

# PARENT/STUDENT HANDBOOK



## 2017-18 SCHOOL YEAR

**PLEASE SIGN BELOW AND RETURN THIS  
SIGNATURE PAGE TO THE SCHOOL OFFICE, BACK  
TO SCHOOL OPEN HOUSE on AUGUST 18, or EMAIL  
SIGNED COPY TO [alexander@saint-johns.net](mailto:alexander@saint-johns.net)**

**By signing this form, you have indicated that you have received a copy of the current parent/student handbook. Your signature also indicates that you accept and support the policies and regulations therein.**

*(The administration retains the right to amend the handbook for just cause.  
Parents will be given prompt notification if changes are made.)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
PLEASE PRINT FULL NAME

# PARENT/STUDENT HANDBOOK



[www.saint-johns.net/school](http://www.saint-johns.net/school)



## 2017-2018 SCHOOL YEAR

### St. John Catholic School

#### Direction Statement/Vision

All St. John Catholic School students will acquire skills necessary to grow academically and spiritually, to respect themselves, others, and their community and to be productive members of society.

#### Purpose Statement/Mission

To meet the needs of individual students, St. John Catholic School, in partnership with parents, effective leadership, and qualified instructors will provide a quality curriculum; a safe and nurturing environment; and faith development.

# HISTORY OF OUR SCHOOL

St. John School was the first Catholic elementary school in the city of Lawrence. The school opened on September 6, 1956 as a parish school for children attending St. John the Evangelist Catholic Church. Offering a Catholic education for grades 1<sup>st</sup>-8<sup>th</sup>, the school opened under the leadership of Sister Owen Marie Falk, Principal, Sister of Charity of Leavenworth (SCL). In 1957, the first 6<sup>th</sup> grade class of 16 students graduated. Sister Joan These Cunningham, SCL, became the second principal of St. John School until 1960 when Sister Angela Marie Domann, SCL, arrived. In 1961, the first 8<sup>th</sup> grade class of 31 students graduated.

Sister Georgianne Desch, SCL, arrived in the fall of 1961 to become the fourth principal. During her leadership, the first class of students who entered in 1956 as first graders, graduated in 1964 as 8<sup>th</sup> graders with a class of 20 students. Sister Adrian Mitchell, SCL, became the fifth principal of St. John School from 1967-70. It was under Sister Adrian's administration that grades 7<sup>th</sup> and 8<sup>th</sup> were discontinued by 1970 in order to ease the transition to the new junior high format adopted by the Lawrence Public Schools.

Under the principalship of Sister Mary Ann Bartolac, SCL, St. John Church joined together with the newly formed Corpus Christi Catholic Church in the 1970s and offered a Catholic education at St. John School for the children of that parish. Sister Mary Ann served as principal for eleven years until Sister Phyllis Stowell, SCL, arrived in 1981, and Kindergarten was added that fall with increased demand and need. The 1980s were a time of continual growth, which also meant increased financial needs. To augment funding, a fundraiser began in 1983 known today as the St. John School Benefit Auction. On June 13, 1988, Fr. Michael Scully, OFM, Cap, Pastor of St. John the Evangelist, established a Development Committee and deposited \$1,000 to set-up the St. John Development Fund. In 1988, just months before Sister Elizabeth Youngs, SCL, began as principal, the first class of students who entered in 1981 as Kindergartners, graduated from the 6<sup>th</sup> grade. There were 33 graduates in the class of 1988.

Sister Elizabeth left St. John in 1994, and Mrs. Pat Newton, a third grade teacher with 20 years of classroom teaching experience at St. John School, became principal – the first lay principal in the history of our school.

In 2000, Corpus Christi Catholic Church relocated to a new building that included space for a second Catholic school in Lawrence. St. John and Corpus Christi parishes came together again to create a unified Catholic School system called, "The Lawrence Catholic School." St. John School was renamed "The Lawrence Catholic School"... with campuses at the St. John site and the Corpus Christi site. In spring 2006, The Lawrence Catholic School split, and the St. John Campus was renamed, "St. John School," again becoming a parish school under the direction of St. John the Evangelist Catholic Church.

The 2011-12 school year opened a new chapter in the history of St. John School as the school added middle school grades which now offers education in preschool through 8th grade. In 2013, six new classrooms were added to the school which included three new classrooms, a science lab, a school library, and the St. Bosco Room which provides a large space for youth groups and parish events.

During the 2017-2018 school year, a new gym will be added and the current gym will be transformed into the new Performing Arts Center to be used for music instruction, band, orchestra, hand bell choir, vocal choir, and theatre classes. The space will have an enhanced stage area and a sound and light booth. The space will also be used by St. John parish for gatherings and meetings. A small kitchen area will be available for refreshments and catering.

St. John School continues to grow and expand its academic offerings for students. Middle School students may choose from a wide variety of exploratory and elective classes including advanced art, advanced band and orchestra, robotics, foods, and foreign languages (Spanish; Latin, French, German, Italian, and Mandarin Chinese).

**FACULTY AND STAFF**  
**Fr. Jeff Ernst OFM Cap., Pastor**  
**Mrs. Patricia Newton, Principal**  
**785-843-9511      www.saint-johns.net/school**

**PRESCHOOL**

Mrs. Amy Cast      cast@saint-johns.net

**KINDERGARTEN**

Ms. Kasey Fewins, Ms. Bre Roberts      fewins@saint-johns.net

Mrs. Terri Broadwell      broadwell@saint-johns.net

Mrs. Jennie Setili      setili@saint-johns.net

Mrs. Patty Hill      Assistant Principal      hill@saint-johns.net

Mrs. RoseAnn Huber      huber@saint-johns.net

Mrs. Michelle Powell      powell@saint-johns.net

Ms. Anja Woolverton      woolverton@saint-johns.net

Ms. Megan Fairchild      fairchild@saint-johns.net

Mrs. Tammy Buckner      buckner@saint-johns.net

Ms. Pat Domann      Assistant Principal      domann@saint-johns.net

Ms. Katy Steinbacher      steinbacher@saint-johns.net

Ms. Cara Johnson      johnson@saint-johns.net

Mrs. Lee Ann Hartwick      hartwick@saint-johns.net

Mr. Bill Modrzynski      modrzynski@saint-johns.net

**PHYSICAL EDUCATION**

Mr. Michael Kennedy      kennedy@saint-johns.net

**MUSIC**

Mrs. Chelsea Solomon      solomon@saint-johns.net

**LIBRARIAN**

Ms. Karen Rinke      rinke@saint-johns.net

**ART**

Mrs. Jessica Dunn      dunn@saint-johns.net

**OFFICE MANAGER**

Mrs. Linda Alexander      alexander@saint-johns.net

**EXTENDED CARE**

Ms. Bre Roberts      roberts@saint-johns.net

**TECHNOLOGY**

Ms. Karen Dixon      dixon@saint-johns.net

**SPANISH LANGUAGE**

Señora Claudia Olea      olea@saint-johns.net

**COUNSELOR**

Ms. Lauren Yoshinobu      yoshinobu@saint-johns.net

**CAFETERIA**

Dorothy Malsbury      842-0066      sjslunch@saint-johns.net

**BENEFIT AUCTION OFFICE**

auction@saint-johns.net

**WEBPAGE MANAGER**

Jacinta Hoyt      jhoyt@saint-johns.net

**DEVELOPMENT DIRECTOR**

Samantha Romero      843-0109      sromero@saint-johns.net

**BUSINESS MANAGER**

Mrs. Cris Denning      843-0109 x311      cdenning@saint-johns.net

# STATEMENT OF BELIEFS

The community of St. John Catholic School believes:

- that children are sacred creations of God. As a Catholic school community – school, home, and parish – we must provide creative opportunities for children to learn and apply knowledge and skills in ways that draw them closer to God and one another
- that a safe, non-threatening learning environment promotes feelings of self-worth and school pride
- that all children want to and can:
  - be loved and respected, while showing love and respect for themselves and others
  - be successful learners, achieving their highest potential
  - make good decisions, taking responsibility for their actions
- that educating children is a shared vocation involving home, school and parish. Outstanding school communities work collaboratively to maintain high standards of excellence and are committed to continuous improvement.

## NONDISCRIMINATION POLICY

The Catholic schools of the Archdiocese of Kansas City in Kansas welcomes students of every race and admits them to all rights, privileges, programs and activities generally made available to students in these schools.

The school principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color or national origin) among students, faculty, staff and volunteers in the school and in school-sponsored activities.

# STATEMENT OF ACCOUNTABILITY

A commitment of support from the school and parish community is essential to fulfill the purpose and goals of our mission. To this end, certain responsibilities are accepted.

## **Students will:**

- show respect for the Catholic ideals on which the school is centered;
- maintain an attitude of accountability for their own learning; and
- cooperate with school personnel and other students.

## **Faculty will:**

- model Christian behaviors and attitudes;
- display professional attitudes and a dedication to Church teaching;
- participate in ongoing spiritual and professional formation;
- use instructional strategies that are most effective in promoting mastery learning;
- communicate effectively with students, parents/guardians, teachers and administrators;
- present content using a variety of methods, which are sensitive to the individual needs of our students as well as the Archdiocesan curriculum outcomes;
- maintain a classroom conducive to learning.

## **Parents/Guardians will:**

- model Christian behaviors and attitudes;
- attend Mass each Sunday and on Holy Days with their children;
- support the efforts of the school in the education of their children;
- share talent, time and treasure with the Parish and school;
- as their child's first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of schoolwork;

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

# ENROLLMENT PROCESS

## STANDARD ADMISSION POLICY

It is our goal to provide quality Catholic education for all children who desire enrollment at St. John Catholic School. All are welcome to attend St. John Catholic School regardless of religious affiliations. Admissions are based on several factors listed below:

“Active” membership in the Parish is determined by St. John the Evangelist Catholic Church and may include:

- Family’s participation at Mass on Sundays and Holy Days.
- Current registration, including tithe (pledge) card, on file in St. John Church office.
- Families who are not members of St. John the Evangelist Catholic Church, need to follow the general enrollment process.

## AGE REQUIREMENT FOR PRESCHOOL

Preschool serves three (3) and four (4) year olds. To be admitted, children must be a minimum of three (3) years of age by August 31 of the upcoming school year. The classes are designed to include children multi-age, a combination of 3 and 4 year olds. Choices include morning classes for 2 days a week, 3 days a week, 5 days a week, and 5 days a week afternoon pre-kindergarten class. Students must be toilet trained.

## ALL DAY KINDERGARTEN WITH HALF DAY OPTION

St. John School offers all day kindergarten with a half day morning option.

## AGE REQUIREMENT FOR KINDERGARTEN & FIRST GRADE

In order to be admitted into kindergarten, a child must be five (5) years of age by August 31 of the upcoming school year. In order to be admitted to first grade a child must be six (6) years of age by August 31.

## COST OF EDUCATION - PRESCHOOL

Preschool is tuition only.

Mon., Wed., Fri	8:15am-11:05am	\$160/month
Tues., Thurs.	8:15am-11:05am	\$110/month
Mon. through Fri.	12:35pm-3:25pm	\$270/month
Mon. through Fri.	8:15am-11:05am	\$270/month

Preschool families will receive a bill from the school for services provided each month. Payment is due on or before the tenth of each month. Enrollment may be discontinued for nonpayment of fees.

## **COST OF EDUCATION - TUITION/TITHING FOR K-8<sup>TH</sup> GRADES**

As a stewardship parish, St. John Catholic School is financially supported by St. John the Evangelist Catholic Church. Financial stewardship involves returning a percentage (a tithe being 10% as referenced in the Bible) of our pre-tax income to God through support of our parish and other charities. School families are encouraged to tithe as follows (keeping in mind the cost of educating one child at St. John is \$5,200 & \$4,600 for additional children):

School families: 4% to our parish (encouraged in light of parish subsidies for your child's education at St. John)

5% tithe to our parish towards St. John parish Annual Operating Budget

1% to the Archdiocesan Call to Share

Parishioners should contact St. John the Evangelist parish office to make changes in their tithe.

School parents who are not members of St. John the Evangelist Catholic Church pay tuition to the school for their child's education. Yearly tuition is \$5,200 annually for kindergarten through eighth grades. (\$4,600 for additional children and \$3,000 for parents choosing half-time kindergarten.) Payment plans are based upon the academic school year (10 months) and are available annually, semester, or monthly. Contact Mrs. Alexander in the school office to establish your payment plan.

## **ENROLLMENT TIMETABLE**

Families who wish to enroll their children need to know the following information and must complete the requirements to the following process:

Enrollment requests are first come, first serve according to the following priorities:

1. Families currently attending St. John Catholic School.
2. Families new to St. John Catholic School who are contributing members of St. John the Evangelist if space is available.
3. Families new to St. John Catholic School who are non-parishioners if space is available.

At the time of admission, parents must also ensure that the school office has each child's birth certificate, baptismal certificate, immunization records, previous school records, and previous report cards on file.

## **CURRENT SCHOOL FAMILY ENROLLMENT**

Current families have children already enrolled and are attending St. John Catholic School. These families can be parishioners and/or non-parishioners. Enrollment begins each January for current families. Families currently attending St. John Catholic School receive an enrollment form in backpack mail, asking families to re-enroll their children for the coming year. This enrollment form along with a non-refundable enrollment fee of \$150 is due February 28. This fee covers all students in a family. If you are only enrolling for preschool, the enrollment fee is \$150. A non-refundable technology/supply fee is billed August of the new school year. This fee is \$165 per student. **The enrollment process is deemed incomplete and void on May 22 in the absence of the enrollment fee, material fees, current St. John Church Tithe card, or tuition agreement form. After May 22 families will no longer be considered a "Current School Family" and will be charge the \$300 new family enrollment fee.**



If you are a registered parishioner of St. John the Evangelist Catholic Church, current registration, including a tithing (pledge) card must be on file at the Parish Center by December 31. Families who do not have a current registration, including a tithe form on file, or are not members of St. John the Evangelist Catholic Church, will be billed tuition.

## **NEW SCHOOL FAMILIES WHO ARE PARISHIONERS**

New families who are parishioners are defined as those who are **not** attending St. John Catholic School but are registered parishioners of St. John the Evangelist Catholic Church. These families receive second priority in the enrollment process.

It is recommended that parents/guardians meet with the principal when considering St. John Catholic School. The meeting with the principal will provide an opportunity for prospective families to ask questions one-on-one with the principal and will include time for a personal tour of the school building.

The enrollment process for new families begins in January when parishioners with preschoolers and kindergarteners are invited to enroll. Enrollment packets are sent to the homes of parishioners with preschoolers and kindergarteners. At this time, parishioners are invited to begin their child's education at St. John Catholic School by completing the necessary enrollment forms and returning these forms along with a non-refundable enrollment fee. Parishioners with 1st-8th graders are asked to request enrollment materials from the school office. Final admittance into St. John Catholic School is announced on March 1. First-time school families pay an initial non-refundable enrollment fee of \$300 by February 28. This fee covers all students in a family. If you are only enrolling for preschool the enrollment fee is \$150. A non-refundable technology/supply fee is billed in August. This fee is \$165 per preschool-8th grader. The enrollment process is deemed incomplete and void in the absence of the enrollment fee.

If you are a registered parishioner (6 months of verified tithing history) of St. John the Evangelist Catholic Church, current registration, including a tithing (pledge) card, must be on file at the Parish Center by January 1. Families who do not have a current registration on file or are not members of St. John the Evangelist Catholic Church will be billed tuition.

Families who wish to enroll students in grades that are full will be placed on a waiting list. The waiting list becomes obsolete at the end of each school year.

St. John School is authorized under Federal law to enroll nonimmigrant students. Enrollment fees and tuition for nonimmigrant students may be found on the school website.

## **NEW SCHOOL FAMILIES WHO ARE NOT PARISHIONERS**

New families who are not parishioners are defined as those who are **not** registered parishioners of St. John the Evangelist Catholic Church. These families receive third priority in the enrollment process. St. John Catholic School welcomes families of all denominations.

It is recommended that parents/guardians meet with the principal when considering St. John Catholic School. The meeting with the principal will provide an opportunity for prospective families to ask questions one-on-one with the principal and will include time for a personal tour of the school building.

The enrollment process for new non-parishioner families begins in January when families may complete an enrollment application form. Final admittance into St. John Catholic School is announced on March 1. Families will receive notification of acceptance and will be asked to complete step two of the enrollment process by signing a Tuition Agreement Form and paying the enrollment fee. First-time school families pay an initial non-refundable enrollment fee of \$300. This fee covers all students in a family. If you are only enrolling for preschool, the enrollment fee is \$150. A non-refundable technology fee is billed in August. This fee is \$165 per preschool-8th grader. The enrollment process is deemed incomplete and void in the absence of the enrollment fee.

Families who wish to enroll students in grades that are full will be placed on a waiting list. The waiting list becomes obsolete at the end of each school year.

# **PHILOSOPHY, CURRICULUM, TESTING, ACADEMICS, AND SPECIAL NEEDS**

## **EDUCATIONAL PHILOSOPHY**

St. John Catholic School exists as a learning institution based on Gospel principles as handed down by our Catholic tradition. We are a Catholic school offering St. John the Evangelist Catholic Church community the opportunity to educate their children in a Catholic environment. We recognize and hold sacred the teachings of the Catholic faith and believe that reinforcement of these teachings are essential in all life situations.

St. John School is committed to the total education of each child. We recognize that individual learning styles are important to the success of each student. Curriculum and teaching methods will continually be adjusted to meet the varied needs of the students. Through the use of remediation, enrichment, and the utilization of technology, St. John School works to be progressive in the programs offered.

## **CURRICULUM**

St. John curriculum meets the requirements of the State of Kansas and the Archdiocese of Kansas City in Kansas. St. John School is accredited by North Central Association/AdvancEd for Accreditation and the State of Kansas. The Archdiocese requires 1,200 attendance hours or 191 days. The state of Kansas requires 1,116 attendance hours or 186 days. St. John School follows Archdiocesan requirements.

## **RELIGION**

Religion classes are part of the daily schedule at Saint John School. During these classes, the children come to understand what we believe as Catholics and how to live out those beliefs. The four pillars of the *Catechism of the Catholic Church* – Creed, Sacraments, Morality, and Prayer - are taught and developed on every grade level every year. This ensures that the beliefs of our faith are introduced to and reinforced for the young people as they grow, develop, and mature in their Faith.

### **Answers to some questions you might have:**

- Second grade students study the sacraments of Reconciliation and Eucharist as part of their curriculum. A parent information session is offered for both sacraments.
- Grades kindergarten through eighth grade attend Mass every Thursday. Religion classes take turns planning this weekly Mass. All families, regardless of religious preference, are welcomed to attend Masses and prayer services.
- Special religious services are also planned such as daily Advent prayer services and reenactment of the Stations of the Cross.
- The sacrament of Confirmation is available for eighth grade students enrolled in the parish Confirmation class.

## **MUSIC**

Mrs. Solomon teaches music to preschool through eighth grade. In addition to classroom music instruction, students also practice liturgical music for the weekly school Masses.

- Additional performance opportunities include:
- Recorder Choir – fourth grade students
- Alleluia Singers – Choir for 4<sup>th</sup>-8<sup>th</sup> grades
- Band – 6<sup>th</sup>—8<sup>th</sup> grades
- Orchestra – 5<sup>th</sup>– 8<sup>th</sup> grades
- Hand Bell Choir – 4<sup>th</sup>, 5<sup>th</sup> grades

## **MIDDLE SCHOOL ELECTIVES AND EXPLORATORY CLASSES**

Middle School students participate in exploratory classes and have the opportunity to choose electives. These include: theatre; student council; French, German, Italian, Mandarin Chinese, and Latin; advanced band and orchestra, robotics, various art classes, environment green school, book clubs, advanced math; foods and cooking; forensics; etc. There is a \$75 yearly fee for middle school electives.

## **TECHNOLOGY**

Technology teacher, Karen Dixon, provides instruction to all students, preschool through eighth grade, in keyboarding, navigating the Internet, Internet safety, producing products with Word, PowerPoint, Publisher, Coding, and robotics. She provides direct instruction to students on a regular schedule and is available to teachers to assist with classroom projects. Students in 4<sup>th</sup>-8<sup>th</sup> grade may attend her monthly Technology Club.

## **SPANISH LANGUAGE**

Spanish teacher, Claudia Olea, is a native speaker from Chile. Her approach is to immerse the children in the language through games, stories, music, art projects and other activities. Students in preschool through 8<sup>th</sup> grade receive regularly scheduled Spanish instruction.

Through special lectures from experienced foreign language teachers, middle school students are also introduced to Mandarin Chinese, French, German and Latin languages. Saint John students are prepared to excel in their chosen foreign language in high school and beyond.

## **ART**

The Pre K – 8<sup>th</sup> grade visual art curriculum is taught by Jessica Dunn and contains five major learning objectives: (I) Art Making. Students learn about selected artists, art movements, and artistic processes and techniques associated within these areas of focus. (II) Literacy in the Visual Arts. Students develop their own visual literacy as they analyze and interpret the world around them. (III) Making Connections through Studio Habits of Mind Utilizing artistic habits of mind, students apply and connect these areas of learning across many content disciplines. (IV) Community and Culture. Learning extends beyond the classroom walls through interactions with museums, exhibitions, and local artists. (V) Art Appreciation, Advocacy, and Self Expression. Students gain an appreciation for the visual arts as a means of self-expression and an essential aspect of everyday life.

## **GRADING SCALE**

Grades are only one of the many ways teachers communicate academic progress with students. Preschool, Kindergarten, Grade 1, and Grade 2 do not use letter grades. Throughout all grades at St. John Catholic School, major emphasis is placed on ability, effort, and improvement rather than the grade itself. The grading scale used by St. John Catholic School is the same as that which has been recommended by the Archdiocese.

A	96-100
A-	94-95
B+	92-93
B	89-91
B-	87-88
C+	84-86
C	78-83
C-	75-77
D+	73-74
D	70-72
D-	68-69
F	0-67

## **STUDENT GRADES AVAILABLE ONLINE (3rd-8th grades)**

Parents may view their child's portion of teacher grade books online. Parents of third through eighth grades will be provided a User ID and password to access the teachers' gradebooks.

## **TESTING**

In addition to the regular tests given by the classroom teachers, the following standardized tests will also be administered:

- MAP (Measures of Academic Progress) testing for grades 2, 4, and 6 in Math, Reading and Language Usage.
- Kansas Assessment Tests – Grades 3-8.

## **HONOR ROLL**

Middle School students (grades 6-8) are eligible for the St. John School Honor Roll. To qualify for the honor roll, students semester grades must average 4.0 for the Principal's Honor Roll, a 3.5-3.9 for the Eagle Honor Roll with no grade lower than a "S".

## **STUDENT REPORT CARD**

The intent of the Report Card is to provide, in a meaningful way, precise and relevant feedback of pupil progress to parents and pupils.

No final Report Cards are issued to pupils or to parents prior to the last day of school. Should a pupil or parent be unable to pick up this report on the last day of school, the report will be mailed at the close of the term.

## SCHOOL DAY HOURS

- The school day begins at **8:15 a.m.** and ends at **3:30 pm.** Preschool hours for morning sessions are 8:15am-11:05am. Afternoon sessions are 12:35pm-3:25pm. *Morning preschool classes dismiss at 11:05*  
*Students not picked up by 11:15 am will be escorted to the school office and parents will be charged \$1.00 per minute until the student is picked up.*
- Faculty supervision for Kindergarten-8<sup>th</sup> grades is provided on the Kentucky Street side of the school building from **8:05 to 8:15 a.m.**
- From **3:30 to 3:40 pm** supervision is provided on the Kentucky Street, Vermont Street, and 12th Street sides of the building. Every effort should be made to see that children arrive and are picked up on time. Any students who are not picked up by 3:40 are then supervised at the front door of the school. At 3:45, students who have not been picked up will be sent to after school care.
- Students who walk home or to other locations after school must use the gym door for dismissal and must have prior permission from parents. Parents should contact the school office giving permission.

## ATTENDANCE

Kindergarten-8th grade students who arrive before **8:05 a.m.** or remain after **3:45 pm** will be placed in our Extended Care Program. The family will be charged for this service. See Extended Care section for details.

No student is permitted to leave the school building or grounds during school hours without the permission of the principal or her designee unless parents have notified the office. Parents should call or send written notification to the school office if a student is to be absent, tardy, leave school and return (including going home for lunch), or be dismissed early for any reason.

Please notify the school office if your child is to leave school with someone other than a parent, guardian, or regular carpool. The school reserves the right not to release a child to an unauthorized person. Please notify the school if your child is walking home from school.

When students are absent, parents may request that assignments be sent to the office to be picked up, or assignments may be sent home with another student. These requests must be made **by 10:00 a.m. and after the 2<sup>nd</sup> day of absence.** Assignments may be picked up **after 2:00 pm.**

Students who are absent are required to make up missed homework assignments and must consult the teacher for guidelines and dates for completion of work.

Parents whose children are absent due to a prolonged illness are encouraged to contact the school for homework assignments.

## FAMILY VACATIONS

**Family vacations during school time are discouraged.** Therefore, teachers **are not required** to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for teaching material covered while a student is gone. This becomes the responsibility of the parent/guardian. Upon the return of the student, the teacher will discuss the assignment missed and decide upon a completion deadline.

## **Family vacations during Parent-Teacher Conferences are discouraged.**

Teachers are not responsible for scheduling “make-up” conferences with parents who choose to vacation during designated Parent-Teacher Conference times.

## **ACADEMIC RESPONSIBILITY PLAN**

One of the values we instill in our students is a sense of responsibility. The Academic Responsibility Plan is intended for students who are delinquent with assignments. After coaching and prompting, the teacher may place the student on this plan for incomplete work. Until the work is satisfactorily completed, the student will not be allowed to participate in field trips or special school or classroom activities. This plan is **not** intended for students who occasionally get behind or lose their assignments. This is intended to be used after reminders and second chances.

## **PROMOTION**

There are many factors to consider before a decision is made to promote or retain. The teacher in consultation with the administration and parents will consider testing results, academic achievement, study habits, and overall maturity. Based on these and other factors, the decision to promote or retain will be made.

## **BEHAVIORAL, LEARNING DISABILITIES OR SPECIAL NEEDS**

Because of its budgetary restrictions, St. John Catholic School may be unable to provide an education to students with diagnosed behavioral or learning disabilities. During the course of a school year, some children develop the need for special academic or behavioral counseling. The school is sometimes able to accommodate these special needs by utilizing the resources available through the Lawrence Public School District. Some instances, however, may require that the parents utilize outside testing in order to learn if St. John Catholic School can provide a quality education to a given child. Following such testing and consultation with parents and teachers, the principal will determine whether a plan individually tailored for such a student can be implemented or whether the child would be better served by a school with more resources.

## **TITLE I READING AND MATH**

Title I Reading and Math are offered by the Title I Lawrence Public School USD 497. Eligible students receive Title I services in the St. John School building and taught by St. John School staff member, Darlene Koger.

## **SCHOOL COUNSELOR**

Our school counselor, Ms. Lauren Yoshinobu, is available for consultation by parents or individual students. Classroom presentations centered on developing friendships, improving communication skills, expressing feelings, personal safety, and building a Christian community will also be presented.

Ms. Yoshinobu also facilitates the transition of eighth graders to high school.

# DRESS CODE POLICY

Dress for preschool-8<sup>th</sup> grades should be neat, mended, clean, and in accordance with the following policy:

- Safe, comfortable shoes or athletic shoes are to be worn daily.
- Shoes need to tie or have straps. No "flip flop" styles are allowed.
- No platforms or high-heeled boots (shoes).
- No hats or bandanas worn in the building at any time.
- Students are not allowed to wear “baggy” clothing that drops below the waistline. Clothes should not be too tight or too baggy.
- Jewelry may be worn if it is not distracting to the student, other students, or the teacher.
- No make-up may be worn.
- Hair must be cut or worn so as not to cover the eyes.
- The following items are acceptable dress code clothing.

## Shorts

Colors: khaki, stone, and navy

Polyester or cotton twill pleated is acceptable.

Flat patch pockets acceptable.



Modest length is 0-2 inches above the knee - not below the knee.  
Elastic waist acceptable.





## Pants

Colors: khaki, stone, and navy

Flat patch pockets acceptable. No corduroys. No low-riders. No flared pant legs.

Elastic band and sides acceptable.

Polyester or cotton twill pleated is acceptable.



elastic waistband



elastic sides



pleated



plain front

## Skirts, Skorts, and Jumper

Colors: khaki, stone, and navy

Elastic band and sides acceptable. Flat patch pockets are acceptable

Modest length begins at 2 inches above the knee



plain front



plain front



jumper



skort



multi-pleated



pleated

## Knit Shirts

Collared polo-like shirts with no visible logo.

Colors: solid red, solid white, and solid navy

Cotton or pique fabrics acceptable



Long sleeve



Short sleeve



Johnny collar



**Mock and Turtle Neck Shirts**

(Mock and Turtle Neck shirts are only to be worn as an under shirt. May be worn under uniform polo shirt or school logo T-shirt)

No visible logo.

Colors: solid red, solid white, and solid navy



Mock neck



Turtle-neck

## Sweater Vests

No visible logo.

Colors: solid red, solid white, and solid navy



## Cardigans

No visible logo.

Colors: solid red, solid white, and solid navy



## **Capri Pants**

Colors: khaki, stone, and navy

Flat patch pockets acceptable. No corduroys. No low-riders.

Elastic band and sides acceptable



## **Sweatshirts**

No visible logo.

Colors: solid red, solid white, and solid navy or St. John Logo sweatshirts.

No hoods, or over-sized sweatshirts (St. John Logo hoodies reserved for middle school)



### **Dress Shirts**

White only. Long sleeve and short sleeve acceptable.



Peter pan collared shirts





No visible logo.



### **Clothing Sold by St. John School**

All clothing items sold by St. John School are acceptable dress code items and can be worn to school. All clothing previously sold by St. John School or The Lawrence Catholic School are also acceptable dress code items.

**Special Middle School Eagle shirts reserved for middle school students.**



### **LOST AND FOUND**

“Lost and Found” items are located near the school office. Unclaimed items will be donated to the Rummage House of St. John the Evangelist Church.

# CODE OF CONDUCT/DISCIPLINE

## BEHAVIOR

Students are expected to conduct themselves appropriately. Each student is expected to be obedient and respectful to all teachers and school personnel, observe school regulations, and fulfill class assignments.

## PHILOSOPHY ON CONDUCT

Policies and guidelines concerning behavior are aimed at bringing about the development of attitudes and actions, which are in keeping with the mission of St. John Catholic School.

Each student is a representative of St. Johns School. **Posting images and texts that have a negative impact on students, faculty, staff, and the school and its reputation is not tolerated.**

## GENERAL RULES

- Students should not bring toys to school unless a teacher has granted prior and specific approval.
- The school is co-tenant of lockers and desks and reserves the right to search thereto at any time without prior notification of student or parent.
- If the school has reason to believe that conduct by a student may be in any violation of any criminal statute, the student may be provided an academic program to be completed at home.
- Teachers encourage students to find non-violent solutions to interpersonal problems. The steps students are asked to follow are outlined under *Student-to Student Conflict Resolution* later in this handbook.

## TEACHER INTERVENTION

When teachers intervene, they assist students by noting what behavior is problematic and to help the parties involved come to a solution. If a student continues to misbehave, the teacher provides a consequence appropriate to the misbehavior to help the student learn to make better choices about his/her behavior.

## CONSEQUENCES TO UNACCEPTABLE BEHAVIOR

Consequences addressing unacceptable behavior may include a verbal warning, one on one teacher or principal conference, loss of privileges, parent involvement (e-mail, phone call, note), or suspension from school.

## **SHORT-TERM SUSPENSION**

A suspension is a form of discipline whereby a student is removed from the classroom environment. Suspensions will be assigned by the principal as the result of an offense or series of offenses, which significantly disrupt the learning environment. All grounds for suspension, procedures, rights, and appeal process are in agreement with Archdiocesan policies.

## **EXPULSION**

Final expulsion of a student may occur when the educational, moral or physical well-being of a particular student, the students in a class, the student body, or the faculty is deemed negatively impacted and/or when there is a prolonged and open disregard for school authority. All grounds for expulsion, procedures, rights, and appeal process are in agreement with Archdiocesan policies.

## **IMMEDIATE SUSPENSION OR EXPULSION**

Immediate suspension or expulsion may occur for the following serious reasons:

- Possession and/or use of drugs (controlled substances), alcohol, and tobacco products at school or school sponsored functions.
- Possession, use of, and/or threats to use a weapon (any instrument used to harm another individual).
- Any student possessing a gun (including B.B. and pellet guns) or any explosive device at school, on school property or at a school-sponsored activity shall be expelled for not less than one calendar year. The student shall also be reported to the proper law enforcement agency and to Kansas Department for Children and Families Prevention and Protection Services.
- Conduct injurious to the moral tone of the school or to the physical or moral well-being of others in the school
- Damage or theft to school or personal property.

## **PROHIBITED MATERIALS**

Prohibited materials are not allowed at school or at school-sponsored activities. These materials include:

- drugs, alcohol and tobacco;
- matches or lighters;
- weapons or articles intended for use as a weapon;
- sexually explicit, racist or hurtful material; and
- all other materials prohibited by law.

## **ASSISTANT PRINCIPALS**

In the absence of the Principal, discipline referrals will be made to the assistant principal.

**The administration reserves the right to carry out disciplinary measures for any offense or misconduct whether inside or outside school, that is detrimental to the reputation of the school even though not mentioned specifically in the list above. The administration may also refuse to admit to the school or classroom a person whose presence in the school or on school grounds would be in the principal's judgment detrimental to the physical or moral well being of the students.**

# CONFLICT RESOLUTION

The faculty and administration at St. John Catholic School are available to parents and strive to work together in the education of their children. Good communication builds community and enhances quality education. It is not something that happens easily, but must be worked at by all persons in the school community. When problems occur between members of the school community, they should be solved as close to the source as possible. Persons having a problem with another individual should go directly to that individual.

Students may seek the assistance of the school counselor, teachers, the principal, or the pastor in solving problems with other students, with teachers, or with personal problems. Teachers may ask that the school counselor work with a student or groups of students. Parents also are welcome to seek the advice and assistance of the school counselor. Parents should contact the principal if they have a concern about a general situation or a school policy. The principal may be contacted by phone (leaving a message on the answering machine or with the secretary), in writing, by e-mail, or by making an appointment for a personal conference.

**Student-to-Student.** When a student has a problem with another student, he/she is encouraged first to ask the other person to stop the problem behavior and to try to remove oneself from the situation. If the problem recurs, the student should enlist the aid of a teacher. If the student feels that the problem continues and that the teacher has not helped to stop the problem, the student should contact the principal. If the problem persists, the student should again inform the principal. Students may request to see the principal by coming to the office before or after school, or during class time with a teacher's permission.

**Student-to-Teacher.** If a student has a conflict with a teacher, the student should speak to the teacher at an appropriate time. If the conflict is not resolved, the student may consult the principal. If the problem persists, the student should again inform the principal.

**Parent-to-School.** When a parent has a question about, or a problem with, a classroom situation, she/he is encouraged to contact directly the teacher(s) involved. This may be done through written communication, a phone message, or e-mail. If a parent is reluctant to talk to a teacher alone, parents are encouraged to contact the principal who may be included as a facilitator in a conference.

After talking to a teacher about a troublesome situation, if there has not been an appropriate resolution, or the problem persists, the parent should inform the principal. The principal also may call a conference for discussion and resolution purposes. If the problem persists, the parent should again inform the principal.

If a parent is reluctant to talk to the principal, she/he may request that the pastor of St. John the Evangelist be included in a conference as facilitator. The school counselor is available to parents, students, faculty, and administration at all phases of this process. The counselor may be consulted or used as a facilitator at any time. In extraordinary circumstances, after the outlined procedures have been followed, the Archdiocesan Superintendent of Schools may be contacted.

# ANTI BULLY AND HARASSMENT POLICY

St. John Catholic School reflects the community's commitment to maintaining a safe, secure environment centered on Gospel values. This environment is to be free from any type of bullying or harassment. Bullying and harassment of any kind are totally inconsistent with the Gospel message of Jesus Christ; therefore it cannot be tolerated in a Catholic education setting.

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment.

The bullying or harassment includes physical, visual, and verbal, and electronic behavior. Instances of bullying or harassment will be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

**GUIDELINES:** Before disciplinary action is taken, an immediate assessment of the situation will be held with the individual teacher, student(s), and principal. In all instances, conflict resolution will be a primary tool in seeking a positive solution to the situation. If further action is necessary, one or more of following procedures will occur: Teacher-student-principal conference, parent notification, appropriate consequence assigned, in-school suspension, counseling may be required, and if no cooperation is attained, expulsion from school becomes a strong possibility.

Parents are expected to treat school faculty, staff, and administration with respect. Parents who harass or bully faculty, staff, and/or the administration, will be asked to remove their child from St. John Catholic School.



# **PRIVACY AND PERMITTED DISSEMINATION OF STUDENT RECORDS**

To the extent it is required to do so, St. John Catholic School will comply fully with the family education and privacy rights regarding both the privacy of and permitted dissemination of a student's educational record. Parents have the right to review children's records. After providing written notice 48 hours in advance, parents may inspect and review records and data directly related to their children. This material is contained in the cumulative record folder and consists of academic work completed, grades, standardized test scores, attendance data and health data.

## **Non-Custodial Parents**

St. John Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. John Catholic School will provide the non-custodial parent access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

# **COMMUNICATION, SCHOOL CLOSING, EMERGENCIES, AND PROCEDURES**

## **COMMUNICATION**

Active and open communication is essential to the successful operation of the school. The greater the communication the more successful the school is in defining and achieving goals for its students and our school community. Parents are encouraged to communicate on an individual basis with their child's teacher and the principal. Normally, parents desiring to discuss any aspect of their child's development may call the school office, send a note or e-mail to the individual teacher at the school requesting either a phone call, e-mail or a meeting. The principal and the faculty may initiate such communications themselves if they feel it necessary.

## **SCHOOL MAIL**

The principal of St. John Catholic School publishes a weekly newsletter, which is distributed via email on Mondays throughout the school year. The newsletter contains pertinent information regarding changes in the school calendar, upcoming activities, special announcements, and regularly scheduled meetings such as PTO and School Council. Parents can access the principal's weekly newsletter via the school website at [www.saint-johns.net/school](http://www.saint-johns.net/school). Other school/parish related groups might use this publication as a means of reaching school families. Articles must be emailed to the school office no later than noon the preceding Wednesday. Any group/individual who is not affiliated with the school/parish will not be allowed to submit information.

**INFORMATION/FLYERS TO GO HOME WITH THE STUDENTS MUST BE APPROVED BY THE PRINCIPAL. ALLOW THREE DAYS FOR APPROVAL.**

## **SCHOOL-TO-PARENT COMMUNICATION**

Teachers will communicate with parents on a regular basis through quarterly report cards, Parent-Teacher Conferences in the fall and winter, comments and grades on student work, and less formally through classroom newsletters, informal notes and phone calls to parents. Parents may access student on-going grades via the school's online reporting system. Teachers also communicate through their Web Pages found on the EduConnect web site. The EduConnect web site link can be found on the school website. The teachers and school office may also send emails to individual parents, classes, or the entire school.



## **TELEPHONE COMMUNICATION**

The offices are open from **8:00 a.m. to 4:00 pm** Messages may be left on the answering machine at all times. Teachers are in the building and available to take phone calls from parents before school starts, after school, and also during their planning periods. Teachers and students should be called to the phone only in an emergency. Parents may also e-mail teachers or staff. Children **will not** be allowed to use the school phone to make social arrangements. Telephone messages that need to be given to students must be called in to the office by 3:15pm.

## **CELL PHONES**

Student cell phones must be kept in backpacks and powered off when on St. John School property during school hours including after school care and school sponsored activities unless supervised by a St. John staff member.

## **PICTURES OF STUDENTS**

St. John Catholic School reserves the right to use student pictures with in publications, including the school Face Book page. Any parent who **does not** wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

## **SEVERE WEATHER AND CANCELLATION OF SCHOOL**

Cancellation of school takes place during extraordinary circumstances such as extreme weather or equipment failure. Practical means will be used to notify parents of a cancellation. St. John Catholic School follows The Lawrence Public Schools' decision to close school for severe weather. (St. John does not follow the public school option for late start option due to weather). Parents will be notified by telephone with our St. John Emergency Notification System. Announcements are also on our school website. Should a situation arise during the school day whereby school would have to be closed, no child knowingly would be sent home to an empty house. If the parents are unavailable, other safe and reasonable measures will be arranged.

## **EMERGENCY ACTION PLAN**

The goal of St. John Catholic School Emergency Action Plan (EAP) is to provide a plan used for any emergency, including natural disasters, violent incidents and terrorist acts. The purpose for the EAP is the safety of students, faculty, and visitors. The staff will rely on crisis preparedness training, the EAP, their leadership, and problem-solving skills in responding to emergency situations. The staff will be flexible and adaptable in developing and implementing response strategies. Parents should know that access to school during an incident might be restricted for a variety of reasons. In such instances, parents should remain aware of public notices on radio, television, and our school website. If evacuation from the school building is necessary, students will be relocated to St. John Church. Parents will be notified of an emergency or important information through the use of our emergency telephone notification system.

## **EMERGENCY DRILLS**

Tornado drills and fire drills are conducted throughout the school year. Detailed escape plans are posted inside the door of each classroom. During tornado drills, each classroom goes to a designated area in the school building. During fire drills, each class has an escape route to an outside area at a safe distance from the building. Students are escorted to these designated areas in a safe, quick, quiet and orderly manner. As part of the school's regular safety plan, the students will practice evacuation drills and lock downs. Parents are always welcome to pick up their children from school if they are concerned about any dangerous weather or situation.

## **SAFE PLACE**

In the event of evacuation, St. John School will relocate to St. John the Evangelist Church and parents will be notified of the emergency and relocation via the emergency telephone notification system.

## **SECURITY**

For security purposes, all visitors and parents must check into the school office when entering the school building. The school office is located on the second floor. All outside school doors are locked during school hours. Visitors must enter through the office security door. A camera and intercom system assists office personnel admitting visitors and parents.

# HEALTH STANDARDS AND REGULATIONS

*By law, students are allowed (7) seven unexcused absences per school year.*

## ILLNESS

In the event of illness, parents are requested to keep their child home. Children who have been absent due to any communicable diseases are required to have releases from their physician before re-admission. When your child has a temperature of 99.8 degrees or higher, he/she will be sent home from school. Students must be fever free for twenty-four (24) hours (without medication) before returning to school. Your child may be readmitted when free from fever, vomiting, and/or diarrhea for 24 hours.

The Kansas Department of Health and Environment determines the health requirements for school attendance. These requirements are made in order to protect the school age population against communicable disease and for early identification of chronic illnesses or other diseases. All students attending St. John Catholic School must meet these guidelines.

- **Fever** - Ordinarily an oral temperature of 99.8 degrees or above with other symptoms indicates the onset of an infectious condition. Students with a fever may not be in school.
- **Mumps** - Students may return to school seven calendar days after the illness.
- **Chicken Pox** - Students may return to school seven calendar days after the illness. All sores must be scabbed over.
- **Head Lice** - Students may return to school when they have been treated and no nits (eggs) are evident in the hair. Information on treatment may be obtained from the school office.
- **Pink Eye** - (Conjunctivitis) Students may return to school after treatment is started and discharge is reduced.
- **Strept Throat** - Students may return to school 24 hours after treatment has begun.

Kansas law requires each child to have the 2nd measles-mumps-rubella immunization (MMR) by age 11. Students entering 6th grade are required to have proof of immunization, or student will not be admitted to St. John Catholic School.

State law requires that prior to admission each student must present certification by a licensed physician or local health department showing that the student has received, or is in the process of receiving at least one of each of the following immunizations: diphtheria, pertussis (up to age seven), tetanus, polio, measles, rubella and mumps.

Children entering grades k-5 must have three immunizations for Hepatitis B and one for Chicken Pox. If a child has had the chicken pox disease, please contact the school office.

The responsibility for the child's health rests primarily with the parents. A child who is running a fever, nauseous, suffering from a contagious disease or a severe cold should not be sent to school.

## **INJURIES AND MEDICATION**

No school employee or parent volunteer may assume responsibility for any emergency treatment beyond basic first aid or CPR. When it becomes imperative for a child to take medication during normal school hours, school personnel on a written order can only give the medication from a licensed physician or dentist for the specific child. See "Non-prescription medicines" section. All medicines must be brought to the school office with the referenced order. (A bottle with the prescription label, which designates the student's name, will suffice in place of a physician's order.)

## **PARENT RESPONSIBILITIES**

Parents have the following basic responsibilities with respect to the health of their children:

1. Parents are asked to contact information and emergency contact information to the school office. If a name and/or phone number changes, please notify the school office immediately.
2. Parents should notify the school in writing concerning any health needs, allergies, reactions, medications or other pertinent data necessary to better care for a particular child.
3. Parents of a child with a communicable disease must obtain a doctor's note stating that the child is under treatment. The child must be symptom free before returning to school.
4. Parents are to provide the school with up-to-date health records for their child, including the dates for vaccinations and immunizations and the presence of any physical problems.

**Children will not be admitted to St. John Catholic School  
with out current immunization records.**

## **SCHOOL RESPONSIBILITIES**

The school has the following basic responsibilities with respect to the health of its students:

1. Provide a Health area
2. Maintain an up-to-date health record on each child.
3. Notify parents of serious injury or suspected health problems.

## **PRESCRIPTIONS**

1. If the medicine has been prescribed, it must be in a pharmacy container, which clearly states the child's name and dosage. Any pharmacy will give you an extra-labeled bottle when you ask. This will prevent you from having to remember to take medications back and forth to school.
2. A completed permission form signed by parents allowing the school to dispense the medicine must accompany all prescription medicines. Permission for long-term medication will be kept on file for the school year

**NO MEDICINE WILL BE DISPENSED UNLESS BOTH  
CONDITIONS ARE MET per KANSAS STATE LAW.**

## **NON-PRESCRIPTIONS MEDICINE**

1. Parents must provide all over the counter medication. All over the counter medications must be labeled with the child's name and in the original container.
2. Completed permission form signed by parents allowing the school to dispense over the counter medications must be recorded in the school.

## **SELF-ADMINISTERING ASTHMA AND ANAPHYLAXIS MEDICATIONS**

Students may self-administer medication for the treatment of asthma and anaphylaxis prescribed by or required by written order a health care provider. The student's health care provider must prepare a written statement providing the name and purpose of the medication, the prescribed dosage, the time the medication is to be regularly administered, any special circumstances under which the medication is to be administered and the length of time for the medication is prescribed. Each parent of a student who wishes to self-administer medication is required to provide a completed and signed "Parent Consent and Release" form.

## **Third-Hand Tobacco Smoke**

Third-hand smoke is residual nicotine and other chemicals that cling to hair, skin, and clothes. Third-hand smoke may result in tobacco-related health problems. St. John School is a smoke free environment, including third-hand smoke.

## **Peanut Free**

To avoid severe allergic reaction to peanut products, the school building is peanut free. Snacks and treats should not include peanuts or peanut butter.

# MISCELLANEOUS INFORMATION

## **ASBESTOS MANAGEMENT PLAN**

In compliance with the EPA rules and regulations pertaining to asbestos within the school, the Management Plan is available for inspection at the school for parents, guardians, employees, and students.

## **CYO SPORTS**

CYO sports programs are available to all students in St. John Parish. Basketball, volleyball, cross country and track are available sports. Teams are coached by school staff and parent volunteers. The St. John Parish CYO coordinator is Chris English. The CYO website contains additional information. [www.cyojwa.org](http://www.cyojwa.org).

## **ELECTRONIC PAYMENT AND CREDIT CARD PAYMENT**

Electronic payment is a direct debit program whereby your monthly school statement balance is automatically withdrawn from your bank account including school lunches, before/after school care, clothing, field trips, supplies, tuition, yearbooks, etc.

School families also have the option to charge the balance of school statement using a credit card. The monthly school statement balance is automatically charged to your credit card. Forms to initiate these plans are located on the school website.

## **FIELD TRIPS**

Field trips are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. For each trip, the school will send a field trip permission form home. In order for students to participate, parents or guardians must sign Archdiocesan field trip permission forms in advance. Students who fail to return the proper form will not be allowed to participate in the field trip. Field trips are privileges and students may be denied participation if they fail to meet academic or behavioral requirements. Participation in school field trips is limited to students enrolled in the participating class and parent chaperones. **Younger siblings are not allowed on field trips.**

## **LOST OR DAMAGED LIBRARY BOOKS**

Students are responsible for library books checked out in their name. If books are lost or severely damaged, students will be charged a replacement book fee of \$30.00 for hardbound books and \$15.00 for paperback books.

## **LOST OR DAMAGED SCHOOL TEXT BOOKS**

Students are responsible for textbooks checked out to them. If textbooks are lost or severely damaged, students will be charged the actual cost of the text including shipping and handling.

## **MID MORNING STUDENT SNACK**

Students have the option of bringing a mid morning snack to school each day. Snacks should be nutritious and a small reasonable proportion of food. Students are not allowed to store their snacks in a school refrigerator. No utensils will be provided by the school for items such as applesauce, pudding, etc., but students are welcome to bring utensils from home. Students may bring several days worth of snacks as long as the snacks can be stored in the student's backpack. Students may not share or trade snacks with other students. **Candy is not allowed.**

## **POSTDATED CHECKS**

Postdated checks will not be accepted. Any checks received for payment of fees will be deposited regardless of the date posted and will not be held for deposit at a later date.

## **RETURNED CHECKS**

Checks written to St. John Catholic School and returned to the bank for any reason for any school fees will be charged \$30.00 for each returned check. *Payment for the insufficient check must be made by cash, certified check, or money order.*

## **STUDENT BIRTHDAYS**

Invitations to personal birthday parties may not be delivered at school. Birthday balloons, flowers, etc. are discouraged. If delivered during the day, the student will be notified to pick up their gift in the school office at the end of the day.

## **STUDENT BIRTHDAY TREATS**

Students may bring birthday treats for children in their *class*. These treats are shared during the school day. Gum is not allowed in the building or on the school grounds. Please avoid treats of minimum nutritional value.

## **STUDENT MONEY**

Students are discouraged from bringing money to school other than for school functions. *If a child is to bring money to school it should be in an envelope marked with the student's name.*

## **STUDENT COUNCIL**

St. John Student Council (STUCO) empowers students to play a vital role in the life of St. John School through leading special events and engaging the school community in spiritual, social, and service opportunities.

## **UNPAID FEES**

All fees including extended care, tuition, school lunches, preschool, and charges billed to accounts are due by the tenth of the month. ***Payments not received within 30 days of due date will be assessed a \$25 late fee.*** Enrollment for the following school year is not considered final until all fees from the current year are paid in full. The school may require prepayment of in cases of repeated delinquency and enrollment in school programs such as extended care, school lunch, preschool, may be denied for non payment. The school reserves the right to not allow account billing on accounts past due. 39

# **SCHOOL LUNCH PROGRAM**

The school lunch program is designed to provide students with lunches that will meet their nutritional needs at a reasonable price. A monthly menu is attached to the school newsletter at the beginning of each month and can be found on the school website [www.saint-johns.net/school](http://www.saint-johns.net/school).

## **PAYMENT**

Parents will be billed on a monthly basis for school provided meals or milk served. On or about the 5<sup>th</sup> of each month parents will receive an itemized statement for the previous month's lunches. Payment is due and payable upon receipt of the statement. If payment is not made within thirty (30) days, parents may be requested to provide a sack lunch from home until payment is made. **Checks payable to St. John School.**

- Kindergarten-5th grade student lunch—\$2.65
- Middle School student lunch -\$2.75
- Milk - \$ .50
- Adult lunch - \$4.50

## **FREE AND REDUCED LUNCHES**

Financial relief for school lunches is provided by the government for parents meeting government guidelines. Assistance can be either free or at a reduced rate. In order for this to take place, it will be necessary to complete an application from the school office or on the school website. All applications remain confidential.

## **HOME-PREPARED LUNCHES**

Home packed lunches are permitted, but candy, gum, pop, and ice cream are not allowed. Milk may be purchased.

## **STUDENT LUNCHROOM ASSISTANCE**

Students in the 4<sup>th</sup>-8th grades may help with the Hot Lunch Program. Students are required to have parent approval and this form can be downloaded from our school web site.

## **SPECIAL DIETS**

Children who require a special diet must present a written notice from a doctor stating what kind of diet the child must have. This includes the need to substitute apple juice for milk. Required forms are available from Mrs. Malsbury, cafeteria manager.



# **BEFORE AND AFTER SCHOOL CARE FOR KINDERGARTEN-8<sup>TH</sup> GRADES**

Before and After School Care is available at St. John Catholic School to provide students and their families with an environment similar to that of the school and in a convenient location. This program is an extension of the school and the same standards of behavior apply. Extended Care is provided on school days from 7:00 am. until school begins and from school dismissal until 6:00 pm.

## **GOALS OF BEFORE AND AFTER SCHOOL CARE PROGRAM**

- To provide a safe environment for students before and after school hours.
- To provide fun and interesting activities in a Catholic-Christian setting.
- To provide children freedom of choice in a creative, stimulating atmosphere.
- To provide quiet space when needed for studying.
- To provide an atmosphere that promotes cooperation and appropriate interaction.

## **BEFORE AND AFTER SCHOOL CARE FEES**

**\$5 per morning per child**

**\$8 per afternoon per child**

The program closes at 6:00 pm. Parents who pick up students after this time will be charged \$1.00 per minute overtime.

## **IN-SERVICE AND CONFERENCES**

Extended care is available all day during in-service days, and parent-teacher conference days from 7:00am to 6:00 pm. **\$30 per day per child, \$20 per half day per child.**

## **PAYMENT**

By the 5<sup>th</sup> of each month, parents will receive a statement of services provided during the previous month. Payment is due on or before the tenth of the month. Services may be denied for nonpayment of fees. Questions concerning payments may be made to Cris Denning, [cdenning@saint-johns.net](mailto:cdenning@saint-johns.net) or 843-0109.

*Please make checks payable to St. John School  
End of the year tax statements are available upon request.*

# Technology Acceptable Usage Policy

Technology is used to support learning and to enhance instruction. It is a general policy that all technology used through St. John Catholic School is to be used in a responsible, efficient, ethical, and legal manner.

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty and staff may deny, revoke, or suspend user accounts at any time. The System Administrator will deem what is inappropriate use and may close an account as required. All technology and files stored thereon is considered school property and is subject to review.

All students are expected to abide by basic rules of computer etiquette. These include but are not limited to the following:

- Use appropriate language. Do not swear, any other inappropriate language, and not abuse to others.
- Do not reveal personal addresses or phone numbers or the addresses and/or phone numbers of fellow students or other school personnel.
- Illegal activities are strictly forbidden, i.e., the illegal copying or installation of software, or violation of copyright laws.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that other users' work would be disrupted or invaded.

Failure of students to adhere to technology policy and guidelines for the use of St. John Catholic School technology, as described below will result in the loss of individual access privileges. Unacceptable uses of technology hardware and software are:

- Copying commercial software in violation of federal or international copyright laws.
- Using profanity, obscenity, or other language that may be offensive to other users.
- The use of St. John Catholic School technology for commercial gain or illegal activity. Users giving any password to another user or using any password not their own.
- Unauthorized inspection, alteration, deletion, publication, copying, or tampering with files or settings.
- Use or downloading of any software, online service, e-books, apps, or other media, without the permission from the supervising teacher or network administrator.
- Removal of any piece of St. John Catholic School technology equipment, hardware, or software from its designated place without permission.
- Intentional access of an inappropriate web site.
- Plagiarism: All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites.
- Access to chat rooms, instant messaging, blogs, or any social network applications unless directed by the teacher.
- Users giving any password to another user or using any password not their own.

**Transmission of any material in violation of any U.S. or state regulation is prohibited.**

This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

St. John Catholic School is in compliance and adheres to The Children's Internet Protection Act (CIPA) which requires K-12 schools and libraries to protect children from harmful online content.

St. John Catholic School and its personnel make no warranties of any kind, whether expressed or implied, for the service it is providing. St. John Catholic School and its personnel will not be responsible for any damages suffered. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. This is to say St. John Catholic Elementary School is not responsible for the accuracy or quality of information obtained.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the Internet, the user is to notify the system administrator or classroom teacher. A security problem could mean that a user has gained access to data in error. Attempts to access the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, of the Internet or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Communication over the network should not be considered private. Professional supervision, system maintenance, and other interactions may require review and inspection of directories and messages.

**All terms and conditions as stated in this section are applicable to St. John Catholic School students, parents and staff. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Kansas and the United States of America.**

**LOST OR DAMAGED SCHOOL LAPTOP COMPUTERS**

**Students are responsible for laptop computers checked out to them. If laptops are lost or severely damaged, students will be charged the actual cost of the laptop.**

# **VOLUNTEERING AND SCHOOL ORGANIZATIONS**

## **VISITORS/VOLUNTEERS**

Parents are always welcome to visit the school. Anyone desiring to visit a classroom should make advanced arrangements with the principal. St. John Catholic School is very fortunate to have a large number of parent volunteers. In order to maintain order, volunteers are asked not to drop in on their child's classroom while in the building. For the safety of the children, all outside doors are locked other than the main entrance located on the Kentucky side of the school building. Everyone, including parents, coming into the school for any reason during school hours must first stop in at the school office. **No one is to go directly to a classroom.** Parents and children not enrolled at St. John Catholic School are not permitted to attend classes. All visitors are required to wear a visitor pass while in the school building. This pass can be obtained in the school office.

## **SCHOOL COUNCIL**

### **Purpose**

The School Council serves as an advisory group to the pastor of St. John the Evangelist Catholic Church and the St. John Catholic School principal in ensuring the highest possible religious and academic education for the students attending St. John Catholic School.

### **Function**

The School Council serves as the body representing all school families; seeking to support, strengthen and ensure the future of St. John Catholic School. The School Council assists the pastor and the principal in the consideration of general policy matters relating to the school. The School Council serves as collaborators with the pastor and the principal in the mission and ministry of the school.

Specifically, the Council is charged to: approve policies for the operation of St. John Catholic School based on our mission and the policies of the Archdiocese; establish and update the strategic plan; oversee the financial condition of the school and physical plants. The Council is governed by a set of bylaws and the pastor retains authority over all decisions subject to ultimate authority of the Archbishop.

## **MEMBERSHIP**

The Council consists of 6 voting members from St. John parish. Ex-officio members are the Principal of St. John Catholic School and the Pastor of St. John the Evangelist Catholic Church.

## **MEETINGS**

The Council meets once a month from August through May. All regular meetings are open and parents are welcome to attend. Only the principal, pastor or board president may call an Executive Session of members.

### **PARENT -TEACHER ORGANIZATION**

PTO plans several activities throughout the school year for the students and their families. These activities provide fun opportunities for the students and families of our school. PTO also conducts fund-raisers to provide funding for the St. John Catholic School general operating budget.

PTO normally meets once a month. Meeting dates and times appear in the principal's weekly newsletters or can be found on the school web site. All parents/guardians are encouraged to attend these meetings for information and input.

### **BENEFIT AUCTION**

Each year current school families, former school families, and friends come together for the St. John Benefit Auction. Proceeds from this major fundraiser benefit the St. John School.

Families are encouraged to consider the many ways to support this fundraiser: financial underwriting, donation of items, attendance at one or both night's events, and/or volunteering on one of many auction committees. Information about the auction can be found in the school's weekly newsletter, school web site, or by calling the auction office at 842-3445.

# ARCHDIOCESE OF KANSAS CITY, KANSAS

www.archkckcs.org

## PURPOSE

The Archdiocese of Kansas City in Kansas covers 12,500 square miles in Northeast Kansas with 42 Catholic elementary schools and 6 Catholic High Schools in Johnson and Wyandotte Counties and the cities of Lawrence, Leavenworth, Topeka, Atchison, Marysville, Emporia, Garnett, Greeley, Ottawa and Paola.

## FUNCTION

St. John Catholic School serves the students of St. John the Evangelist Catholic Church. The school is owned and operated by the Archdiocese of Kansas City in Kansas. As such, ultimate jurisdiction for the school rests with the Archbishop of Kansas City in Kansas and/or any body of individuals to whom he may delegate authority.

## VIRTUS

*Beginning in fall of 2003, every adult connected with a parish, school or agency in the Catholic Archdiocese of Kansas City in Kansas had an opportunity to attend a forum designed to prevent the abuse of children. The "Protect God's Children" program identifies the warning signs of abuse and teaches strategies for maintaining safe environments for children.*

*When adults who interact with children increase their awareness of child sexual abuse, they form a shield that protects children. That shield is a network of adults alert to potentially abusive situations and children with the confidence to speak up. Participants will learn how to discuss different aspects of abuse, including sexual abuse, with children and how to teach them to protect themselves.*

*In addition to the community forums, the Archdiocese requires all employees and volunteers who work with children to complete the training. It is my intent that every minister, educator, youth worker, and employee attends a forum. To strengthen the program, it is also my intention that they will participate in an on-line continuing education program.*

*Enhanced by a series of videotaped statements from abuse perpetrators, child victims, and parents, the three-hour sessions will be scheduled for parishes throughout the archdiocese. These awareness sessions will be available in both English and Spanish. They will be lead by people from our Archdiocese specially trained as facilitators. For more information on this program please visit [www.virtus.org](http://www.virtus.org)*

*+James P. Keleher  
Archbishop of Kansas City in Kansas*

St. John Catholic School retains the right to amend the Parent Handbook for just cause. Parents will be given prompt notification if changes are made.

