

St. John School Handbook
2011-2012

OUR MISSION:

At St. John Nepomucene School we strive to educate our faith community in an atmosphere of acceptance, service and unity with Jesus Christ as our center.

The message we promote at St. John School is:

“FAITH”

Follow Christ’s example

Accept challenges and responsibilities

Inspire wisdom

Thank God by sharing our gifts

Help others

ABSENTEE PROCEDURE

When students are absent, they miss valuable classroom instruction and interaction. Please make every effort to attend school unless there is an illness or a death in the family.

Students are required to give two weeks advanced notice to school in order to be excused for any other type of absence than listed above. Pre-excused absence forms must be requested from the school office and completed before the absence.

Guidelines

- 1) Please telephone the office or send a note to the office with a reason for the absence and signed by the parent or guardian.
- 2) Requests for early dismissal must be approved in the school office before school begins.
- 3) Medical appointments during school hours will be excused with written permission of the parents, guardians or doctor.
- 4) Students must be signed in and out of the school office for ALL appointments by the designated adult taking the student to each appointment. This is to ensure the safety of all students. In the event that a special day (i.e. concerts) causes school to end early, students will be dismissed from their classrooms at a time designated by the principal.
- 5) Students cannot be released to a different bus or car without written parental permission.
- 6) Students participating in athletic tournaments must be in attendance during the entire school day of a scheduled athletic tournament to be eligible to play.
- 7) Students must be in attendance during the entire afternoon in order to participate in a game or a practice on the day of a morning absence.
- 8) Students are responsible for work assigned or covered during absence. When possible, the teacher may make assignments prior to vacations. It is the student's responsibility to meet with the teacher regarding assigned work. In the case of family vacation, teachers are not required to provide special tutoring. All make-up work must be completed in a timely manner at the discretion of the teacher.

ACADEMIC ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

- 1) Any student who received a failing grade in any subject will not be eligible to participate in co-curricular activities. The athletic director, coaches and parents will be notified by school administration before any action is taken.
- 2) The student will remain ineligible until mid-trimester grades are improved to a passing level. In the event that a student is no longer in the class which they failed, they must arrange with the teacher, a way to make up the work and raise the grade.
- 3) Students may be allowed to practice with their team if they are showing exceptional effort to improve their grades and have notes signed from all teachers indicating their improvement.

- 4) Any student in violation of the Athletes Code of Conduct will have his/her privileges of participation suspended. The school administrator will determine the reinstatement of the student.
- 5) Any student with special learning needs who performs to the best of his/her ability will be considered eligible for participation after conferencing with teachers and administration.

ACCESS TO STUDENT RECORDS

Student records are kept in the school office. The records include academic, health and attendance information. Custodial parents who wish to view their child's records may do so by giving the school a 48-hour written notice. Original records may not be removed from the school office.

ADMINISTRATION

The pastor(s) of St. John Parish are the spiritual leaders of St. John School. Direction of the school and its administration is delegated to the principal and the Board of Total Catholic Education. This board is made up of seven selected members of the parish community. The board approves policy and is advisory to the pastor and the school administrator. Board meetings are held the first Tuesday of the month (except in July) and are open to the public.

ADMISSION

Classes are filled on a first come, first serve basis. When a class reaches the number determined by the Board of Total Catholic Education, it will be closed and a waiting list will be started.

ARRIVAL/DISMISSAL

PLEASE NOTE THAT THE DURING SCHOOL HOURS THE GRAND AVENUE SIDE OF THE PARKING LOT IS AN ENTRANCE ONLY, AND THE PINE STREET SIDE IS AN EXIT ONLY.

Students should not arrive at school before 7:35 am and should leave for home promptly after being dismissed. We are concerned for student safety and these are the only times supervision is available. If a student needs to stay after school, they must be supervised by an adult. For safety reasons, the following rules will be enforced:

- 1) Cars are not allowed to be driven within the school parking lot area when the safety cones are in place. These cones mean that students are or will be present in the parking lot.
- 2) Cars traveling within the parking lot must drive at a slow speed at all times for the safety of all those walking.
- 3) Cars may drop students off in the morning along the sidewalk area, remembering to move as far up the line as possible. Any parent parking in the lot for drop-off or pickup must escort their child, Kindergarten through grade four, to and from the cemented area of the school building.
- 4) No student should ever walk across the street without a parent escort.

- 5) Bikers should drive to the back of the playground and to the bike racks. They must then use the sidewalk to walk to the doors of school (or the cement area outside of school). Bikes should be locked in the racks provided.

ASSEMBLIES

Assemblies are planned periodically for special events. Some typical assemblies are the Pep Rally for God, athletics, cultural presentations or professional speakers. Special attention to proper behavior and good manners is expected of all students. Dismissal after the assembly will be from the classroom as usual. If the assembly is near the end of the day and a parent wishes to take the student home the student **MUST** be signed out from the office. For large school assemblies like concerts and Pep Rally for God, students will be signed out in within the classroom itself. Students must be checked out and may not leave the building from the assembly spot.

ATHLETIC ACTIVITIES OFFERED

An athletic program is offered to St. John students in grades 5-8. Specific programs include

Girls: Volleyball (6-8), Basketball (5-8) and Track (7 & 8)

Boys: Basketball (5-8), Track (6*-8)

[Jets Football is available through the Village for Little Chute Residents]

* 6th grade track is only offered on a limited basis and only if there is ample coaching staff.

Guidelines

- 1) The athletic program is under the direction of the Athletic Director and the Athletic Committee who are governed by the principal and the Total Board of Catholic Education.
- 2) Diocesan rules, league rules and Athletic Committee guidelines regulate practice times, play etc.
- 3) Students may not participate in athletic events unless academic standards are maintained (see Academic Eligibility).
- 4) Each athlete must have a signed permission slip to participate in each sport and the associated travel.
- 5) Each driver must present a copy of insurance to transport students.
- 6) A medical examination is highly recommended before participation.
- 7) Players must be covered by family or student insurance for both travel and competition.
- 8) Drivers under the age of 21 are strongly discouraged.
- 9) Further policies and guidelines as well as the athletic parent/student contract are in the back of this handbook. Those wishing to participate in athletics during the school year **MUST** have all forms completed and turned in to the school office prior to the start of the sport in which they are participating.

ATHLETIC COMMITTEE

Formalized in 2005, the SJS Athletic Committee is comprised of parish members selected at random from all nominated persons. The group of seven exists to govern athletics at SJS, in conjunction with the Athletic Director and school principal. This committee reviews rules, safety, grievances and coach selections. If you are taking part in athletics, please be sure to read the Athletic Parent Manual at the end of this document.

AWARDS

There are a variety of school awards that are presented at various appropriate times during the school year in grades Pre-K to seven. The teachers will make every effort to keep you informed of these awards through the brown envelope as they happen.

The 8th grade awards and guidelines are as follows:

- 1) Awards given apply only to the 8th grade school year with the exception of the Outstanding Achievement Award.
- 2) All awards are discussed at the end of each year with the seventh graders.
- 3) All 8th grade awards listed are presented during the end of the year awards ceremony.

8TH GRADE AWARDS

OUTSTANDING STUDENT AWARDS

The most outstanding student award is given to any student who achieves the following criteria.

- 1) A final grade point average of 11.00 or above
- 2) 24 hours of recorded, signed and documented service
- 3) A majority of the middle school faculty vote based on the following:
 - Positive attitude
 - Respect of others
 - Cooperation
 - Leadership

The outstanding student award is given to any student who achieves the following criteria:

- 1) A final grade point average of 10.00 or above
- 2) A majority of the middle school faculty vote based on the following:
 - Positive attitude
 - Respect of others
 - Cooperation

SERVICE AWARD

REQUIREMENTS:

Definition: Service is defined as a giving of time to fill a need. It is hoped that our students will not so much count their hours of service but instead will become adults who do service for those in need without hesitation.

- 1) Hours may be accumulated beginning in May of the year prior to the student's eighth grade year.
- 2) Twenty-four hours of service are a minimum to receive an award.
- 3) Service hours must consist of the following:
 - Service to family - This includes any babysitting, yard work, housework or errands done for any immediate or extended family.
 - Service to school - This includes any activity that directly benefits St. John School.
 - Service to parish - This includes any activity that benefits St. John Parish.
 - Service to community - This includes anything that benefits any community. Any work done for relatives does not fall under this heading (if a relative is in charge of a community project, that is acceptable).

Students must have some service in each area listed above to qualify for the service award. A student may petition to do all of their service in one area. This must be approved by the principal in ADVANCE of the service being started. The request should be in the form of a letter and given to the principal as soon as the student is able. The principal will then either approve it or disapprove it and will place it in the service file.

- 4) Students must not be paid or rewarded for their service.
- 5) Students must do the service on their own time. If service is done on school time, it must be approved by the service coordinator or the principal. One-half the usual amount of service hours will be given in these instances (i.e. lunch duty for one hour a day gets tabulated as ½ hour per day.)
- 6) All service MUST be recorded on the approved service sheet. The service sheets must be filled out correctly in order to receive credit. If a service sheet is not available, the student should document the service on a different sheet and then transfer the information to a service sheet (and attach the other documentation to it).
- 7) Service hours will be accepted until May 15. At this time the hours will be tabulated.
- 8) Any questions regarding service should be directed to the administration.

OUTSTANDING SERVICE AWARD

Any middle school student who has completed and documented over 100 hours of service in the four categories: School, Home, Parish, and Community.

HUMANITARIAN AWARD

This award is given to students who have shown exemplary humanitarianism. Students receiving this award will be considered based on their devotion to the welfare of all human beings. The award recipients are selected in the following manner:

- 1) Middle school faculty members nominate candidates.
- 2) 8th grade students also nominate candidates to the middle school faculty.
- 3) All candidates for this award are considered by the middle school faculty. Students receiving a majority of the middle school faculty vote will receive the award.

CONDUCT AWARD

This award is based on a student's conduct in St. John School and as participants in all curricular and extracurricular activities. Students who achieve the following criteria will receive the award.

- 1) Zero to three detentions – the award goes to middle school faculty vote based on behavior
- 2) Four or more detentions – the student is not considered for the award

OUTSTANDING ACHIEVEMENT AWARD

This award can be given for any type of achievement at St. John School. This includes forward progress academically or socially. The achievement could have taken place over a single year's time or throughout the entire three years the student has been in middle school. The process for the award selection is as follows:

- 1) Faculty nomination
- 2) Middle school faculty discussion
- 3) Middle school faculty vote
- 4)

ST. JOHN PARISH AWARD

This award is given to a student(s) who have given outstanding effort toward becoming an active member of St. John Parish. It is chosen by the pastor and the liturgist.

HONOR CARDS

Top Honors Award: 11.00 & UP GPA

High Honors Award: 10.00-10.99 GPA

Honors Award: 9.00-9.99

GOOD CITIZEN AWARD (Kiwaniis 8th grade only)

This award is presented to two students in five different Little Chute Schools. Nominations are from classmates, teachers, administrators, and school personnel.

It is presented to students according to the following guidelines:

1. Positive and cheerful attitude
2. Respect for their school and community
3. Willingness to put forth a sincere effort in helping others
4. Grades are not a factor

The school administrators and guidance personnel select the winners of the award. Honorees will receive \$50 savings bond.

ST. JOHN MIDDLE SCHOOL SERVICE AWARD

Students in middle school at SJS have the opportunity to earn an award through service. Service is one of the core values of the St. John School Community and the community of Little Chute. Younger students begin learning about service through classroom projects like recycling, delivering school mail, straightening books in church, and other projects. Once students are in middle school, it is expected that service will become a more active and intrinsic part of their lives. The different types of service, and what qualifies as service hours are clearly defined in the "Awards" section of the SJS Student/Parent Handbook. Service may be performed in the areas of family, school, parish, and community. Students may begin accumulating service hours as of May 15 of their fifth grade year. While awards will be given each year, the hours earned do accumulate through the three years a student is in middle school at SJS. If a student joins St. John Middle School mid-year or after sixth grade, the principal will work out a pro-rated system for that individual child for awards.

For the initial years of the implementation of this program, hours shall be awarded as follows:

6 th Grade: 24 hours (Service Award)	100 hours (Outstanding Service Award)
7 th Grade: 48 hours (Service Award)	200 hours (Outstanding Service Award)
8 th Grade: 72 hours (Service Award)	300 hours (Outstanding Service Award)

The Service Awards will be given at the last school liturgy of the year, or an appropriate time as determined by school administration.

BAND

LCSD has cut funding to provide band for St. John School. We are working on a strategy for implementing band for grades 5-8, however to financially justify a band program, there must be enough interest to warrant the hiring of a teacher. Surveys will be taken over the summer and a determination will be made over the course of the first month of school.

BICYCLES

Students who ride bicycles to school are expected to obey all traffic and safety rules. Students must walk their bikes to the back of the playground to get to the bike rack, however after the bikes are placed in the rack and locked students should walk on the sidewalk to get up to the doors of school. This is for the students' safety with the great amount of traffic in the morning. After school students must walk on the sidewalk to get to their bikes. Students are expected to park all bikes individually in the bike racks.

ST. JOHN SCHOOL IS NOT RESPONSIBLE FOR ANY DAMAGE DONE TO BICYCLES THAT ARE PARKED ON SCHOOL GROUNDS BEFORE, DURING OR AFTER SCHOOL.

BOOKS

Books are included in the tuition fee. Fines will be issued for lost and/or damaged texts. Books generally cost between \$50-\$100 per copy.

BROWN ENVELOPE

Please see "Communications"

BUS

Students riding the bus are to obey drivers at all times. Misconduct on the bus is considered serious. If improper behavior persists, parents will be notified. Bus scheduling is done by the bus company. If there are any questions concerning time, please contact Kobussen Bus Company at 766-0606.

The following is a list of rules when riding the bus:

- 1) Use only the bus stop assigned
- 2) Behave appropriately at the bus stop
- 3) Remain seated and facing front when the bus is in motion
- 4) Talk quietly and make no unnecessary noise
- 5) Do not talk to the bus driver when the bus is in motion,
unless there is an emergency
- 6) Keep head and arms inside the bus at all times
- 7) Do not litter the inside of the bus or throw anything out of the
windows
- 8) Be especially quiet when the bus is crossing railroad tracks

Students and parents are encouraged to notify the principal and/or the school district or bus company of any safety hazards observed during bus operations.

We offer bussing within the St. John Parish Boundaries. Please call the school office for specific borders.

CAFETERIA

Please see "Lunch Program"

CANCELLATION OF SCHOOL

When Little Chute Public Schools close due to inclement weather, St. John will also close. Announcements will be made on local radio stations WHBY 1150, WAPL 105.7, WMGV 104, WROE 94.3 and channel 2, 5, & 11 on TV.

In the event of school cancellation or an unscheduled early dismissal, all school sponsored activities and events including athletic contests and practices will be canceled or postponed.

CASE STATEMENT

The purpose of St. John School is to educate our faith community in an atmosphere of acceptance, service and unity with Jesus Christ as our center. St. John Nepomucene School has been a pillar of the community of Little Chute since 1836. It has a rich history steeped in tradition and heritage. For a time, St. John was the only school in Little Chute. It has always been a self sufficient parish operated school. In 2006, a marketing study was done and a strategic plan was developed to assist St. John in maintaining its independence within the Green Bay Diocese.

Throughout the year, you will be asked to help raise money to defray costs at St. John School. You may choose to pay a fund-raising fee, however any money you can earn over and above that fee will help to defray the particular costs listed below:

School Fund Raisers

YEAR	FUND RAISER	PURPOSE
Annual	Online Magazine Sale	Per Pupil Cost
Annual	Calendar Raffle	Per Pupil Cost
Annual	Golden Ticket	Determined annually, please see specific case statement

Home and School Fund Raisers

YEAR	FUND RAISER	PURPOSE
Bi-annual	Rummage Sale	Teacher Wish Lists, School Art Supplies, Speakers, Teacher Start-Up Money, Staff Appreciation,
Annual	Cheesefest	
	Craft Sale	
	Poinsettia Sale	
	Hot Dog Day	
	Santa Secret Shop	

CELL PHONES

Student cell phones are strictly prohibited on school grounds and will be confiscated if used.

CHANGE OF ADDRESS /TELEPHONE/WEB ADDRESS

It is VERY important that every parent maintain an up-to-date address and working telephone number and web address recorded in the school office. Please notify the school office immediately if you have any changes. Parents must also provide two alternative phone numbers to call when parents are not at work or home.

CHILD ABUSE

According to Diocesan Policy Code 5060, all suspected child abuse or neglect will be reported.

COMMUNICATIONS (FAMILY ENVELOPE/BROWN ENVELOPE)

A parent packet containing items of importance to parents and students will be distributed every Wednesday. This is sent home with the youngest child in your family who attends St. John School. It is very important that you read all information in the brown envelope and return all necessary items in the same envelope the following day. Middle School students not having the brown envelope turned in to their homeroom teacher by the Tuesday after it was sent home will be assigned a detention. Your help in making this system work is greatly appreciated. Please feel free to return your comments or ideas to us within the brown envelope as well.

It is required that all communications, whether through the brown envelope or otherwise, be approved by the school principal. If you are planning to have something disseminated through the brown envelope, please discuss with the principal .

CONFERENCES

Parent/guardians are encouraged to keep in close contact with the teachers concerning the progress of their children. Contact can be made through notes directed to the teacher, phone calls, email, or conferences with the teacher after school. Do not feel you have to wait for a problem to develop or

express concern or seek advice or assistance. Parent/Teacher Conferences are scheduled for the first and second trimester of the school year for grades K-8.

COUNSELOR

St. John School has a counselor available during the school day to aid our students. Parents, teachers and administrators are encouraged to share student concerns with the counselor. Please feel free to call if you have concerns about your child.

CURRICULUM

St. John School offers a complete religious and academic education program taught by degreed and state certified teachers. Through integration of religion into all academic areas, we offer FAITH-Everyday. In addition, educators are required to meet certain standards for Diocesan Religion Certification. Our curriculum is consistent with the mandates of the Green Bay Diocese and in keeping with the state guidelines.

DETENTIONS

Detention is given only in the middle school. Detention is a means that a teacher may use if students break rules. Teachers may have additional rules or alternatives to detention in their classrooms. The detention rules and behavior expectations are established to ensure safety and to maintain an atmosphere conducive to learning for all students. A parent signature on the detention slip or a phone call to the teacher is required on all detentions. Parent contact will be made if a detention slip is not signed or a phone call to the teacher is not made.

There are three types of detention:

A. Minor detention (30 minutes)

Examples would include:

Chewing gum

Tardiness – due to student's inappropriate use of time

Repeatedly distracting other classmates

Out of uniform

B. Homework (each student is allowed one homework warning per class for the school year). A parent's signature is required on a homework warning.

C. Behavioral detention (45 minutes)

This detention is used for more serious infractions. It is possible for a student to receive a Behavioral Detention without first receiving a regular detention (if the infraction warrants).

Possible examples are as follows:

1. Harming others or their property
2. Foul, vulgar, or abusive language and/or gestures
3. First time response to teacher requests ignored
4. Interfering with the classroom learning atmosphere
5. Disrespect shown toward any staff member or student
6. Not serving an assigned detention

7. An accumulation of six detentions
8. Involvement in cheating or stealing
9. Breaking "General School Rule" or "Playground rule" listed in the school handbook.

Minor detentions accumulate during the quarter, but do not carry over to the next quarter. Behavioral detentions accumulate throughout the year. Accumulation of Behavioral detentions will result in possible suspension or expulsion.

DETENTION APPEALS PROCESS

In the event that a student receives a detention that they feel has been given unjustly, the appeals process is as follows:

- 1) The detention slip must be returned to school the following day with a note from a parent outlining the reasons they disagree with the detention (based on discussions with their child). The note must also include a time and telephone number where the parent may be reached the day the slip is returned. Slips will be given to the teacher who issued the detention.
- 2) The teacher issuing the detention will call the parent as soon as it is possible. The parent and teacher will set up an appointment to discuss the event with the student present before involving the principal or the Board of Education. This conference should take place no later than three business days after the teacher has spoken to the parent.
- 3) If the issue cannot be resolved in this conference, the teacher should contact the principal. A meeting will be set up with the principal, teacher, parent, and student.
- 4) If the parent still feels that the issue has not been resolved, an appeal to the Board of Education may be requested. The parent and student will be placed on the next agenda in open forum where they may state their case. The board may ask questions for clarification. The issue will be discussed in executive session in an effort to protect the student. A decision will be given to the parent and student no later than five business days after the meeting.

DISCIPLINE GUIDELINES

Step One: The teacher deals with the situation using an established set of classroom rules and behavior expectations. Consequences are set by the teacher. Parents will be notified if the undesirable behavior persists.

Step Two: The principal is notified and has a conference with the student.

Step Three: A conference is held with the student, teacher, principal and parent to develop a behavior modification plan.

Step Four: The student may face the suspension or expulsion procedure.

DOCTOR & DENTIST APPOINTMENTS

Parents/guardians are encouraged wherever possible, to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for appointments. A

written excuse must be given to the office. Parents/guardians must report to the school office to sign the student out, as well as to sign in upon return.

DRESS CODE

Please see “Uniforms”

DRESS CODE VIOLATIONS – ENFORCEMENT POLICY

St. John School, as a private educational institution reserves the right to determine and insist upon a norm of appearance for its students. The primary concern is that the student's appearance is appropriate to the serious task of education.

Sloppy clothing or extreme styles in clothing, hair, or accessories are not appropriate and will not be allowed. If any questions should arise as to what is appropriate, the clothing should be brought (NOT WORN) in and the administration will be the judge. In general, SJS relies upon the good judgment and cooperation of both students and their parents in the implementation of the dress code rules.

If a student is in violation of the code, parents will be called for a change of clothes. During special events, there may be some deviations from the dress code. This will be communicated prior to the event. Expectations on non-uniform days still include a tidy appearance, appropriate messages and appropriate length of clothing. Unless specified otherwise, hats/caps/scarves/ hair and face/body paint (including temporary tattoos) are not allowed.

Other than on Hot Dog Days, it should not be assumed that blue jeans are acceptable. Please call the office or check the field trip form to make sure that blue jeans are ok.

DRIVING

From time to time we utilize parents as drivers when an event does not call for a bus (due to close proximity or limited number of participants). Driving parents are asked to complete a form, kept on file in the office, that verifies their status as a licensed and insured driver. All coaches (that are not school parents) will be asked to do the same.

DRUG/ALCOHOL/SMOKING

(D/B Code 6144.2 Alcohol/Drugs Education)

The possession, sale, or use of alcohol, drugs or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies. Use on school grounds or at any school functions will result in parents being contacted immediately and possible suspension. Counseling will be recommended and in some cases mandatory counseling will need to take place if a student is to stay at St. John School. Every effort will be made to work cooperatively with families in crisis.

EMAIL

All St. John School Staff members have access to email. Their email address consists of the first initial of their first name and the first eight characters of their last name (i.e. Jean Vander Heiden's email is jvanderheiden@stjn.org). As with all technology, sometimes it does not work. If you do not receive a response to your email within two school days, please contact the staff member by telephone.

EMERGENCY INFORMATION

Pertinent information is kept in the school office. If any information changes throughout the school year, it is important that you notify the school office immediately. Parent/guardians must indicate the names of the persons to whom their child will be released. No other person will be allowed to pick up the child without signed documentation. Any important medical information should also be given to the school office.

EMERGENCY SCHOOL CLOSING

It is absolutely necessary that you listen to a local radio station for more information about emergency weather closings. When Little Chute Public School closes for weather related emergencies, St. John School closes also. If the school were to close for any other reason, please listen to the radio or television stations listed under "Cancellation of School". On the child's emergency card, you will designate the action to be taken in the event of an emergency closing. Whether it is for the child to walk home or get a ride with a designated person, the directions you specify will be followed.

FACE PAINT/HAIR COLOR/BODY PAINT

Unless specifically stated otherwise in the Brown Envelope communication, the use of face/body paint and/or colored hair spray is not allowed on any occasion. Temporary tattoos are considered body paint.

FAMILY VACATION

We encourage parents/guardians to plan vacations when school is not in session. However, realizing that such is not always possible, we request that you speak to the classroom teacher and fill out a pre-excused absence form at least two weeks in advance of a trip. It is not sufficient to just notify the classroom teacher. Attendance is verified in the office.

FIELD TRIPS

Field trips broaden the educational experience of the students. Through field trips, students experience learning unavailable to them within their classroom, yet highly supportive of the curriculum. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and are an extension of classroom activity. All such activities must have the approval of the administration. Field trip expenses are often paid by the child's family. Students will not be allowed to attend a field trip unless the signed permission slip is in the school office. Students who do not take part in a scheduled field trip are required to be in school. A student

may be denied participation in a field trip if she/he does not meet the behavioral requirements of the staff and the administrator. No student will be denied participation in a field trip based on ability to pay. Please contact Mary Ann Welch in the event that you have difficulty with payment regarding a field trip.

FINANCIAL ASSISTANCE

St. John School uses the FACTS agency for both tuition collection and financial help. Applications for financial help in paying tuition are available online at www.factstuition.com or in the school office. These forms are kept highly confidential. Only the principal, assistant to the principal, and the business administrator are privy to the information provided. After review, families are contacted in regard to how the parish can or cannot assist them. St. John School will work with anyone wanting a Catholic education for their child.

FIRE DRILL AND TORNADO DRILLS

Emergency procedures for fire drills and tornado drills are on file in the office and posted in the classrooms. Both the State of Wisconsin and the Diocese of Green Bay require that schools participate in fire and tornado drills on a regular basis.

FORMS THAT MUST BE ON FILE IN THE SCHOOL OFFICE

New Family Registration Form
Emergency Information Sheet
Immunization Record
Baptismal Record – new students only
Handbook Verification Form
Medication Consent Form – if child is using medication at school
Media Release Form – carries over from year to year
Driver's Verification Form (See "Driving" for an explanation)

FUNDRAISING

All fundraising activities must have the approval of the Total Board of Catholic Education. Fundraising at St. John School is minimal and either helps families directly with their tuition costs or helps reduce the general school expenses and tuition costs.

The Golden Ticket Event is the one major fundraiser St. John School participates in. It is a night of casual elegance filled with food, fun, raffles, and auctions. All proceeds from this night directly impact teachers, students, and the budget which in turn keeps tuition costs down.

Smaller fundraisers include the raffle calendar and Scrip. These programs are not mandatory but participation in these help off-set your personal tuition costs.

Individual money raised through fundraising is not returnable.

GENERAL SCHOOL RULES

In accordance with our mission statement and our message, students are expected to:

Respect the rights of others
Maintain proper behavior
Respect property

- 1) Students writing on furniture, walls or in any way vandalizing property will be held responsible for the restoration of the item or financing the cost of replacement.
- 2) Matches, weapons, toys designed like weapons or any other items that could endanger the safety of others are not permitted on the school premises.
- 3) Work from absentee days must be made up. This is the responsibility of the students and parents.
- 4) Students attending extracurricular activities are NOT permitted to enter the school building more than fifteen minutes prior to the scheduled arrival or start time for an event. This includes fans for sports activities. Supervision of students before, during and after these activities lies with the parents.
- 5) St. John Parish and school buildings and grounds are private property. School day supervision outside is provided 7:30 a.m. - 3:30 p.m. or 11:45 a.m. on early dismissal days. Inside supervision is provided during school hours. Students should not be present at unauthorized times.
- 6) Regular attendance is essential to a student's success in school. Subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Excessive absenteeism will require excuses from a medical doctor.
- 7) Classroom visits are welcome, but please contact the office to set up a convenient time. Please report to the office before going to the classroom.
- 8) Students are not allowed to leave the campus during scheduled education sessions for any reason without written consent of their parent. Students must be signed out of school in the main office upon leaving and returning.
- 9) Students are expected to respect each other's property and encouraged not to bring anything breakable or of value to school. This includes video games, dolls, etc. St. John School is not responsible for damage or loss of personal items.
- 10) A student may be dismissed from St. John School due to serious misconduct at the discretion of the staff, the administration and the Total Board of Catholic Education.
- 11) Students are not allowed in the building prior to 7:40 without a pass from their teacher. Any middle school student who enters the classroom after 7:45 will be marked tardy. Elementary student will be marked tardy after 7:50.
- 12) The dress code is to be observed on all days except when special announcements state otherwise.

- 13) Obedience and respect for all staff and volunteers are expected within and outside of the building. Offenders will be referred to the homeroom teacher and the administrator.
- 14) Boots are not to be worn in the classroom during the winter months. For your child's safety, please have them dress appropriately.
- 15) Abusive language will not be tolerated.
- 16) All work must be turned in on time.
- 17) Possession of drugs/alcohol/cigarettes or other dangerous items will not be allowed.
- 18) Skateboards, scooters and roller blades (heelies and wheelies included) are forbidden on school grounds.

GRADE RATIONALE

Rationale for each teacher's grading scale is kept in a binder in the office and is available for viewing upon request. Teachers will also communicate their individual grading scale to parents and students near the beginning of the first quarter.

The middle school uses a thirteen point grading system. Each letter grade corresponds to a numerical value. For example an A+ = 13, A = 12, A- = 11, etc. GPA's are calculated using this system, and placing weight on classes based on the number of days a student takes the class each week (i.e. a class that meets five times a week gets a weight of "5/4", where a class that meets one time a week gets a weight on "1/4"). The weight for a class can be seen on the report card adjacent to the class name.

GRADUATION

All graduation activities must be approved by the Total Board of Catholic Education. Approximately 1-2 months prior to graduation we will send out a graduation packet to relay the specifics of the celebration and sign up for parent committees. The staff of St. John School will plan the liturgy.

GUEST SPEAKERS – GUEST PROGRAMS

Guest speakers and programs enhance the curriculum and expand horizons, opportunities and experiences at SJS. All guest speakers and programs must be arranged in consultation with the administration. Calendar dates must be approved by the office and cleared with the master calendar.

HEALTH

Due to county government budget cuts the vision and hearing screening that was provided by the county is no longer available. In an effort to gain a non-medical indication of the children's vision and hearing, we do an informal screening with the help of volunteer parents.

State law requires that all students be immunized against certain diseases. Immunization records are kept in each student's health file and should be updated as needed. These requirements may be waived for medical, religious or personal reasons if the signed waiver is filed with the school.

A consent form is necessary for prescription medication that must be taken during the school day. These forms are available in the school office. Non-prescription medicine may not be given to any student without written permission from a parent. All medication must be kept in the school office unless specified (please see "Medication").

HOME AND SCHOOL ASSOCIATION

The purpose of the Home and School Association is to create a successful partnership between parents and school so that together we can help to provide a quality Catholic Education for all of the children at St. John School. Our Home and School's fundraisers have enabled us to build the new playground, add landscaping and concrete to the playground, pay the salaries of the playground supervisors, purchase supplies for art, and provide dry erase boards for each of the classrooms. Each year, Home and School sponsors monthly hot dog days, holds the Annual Hometown Christmas Craft Sale, sponsor Santa's Secret Shop for the students, provides dinner for the teachers during conferences, holds a pizza/ice cream social during Catholic Education Week, operates a food booth at the annual Cheesefest, and hosts the staff appreciation and Christmas luncheons. A \$5 fee will be asked in the beginning of the school year. Parents are encouraged to participate by attending monthly meetings or volunteering to help.

HOMEWORK

Homework is an important extension of the teaching/learning that takes place in school. The amount and kind of assignments depend on the grade level and subject matter. A general guideline for the amount of time expected per night is:

Grade	1: 10-20 minutes
	2: 20-30
	3: 30-40
	4: 40-50
	5: 50-60
	6: 60-70
	7: 70-80
	8: 80-90

If a student is in school on the day an assignment is given, they are responsible for that assignment upon their return. In the event that a student is too ill to complete said assignment, that student may contact the teacher PRIOR to the assignment's due date to discuss possible options for that student. It is the responsibility of the student to contact the teacher.

As a general rule, students are given one additional day to make up any work assigned when they are absent. This, however, is not a school rule. If you are unsure as to the specific rule in your teacher's room, please contact them directly.

HONOR ROLL

Weighted grade point averages are calculated for grades 6-8. Using our Headmaster Computer System, GPA's are calculated based on St. John School criteria. All classes are weighted equally based on the amount of time students are in class each week (i.e. a class meeting five times a week is given a weight of five, and a class meeting for two class period per week is given a weight of two.)

Honors: 9.00-9.99

High Honors: 10.00-10.99

Top Honors: 11.00 +

HOURS

School Office: 7:30 am - 4:00 pm

Parish Office: 8:00 am – 12:00 pm and 1:00 pm – 4:30 pm

School Hours:

3 pre 8:00 am – 3:00 pm with drop-off at 7:45 am (all day program)
8:00 am – 10:45 am with drop-off at 7:45 am (morning program)
12:15 pm – 3:00 pm with drop-off at 12:00 pm (afternoon program)

4K: 8:00 am – 3:00 pm with drop-off at 7:45 am (everyday program)
8:00 am -11:00 pm with drop-off at 7:45 am (M/W/F half-day program)

Extended Day K: 8:00 am – 3:00 pm with drop-off at 7:45 am on M/W and
8:00 am – 11:15 pm with drop-off at 7:45 am on T/Th/F

Full Day K: 8:00 am – 3:00 pm with drop-off at 7:45 am

Grades 1-5: 7:45 am – 3:05 pm

Grades 6-8: 7:40 am - 3:15 pm

School Mass: Friday 8:00 am (unless otherwise noted in the family envelope)

Lunch times and recess:	Grade 6, 7, 8:	10:55-11:20
	Grade 5:	11:10-11:40
	Grade 4:	11:20-11:50
	Grade 3:	11:45-12:15
	Grade 2:	11:40-12:10
	Grade 1:	11:35-12:05
	Kinder:	11:30-12:00

ILLNESS OR INJURY

In case of illness or injury, the children will be cared for temporarily by the school office staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911.

For students who are too ill to remain in the classroom, parents will be called to pick up. For your child's well being, we ask that there be full recovery from any illness before sending him/her back to school. Staying indoors during recess or noontime is not permitted. There are however, some medical exceptions that require a student to stay inside at times. In this event, the classroom teacher will make arrangements for supervision.

A written notice from your child's doctor is required if your child is not able to participate in regular physical activity.

INSURANCE

If your child/children are not covered under a health insurance plan, please call the school for further information.

KINDERGARTEN

St. John School now offers a four-year-old pre-kindergarten in addition to the five year old program. Children entering kindergarten are required to be four by September 1 for the four year old program and five by September 1 for the five year old program. Registration takes place in January. The usual kindergarten options offered at St. John School are as follows:

4 Year Old Pre-Kindergarten
Mon/Wed/Friday Morning OR
All Day, Every Day

5 Year Old Kindergarten
Five Day all Day (Full Day) OR
Five Mornings and two afternoons (Extended-day)

LEAVING THE SCHOOL DURING THE DAY

Students are not allowed to leave the school campus during school hours for any reason. If a student has an appointment they must be "signed out" in the school office by a designated adult authorized for pick up. Students should bring a note, signed by a parent, to the office to obtain an Early Dismissal slip.

LIBRARY

The media center is available on a regularly scheduled basis. Students are financially responsible for fines, lost or damaged books or materials.

LITURGY

As liturgy is central to our faith, our students and faculty participate in a weekly mass held every Friday at 8:00 am. Parish members are invited and encouraged to participate in the scheduled liturgy. Occasionally students will have liturgy on a holy day in lieu of a Friday mass. Please see the mass schedule in the back of this handbook.

LOCKERS/DESKS

Students are expected to keep their lockers and desks orderly. Locker checks will be routinely performed to ensure organization. Students are considered co-tenants of their desk and locker. The school reserves the right to search this property if an occasion to do so becomes necessary.

LOST AND FOUND

Items that are lost will be kept for one month. Students should see the physical education teacher when trying to locate a lost clothing item. Several times during the year a display will be set up outside the concession room. After that time, all items will be donated to the Mission Club. Clothing items should be labeled with your child's name.

If items of value are found, they will be held in the school office until claimed. The school will not be held responsible for items lost or stolen. Children are therefore encouraged not to bring anything of value to school.

LUNCH PROGRAM AND LUNCH BEHAVIOR

In the first brown envelope of the year, the lunch program will be thoroughly explained. We will have an ala carte option as well as a meal plan. Cost of the meal plan is estimated between \$2.50 -\$2.75 per day. Ala carte entrees again will cost between \$1.00 and \$1.50. Questions regarding the lunch program can be directed to the administration.

- 1) Students must sit in the assigned area and eat with their own grade.
- 2) The noise level in the cafeteria should be kept to a minimum or silence will be imposed.
- 3) Proper manners for eating are expected.
- 4) Skipping in line is not allowed.
- 5) If a student needs assistance in the lunchroom, they are to raise their hand until a supervisor is free to help them.
- 6) Students may use the restroom only with permission. The only restrooms to be used are those on the lowest level of school NOT in the parish center.
- 7) The floor and tables are to be left clean.
- 8) Students are to bring their outside clothing to the lunchroom.
- 9) All adults (staff and volunteers) are to be treated with respect.
- 10) When dismissed to go outside, students are not to walk back into school or to restrooms.
- 11) A computerized lunch system is used.
- 12) Middle school students who lose their lunch ticket will be asked to eat last and will need to request a new ticket at the cost of \$1.00.

MANAGEMENT PLAN FOR ASBESTOS

Inspection for asbestos has been completed and the school is safe.

MASS

Please see "Liturgy"

MEDICATION

The following procedures and guidelines will be used when school personnel are requested by parents to administer prescription and/or over-the-counter medication:

- 1) A copy of the STUDENT MEDICATION PROCEDURES will be provided to parents requesting school administered medication times.
- 2) The parent/guardian shall complete the Medication Consent Form. The doctor prescribing medication shall complete the Medication Consent Form. When both sides of the form are complete, the principal and his/her designee shall make a determination if the school can accommodate this request.
- 3) Once approved, the medication must be stored in an original pharmacy container for the prescription with the student's name and directions for dosage clearly printed on the container. The medication will be stored in the locked medicine cabinet.
- 4) An individual student medication log will be kept for logging the daily dispensation of the medication. The date, time and initials of the person dispensing the medication will be recorded.
- 5) While it should be the student's responsibility to come to the office at the designated time for medication, it may be necessary for a combination of staff members to remind the student to go to the office for medication. This may include the teacher's verbal reminder, or a telephone or communication between the office and the classroom. Attempts will be made to provide this reminder as inconspicuously and confidentially as possible.
- 6) When the student arrives in the office, a disposable paper cup of water will be provided to the student to assist in ingesting the medication. Solid pills will be placed in the cap of the medication container for the student to secure for consumption. Liquid medication will be dispensed using the container supplied with the prescription or as arranged by either the physician or parent. The designated person in charge of dispensing the medication shall to the best of their ability visually document that the medication was consumed. The student will then return to their instructional area.

- 7) When the quantity of prescription is within two (2) days of being depleted, the principal and/or designee shall notify the parent/guardian to replenish the prescription. Notification may be accomplished via phone call, voice mail and/or a completed school document. The remainder will be documented on the individual student medication log.
- 8) When a student is absent, it will be documented on the individual student medication log.
- 9) A new individual student medication log will be kept for each different prescription being dispensed.
- 10) Any change in medication dosage will require a new prescription form to be completed by the physician and the parent.
- 11) When a prescription is terminated by either the physician and/or parent, a Medication Termination Form will be completed by the physician or parent/guardian and be turned in to the school office.

NON CUSTODIAL PARENTS

In the absence of a court order to the contrary, St. John School will provide the non-custodial parent access to the academic records and to other school-related information regarding the child upon the written request of the non-custodial parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PARENTS/GUARDIANS ENTERING SCHOOL

Any parent/guardian entering the school building during school hours is asked to first report to the school office. This is to ensure your safety and the safety of your children. If anyone other than a parent is to meet the child at the school, please inform the school office in writing. If the child is to be picked up during the school day due to illness or an appointment, the child is to wait in the school office. The parent/guardian must sign the child out. All legal custodial arrangements will be adhered to by the school. For the safety of the children, the school may request a copy of any such agreement.

PARTIES

Parties for special occasions will be scheduled by the staff, through the administration. Room parents will be asked to assist at these events.

PETS

Pets of any kind are ordinarily not allowed at school unless first discussed with administration. Teachers may give special permission for pets to be brought to school as part of a special program or

activities providing that no child's health is endangered by the presence of the pet. Under no circumstances is a potentially dangerous pet to be brought to school.

PHYSICAL EDUCATION

Please see the supply list in the back of this handbook.

PICTURES

This year individual pictures will be taken in fall and spring. The dates for picture day will be communicated through the brown envelope. This is offered as a service to families. Purchase of pictures is optional. The school will use a photograph furnished by the photographer for the school memory book. School pictures are not a fund raising activity. Prices reflect a slightly above "at cost" fee for families. Several companies have been considered for the pictures at St. John School. At this time, Life Touch serves our needs best.

PLAYGROUND RULES

Playground rules are posted in classrooms and are discussed with students. They are to be adhered to whenever students are playing outside.

- Stay on the playground blacktop or within the fenced area of the green space
- While on the blacktop, stay away from coned-off areas and areas such as electrical boxes and around the garbage and recycling bins
- Use all equipment as intended
- Play all sports in a fair manner; aggressive behavior is forbidden
- Balls are the only things that should be thrown; snow, rocks, and sticks are to be kept on the ground
- Share equipment
- Play with dolls or other toys (younger students)
- Be respectful of supervisors
- Dress for the weather
- Use playground balls on the blacktop
- Leave your superballs at home
- Hold the door for others when entering or leaving the building
- Allow only one person at a time on the log roll and slides
- Use equipment as it was intended
- Have fun and be respectful of others
- Baseballs and bats are not considered safe equipment
- Finish eating before going outside; food is not safe outside
- Playground balls should be used on the blacktop, not on the cement area or the building; balls for four-square and volleying are allowed on the cement area
- Clothing with ties or other choking hazards near the neck should not be worn near slides or other equipment

WHEN THE WHISTLE SOUNDS

- Stop playing
- Line up
- Quiet down
- Put equipment away
- Wait to go in until you are told

CONSEQUENCES

1. Verbal warning
2. Time Out (on the playground - a portion of the recess)
3. Lost Recess (sit outside on the playground - no activity)
4. Principal's Office
5. Parent conference

PRINCIPAL'S OFFICE – PROCEDURE FOR CONCERNS

If a concern arises in the school, please observe the following steps:

1. Talk to your child to make sure you have clearly understood the concern from your child's viewpoint.
2. Contact the teacher/teachers/staff involved and set up a conference to discuss the concern from the teacher's viewpoint.
3. If a solution cannot be worked out, contact the principal and set up a meeting to resolve the situation. This meeting should include the parent, teacher, child, and principal.
4. Failing a resolution with the principal, a parent may choose to bring an issue to the next regularly scheduled Board of Education meeting. The parent must, in writing to the Board president, describe the situation at hand, and inform the principal and staff member of their intent to address the Board.

In the event that a parent chooses to begin the process by speaking to a party other than the staff member or teacher, they will be redirected to speak with that individual before the concern will be addressed at a higher level.

PROGRESS REPORTS

Parents are informed when the mid-trimester occurs and are asked to check their child's on-line grades and progress. Reports are no longer given out unless a teacher sees a need.

PROMOTIONS AND RETENTIONS

Administrator Code 4030 Progress

Promotions and retentions are based on each student's academic, physical, social and emotional growth. Retentions involve consultation with parents, teacher(s), principal(s) and any other personnel involved with students.

Students will be promoted to the next grade level upon satisfactory completion of all requirements of the previous grade level. Special students will be promoted according to IEP plans. Students may be retained within the same grade level upon satisfactory completion of all requirements of the current grade level. It is understood that possible retention will be discussed by teachers and parents well in advance of the fourth quarter. A final decision on retention needs to be made by parents, teachers and the administrator several weeks prior to the beginning of the fourth quarter.

REGISTRATION/ENROLLMENT POLICY

All families will be asked to pre-register their children for the following year in January. This process allows us to order texts and supplies, to plan for teacher contracts, and to organize any moves based on enrollment. The pre-registration form will come home in the brown envelope in early January.

RELIGIOUS INSTRUCTION

Religion is taught in each classroom. Students help plan and participate in Liturgy. Sacramental preparation is a parish responsibility and is coordinated with the parish Director of Religious Education Nancy Schmoll.

In accordance with our mission of FAITH and keeping Jesus Christ as our center we strive to:

- help students understand the ways in which Christ lived by studying His life and living as He did.
- look at challenges as a gift from God, and using prayer to rise to those challenges.
- create an atmosphere that encourages questioning and lifelong learning of the life and ways of Christ.
- use daily prayer to express our gratitude to the Lord, and to help students see the value of prayer in their own lives.
- promote service to others not as a requirement, but as a way of life.

Here at St. John Nepomucene School we live our FAITH - EVERYDAY!

REPORT CARDS

Report cards are given at the end of each trimester for Kindergarten through grade eight. Parents will be contacted via progress report or telephone prior to a student receiving a failing grade.

SAFETY

The safety of our students is the first concern at SJS. If you see anything that seems unsafe, please contact the school office immediately. We have recently installed an electronic locking system to better control access to our building. While nothing creates a 100% safe atmosphere, this is a great step in the right direction. Along with this measure, we have several other safety "rules" in place.

SAFETY DIRECTIVES

- 1) Check in at the school office when you are in the building.
- 2) DO NOT prop or key open any doors to the building. If you must have a door held open, contact the office and they will either program it open, or send a staff member to assist.
- 3) Talk with your children about safety. They should never be asked to take out the garbage or run a school errand (i.e. going to the parish offices) alone. Students should be aware that they are to work in pairs. This includes using the bathroom during church services. Consider volunteering to be a "bathroom runner" during liturgy. Parents may wait outside the bathroom door to ensure safety and supervision while the rest of the class is in mass.
- 4) Use the proper drop off and pick up procedures. Follow the speed limit around school. DO NOT use the parking lot unless you are staying for liturgy or dropping children off in the lot. Cutting through the lot while children are present will be reported to the authorities.
- 5) Do not undermine school rules with your children. If you are unhappy with a rule, please address it with administration, but encourage your child to follow the rules as they stand. They are there for the safety of ALL the children at SJS.

SCHOOL ACTIVITIES (these activities are offered at various grade levels throughout the school)

Basketball (boys and girls – grades 5-8)
Christmas Program (through music class)
Drama (8th grade)
Sacramental Programs
School Prayer Services
Advent
Stations of the Cross
National Day of Prayer
Weekly all-school liturgy
Builder's Club
School Newspaper
Track (boys and girls – grades 7 & 8)
Volleyball (girls - grades 6-8)
Forensics (grades 6-8)
Pep Rally for God

Total Catholic Education Week
Outreach Program
Peer Helpers/Mentors (in conjunction with LCHS)
Peer Mediators
Math Bowl
Computer Clubs
Solo and Ensemble
STRYPE program
Mother's Day Tea
Grandparent Day
Little Buddies Program
Retreats
Camping Outing
Various Field Trips
Numerous essay/drawing/poster/poetry contests
Graduation and awards celebration
Yearbook

SCHOOL CLOSING

Please see "Cancellation of School"

SCHOOL SERVICES AVAILABLE AT ST. JOHN

Speech and Language Special Teacher
Title One Reading Tutors
Full Time School Counselor
Specialized testing available through Little Chute Public Schools for students with suspected exceptional educational needs.

Program Support Staff
Full Time Reading Teacher in Elementary
Tutoring
Gifted
Middle School Supportive Consultant Teacher

SCHOOL SUPPLIES

An updated list is supplied to families at the end of the school year for the following year. Lists are also provided in the first envelope of the next school year, usually about mid-August.

SERVICE

All students of SJS are required to complete age appropriate service projects. Students in grades K-2 are encouraged to focus on family, grades 3-5 will focus on school and grades 6-8 will look to do service in the community. Please refer to "Awards" in this handbook for a detailed description of service for the middle school students. The object of encouraging service is not to count hours, but to

create a life long value of giving to those in need. We hope that our children will recognize when someone needs their help and be able to assist them.

STANDARDIZED TESTING

Students in grades two through seven take the standardized test MAPs in the fall and spring of the year. This testing schedule complies with what the Diocese of Green Bay asks of us. Results of these tests are used by the school in evaluating and planning curriculum. The third graders participate in the Wisconsin Third Grade Reading Test. St. John school also uses the CAT (first grade) and ACRE (religion) standardized tests.

STATEMENT OF NON-DISCRIMINATION

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382(TTY). USDA is an equal opportunity provider and employer.

SUSPENSION/EXPULSION

Diocesan Codes 5080 and 5090

Suspension is a short-term dismissal of a student from the school:

1. In response to an action of a very serious nature.
2. After other remedial measures have been employed without success.

Students may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct.

Expulsion is the long-term dismissal of a student from school and is an extreme measure to be taken only as a last resort.

1. After all other efforts of motivation and counseling have failed.
2. Where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons.

TARDINESS

Any student who arrives in the classroom after the designated time is considered tardy. Tardiness will be documented on the attendance record.

TELEPHONE CALLS AND USAGE

Telephone calls by students should be kept to a minimum. In the case of illness or emergencies, the student should come to the office to use the phone. Calls to parents for forgotten homework or

uniform clothing will be made in the classrooms ONLY with permission of the teacher. Students are not to make after school plans from any school phone. In an occasional non-emergency situation a student may be charged 25 cents for a phone call.

TEXTBOOKS

Occasionally there is a true need for a student to have a second copy of a textbook at their home. This need shall be determined by the school staff, in consultation with the parents. Parents wishing to purchase additional texts for their children to use at home may inquire with the school office as to how they can purchase texts. A doctor's note explaining any medical reason for requiring additional texts may be requested prior to the school granting the additional text.

TRAFFIC PATTERN

A traffic pattern has been established for school days: enter the parking lot off of Grand Avenue and exit the middle driveway on Pine Street. Follow the flow of traffic before school. After school feel free to park in the lot and wait, but still use the appropriate entrance and exit. On mass days, feel free to park in the lot if you are attending the liturgy. Please try to keep the spots closest to the drop off area open for the students' safety.

TRANSFER

When transferring to another school, records will be issued to that new school upon receipt of written request from the new school.

TRESPASSING

Insurance, liability and law enforcement require the posting of "No Trespassing" signs to protect parish property and assure proper enforcement of persons' health and safety. Please heed all rules regarding the use of church property.

TUITION

Please see the tuition break out sheet at the end of this handbook. Tuition shall be paid in a timely manner. Parents who have financial concerns may apply for financial aid. We will make every effort to make SJS affordable for families who wish to send students, but are not financially able.

Again, please visit www.factstuition.com for financial tuition help application forms.

UNIFORM GUIDELINES (Updated May 2009)

UNIFORM GUIDELINES

St. John School has a uniform policy. This is to promote our Catholic Identity as well as a spirit of acceptance and unity. Students in grades K through 8 are required to be in proper uniform every day. This includes wearing their shirts tucked in at all times. At this grade level the parent/guardian is

responsible for ensuring that the child is in compliance with our uniform/dress code when they are brought to school. Parents' taking the responsibility for their child's following of the dress code will form the implementation and success of these standards. If in doubt about the acceptability of an item of clothing, please contact the principal **before allowing** your child to wear the item to school. In all cases the administration will make the final decisions determining if a student's attire is in compliance with the uniform guidelines. Each subsequent time a student continues to show up to school not in proper uniform, the parent or guardian will be called.

	K-5	6-8
Shirts	All students must have SJS blue logoed shirt. White, light blue, or navy long sleeved collarless shirts may be worn underneath	
Sweatshirts	SJS blue logoed long sleeved sweatshirts	
Sweaters	Navy sweaters or vests (no hoods allowed) or SJS navy fleece are permitted	
Jumpers/Skirts	SJS green/Blue plaid jumpers and skirts are allowed at all grades but typically worn in grades K-2 only. Solid navy skirts are also permissible	
Pants –	Navy or tan khaki* pants are acceptable. NO tight fitting stretch, denim, low rise, oversized, sweat pants, or embellishments (ie. sequins or stitching) allowed	
Skorts/Shorts/Capris	Skorts, shorts, and capris are allowed Apr. 1 – Oct. 31 in the same color choices as pants. Length must be no shorter than 4” above the knee.	
Belts	Must be worn if the pant has belt loops (Grades 4 & 5 only)	Must be worn if the pant has belt loops
Socks	Must be worn at all times	
Tights	Navy, tan, or white may be worn in place of socks	
Shoes	Clean, tied, good condition. Sandals with socks allowed Apr. 1- Oct. 31. Backs are required on all shoes.	
Jewelry/Make Up	Visible body piercings other than the ear are unacceptable. Males may not wear earrings, females may wear no more than three per ear. Make up should be used sparingly and by girls only. Extremes in make-up and jewelry will not be allowed	
Hair	Hair must be clean, neatly combed, out of eyes and of reasonable style and natural shades. Males' hair must be no longer than the bottom of the ear at the sides and above the collar in the back. Hair may not be shaven into designs, symbols or shapes. Head coverings will not be allowed unless special permission is given by administration.	
Athletic Clothing	On game days, those students participating in SJS Basketball, Volleyball, or Track, and those members of the LC Jets may wear their team jersey or shirt. If sleeveless, they must have a white or gray t-shirt underneath. All other teams are prohibited unless approved by administration prior to game day.	

The administration reserves the right to restrict certain fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment. All clothing with wording must be in good taste, free from offensive or inappropriate language.

Throughout the year we have non-uniform days. IN order to assist you in helping your child select clothing on these days, we have provided a list of days we KNOW will be out of uniform. There may be a few others, so please watch the brown envelope for more information. Students choosing not to take part in a dress up day should come to school in uniform. Hair paint, face paint, shorts with tights

underneath are not allowed unless specifically mentioned below. All shirts must be long enough that when arms are raised, midriff does not show. Sleeveless shirts must be worn with a t-shirt underneath.

Each month has specific days that are non-uniform days. Those months and days are as follows:

September - **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable
Picture Day: Dress up; no blue jeans or athletic pants

October - **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable

November - **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable

December - **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable
Xmas Concert: No Jeans, no athletic pants, no shorts, no t-shirts, dress up attire only
Day before Christmas break:
Elementary/ MS - Jeans, athletic pants, red/green shirts acceptable

MS afternoon – Holiday Ball - hair and face paint acceptable, shorts must have solid (not translucent) tights underneath for anything that does not extend to 4” above the knee. Class colors are as follows:

Grade 8 – Red; Grade 7 – White; Grade 6 - Green

January - **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable
Pep Rally for God Attire: Dress in class colors; shorts must have solid (not translucent) tights underneath for anything that does not extend to 4” above the knee. No headwear until after mass. Class colors are as follows:

- **Preschool** – pink and gray
- **Kindergarten** – blue
- **Grade 1** – brown/tan
- **Grade 2** - purple
- **Grade 3** – orange
- **Grade 4** – yellow
- **Grade 5** –green
- **Grade 6** – black
- **Grade 7** – white
- **Grade 8** – red

February - **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable
Valentine’s Day: (or Friday before if it falls on a weekend): Jeans, athletic pants, pink/red shirts are acceptable

March: **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable
St. Patrick’s Day (or Friday before if it falls on a weekend): Jeans, athletic pants, green shirts are acceptable

April: **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable
Picture Day: Dress up; no blue jeans or athletic pants

May: **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable
Mother’s Day Tea (Grade 2 only): First Communion attire
National Day of Prayer: Dress up, red, white and blue colors, no jeans, no t-shirts

June: **Hot Dog Day:** Jeans, athletic pants, t-shirts are acceptable
 Last Day of School: Jeans, athletic pants, t-shirts are acceptable

Field Trips – please see field trip permission slip for appropriate attire

VOLUNTEERS

Volunteers are welcome to participate in a wide variety of school functions. Please call the school office if you are interested in volunteering to set up a schedule. All volunteers must fill out a “Diocesan Background Questionnaire” and complete a VIRTUS training session. . For a schedule of sessions, please go to the diocesan website www.gbdioc.org or contact the LoSec Coordinator at the Parish (788-9061).

WELLNESS

Each school in the State of Wisconsin (that participates in the Federal School Lunch program) is required to have a Wellness Policy. While we do not participate in this program, we are in the process of determining what kind of healthy changes we can make in our lunch program.

HANDBOOK VERIFICATION FORM

Family Name: _____ Date: _____

We have read and reviewed the SJS handbook for the 2011-2012 school year. We understand that the school principal retains the right to amend the handbook for just cause. We also understand that we will be given notice in the event that there are changes to any portion of this handbook. By signing this form we are agreeing to adhere to school rules and policies as outlined.

Signatures of family members:

Parent _____

Parent _____

Parent _____

Parent _____

Child 1 _____

Child 2 _____

Child 3 _____

Child 4 _____

Child 5 _____

- Please note that children in grades PreK-3 need not sign this form. Parents will inform these students of the contents in this handbook that apply to them.