

Parent / Student Handbook 2008-2009 School Year

Note to returning parents:
***Highlighted sections indicate changes from the
previous school year.**

St. John Catholic School
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Bartlesville, OK 74003
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Rev. Festus Maliwa
Pastor

Mrs. Jane Sears
Principal

Saint John School is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (a state-recognized accrediting association).

St. John School does not discriminate because of sex, race, color, ethnic background, or social or economic status in the administration of admission, or educational, and athletic programs.

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The administration of St. John School reserves the right to amend or make modifications to this handbook at any time. Parents will be promptly notified of any amendments.

In addition to the policies set forth in this handbook, St. John Catholic School is governed by the policies and procedures published by the Catholic Schools Office of the Diocese of Tulsa. A copy of the diocesan policy handbook is available for review in the school office.

MISSION STATEMENT

St. John Catholic School exists to educate young men and women in the Christian faith who will enrich the community through their actions to **Love** others, **Grow** in faith, **Learn** about the world, and **Believe** in God's plan for salvation.

PHILOSOPHY OF EDUCATION

St. John Catholic School, established in 1912 by St. John Parish and the Ursuline Sisters, continues to serve the Catholic communities of Bartlesville, Dewey and the surrounding areas by providing affordable quality education. It exists to support the educational mission of the Roman Catholic Church in the Diocese of Tulsa: providing faith experiences, strong academics, and witness to others through service.

St. John strives to create a community atmosphere centered on the message and teachings of Jesus Christ. The curriculum is based on Catholic scripture, beliefs, traditions, and sacraments. Faith formation opportunities are not merely integrated into daily instruction, but rather, serve as the foundation. Activities of the school affirm the dignity and appreciate the differences of all persons, recognizing each as a unique, and an infinitely valuable child of God. Teachers help students to identify and develop their God-given talents so they may be used to further build the Body of Christ.

Students are provided with regular opportunities for prayer, liturgy, and service to others that help them develop habits of the heart, hands, and mind. Through the Eucharist, we share in the life of Christ and recognize His presence in others and within ourselves. Students are expected to form virtuous habits such as respect, responsibility, honesty, and self-control with the support of the St. John community.

St. John School maintains high standards of academic excellence. The core curriculum emphasizes literacy, critical thinking and problem solving as skills required for responsible citizenship. Dedicated and professional educators identify certain basic skills as foundational and also strive to recognize individual differences in potential. Each student is challenged academically while being provided with the individual attention necessary for success.

Instruction is offered through a variety of strategies and innovative techniques. Faculty members demonstrate lifelong learning to their students. The school's curriculum is based on state and diocesan standards and adapted by the faculty to best meet the current and future needs of students. Opportunities are given to acknowledge and study the contributions of diverse cultures, races, and religions. Students are expected to be active participants in their own learning experiences.

St. John School emphasizes education of the child's whole being: intellectual, spiritual, social, emotional, and physical. A positive environment is maintained through individual attention from enthusiastic adults. Instruction in art, music, physical education, and computers is offered for all grades, as well as an expanded extracurricular and athletic program in middle school grades.

St. John School recognizes that the parent is the child's primary educator and that the family is the child's first faith community. The school strives to support parents in this role and create a partnership between parent, school, and church through open communication. Constructive parent involvement is valued and encouraged.

Through its educational and faith formation program, St. John School endeavors to teach children to understand the world in order to help change it to better reflect God's will. Students are provided with opportunities to act on their beliefs to produce a more just world. St. John educates without regard to race, sex, nationality, or ethnic background. Our community is open to students of all faiths who wish to Love, Grow, Learn, and Believe.

CURRICULUM GOALS

The educational program of each child, though similar because of common nature, differs according to individual needs.

Religious:

- To structure opportunities for moral, religious, and character development
- To transmit the traditions and values of the Catholic faith
- To promote an appreciation for human dignity and the worth of family life
- To create a supportive community that affords the student the opportunity to mature in faith.
- To provide opportunities for service projects which demonstrate commitment to Catholic beliefs

Academic:

- To create a structure for learning that is responsive to diverse needs and allows for academic excellence
- To develop skills necessary for intellectual pursuit, critical thinking, problem solving, and decision making
- To develop literacy and communications skills

Social:

- To nurture a positive self-concept through recognition of talents and limitations
- To promote responsibility for one's own actions
- To identify clear standards for social behavior
- To develop respect for both the individual's and society's rights
- To learn to work cooperatively with others
- To develop attitudes of responsible citizenship
- To develop the ability to seek, recognize, create' and choose positive opportunities in one's life

Environmental:

- To encourage cooperation, charity, and service to others
- To enable students to be flexible and adapt to change
- To develop the ability to effectively use technology
- To promote respect and care for the physical environment

RESPONSIBILITIES and EXPECTATIONS

Our philosophy and mission dictate that the Administration, Faculty, and Parents cooperate closely in all phases of the student's development. To ensure that St. John School is a rewarding and beneficial experience for your child, parents, students, and staff are expected to accept the following responsibilities:

PARENTS:

- Catholic parents are to instruct students in the basic teachings of the Catholic Church.
- Model the religious values that are taught at home and school.
- Cooperate, communicate, and support the teacher(s) and the administration in the formation of the student's learning self-discipline.
- Provide a regular, nightly study time to ensure completion of academic requirements.
- Support regulations necessary for the orderly operation of the school.
- Honor all financial obligations to the school in a timely manner.
- Drop off and pick up the child at the designated time and place.
- Support the school with time, talent and treasure.
- Complete and return all required forms.

STUDENTS:

- Practice the religious doctrine and values that are taught at home and school.
- Follow school regulations.
- Complete homework promptly and to the best of your ability.
- Wear the required uniform.
- Be responsible for your actions and willing to accept consequences.
- Be respectful of the learning environment and the rights of others to learn.
- Show respect and dignity for life and strive toward working cooperatively with others to promote Christian values.
- Always represent our school in a positive manner.

ADMINISTRATION/FACULTY:

- Provide a quality education integrated with Gospel values. To recognize and respect the individual differences of the students.
- Be knowledgeable of the social, emotional, and moral developmental stages of the students.
- Strive to meet the stated goals and objectives for each student.
- Continue acquisition of faith and subject matter knowledge and effective techniques of instruction.
- Treat students with dignity at all times.
- Communicate with parents on a continuing basis.

CHAPTER I – ENROLLMENT

ADMISSIONS

All students of families who share a desire for a Christian, values-based education and who comply with school policies and rules shall be considered for admission. By Diocesan Policy 6110.1 "No person shall be admitted as a student in any Catholic School unless that person and his/her parents and guardians subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and diocese." Each Catholic school retains the right to set local admission standards and policies in addition to those specified by the diocese.

Only the principal may officially accept any student for enrollment. All new students entering or transferring to St. John School are admitted on a probationary basis during their first year. If, in the opinion of the administration, a student is not experiencing success at St. John School, the student may be asked to seek a more suitable educational environment. At the end of the first year, students in good standing will be allowed to re-enroll for the following year.

Prior to admitting any student, the school administration may require copies of past educational records and/or may also require a placement test to ensure the proper educational placement of each child.

There is no discrimination by factors of sex, race, ethnic background, or social or economic status in the administration of admission, educational, or athletic programs.

Since we are a religiously oriented school for the Catholic community, admission preference is given to members of the Roman Catholic Church. Members of other creeds are welcome after the Catholic community is served.

For the admission of a pre-k, kindergarten, or first grade child or any transfer student, the parent must provide:

- the child's birth certificate or some legal verification of the child's birth date
- an up-to-date health record and immunization record
- sacramental records, if applicable
- federal identification regarding citizenship status, if applicable (immigration cards, social security card or some other approved documentation may be required at the discretion of the Principal)
- access to previous educational records and testing information

Students admitted to kindergarten must be five years of age on or before September 1. Students entering first grade must be six years old on or before September 1.

OKLAHOMA IMMUNIZATION LAW

Oklahoma law requires that parents or guardians of all minor children in grades K-12 of all public, private and parochial schools in the state present a certificate of completed immunizations, or be in the process of receiving the required immunizations, or meet the exemptions for medical, religious or parental objections.

To fulfill the immunization requirements, a student must have the following vaccines:

DOSES REQUIRED BY OKLAHOMA STATE LAW (2006-2007)						
GRADE ENTERING:	Measles, Mumps, Rubella (MMR)	DTP	Polio	Hepatitis A	Hepatitis B	Varicella Chicken Pox
K	2	5	4	2	3	1
1	2	5	4	2	3	1
2	2	5	4	2	3	1
3	2	5	4	2	3	1
4	2	5	4	2	3	1
5	2	5	4	2	3	1
6	2	5	4	2	3	1
7	2	5	4	2	3	1
8	2	4	3	2	3	-

Special Notes:

Measles, Mumps, and Rubella: All vaccines must be administered on or after the child’s first birthday.

DTP, Polio: If the 4th dose of DTP and/or 3rd dose of Polio is administered on or after the child’s fourth birthday, then the 5th dose of DTP and/or the 4th dose of polio are not required.

Chicken Pox: A parent’s signed statement of history of the disease is (**Varicella**) acceptable.

TRANSFERS, EXTENDED ABSENCE AND WITHDRAWAL

The school requires notice as soon as possible of a student withdrawing from school during the current year. Formal notice of withdrawal allows the school to make appropriate preparations. The party responsible for the account must notify the school business office in order to make financial arrangements concerning obligations to the school. The school will not release academic or other information until all accounts are current.

In the case of extended absence or disciplinary action, tuition payments will continue to be due and payable. Only in the event that the student withdraws from school will tuition cease.

CHAPTER II – FINANCIAL

TUITION

Tuition may be paid ahead or in full at any time. Since families move throughout the school year, the tuition is prorated by the number of months the student is taught. Tuition is not prorated for disciplinary actions.

BOOK and SUPPLY FEES

Each child is charged an annual book fee. Textbooks are the property of St. John School. Students are expected to take care of them responsibly. The books should be covered and a book bag should be provided to carry books back and forth to school. If a child damages or loses a book, he/she is expected to pay for it. This also includes damage or loss of other school property, such as desks, lockers, etc. This fee is non-refundable and is not pro-rated.

CAFETERIA FEES

A meal plan for 20 hot lunches may be purchased. When your child has only five or fewer lunches remaining, a notice will be sent to you in The Eagle's Nest publication folder. Students, whose account is behind more than 20 lunches, will not be allowed to charge additional hot lunches until the account is paid in full.

AFTERCARE FEES

AfterCare bills are printed at the end of each month. Payment is due upon receipt of the monthly bill. Families with outstanding bills may be denied use of the AfterCare program until the bill is paid in full. Families with outstanding bills may be denied use of the AfterCare program until the bill is paid in full.

FINANCIAL OBLIGATIONS (2008-2009)

<u>TUITION</u>	<u>ANNUAL TUITION</u>			
	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>
Supporting Parishioner*	\$3,280	\$5,391	\$7,196	\$8,923
Catholic	\$3,827	\$6,357	\$8,345	\$10,248
Non-Catholic	\$4,097	\$6,651	\$8,607	\$10,479

Book Fee: \$400 per student

Lunch: \$2.00 per student lunch, including milk
\$2.50 per adult lunch, including milk
(Individual milks = \$0.35)

AfterCare: \$10.00 Registration Fee, per child

Home and School Association: \$10.00 per family

*"Supporting Parishioner" is defined as a student, parent, or legal guardian who is an active and contributing member of St. John or St. James Catholic Church.

TUITION ASSISTANCE SCHOLARSHIPS

Those families requesting financial help with their tuition will submit a copy of their most current Federal Tax return and verification of extraordinary expenses. Catholic families are encouraged to apply for the Diocesan St. Francis of Assisi Tuition Assistance Program. Application forms are due in February. The majority of local scholarship funds are awarded each spring for the following school year. This program gives preference to Catholic students. Non-Catholic students are also eligible if sufficient funds are available.

PAYMENT POLICIES

Every effort will be made to accommodate special needs of those families in need of additional time to pay tuition and fees. We are all too aware that financial crisis can occur to anyone at anytime; however, it is the responsibility of the parents or legal guardians of the students of St. John School to make prior arrangements with the Principal when payment of either tuition or fees cannot be made according to the schedule.

- 1) All book and activity fees will be due upon enrollment.
- 2) Tuition is due on the first day of the month for which the education services of St. John School are to be rendered. This will commence on August 1 and end on May 1 of the following year (i.e. 10 payments).
- 3) Tuition is considered delinquent if not paid by the third (3rd) Friday of the month. Should an extension be desired, written approval should be requested from the principal before this deadline. Failure to obtain an extension will result in a twenty-dollar (\$20) late fee.
- 4) All tuition and fees are to be paid-in-full prior to the conclusion of the current academic quarter. Failure in this regard will result in the student's grades and progress reports being withheld. Students may not begin the following academic quarter or school year until all financial obligations are met. The 2008-2009 academic quarters conclude on October 14, December 19, March 6, and May 22.
- 5) Ten (10) business days prior to the conclusion of the academic quarter, the Pastor or his designee will be furnished with a list of all delinquent accounts. The Pastor or his designee will be responsible for determining under what circumstances a student's records are released and/or whether the student's can be reinstated for the following academic quarter.
- 6) Student records, including report cards and transcripts will not be released to students, parents, or third parties unless all tuition and fees have been paid-in-full.
- 7) Parents are responsible to pay fees charged by the school's bank for checks returned for insufficient funds and the school reserves the right to cancel any automatic debit plan that has insufficient funds.

CHAPTER III – ATTENDANCE

ARRIVAL

Students may arrive at school as early as 7:30 AM. Parent(s)/guardian(s) should drive from west to east through the circle drive in front of the school to deliver children. (See map in appendix) So that traffic may flow smoothly, parking in the circle drive is **not** allowed from 7:30-8:00 AM.

From 7:30-7:50 AM all students assemble quietly in Fr. Lynch Hall. At 7:50, all students are led in prayer. When dismissed from the Hall, students go directly to their classrooms unless they have notes and/or items to bring to the office. The morning bell rings at 8:00 AM.

Students may not be dropped off before 7:30 AM, School personnel cannot supervise or be responsible for students on school grounds before 7:30.

ATTENDANCE - Legal Requirements

Regular attendance promotes academic progress. Excessive absences could result in retention in grade at the discretion of the Principal.

Students who acquire 10 absences in a semester will be subject to a review board; the board will recommend to the principal whether retention due to excessive absences is justified. The review board will consider the reasons for absences and degree of unexcused absences and tardies. For the purposes of this review, tardies will be converted to absence reporting when a total of 3 result. (3 tardies will equate to 1 absence).

Absences which result in less than 2 hours will be recorded as a tardy regardless of the time of day; students missing more than 2 hours but less than 4 will receive a one-half day absence; absences greater than 4 hours will be recorded as a full day's absence.

St. John School complies with Oklahoma state laws regarding mandatory student attendance. The school is required to report irregular attendance to the Washington County District Attorney's Office. The current legal requirements are available for review in the principal's office.

ABSENCE PROCEDURE

If your child is unable to attend school, please call the office (336-0603) between 8:15 and 9:00 AM to indicate the reason for his/her absence. A parent or guardian may send a note with a sibling or neighbor in lieu of a call.

A parent or guardian) must still send a written excuse for absence upon the student's return to school. The student should give the note to his/her teacher, who will record it and send it to the office. This practice serves as a protection for your child. In addition, the school may require a doctor's verification for frequent or

prolonged illness. Without a written notice, an absence shall be recorded as unexcused.

PLANNED ABSENCES

Planned absences, such as vacation or extended trip, places responsibility on the parent(s)/guardian(s) to advise the Principal, in writing, at least one week in advance. The parent/guardian is responsible to see that the child gets his/her work from the teacher. Some work can be done prior to the vacation, but other work will need instruction that can be made up only after the student returns.

RELIGION

All students are obliged to attend the liturgical services scheduled during school hours and to participate in the daily religion classes and prayers.

FAMILY EMERGENCIES

Family emergencies, such as death or serious or prolonged illness in the immediate family, are handled on an individual basis. Care and consideration for the student and his/her family dictate the procedure the school follows in such circumstances.

HOMEWORK, MISSED WORK, AND TESTS

When your child is absent, you may request that homework be gathered and left in the office at the end of the school day (3:15 PM), if you call by 9: 00 AM. Gathering homework after that time is not possible due to heavy time constraints on teachers. Having students read at home is always a beneficial activity.

Normally, after a child returns to school, two school days will be allotted for every day of absence to complete homework, and/or missed work, and tests. It will be the responsibility of you and your child to make sure that all missed assignments are completed.

COMMUNICABLE CONDITIONS

Students with communicable conditions may not attend school. **After an illness (whether at school or home), a child may not return to school until he/she is free of temperature, vomiting, or other symptoms for 24 hours (without medication)**

Please be considerate of other students and families. Students with head lice (in adult form or as nits/eggs) may not attend school until being treated and reexamined by a physician, nurse, or school official.

ILLNESS AT SCHOOL

If a student becomes ill while at school, a parent/guardian will be notified. Our facilities for children's care are limited, and we appreciate your assistance in returning your children promptly to his/her home for adequate care.

Any student whose body temperature reaches 100 degrees Fahrenheit will be sent home. **The student will not be readmitted to school until 24 hours after the fever.**

EXEMPTIONS FROM RECESS OR P.E. CLASS

Requests need to be in writing and presented to the office. The note should include how long the student needs to be excused from the activities and why.

TARDIES

The tardy bell rings at 8:00 AM. At that time students are expected to be in their classrooms. A student who is late is required to report to the office before being admitted to class. Habitual tardiness seriously affects school performance. A parent or guardian will be contacted by the homeroom teacher when this situation arises and the consequences will be discussed. TARDIES, up to a point, may be considered excused if the parent/guardian brings a note explaining the cause. **Excessive tardies will require parents to have a conference with the principal and may result in disciplinary or academic consequences for students.**

EARLY DEPARTURE

Students who are leaving school early must present a note to the school office before 8:00 AM. The adult who is leaving with the child **MUST SIGN THEM OUT** in the office. All students will be dismissed from the office. No student is to leave directly from the classroom.

PARKING

All traffic through the circle drive in the morning until 8:00 AM flows from west to east and parking is not allowed at this time. If you come into the building between 8:00 AM and 3:00 PM, please park in the lot across the street from the front of the school. At 3:00 PM, the drive must be clear for designated vans.

Exceptions will be made for those who are in the building for less than 15 minutes between the hours of 8:00 AM and 3:00 PM or after 3:30 PM. (Please see map in appendix)

DISMISSAL

School is dismissed at 3:00 PM. Students are expected to leave school within 15 minutes of dismissal time unless they are with a teacher or in the AfterCare program.

If you know you will be late picking up your child, please call the school so that your child can be notified. If children are to wait beyond 3:15 PM, they will go to the AfterCare program and parents will be billed at the drop-in rate starting at 3:00 PM. There are **NO EXCEPTIONS** to this policy. Students cannot be left unattended after 3:15 PM.

For the safety of your child, students will not be allowed to change their expected method of dismissal without a written note from a parent or guardian. If a student is to ride with anyone other than a parent/guardian, written notification to the office is required. *In the event one parent is not permitted to pick up or visit a child, it is the duty of the custodial parent to provide the office with a court order stating the restrictions.*

Students are not allowed to leave school grounds unattended unless written notification is given to the school office in advance.

ALL WALKERS AND CAR RIDERS WILL EXIT THROUGH THE BACK DOOR, AND REMAIN ON THE SIDEWALK BETWEEN THE DRIVEWAYS. Once dismissed, children are not allowed back into the school building without permission of the teachers on duty. On inclement weather days, students will be dismissed to the circle drive from Fr. Lynch Hall.

Parents are to pick up students along Keeler Street between 8th and 9th streets as directed by supervising teachers on duty. Parents are asked to expedite the flow of traffic by moving north along Keeler and move to the driveway directly behind the school exit when possible. Please do not park or leave your vehicle unattended on Keeler, so that traffic may continue to move smoothly. (See map in appendix).

You may elect to park in the parking areas at the southwest and northeast corners of 8th and Keeler; then walk across the street using the crosswalk to gather your children. Older students may walk to the parking area without supervision provided they are at least in the fifth grade. (See map in appendix).

RELEASING STUDENTS FROM SCHOOL

Students may be released during the school day only to their parents/guardians or to persons authorized in writing.

If a student is under the custody of one parent by court order, that student may be released to the other parent only with the custodial parent's written permission. If a parent is not permitted to pick up a student, a legal document so stating this fact must be on file in the school office.

If you request your child to be released to people other than yourself, we need to have on-file your written permission of approved people. A code word for identification purposes known to parent(s)/guardian(s) may be given to the office and recorded for identification purposes.

Students will not be released during school hours for illness, injury or any other reason unless the parent(s)/guardian(s), or someone designated by the parent comes directly to the office to get them. Students will wait in the office until the designated person comes in to pick them up. Students will not wait outside to be picked up. All approved persons must come to the office to pick up the student and follow the necessary checkout procedure.

EARLY SCHOOL CLOSING

In emergency situations if the school must be closed early, a parent, guardians or a person designated on the Emergency Form, will be contacted by phone.

SCHOOL CLOSINGS

St. John School generally cancels school, due to inclement weather, whenever the Bartlesville Public School System does so. Announcements as to whether or not school will be canceled are given on local radio and TV stations.

Parents are encouraged to use their judgment about transporting students during bad weather.

EMERGENCY CONTACTS

Correct phone numbers where parents/guardians can be reached in case of an emergency are essential. If home or work numbers or addresses change throughout the year, it is the responsibility of the parents/guardians to notify the office. An emergency notification sheet, which lists other adults to be contacted in the absence of parents/guardians, is required for each family, and must be kept current and accurate.

STUDENT ACCIDENT INSURANCE

All students of St. John are automatically covered by an insurance policy in the case of accident at school. This insurance is supplemental to any other coverage a family may have. As such, it will provide payments for out-of-pocket expenses (deductibles, co-pays, etc.) not covered by your primary medical insurance. For more information regarding the policy and/or to obtain claim information, please contact the principal.

MEDICATION and DISTRIBUTION

St. John School may administer a prescription medication to students only when the following requirements are met:

Written parental permission is given to office

Medication is contained in a currently dated prescription vial. Vial must correctly state:

- a. Name of patient.
- b. Name of prescribing licensed practitioner.
- c. Directions for administration of said medication.

Medicine must be brought to the school office as soon as the child arrives. Non-prescription medications must be kept in the school office. Students are not allowed to keep any medication in their possession (including cough drops, etc.), except as noted below for inhalers.

Non-prescription medications, such as aspirin substitute (Tylenol), may be administered by school employees only if a signed authorization from parent/guardian is on file in the school office and the medication is provided by the parent in the original box or container. This container must be clearly labeled with the student's name. The school does not provide medications for students.

Parents of asthma sufferers should notify school personnel of such medical situations. Students requiring inhalers will be allowed access to such medication as deemed necessary. For students in the elementary grades (K-4), the inhalers may be placed in the teacher's desk or kept in the school office. Students in grades 5-8 may keep the inhalers in their respective school lockers or in the school office.

Occasionally, students may require inhalation of an asthma breathing machine treatment. St. John School personnel will not administer the treatment. A parent or other legal guardian will be requested to administer breathing treatments.

CHAPTER IV – ACADEMIC POLICIES

SUBJECT AREAS

Students receive instruction in:

Religious Education: doctrine, scripture, liturgy, values

Reading and Literature

Language Arts: English grammar, composition, penmanship, spelling

Mathematics

Science

Social Studies: History, Geography, Civics

Physical Education/Health

Spanish

Art and Art Appreciation

Vocal Music and Music Appreciation

Library Skills

Computer Literacy - (using computers as a learning tool)

PLACEMENT

Children with learning, emotional, physical or behavioral problems may require special services. Decisions regarding the type of educational setting for a child are based upon the behavior, neurological development, and physical condition of the child. The school decides appropriate educational placement and modifications after reviewing the recommendation of the attending physician in consultation with educational specialists, public health personnel, and parents. The principal shall decide appropriate placement in conjunction with the pastor and Superintendent of Catholic Schools.

HOMEWORK

Since homework varies from grade to grade and according to the student's abilities, we do not have a set amount of assigned work for each evening. It is important for parents to provide a quiet place for study with adequate school supplies. Parents should be available for guidance and direction. Let your child know that you regard homework as important.

Even when there is not assigned work, children should be encouraged to review past lessons, drill math facts and spelling words, practice penmanship, read, or do additional research on some topic being covered in class. Research studies show that the amount of time spent on homework increases the achievement of the student.

It is expected that all assignments will be turned in on time and accomplished to the best of each student's ability. Late or incomplete assignments do not receive full credit.

If a child has been sick, he/she should find out from the teacher what schoolwork he/she has missed and when the assignment is due. It is the student's responsibility to carry this out. If for some reason the child cannot complete an assignment on time, he/she should go to the teacher before the assignment is due and explain the circumstances.

If it is necessary to be absent during school time, the student should check with the teacher before he/she leaves and also when he/she returns for all assignments. The student or parent should inform the teacher regarding how long they plan to miss school. (See Attendance chapter)

EVALUATION

Since we are interested in each student and his/her progress, our grading system is used to measure each individual student's progress. Emphasis is on the mastering of basic skills needed for future learning.

In grades 3-8, the emphasis is on the application of academic skills and self-discipline. Letter grades are used as a measure of student progress in academics. Behavior comments, both positive and improvement-oriented, can be made on the report card for each subject at the nine-week marking period. Progress reports are sent home midway through each quarter and include academic grades and individual notes on discipline as needed.

Students in Pre-Kindergarten through second grade receive academic progress and effort marks. Students in third through eighth grade receive letter grades in core subjects as follows:

A	90	-	100%
B	80	-	89%
C	70	-	79%
D	60	-	69%
F	below 60%		

HONOR ROLL

The HONOR ROLL is announced at the end of each quarter. Teachers create the rolls based on the following requirements (only core subjects are included):

Grades 6-8

HIGH HONORS: Students with GPA of 4.0

HONORS: Students with GPA of 3.5 - 3.9 and no C's

Grades 3-5

HIGH ACHIEVEMENT: Students with GPA of 3.5 - 4.0 and no C's

PROMOTION, PLACEMENT, AND RETENTION

If a student has

- (1) completed all the assigned material for a grade to the full extent of his/her ability, has
- (2) attained a minimum of a “D” average in all subject areas, and has,
- (3) complied with all attendance regulations, that student will be **promoted** to the next grade level.

If a student fails to attain the minimum level of achievement for a given grade level, but after careful consideration of all factors (social, emotional, physical, academic age) and with the involvement of the teacher, administrator, and parents, it is determined that retention in a grade would not benefit that student, he/she may be **placed** in the next grade level.

If a student fails to demonstrate the minimum level of achievement for a given grade level, and after careful consideration of all factors (social, emotional, physical, academic, age) and with the involvement of the teacher, administrator, and parents, it is determined that repeating that grade will benefit the student, he/she is **retained** at that grade.

If a student is promoted or transferred to the next grade level over the advice of the professional staff, parents will be required to sign a statement that they realize this action is against the professional advice of the school staff.

STUDENT RECORDS

Student cumulative and health records are confidential. Parents may request to review these materials in the school office and to secure amendment if records are inaccurate or misleading.

This 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, this school will provide the non-custodial parent with access to the school records of their child. If there is a court order restricting this right, it is the responsibility of the custodial parent to provide the school an official copy of the court order.

CHAPTER V – CONDUCT AND DISCIPLINE

DISCIPLINE POLICY

An important aim of Catholic education is the Christian development of the person. Discipline is necessary for the development of the person. It is important that students learn to get along with others and to respect one another. The immediate goal of discipline is to create a safe and favorable atmosphere for learning.

BICYCLES AND SKATEBOARDS

Although students are allowed to ride bikes or skateboards, the school cannot assume responsibility for the bicycles or skateboards. Each student is required to walk his/her bike or skateboard while on campus, and to lock bicycles in the rack at the back of the school. Skateboards must be kept in the school office during the school day. No motorized vehicles are permitted on campus.

ENTERTAINMENT DEVICES and MATERIALS

Walkmans or other types of radios, cellular phones, pagers, tape or CD players and electronic games are not permitted on school grounds or at school functions unless approved by the principal. CDs, tapes, magazines, and trading cards for the purpose of entertainment are also not permitted without the approval of the principal. Such items shall be confiscated.

GUM AND POP

Students are not allowed to chew gum anywhere on school or church grounds. Students are not to consume pop during school hours, except for special school or classroom activities.

LOCKERS

Students' lockers, desks, and other storage areas are the property of the school. Students are allowed to use them with the understanding that authorized persons may inspect them at any time for health, safety, or welfare of the school community. (Diocesan Policy 6220.8)

HARASSMENT and BULLYING

Harassment and bullying are inconsistent with a Christian atmosphere. Saint John School does not condone any language or behavior that constitutes sexual harassment or bullying. In the event of such behavior, the student is to notify the classroom teacher. If the teacher is unable to respond to the situation, the student is to inform the principal. The teacher/principal will inform the offending student of the unacceptable behavior and the expected change, as a warning. If the administration cannot prevent repetition of the behavior, the offending person will be required to withdraw from the school.

PLAYGROUND RULES

The goal of the playground rules is that students will have fun in a safe manner. These rules may be modified throughout the year to provide the safest environment for your child.

Play Within The Appropriate Area

1. Students must remain inside the fenced area unless given permission by a teacher. Teachers will retrieve balls outside the fenced area along roadway. Students in grades 5-8 may retrieve balls in the alleyways with permission from the teacher on duty.
2. Students must ask for permission before going back into school.
3. Students must stay off the brick wall.
4. Middle school students must receive permission to go upstairs during recess.

Play In A Way That Is Safe And Respectful To Yourself And Others

5. Students should not remove any clothing on the playground (exception: middle school girls may remove skirts during P.E. if wearing shorts underneath).
6. No fighting or wrestling games.
7. "Red Rover" games may not be played.
8. Play fairly with everyone.
9. Leave rocks on the ground.
10. No tag games in the gravel area or on the equipment.
11. Students must dismount equipment safely – no jumping off the equipment or between pieces of equipment.
12. Students must go down the slide one at a time, feet first. Students may not climb up the slide.
13. Students may not climb or sit on top of the tunnels on the big toy, nor stand on the top crossbar of the monkey bars.

Use Equipment Properly

14. Students may not slam dunk or hang on the basketball goals or nets.
15. No climbing is permitted on the shade canopy or picnic tables.
16. Jumprobes may only be used for jumping.
17. No food may be taken outside, including drinks and/or candy.
18. Keep gravel inside the retaining wall.
19. No equipment (balls, jumprobes) may be taken into the gravel area.
20. Middle school students may use the monkey bars, but should stay off the big toy.

Respect The Adults On Playground

21. Students must pick up any equipment, return it to the container, and line up immediately, in an orderly fashion, when the teacher gives the command.
22. Listen to all teachers and follow any instructions they give you.

LIFELONG GUIDELINES*

All students of St. John School are expected to strive to meet five basic lifelong guidelines. These guidelines are not just rules for the classroom, but are guidelines for living life. They are each rooted in Gospel values and as such, adults are also asked to model these guidelines, at school and at home.

- ◆ **TRUSTWORTHINESS** – Acting in a manner that makes one worthy of the confidence of others.
- ◆ **TRUTHFULNESS** – Telling the truth is about personal responsibility and accountability.
- ◆ **ACTIVE LISTENING** – Listening with the ears, eyes, heart, and with undivided attention.
- ◆ **NO PUT-DOWNS** – St. John School is an environment where all students can strive to be their best without fear of embarrassment or teasing.
- ◆ **PERSONAL BEST** – Doing one’s best at all times, using LIFESKILLS.

LIFESKILLS*

How does one define personal best? The list of LIFESKILLS is a way of defining personal best. Each grade level focuses on different LIFESKILLS to differing degrees, as appropriate for the age. As with the Lifelong Guidelines, these skills apply to students in all situations as they grow and mature, not just in the classroom.

FAITH – to believe in the truth of God’s word, and to trust and love Him.

INTEGRITY – to act according to a sense of what is right and wrong.

INITIATIVE – to do something, on one’s own, because it needs to be done.

FLEXIBILITY – to be willing to alter plans when necessary.

PERSEVERENCE – to keep at it.

ORGANIZATION – to plan, arrange, and implement in an orderly way.

SENSE OF HUMOR – to laugh and be playful without harming others.

EFFORT – to do your best.

COMMON SENSE – to use good judgment.

PROBLEM SOLVING – to create solutions to situations and problems.

RESPONSIBILITY – to be accountable for your actions.

PATIENCE – to wait calmly for someone or something.

FRIENDSHIP – to make and keep friends through mutual trust and caring.

CURIOSITY – to desire to investigate and seek understanding of the world.

COOPERATION – to work together toward a common goal or purpose.

CARING – to feel and show concern for others.

COURAGE – to act according to one’s beliefs.

PRIDE – satisfaction from doing your personal best.

REVERENCE – to show respect, love, and honor for our God and country.

RESPECT – to use good manners and courtesy toward others.

* The Lifelong Guidelines and LIFESKILLS are elements of the Integrated Thematic Instruction Model, created by Susan Kovalik.

CHRISTIAN SELF-DISCIPLINE

St. John School provides students with opportunities to grow in Christian self-discipline. We expect our students to strive for Christian ideals of behavior - within and beyond the school day.

Student misconduct:

Students are encouraged to develop good habits as listed in the Lifelong Guidelines and LIFESKILLS, as well as good study habits. Student misconduct that may indicate a need for closer adult supervision includes:

- willful disobedience, or disrespect
- fighting
- gossip
- cheating or deceit
- profanity or vulgarity
- vandalism or stealing
- injury to another person through actions or remarks
- unwillingness to complete assigned school work
- disruptive behavior
- verbal abuse
- disrespect before the Blessed Sacrament
- involvement in an offense by association or passive acceptance
- any behavior that is unbecoming of a Catholic Christian student or is harmful to the reputation of St. John School or the Catholic Church

When a student demonstrates unacceptable behavior, teachers or the administration may, at their discretion, use procedures that include, but are not restricted to:

- discussion with student
- removal from a situation
- withdrawal of privileges
- assigning duties, extra work, or service to others
- conference with parents and/or principal
- detention
- in-school suspension
- out of school suspension
- expulsion

Corporal punishment is never permitted. The school administration reserves the right to contact appropriate legal authorities when a student's behavior is believed to be illegal or a potential threat to other individuals. Each case will be treated individually, and any special factors or particular issues will be fully considered. The principal/pastor is the final recourse for all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

DETENTION

Students may be required to make up time or assignments before or after school or during some free time during school. Parents will be notified in advance so transportation arrangements can be made. Teachers give out detention as a final consequence in a series of transgressions or as an immediate punishment for a grave offense. Students should know in advance what kind of behaviors will result in detention.

The classroom teacher schedules detentions. Students are to report to detention promptly.

IN-SCHOOL SUSPENSION

Students may be removed from the regular classroom and serve an in-school suspension for sudden outbursts of unacceptable behavior, breaking a rule consistently, or other behavior which impedes the learning of other students, or is inconsistent with a Christian community.

An in-school suspension is a full 7 hours in duration (8:00am-3:00pm). Any time not served shall carry over to the next day. During an in-school suspension, the student completes regular classroom assignments and any additional work determined by the teacher. Regular class work and tests may or may not be given credit at the discretion of the principal. If the work is not completed by the end of the school day, the student will remain in in-school suspension the following day until the work is completed. After two in-school suspensions in one semester, each subsequent suspension becomes an out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION

Suspension is to be considered as one administrative procedure to follow to implement effective discipline within the school. Only the principal has the authority to suspend a student. Students may be suspended from school for 1-5 days for serious reasons, including but not limited to: conduct unbecoming a Christian student; incorrigible behavior that impedes the progress of the rest of the class; use, possession or sale of weapons, drugs, or controlled substances; criminal gang-like behavior; infliction of or threatened physical injury to another person; OR ANY OTHER INAPPROPRIATE CONDUCT. Grounds for suspension cover conduct occurring on campus or off campus during school related activities.

A student serving a suspension will be given extra work to be completed and turned into the homeroom teacher after the suspension is served. This work must be completed before being allowed to return to the classroom. These assignments and missed tests may or may not be given academic credit, at the discretion of the principal.

EXPULSION

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal or for a repetition of conduct for which the student has been suspended. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, or is incompatible with a Christian community, the school may require parents to withdraw their children. Expulsion, the permanent termination of a student's enrollment, is a sanction that is invoked only for a serious cause and normally only as a last resort. Only the principal, with the agreement of the pastor, may expel a student. The specific process is detailed in the Diocesan Handbook available for review in the school office.

CONTROLLED SUBSTANCE ABUSE POLICY

St. John's policy on drugs is reflective of the serious misuse and abuse of chemicals in our society today. Students under the influence, possessing, or using tobacco, alcohol, or other drugs to include steroids, while attending or participating in a school sponsored activity including athletics (on/off campus, before/during/after regular school hours), will be subject to suspension and/or expulsion from school. Sale or distribution of above items will result in immediate expulsion.

As specified by the U.S. Department of Education, the following guidelines (revised June 1991) have been established to safeguard the student and the school.

FIRST OFFENSE

- Parent(s) or guardian(s) will be notified of incident.
- Appropriate law enforcement agency may be contacted.
- Student (if under the influence) will be taken to the hospital immediately for medical treatment and evaluation as a means of safeguarding his/her health.
- Student will be suspended for up to three days. Suspension may take the form of in-school suspension or at-home suspension. In the case of sale or distribution, student will be expelled immediately and permanently.
- Parent conference will be scheduled, after which the student will be either reinstated or asked not to return, at the discretion of the school administration.
- Student will be required to be professionally evaluated and counseled at parent's expense. If student and his/her parent(s) or guardian(s) refuse this provision, student will be expelled permanently.
- A behavior contract will be discussed and signed at the reinstatement conference attended by parent(s) or guardian(s), student, and administration. Contract will be based on recommendations of professional evaluation. If student and his/her parent(s) or guardian(s) refuse to sign the contract, student will be expelled permanently.

The school administration has the right to reinstate the student at this time, or ask him/her not to return.

SECOND OFFENSE

- Parent(s) will be notified of incident.
- Appropriate law enforcement agency may be contacted.
- Student (if under the influence) will be taken to the hospital immediately for medical treatment and evaluation as a means of safeguarding his/her health.
- Student will be expelled permanently.

DANGEROUS WEAPONS POLICY

St. John is concerned for the safety of each of its students and employees. Therefore, no weapons of any type (guns, knives, etc.) or look-alike toy weapons are permitted. Such items, and any ordinary object used as a weapon, shall be confiscated and disciplinary action taken.

Federal law prohibits the possession or discharge of guns within a distance of 1,000 feet from school property. Therefore, St. John School will not tolerate possession of a dangerous/deadly weapon on school property. Any student, who brings a weapon to school, will be expelled and appropriate law enforcement agencies will be contacted. Student then, in turn, will be prosecuted. Look-alike toy weapons will be confiscated and student(s) may be suspended or expelled.

CHAPTER VI – DRESS CODE

UNIFORM PROCUREMENT

All students (Pre-K-8) are required to wear a uniform. Uniforms will be worn starting on the first day of school until the last day of school. Special casual dress days or theme clothing days may be held throughout the year. Such dates will be published in TheEagle's Nest newsletter.

St. John School has four primary uniform suppliers who receive copies of the school uniform code. These are:

C & J School Uniforms, Inc. (Tulsa) 1-918-610-7470
K-Renee Uniform Co. (Tulsa) 1-918-627-3341
Land's End School Uniforms (900025735) (Logo # 9716540K)
Land's End School Uniforms elementary and middle school:
 Shirts with Jumpers and Skirts... numbers...05610 and 05545.
French Toast QS5DTVG

In addition, the Home and School Association regularly resells used uniform items. Some shirts, slacks, and shorts may be purchased through J.C. Penney, Dillard's, and other retailers. Parents are cautioned that these retailers often do not have copies of the school uniform code. It is the parent's responsibility to ensure that all clothing meets the requirements of the school uniform code. All items should be well-fitted for each student.

**ST. JOHN CATHOLIC SCHOOL
UNIFORM REGULATIONS
2008-2009**

GIRLS GRADES PRE-K-4

Jumpers & Skirts Regular or V-neck jumpers in the school's official plaid may be worn in grades Pre-K-4. Girls in grade 4 only may also wear pleated skirts in navy or school plaid, (khaki is reserved for grades 5-8). Shorts may be worn under jumpers/skirts as long as the length of the shorts is mid-thigh. Jumper/skirt length may be no higher than four inches from the floor as measured when kneeling. **A pleated plaid skort in the hunter green plaid or a plain front navy blue skort may be worn.**

Pants / Shorts Navy twill pants with pleated or plain front (straight leg). Navy walking shorts may be worn from the beginning of the school year through October 31, and from April 1 through the end of the school year. Shorts may be no higher than four inches from the floor as measured when kneeling.

Shirts with Jumpers White: No logo, except the official school crest, is allowed. Shirts may be long or short-sleeved with a plain collar in the following options:
1. Blouse (collar may be pointed or Peter Pan style)
2. Turtleneck
3. Knit polo style
Light Blue: Button-down style only is allowed in this color in oxford or knit material. **(Land's End has the knit button down available in light blue and white as well)** Land's End Shirts with Jumpers and Skirts... numbers...05610 and 05545
NO RED SHIRTS WITH THE JUMPERS

**Shirts with
Pants / Shorts** 1. All white shirts described above
2. True Red knit shirts or turtleneck
3. Light blue as described above
SHIRTS MUST BE TUCKED IN AT ALL TIMES.
***Pre-K students only are allowed to wear crew neck T-shirts in red or white any day and spirit wear shirts every Monday.**

BOYS GRADES PRE-K-4

Pants / Shorts Navy twill slacks with pleated or plain front. Navy walking shorts may be worn from the beginning of the school year through October 31, and from April 1 through the end of the school year. Shorts may be no higher than four inches from the floor as measured when kneeling.

Shirts No logo except the official school crest is allowed. Shirts may be short or long sleeved in the following options:
1. White or light blue oxford with a button-down collar
2. White knit polo style or turtleneck
3. True Red knit polo style or turtleneck
SHIRTS MUST BE TUCKED IN AT ALL TIMES.
***Pre-K students only are allowed to wear crew neck T-shirts in red or white any day and spirit wear shirts every Mon.**

GIRLS GRADES 5-8

Skirts Pleated skirts in navy, khaki*, or school plaid. Shorts must be worn under skirts as long as the length of the short is mid-thigh. Skirts may be no higher than four inches from the floor as measured when kneeling.

Shirts No logo, except the official school crest, is allowed. Shirts may be long or short sleeved in the following options:
1. White blouse with a plain collar (pointed or Peter Pan)
2. White turtleneck
3. White or Navy knit polo style
4. Light blue oxford style button-down shirt (knit button down is available through Land's End numbers...05610 and 05545)
SHIRTS MUST BE TUCKED IN AT ALL TIMES.

Pants / Shorts Navy or khaki* twill slacks in pleated or plain front. Navy or khaki* walking shorts may be worn from the beginning of the school year through October 31, and from April 1 through the end of the school year. Shorts may be no higher than four inches from the floor as measured when kneeling.

BOYS -GRADES 5-8

Shirts No logo, except the official school crest, is allowed. Shirts may be long or short- sleeved in the following options:
1. White oxford button down
2. White or navy knit polo style
3. Light blue oxford button-down

Pants/Shorts Navy or khaki* twill slacks in plain or pleated front. Navy or khaki* walking shorts may be worn from the beginning of the school year until October 31, and from April 1 until the end of the school year. Shorts may be no higher than four inches from the floor as measured when kneeling.

***Parents are reminded** that khaki is a darker shade. Slacks, shorts, and skirts in the colors of stone, sand, or wheat are **NOT** acceptable uniform items.

BOYS AND GIRLS, ALL GRADES

- Attire for Mass** Shorts or skorts may **NOT** be worn on Mass day.
- Belts** Navy, black, or brown belts are to be worn for pants and shorts manufactured with belt loops. **A school plaid belt is acceptable.** Belts are optional for Pre-K and Kindergarten students.
- Coats** Coats and jackets are not part of the uniform and may not be worn in the classroom or in school Mass.
- Casual Dress Days** Students should always dress appropriately for school. Any clothing or material which distracts from the learning process is not considered appropriate. More specifically miniskirts, sleeveless tops, tight-fitting shorts, and clothing torn or with derogatory symbols or print are not acceptable. Shorts may only be worn during the time uniform shorts are acceptable and must be of the same length as uniform shorts. Sandals are not permitted.
- Hair** Hair must be clean and neat at all times, and must not cover the eyes, or be a distraction. Boys' hair must be collar length or shorter. **Highlights are acceptable as long as it is a natural hair tone color and done in good taste.**
- Hats** Hats, caps, and sweatbands may not be worn inside the building.
- Hosiery** Girls: Socks or tights must be worn at all times, and may not have any symbols or emblems. Solid white, black, navy, or red only. (No leggings).
Boys: Socks must be worn at all times, and may not have any emblems or symbols. Solid white, black, or navy only.
- Jewelry** No more than two non-distracting rings, bracelets, and necklaces may be worn. Girls may only wear one pair of earrings at a time and earrings must not be distracting. Boys may not wear earrings.
- Make-up** Make-up may be worn in grades 6-8 only, and only if applied discretely. Colored nail polish is not allowed. **Perfume or cologne may be used sparingly.**

Shoes	Dress shoes must be dark brown, black, or navy with matching ties or in a loafer style. Boots of any kind are not acceptable unless for inclement weather wear. High heels are not acceptable. Any athletic shoe will be accepted, but they may not have lights and must be securely laced or fastened at all times. Any other shoes should be appropriate for playground wear. Sandals or open shoes are not allowed at anytime, including casual dress days. Students are encouraged to wear athletic shoes on P.E. class days.
Blazers	Navy blazer with the school crest is optional for any Mass day.
Ties	Hunter green plaid or navy/red classic stripe (clip-on or regular style) ties are optional.
Sweaters	Sweaters must be in solid colors of white, TRUE red, or DARK navy. Acceptable styles include cardigan, v-neck vests, crew, or v-neck pullovers. No hoods are allowed. No logos (except official school crest) are acceptable. Sweaters must not be extremely oversized. Students may not wear sweaters or sweatshirts tied around the waist.
Sweatshirts	Sweatshirts must fit well at the waist and sleeves, and not be oversized Dark navy sweatshirts may be worn, with or without the crest. Red sweatshirts are only acceptable with the school crest. Hooded sweatshirts WITH ZIPPER in red or navy are acceptable with the school crest. The crest is the only acceptable logo. School crests are available in the office.
Undergarments	Visible undershirts and undergarments must be plain <u>white</u> with no designs. Modesty is a virtue expected of all St. John students.
Compliance	Unannounced uniform checks will take place and when a student is out of uniform, one of the following actions will be taken: <ul style="list-style-type: none"> • Warning/Consequence from the teacher • Note/Call to the parent • Loss of Recess • Removal from class or activities until problem can be corrected. The principal is the final authority regarding acceptable dress.

CHAPTER VII – COMMUNICATION

CONCERNS

In dealing with classroom matters, parents or guardians should talk with the teacher. Most issues can be handled successfully at this level. It is very important that there be complete unity in authority between the teacher and parent. It is also most important to withhold judgment on what appears to be a grievance until all the facts are known.

In handling classroom matters not resolved with the teacher as well as other school issues not pertaining to the classroom, parents or guardians should talk or meet with the principal. Visit first with the classroom teacher. If a concern remains, contact the principal.

In some cases, only after meeting with the teacher and/or principal, it may be necessary to involve the Pastor. (Diocesan Policy 3010.9)

HOW TO CONTACT A TEACHER DURING SCHOOL HOURS

A parent who needs to talk with a teacher should call the school office, or contact the teacher via email. If an appointment for a parent/teacher conference is desired, the request should be made in the same manner. Teachers will return calls during their planning periods or after school hours. 7:45 a.m. - 3:15 p.m. is primarily teacher/student time.

EMAIL

Teachers may be contacted at school via email. Teachers may not have the opportunity to respond to email each day. Therefore, for urgent matters, personal or phone contact is best, email links can be found on the school website. Staff addresses are of the format: “LastName@stjohnschool.net”

MAILBOXES

Mailboxes are provided in the office for teachers and some parents, such as the presidents of the School Advisory Council and Home and School Association. If anyone wishes to transmit a written communication through the school mailboxes, please deliver it to the office secretary to be delivered. This practice will enhance school-wide communication.

PARENT-TEACHER CONFERENCES

Formal conferences are held two times each year: after the 1st and 3rd quarters. Parents/guardians of Middle School students may choose the teacher(s) they wish to see. Parents/guardians should visit at least one teacher for each child.

If you have questions regarding your child, do not hesitate to contact the school at other times. This allows us to give prompt attention to any question, problem, or need.

PUBLICATIONS

THE EAGLE'S NEST is a newsletter published weekly by the Principal and sent home on Wednesday in a special St. John School folder. This folder should be examined, emptied and returned the following school day so that it can be prepared for the following week. Teachers often enclose classroom papers and notes for parents/guardians in this folder as well. This is the official school communication tool; students are responsible for delivering it to their parents/guardians and parents/guardians are responsible for reading and responding to the contents.

Parents/guardians are encouraged to submit articles and information for this newsletter by giving the material to the office secretary. It should be clearly marked THE EAGLE'S NEST with the submitter's name and phone number in case clarification is needed.

THE EAGLE'S EYE is a newsletter published quarterly by Middle School students. News about students throughout the school is included and each student receives a copy. THE EAGLE'S EYE has a mailing list which includes the Pope, the Bishop and Superintendent of the Tulsa Diocese, the U.S. President, and Oklahoma State Senators and Representatives.

TELEPHONE CALLS

Transportation arrangements for students must be made in advance. Students are only allowed to place or receive calls in emergency circumstances. Any other necessary messages will be delivered at the end of the day. Missing or forgotten homework or permission forms **do not** constitute an emergency.

WEBSITE

<http://www.stjohnschool.net>

CHAPTER VIII – SPECIAL POLICIES AND PROGRAMS

SCHOOL ADVISORY BOARD

The St. John School Advisory Board is a consultative body, supporting the Pastor and principal of St. John School in the operation of educational programs. Its activities and functions are subject to policies that proceed from the Diocesan Board of Education.

The Board holds monthly meetings, generally on the second Tuesday of the month. All meetings of the Board are open to members of the parish and to parent(s)/guardian(s) of children attending St. John School. The right of non-members to address the Board shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. Petitions may be addressed to the Pastor, Principal, or President of the School Board.

HOME AND SCHOOL ASSOCIATION

This organization links parents, teachers, and administration and coordinates home and school activities. The president of the association is a member of the St. John School Advisory Board.

AFTERCARE PROGRAM

This program is available for parents and guardians who need a place for their children after school hours (3:00-5:30 PM). Parents and guardians are required to fill out the necessary emergency forms, and pay registration fee, before their children stay in AfterCare. Drop-ins are welcome as long as the school is notified and the proper papers have been filed. All children not picked up by 3:15 PM will be required to check into AfterCare, and the family will be charged. Families of children who have not picked up students by 5:30 PM shall be charged a late fee of one dollar (\$1.00) per minute.

The Principal for the following reasons may deny this service:

- Families owing fees from earlier services

- Families who show a chronic lack of cooperation with procedures

- Students who show a chronic lack of cooperation with behavior standards

CAFETERIA

Lunch fees should be made payable to **St. John School Cafeteria**. Students obtain school cafeteria lunches by purchasing a meal plan, which is good for 20 lunches. Parents or guardians will be notified through *The Eagle's Nest* publication when additional lunches need to be purchased.

Milk may be purchased daily by students bringing their lunches, or a milk ticket may be purchased for twenty days. We ask that students do not bring pop. Glass containers can be hazardous and should not be sent to school. In fairness to other students, we ask that parents do not bring takeout or fast food into the cafeteria. Parents are permitted to check a student out for a special lunch, if desired.

We ask that each family assist serving the meals at least once each semester. There is a calendar on the cafeteria door to sign up for days. Helpers need to be in the cafeteria by 10:50 AM and are usually finished by 12:45 PM. Serving responsibilities include helping with clean up. If for some reason you cannot come the day you are assigned, please find a replacement or call the office.

PARTIES

Holiday parties are from 2:15-3:00 on designated days and are implemented by the homeroom mother. The classroom teacher must approve plans in advance.

BIRTHDAY PARTIES

Students do not have parties or treats on birthdays. If party invitations are handed out at school, we ask that there be an invitation for every same sex child in the classroom. If the party is not going to include all the children, we ask that the invitations be mailed from the home. The same procedure should be used when handing out valentines.

MASS

Students attend Mass as a body on Friday mornings at 8:15 AM. The students participate in the planning of the liturgy and are encouraged to take an active part during the liturgy itself. Boys and girls in the 4th grade and above are taught to serve Mass. We welcome you to attend any of our school Masses or other special liturgies. Watch your monthly calendar and The Eagle's Nest for changes in the Mass schedule. Students may not wear shorts on any Mass day.

STUDY/FIELD TRIPS

School or class field trips must be educational, developmentally appropriate, recommended by the teacher, approved by the principal and scheduled with an effort to minimize cost to students. Unless the principal gives special approval, students are expected to wear the regular school uniform on field trips.

Whenever students leave school grounds for study trips, the accompanying teacher takes along a first aid kit and permission slips with emergency information for each student. Parents are obligated to keep the emergency information current. Only written permission slips are acceptable. Verbal permission to participate in field trips CANNOT be accepted. Students will not be allowed to call home if permission slips are forgotten.

Participation in study trips is a privilege, not a right. Participation may be limited to students with satisfactory classwork and self-discipline.

Parents are asked to refrain from smoking during study trips. There are to be no unplanned stops on the way to or returning from a study trip. Students and chaperones are required to use seatbelts at all times. Additionally, parents are asked not to bring pre-school children along on the trip; parents attending field

trips will be assigned supervisory duties and additional children will impede the ability of individuals to properly supervise students.

VISITORS

Visitors to the school are especially welcome during Back-To-School Day in the fall and Catholic Schools' Week in January. Parents and visitors are welcome at other times as well, provided they do not disturb the educational process.

All visitors must first report to the office, sign-in, and wear an identification badge during school hours. All classroom visitation, (e.g. guest speakers) and observation during school hours must always be scheduled through the school office. Approval is required in order to protect uninterrupted learning time for all children.

For the same reason, parents, visitors and volunteers are not to transact business with or interrupt teachers and/or students during school hours. In case of emergency, permission to speak with a teacher and/or student may be secured from the principal.

Forgotten items such as lunches, projects, or books must be left in the office. Parents may not deliver these to classrooms. School personnel will deliver the items at an appropriate time to insure that the learning process is not interrupted.

PETS

Animals may only be brought to school with the advance permission of the classroom teacher. Pets should have an educational purpose or be part of a student's "show and tell". Parents are reminded that some children have a fear of strange animals. Therefore, animals must be controlled at all times.

VOLUNTEER POLICY

The School Advisory Board, administration, and staff of St. John School recognize the unique contribution made by numerous volunteers to the school. Without your help, we could not possibly accomplish all we do at St. John School. It is through this generosity of time and talent that we are able to present a total quality education to our students. Your contributions are gratefully appreciated. The volunteer work program called P.A.L.S. (Parents Assist Learning in our School) was conceived and developed by and for parents to encourage parental involvement. A P.A.L.S. commitment of 30 hours per family (15 for single parent families) keeps parents actively involved in fulfilling the school's goals and priorities, and helps keep school tuition affordable. For the benefit of these volunteers and the protection of the children, the following regulations will apply to all volunteers.

- Each person entering the building will be asked to report to the office, sign a visitor book, and wear an identification badge.
- Each volunteer will be asked to fill out a volunteer form listing vital information such as phone number and address. This form will also give the volunteer an opportunity to communicate talents and areas of interest in the school program.

- Written permission for a background check will be requested and checks will be made for all volunteers working with children. Results of any background check will be held strictly confidential. (See policy on background checks.)
- A signed acknowledgement of the Diocesan Policy on Abuse of Children and proof of attendance at a *VIRTUS: Protecting God's Children* training session is required.
- Volunteers are asked to always acknowledge the sensitivity of a classroom situation and to keep confidential any information regarding students or staff members.

It is important for all volunteers to remember that a child's reputation is sacred. No individual has a right to observe a child's behavior and then go out and discuss it with others. Occasionally, it is necessary for a teacher to share some information about a child. This is strictly on a professional basis and must be kept in confidence. The administration and staff will not discuss your child with others; please do not initiate conversations regarding other students.

BACKGROUND CHECKS

For the protection of the children, background checks will be conducted in the following cases and the results will be held strictly confidential:

- Employment of all personnel.
- Volunteers working with children (Volunteers not working with children may undergo background checks at the discretion of the pastor or the principal.)
- Persons with felony conviction records will be prohibited from employment or volunteering for St. John School.

ASBESTOS POLICY

In accordance with the Asbestos Hazard Emergency Response Act of 1986, St. John School has conducted a complete inspection and prepared a Management Plan for any asbestos containing building materials that have been incorporated in the school buildings. A copy of the Management Plan is available for public review at the Principal's office of the school, located at 121 W. 8th Street, Bartlesville, Oklahoma, 74003 and in the Catholic Schools Office in Tulsa.

Information regarding any asbestos-related activities, planned, or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

LIBRARY BOOK SELECTION POLICY

The library of St. John School provides services to all students in grades Pre-K-8, to faculty and staff, and to parents and other friends of St. John School. The primary objective of the library is the provision and servicing of expertly selected books, periodicals, audiovisual resources, and other materials to aid individuals in the pursuit of education, information, research, and leisure-time reading.

Selection of materials is based on the particular needs and interests of students and the larger school community. The library recognizes the importance of both basic books of permanent value as well as timely materials on current issues and problems. The collection must meet the needs of the various curriculum areas as well as the diverse learning skills of a variety of readers.

The selection of materials through a process of competent evaluation is the responsibility of specialists. Consulting professional reviews, recommended lists, literary award recipients, and standard bibliographic tools assist the process of selection. Although faculty, parents and students are welcome to make suggestions regarding titles to be added to the collection, the ultimate decision rests with the school librarian.

Books, that are recognized as children's classics and those of considerable literary merit are retained, even though there may be a word or phrase which today is unacceptable. Current books that are well-written and that portray a period or an incident or way of life meaningfully may be accepted despite the occasional use of an unacceptable term.

St. John School is opposed to the addition or withdrawal, at the request of an individual or group, of library materials that have been chosen or excluded by the principles of book selection stated in this policy. Individuals with questions about the interpretation of this policy, or who would like to request a review of library materials, should contact the school librarian.

COMPUTER / INTERNET ACCEPTABLE USE AGREEMENT

Use of the school computers and network is a privilege that requires responsible behavior from all individuals. Students are not allowed to bring floppy disks to school without the special permission of the Technology Coordinator. All students are required to sign an agreement accepting the conditions detailed below for acceptable use of school technology and the Internet. Student use will be restricted until this agreement is signed by the student and his/her parent or guardian.

We are very pleased to bring Internet access to St. John School and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at St. John School by facilitating resource sharing, innovation and communication. The Internet is an electronic highway

connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain and shareware of all types.
4. Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics.
5. Access to many university catalogs.

With access to computers and people all over the world comes the availability of material that may not be considered of educational value and/or may be unacceptable in the context of the school setting. St. John School has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We (St. John School) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with our educational goals. Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

If a St. John School user violates any of these provisions, his or her access will be terminated and future access could possibly be denied.

INTERNET TERMS and CONDITIONS

1. Acceptable Use

The purpose of NSFNET (National Science Foundation Network), which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Storage, display, or 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 of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

2. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of such privilege. Each student who receives access will participate in a discussion with a network facilitator or a faculty member pertaining to the proper use of the network. The administration and teachers will

deem what is inappropriate use and their decision is final. The school may deny, revoke or suspend specific use access.

3. Netiquette

Students are expected to demonstrate the same level of ethical behavior as they would in face-to-face communication and abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite. Messages should not be abusive, harassing, or threatening towards others.
- Use appropriate language. Do not swear or use vulgarities.
- Do not reveal personal information (e.g. addresses, phone numbers).
- Illegal activities are strictly forbidden.
- Note that e-mail is not guaranteed to be private. St. John School reserves the right to access all e-mail in order to monitor the content of all transmissions on the network.
- The network should not be used in such a way as to disrupt access and use to others.
- All communications and information accessible via the network should be assumed to be private property.

4. Access Availability

St. John School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. John School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via St. John School is at the users own risk. St. John School is not responsible for the accuracy or quality of the information obtained.

5. Security

Security on any computer system is a high priority, especially when the system has many users. If a student feels they can identify a security problem on the Internet, a teacher must be notified and the administration informed.

6. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy hardware, software, data, or files of another user, the Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the creation or uploading of computer viruses, attempts to access other e-mail accounts, and attempts to breach security codes or passwords. Vandalism of any kind will result in immediate cancellation of all computer privileges and may result in payment of monetary compensation for damages.

7. Outside of School Usage

St. John Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed at or about teachers, offensive communications and safety threats.

CHAPTER IX – EXTRACURRICULAR ACTIVITIES

ATHLETICS

St. John School is a member of the Diocesan Middle School Athletic Association (DMSAA). Students in grades 6-8 (and sometimes grade 5) may compete in volleyball, basketball, and the diocesan track meet. As a member of the DMSAA, St. John School abides by the following association rules:

- All students competing on school teams must have a current physical exam and medical information form on file with the school before being allowed to practice or play.
- Students may only play up one grade level. Students are not allowed to play down in a lower grade without special permission from the association.
- A student must demonstrate a regular school attendance record and attend school for at least one-half of the day of a game/event in order to be eligible to play.
- Students must demonstrate good conduct and character at school.

A complete set of current association rules is available for review in the school office.

MIDDLE SCHOOL SOCIALS

Middle school students (grades 6-8) shall have the opportunity to hold one evening social event on campus per semester (in addition to graduation). The principal must approve all plans. The following guidelines shall be followed:

1. Students must obtain a faculty sponsor for the event, who will be responsible for aiding in planning and chaperoning the event.
2. A list of confirmed parent chaperones must be submitted and approved by the principal prior to the event.
3. No student shall be allowed to enter the event unless the student and the student's parent/guardian have signed the release and consent form and the event rules form.
4. Only students currently enrolled in grades 6-8 at St. John School shall be allowed to attend. Fifth grade students shall be allowed to attend the year-end graduation social.
5. Guests are allowed only with the specific permission of the principal. Guests must be registered with the office in advance and must also comply with guideline #3 above.

EXTRACURRICULAR ELIGIBILITY POLICY

Extracurricular activities provide a means to develop leadership, self-discipline, and school spirit. Students who participate in extracurricular activities are expected to maintain their academic grades and model appropriate behavior for a St. John School student. These students serve as role models for their classmates and younger students. Parents and teachers work together to ensure that extracurricular activities enhance and complement the school's educational program.

Students participating in any extracurricular activity (including, but not limited to cheerleading, volleyball, basketball, track, student council, speech team, Mathcounts, "Battle of the Books") must meet the following guidelines. Student grades and behavior will be checked each Monday, beginning the third week of each quarter. The eligibility period shall run from that Monday to the following Sunday.

ACADEMICS:

1. If a student's grades reflect one or more "F's" or two or more "D's" in all classes, the student will be placed on academic probation for one week. During probation, a student will be allowed to practice and play games. A student whose grades improve during the subsequent week may be removed from probation.
2. If a student's grades have not improved enough during the following week to be off probation, the student shall be academically ineligible to play/participate in the next team game/activity played (not counting forfeited or rescheduled game dates). Ineligible students may still participate in practice. A player's ineligibility continues during each consecutive week in which grades remain low.

BEHAVIOR:

1. Any student earning an in-school suspension shall automatically make himself/herself ineligible from the next team game/activity played (not counting forfeited or rescheduled game dates). The student may still participate in practice. A student required to serve an out-of-school suspension shall be removed from the team/activity and forfeit his/her right to participate in games or practices for the remainder of the season.
2. Students are expected to show respect, cooperation, and good sportsmanship at school and all school related events. The coach/sponsor may withdraw, and the principal may suspend, any student whose behavior is inappropriate for a St. John student.

The principal reserves the final right to determine a student's eligibility for extracurricular activities.

**SAINT JOHN CATHOLIC SCHOOL
2008-2009 Handbook Agreement
and Acceptable Use Policy Agreement**

We have received a copy of the Parent/Student Handbook outlining the policies and procedures of St. John School. We agree to be governed by this handbook, and understand that it is our responsibility to read this handbook and discuss it with our child/children. We recognize the right and responsibility of the school to make rules and enforce them. We further understand that the school reserves the right to amend or make modifications to this handbook at any time. Parents will be promptly notified of any amendments.

We understand the terms and conditions for computer use and Internet access as published in the handbook. We grant permission for our children to access networked computer services such as electronic mail and the Internet. We understand that some materials on the Internet may be objectionable, and accept responsibility for guidance concerning use of the Internet, setting and conveying standards for our child to follow when selecting, sharing, or exploring information or media. We further understand that any violation of the regulations above, or attempt to violate these regulations (whether successful or not), is unethical and may constitute a criminal offense. Should a person commit or attempt to commit, any violation, access privileges may be revoked, school disciplinary action, and/or appropriate legal action may be taken. We understand that individuals and families may be held liable for damages to computer resources.

Student Signature(s): _____
Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

Parent Signature(s): _____
Date _____

_____ Date _____

Please return this signed form promptly to the school office.