost of educating each student; however, it does not cover the entire cost of educating each child. Subsidy from our Catholic parishes, donations and grants help with this cost. The School sets tuition and fees for the following year in the spring. Parents are notified of the amount at that time. Final tuition or extended care payments for the school year must be completed by June 20th. Children of families with outstanding tuition or fees will not be re-registered until such debts have been paid in full or a plan of payment has been signed. For more information on the tuition scale, please see the school website.

LUNCH/DRINK PROGRAM

Effective July 1, 2014, St. John the Evangelist Catholic School has entered a contractual agreement with Campus Cuisine. Families can go online and order their children's lunches in advance. Payments are made directly through Campus Cuisine. Each student's lunch will be delivered to the school. It is the responsibility of each household to ensure their child has lunch, whether prepared and brought from home or using the services of Campus Cuisine.

INTRODUCTION TO UNIFORM POLICY

At St. John Catholic School, we will hold our students to a higher standard, especially in appearance, presentation, and modesty for our students. Students are expected to follow the uniform policy on all school days and to be clean and neat in their appearance, keeping with the pride we have in our school and ourselves. If the uniform policy is not followed, action will be taken based on the infraction. If the student needs a change of clothing, we may choose to use clothing in storage. If we can't help the student with school resources, he/she will call a parent to help correct the problem. It is the responsibility of the parent to see that students come to school in proper uniform. Please allow room for growth when purchasing. All plaid and logo items can be found at Zoghby's Uniforms. Some logo items can be ordered through Lands End as well.

K3 – K4 STUDENTS ARE NOT REQUIRED TO WEAR UNIFORMS BUT SHOULD WEAR SENSIBLE CLOTHING FOR LEARNING, PLAY AND OTHER ACTIVITIES. STUDENTS MUST HAVE SHOES THAT ENCLOSE THE WHOLE FOOT THAT THEY CAN RUN IN.

1. Girls, Kindergarten through Grade 2

- A. **Blouse:** White polo w/logo, white oxford shirt w/logo or white peter pan w/logo
- B. **Shorts:** Navy (minimum 3" or less above the bend of the knee; allow room for growth)
- C. **Jumper:** Our school plaid sold exclusively from Zoghby's Uniforms
- D. **Skort:** Navy or our school plaid exclusively from Zoghby's uniform (minimum of 3" above the bend of the knee)
- E. **Pants:** Navy pleated or non-pleated

2. Girls, Grade 3-5

- A. **Blouse:** White polo w/logo, white oxford w/logo, or white peter pan w/logo
- B. **Shorts:** Navy (minimum of 3" or less above the bend of the knee; allow room for growth)
- C. **Skort:** Navy or our school plaid exclusively from Zoghby's uniform (minimum of 3" above the bend of the knee)
- D. **Pants:** Navy pleated or non-pleated

3. Girls, Middle School, Grades 6-8

- A. **Blouse:** Yellow or navy polo or yellow oxford shirt w/logo

- B. **Skort or shorts:** Tan khaki or plaid (minimum of 3” or less above the bend of the knee)
- C. **Pants or shorts:** Tan khaki pleated or non-pleated (minimum of 3” or less above the bend of the knee for shorts)

4. **Boys, Grade K-5**

- A. **Shirt:** White polo or white oxford shirt w/logo
- B. **Pants:** Navy pleated or non-pleated
- C. **Shorts:** Navy pleated or non-pleated (must be walking shorts length)

5. **Boys, Middle School, Grades, 6-8**

- A. **Shirt:** Yellow polo w/logo, navy polo w/logo, or yellow oxford w/logo
- B. **Pants:** Khaki pleated or non-pleated
- C. **Shorts:** Khaki pleated or non-pleated (must be walking shorts length)

ACCESSORIES AND GROOMING

- 1. **Belts:** Brown, tan, or black leather-like belt must be worn with shorts or pants that have belt loops.
- 2. **Socks:** Black, white or navy socks- socks must be visible
- 3. **Shoes:** No wheels, characters or heels; must fully enclose the toe, heel and sides; sneakers on PE days; must be able to run in the shoe.
- 4. **Girls:** No nail polish allowed. Only one pair of stud earrings allowed; and for necklaces, small religious pendants or medals may be worn. No other jewelry allowed. No make- up in Grades K-6; light and natural make-up only for girls in Grades 7 & 8.
- 5. **Boys:** Small religious pendants or medals may be worn. No other jewelry of any kind can be worn.
Hair: Hair should be neat, clean, appropriate and not distracting. Hair must not cover student’s eyes in the front.
- 6. **Watches:** May be worn, but must not be a distraction or have a distracting alarm.

INDOOR COLD WEATHER WEAR (K5-8)

- 1. **Sweaters:** Plain white, black or navy
- 2. **Tights/Leggings:** Plain white, black or navy
- 3. **Sweatshirts:** Plain white, black or navy
- 4. **Shirts:** Long sleeve polo or oxford shirts with school logo may be worn in cold weather. Turtlenecks may not be worn under uniform shirts.
- 5. **Coats or jacket:** may be worn to and from classes and cafeteria in cold weather but must be removed in the classrooms. Logos should be small and reasonable in size (no bigger than a fist). Please use common sense in this regard. Hoods are allowed, but the hoods should not be used indoors.

P.E. CLASS (ONLY GRADES 6-8 DRESS OUT)

Solid navy blue shorts with plain white or gray t-shirt.

BOY SCOUTS/GIRL SCOUTS

On days that students have scout meetings they are allowed to wear their full scout uniform to school; however, it must be the accurate and complete scouting uniform.

LOST AND FOUND

It is strongly suggested that all clothing and/or personal items be marked with the student's name. Every year we have many articles of clothing that are unclaimed because the students do not recognize their belongings. There is a lost and found container in the school office.

DRESS OUT DAY OR DRESS UP DAY PASS

Students may use Dress Out Day passes only on a Friday and only within a week of earning them. That also includes birthday celebrations (see Birthday section for rules). Students are still expected to dress appropriately for school when they dress out. Shorts and skirts need to reflect same lengths as uniform policy. Dress Out Day passes relate to clothing only and does not accept accessories including jewelry, makeup, hats, etc. PE uniforms for grades 6-8 must still be worn for PE on Dress Out Day.

There may be a special occasion for our students to dress up. This would include, but not be limited to, dresses and/or shirts with ties.

PARTIES

Parents who volunteer on campus must be fingerprinted and have a successful background check done at your own expense through the Diocese, and complete the online training in order to attend or chaperone class parties (this training can be completed online at www.shieldthevulnerable.org; sign in as an adult volunteer). Compliance must be complete before having contact with the children. Please see the volunteering policy beginning on page 18 of this handbook.

- There is no classroom gift exchange or individual gift exchange at Christmas on campus.
- Money will not be collected from the students.
- Room parents will coordinate with other parents and the teacher to plan parties including activities and time.

PARENT-TEACHER ORGANIZATION (PTO)

Our mission is to support St. John Catholic School's staff and administration by providing resources to enrich the academic, spiritual, physical, social and emotional development of our children. This organization provides a volunteer network committed to enhancing catholic based education. Our PTO fosters the support and communication of issues and needs relating to our school families. Additional information on volunteering may be attained through the PTO.

FIELD TRIPS

All students travel under the auspices of the school. Requirements include written permission from the parents/guardians, proper supervision, and adequate insurance coverage. Field trips should be truly educational and directly related to the curriculum. All rules and regulations apply to students while away on a school related activity.

BIRTHDAYS

On the Friday closest to a student's birthday, students may use a Dress Out Day Pass (DOD). Weekend birthdays may be celebrated on the following Friday. Summer birthdays can be celebrated on the Friday closest to the six-month/half year anniversary. (Students are still expected to dress appropriately for school and must still dress out for PE.) Flowers, balloons, etc. delivered to school will be kept in the office and given to the child at the end of the day. If you send birthday treats, they are to be given out at lunchtime to the whole class. Treats should be easy to serve, like cookies or cup cakes.

If you want to slice a birthday cake and serve it that is fine also. Party invitations must be given to the teacher for the whole class or all girl/all boy parties. No child should be left out. In choosing treats, please keep in mind classroom allergies.

VOLUNTEERS

Volunteers make a major contribution to St. John Catholic School and are always welcome. To ensure a safe environment for the students, there are some diocesan requirements to becoming a volunteer. All volunteers, coaches, chaperones, etc. must be fingerprinted and have a satisfactory background check done at their own expense.

REQUIREMENTS FOR BECOMING A VOLUNTEER AT ST. JOHN CATHOLIC SCHOOL

1. Go to www.ShieldtheVulnerable.org
2. Login as an adult
3. 1st time sign-up; follow directions
4. Go to: Adult Required Courses

5. Complete: Recognize, Report and Prevent Child Abuse and Detecting Predators
6. Print copy of certificate at the end; give a copy to the school office
7. This training must be done every five years.
8. Get the diocesan background check form from St. John's School Office
9. Complete the background check for and return it to school office with a check made out the St. John Catholic School for \$55.00