



PARENT/STUDENT HANDBOOK

St. John School

925 Chenery Street • San Francisco, CA 94131

Phone: 415-584-8383 FAX: 415-584-8359

www.stjohnseagles.com

PARENTS & STUDENTS

St. John School's mission is to foster Catholic values for the families it serves by teaching and modeling Christian moral development, service, community, respect and self esteem.

St. John School has prepared an online handbook for you. It will not answer all questions, but should direct you to the best informational sources. Please keep this information for your personal use only. It is important that parent and student are familiar with the contents of this handbook. We ask you to read it thoroughly. (www.stjohnseagles.com) Fill out the form below and return this page to school by the first day of school or your child will be asked to remain home until form is returned to school.

Family Name: _____ Date _____
Student's Name: _____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

I have read and understand the contents of St. John School's Handbook. I agree to abide by the guidelines as set forth in the handbook.

Parent(s) Signature: _____ Date: _____
_____ Date: _____
Student(s) Signature: _____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

My child(ren) may appear in photos on the school's website or in other forms of school sponsored media publications as long as no form of my child(ren)'s identification is disclosed: YES NO

YOU MUST list e-mail(s) to which you would like the school to send newsletters to:

THE TOP 10 THINGS THAT KEEP US FROM SERVING YOU WELL

1. Late Tuition:
 - a. Tuition is due on the 5th or 20th, late after the 25th.
2. Not checking SchoolSpeak for pertinent information
3. Not observing the speed limit on the playground:
 - a. The speed limit is 5 mph.
 - b. Cars must be off the yard by 8:20 a.m.
4. Infraction of dress code:
 - a. See Uniforms
5. Emergency and Health Information that is not updated:
 - a. When things change, please notify the office.
 - b. We need authorization to administer any form of medication.
6. Families that are chronically tardy
 - a. You are late after the 8:00 a.m. bell.
 - b. 3 Tardies in a quarter will result in disciplinary action.
7. Absences for non-medical reasons:
 - a. All absences require a written note from parents.
 - b. When a student has missed 10 or more days during trimester, they will not receive grades on a report card and grade promotion may be in question.
8. Not reporting a change of phone number of address.
9. Families who do not complete their service hours.
10. Families who take extended vacations during the school year:
 - a. This is a disruption to the educational process
 - b. Teachers are not expected to provide assignments in advance or make up assignments.

Our Mission

St. John School's mission is to foster academic excellence along with catholic values for the families it serves by teaching and modeling Christian moral development, service, community, respect and self-esteem.

HANDBOOK DIRECTORY

School Office	415-584-8383
School FAX Number	415-584-8359
Extended Care Office	Extension 118
Parish Office	415-334-4646
Kitchen	Extension 116
Library	Extension 115
Resource Room	Extension 109
Classrooms (10 + Grade Number) i.e.: 6 th Grade	Extension 106
Kindergarten	Extension 100
Finance	Extension 112

PHILOSOPHY OF CATHOLIC SCHOOL EDUCATION ARCHDIOCESE OF SAN FRANCISCO

The Department of Catholic Schools of the Archdiocese of San Francisco is dedicated to the teaching mission of the Catholic Church. For our elementary and secondary schools we strive to provide quality leadership, to develop programs of educational excellence and to prepare students for a truly Christian life. We attempt to do this by:

- Acting in the spirit of the Gospels and in accordance with the teachings of the Catholic Church.
- Fostering the Catholic Culture of each school.
- Challenging those who minister in Catholic Schools to develop their own faith lives and to foster faith communities that will proclaim and apply Gospel values effectively.
- Recognizing parents as the primary educators of their children and working together with them in mutual trust, support and dedication to achieving common goals.
- Committing to prepare students to proclaim the Good News and model this proclamation.
- Serving as catalyst and resource by providing vision, direction and service in a collaborative mode by:
 - ◊ Organizing in-service and professional education opportunities.
 - ◊ Recruiting and screening teachers and administrators.
 - ◊ Monitoring the management of schools
 - ◊ Guiding principals and pastors.
- Welcoming cultural diversity in our school communities, faculties, staff, students and parents.
- Empowering educators to provide the highest quality academic program, using methods and curricula sensitive to diverse cultures and special educational needs that challenge students to strive for excellence.
- Striving to enable families to choose a Catholic education regardless of racial social or economic background.

PHILOSOPHY STATEMENT & STUDENT LEARNING EXPECTATIONS

What every student who leaves our school should be able to do, know, understand or value to be successful in the real world.

I. Individuals Who Model Christ:

- by exhibiting compassion, tolerance, justice and respect
- by making good moral choices.
- by serving others.
- by having basic knowledge of Catholic doctrine, tradition, Scripture and liturgy
- by having the ability to engage in various forms of prayer.

II. Diligent Lifelong Learners:

- who possess a foundation of basic, academic skills leading to independent thinking and learning.
- who are effective communications, collaborators and decision makers.
- who exhibit an appreciation for the fine arts.

III. Active Individuals:

- who explore their physical potential.
- who demonstrate knowledge of health, physical skills and hygiene.
- who show respect for their own gifts and talents and for those of others.

IV. Responsible Citizens of the Global Community:

- who conscientiously respond to the needs of society and the environment.
- who appreciate and understand our diverse society.
- who are cognizant of current events.
- who participate in the democratic process.
- who identify with and participate in an active faith based community.

We the faculty and staff of St. John School believe that the Catholic school provides a unique form of education to the students it serves. The main purpose of St. John School is to provide an academic environment in which students can develop the knowledge, skills, attitudes and values necessary for a productive Catholic Christian life.

Accreditation

St. John School is accredited through the Western Association of Schools and Colleges and the Western Catholic Educational Association.

Admission Information

Nondiscriminatory Policy

St. John School admits students of any race, color and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. John School:

1. Members of St. John Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Kindergarten must be (5) years of age by December 1st.

Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. John School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- * Health Records
- * Birth Certificate (copy)
- * Baptismal Certificate (Catholic applicants only)
- * Report Cards (if applicable)
- * Standardized Test Results (if applicable)
- * Record of I.E.P. (if applicable)

Students applying for Admission in Grades 1 – 8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. John School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students Grades 1 – 8.

All new students will be given a trial or probationary period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. John School. The period will last a minimum of 9 weeks, longer if deemed necessary by the administration of family.

BRIEF HISTORY

St. John School opened on January 8, 1917. The school began with the first six grades and a total of one hundred and eighteen children. The pastor of St. John School, Father William Lyons, had asked the Ursuline Sisters to staff the new school. Through the untiring efforts of Father Lyons and his assistants, the enrollment of the school rose to two hundred and thirty-six students within two years. The first graduation exercises were held with great pride and joy on June 10, 1919.

In 1967, a grammar school building was completed and opened in the Glen Park district. The enrollment at this time was two hundred ninety-four. The grammar school is one mile away from the rest of the parish plant. Despite this separation, the school is a vital part of the parish. The school was staffed by Ursuline Sisters until 1990. For the second half of 1990 – 1991, the grammar school was under the direction of the Franciscan Sisters. Since the 1991 – 1992 school year, St. John Parish School has been under the ministry of lay collaborators, educators and administrators.

During the past eighty years of service to St. John Parish, the grammar school has educated thousands of young people. In 2003, St. John Parish School was awarded the Catholic Schools of Tomorrow Award for our Innovation with Technology. In 2005 St. John Parish School was honored with the Who's Who in America Award for achievement in Elementary Education. Through the efforts of very dedicated teachers and staff, St. John School is a place where students can learn to be active members of the faith community formed in Christ. Students can continue to learn values and develop a world-wide view as contributing citizens.

RELIGIOUS EDUCATION STATEMENT

As a Catholic school, St. John School is unique because it is a religious community within an academic one. As a religious community, we strive to live the Gospel message of Jesus by providing significant religious activities for our students. Formal religious education is part of our curriculum. Religious Education is woven through the entire St. John School experience. The school day begins with a Morning Prayer. The parish priests are available for the Sacrament of Reconciliation at various times for students in grades 3 – 8. Those children who are Catholic have the opportunity to prepare for the first Reconciliation and Eucharist and Confirmation. Our service program helps the children understand that it is important to serve as Jesus did. We believe that it is the integration of religious community and the academic commitment to excellence that will enable our children to live happy and healthy lives of faith.

SPIRITUAL DEVELOPMENT

Eucharistic Celebrations

Since the Mass is the principle act of Catholic worship, Catholic families enrolled at St. John School are expected to attend faithfully the Saturday/Sunday celebration of the Eucharist as scheduled in their respective parishes. On Holy Days and special occasions, student body liturgies are held at St. John Parish Church. These occasions will be listed on the monthly calendar, which is sent home monthly on SchoolSpeak. Parents are always welcome and encouraged to join in the school celebrations.

Devotions & Celebrations

Each school day begins with prayer and in conjunction with the daily Religion classes, devotions proper to the liturgical seasons and feasts of the Church are emphasized. Small group celebrations may be planned on these occasions.

Sacramental Preparation

Children are prepared to receive First Communion and the Sacrament of Reconciliation in Grade 2 and the Sacrament of Confirmation in Grade 8. Parents are required to assist in the Sacramental preparation program by attending a number of classes and celebrations; and, most importantly, by their personal practice of the sacramental life.

ST. JOHN THE EVANGELIST CHURCH

19 St. Mary's Avenue
San Francisco, CA 94112
(415) 334-4646

PARISH STAFF & SCHEDULE

Pastor.....Rev. Jose Pelagio Padit
Permanent Deacon.....Rev. Jose Solano
Parish Office Staff.....Judy De La Torre
Music Directors.....Nancy Rodgers

WORSHIP SCHEDULE

Daily: Monday – Saturday.....9:00 AM
Saturday Vigil Mass.....4:30 PM
Sunday.....7:30 AM; 9:30 AM; 11:00 AM; 12:30 AM (Spanish)
Holy Day Masses.....6:30 AM; 9:00 AM; 5:30 PM

SACRAMENT OF RECONCILLIATION

Saturday.....3:30 – 4:00 PM
(Or anytime by appointment)

FACULTY & STAFF

Administrative Team

Principal (principalsj@stjohnseagles.com).....Sr. Shirley Garibaldi, O.S.U
Vice Principal & Student Services (vpsj@stjohnseagles.com).....Sr. Lillian Repak, O.S.U
Finance Manager (financesj@stjohnseagles.com).....Mr. Michael McKiernan
Secretary (secretarysj@stjohnseagles.com).....Ms. Alisa Rosado

Teachers

Kindergarten (kindersj@stjohnseagles.com).....Ms. Noelle Furrer
Grade 1 (1stgradesj@stjohnseagles.com).....Mrs. Deborah Lamp
Grade 2 (2ndgradesj@stjohnseagles.com).....Ms. Adrienne Hidalgo
Grade 3 (3rdgradesj@stjohnseagles.com).....Ms. Anne Hartlein
Grade 4 (4thgradesj@stjohnseagles.com).....Ms. Barbie Brannon
Grade 5 (5thgradesj@stjohnseagles.com).....Mr. Joe Acosta
Grade 6 / Jr. High Math (6thgradesj@stjohnseagles.com).....Mr. Chris Wachter
Grade 7 / Jr. High Language Arts (7thgradesj@stjohnseagles.com).....Mr. Kenny Townsend
Grade 8 / S.Studies & Religion (8thgradesj@stjohnseagles.com).....Sr. Lillian Repak, O.S.U
Grade 6 & 7 S. Studies & Religion(religion67sj@stjohnseagles.com).....Ms. Yasmine Kury
Junior High Science (sciencesj@stjohnseagles.com).....Ms. Khrista Williams
Spanish (spanishsj@stjohnseagles.com).....Ms. Linda Fielder

Program Staff

Librarian/Special Needs (librarysj@stjohnseagles.com).....Mrs. Kendra Wright
P.T.G. Officers.....ptg@stjohnseagles.com
Physical Education (athleticdirector2sj@stjohnseagles.com).....Mr. Trevor Duckworth
Athletic Director.....Mr. Jeff Blanc
Counselor (hrael@stjohnseagles.com).....Mrs. Heather Rael

ADVISORY BOARD

The Board shall act in an advisory capacity to the Pastor of St. John the Evangelist Parish and to the Principal of St. John School. It shall advise upon all matters presented to it by the Principal, the Pastor, the Parish Council or the Parent-Teacher Group (PTG) concerning the operation of the School in the areas of physical plant, tuition, budget and institutional advancement. Board members are appointed by the Principal and the Pastor, with the exception of the PTG representative and are selected based on levels of experience and willingness to serve the Mission of St. John School.

Sr. Shirley Garibaldi	Principal
Mr. Rhett Devlin	Facilities
Mrs. Joan Higgins	Parish
Sr. Lillian Repak	Faculty
Mrs. Christine Borgognoni	Parent Group President
Fr. Jose Padit	Pastor
Mr. Dennis Loughlin	Finance
Darren DesRoches	Public Relations
TBD	Emergency Planning
John Wright	Technology
Angie Barajas	Marketing

PARENT TEACHER GROUP: P.T.G. 2011 – 2012

The Parent Teacher Group provides important services for the school community. Fund-raisers and the P.T.G. fee provide funds to service its programs. The goals of the Parent Teacher Group include: enrichment for the children, assistance to the faculty and promotion of a strong sense of community spirit among the school families.

P.T.G. Board: TO BE ANNOUNCED

ADMISSION POLICY

St. John School admits students of any race, color or ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students. St. John School does not discriminate on the basis of origin in the administration of its educational policies, admission policies or scholarship programs. In addition, the school does not discriminate against any applicant or employee because of sex; and, shall not discriminate against any applicant or student because of sex in admissions, educational programs or activities.

We seek to provide quality education for children of St. John the Evangelist Parish as well as other parishes and religious traditions. St. John School gives preference in admission to Catholic students living within parish boundaries and whose families actively support the activities of St. John the Evangelist Parish. Secondly, the school gives preference to siblings of students who are or have been enrolled in our school. Thirdly, preference is given to Catholic students living outside the Parish boundaries. Fourthly, preference is given to non-Catholics.

A waiting list is maintained and priority given according to the date of receipt of the application and above the criteria. All students entering grades K – 8 will be evaluated. Our general policy is not to accept students at the junior high level. The principal, in consultation with the junior high teachers, will determine exceptions. All new students will be on probation for the first semester. If, at the end of the semester, a student's conduct, effort and/or grades are found to be unsatisfactory, or parents have failed to meet all the conditions outlined in the acceptance statement, the student's enrollment may be canceled.

In order to enter Kindergarten, the child must be 5 on or before December 1. In order to enter Grade 1, the child must be 6 on or before December 1 and have one full year of Kindergarten. An original Birth Certificate is required. The parents will be interviewed by the principal. This interview is for the purpose of acquainting the family with the school and also to answer any questions that the family may have. Registration of new students begins in November at the school office. It is necessary to bring the following documents:

1. Previous report cards
2. Birth certificate
3. Baptismal certificate
4. Immunization record
5. \$30.00 Application fee

ALL FEES ARE NON-REFUNDABLE

The parents will have an interview with the Principal. The purpose of this interview is that the parents become acquainted with the Principal and the policies of the school.

Re-registration of continuing students begins in April. The following items are required:

1. Tuition and all fees: PAID TO DATE;
2. Parents service hours fulfilled;
3. Child's academic and behavior reports are acceptable for continued progress at St. John School.

FINANCIAL INFORMATION – Tuition Payment Options:

1. Single tuition payment due July 1. (Visa/Mastercard accepted w/fee)
2. Two payment plan due July 1/December 1. (Visa/Mastercard accepted w/fee)
3. Quarterly payments: July 1, October 1, January and April 1.
(Visa/Mastercard accepted w/fee)
4. FACTS monthly payment plan. Payments budgeted over 10 months beginning in July. Payments can be pulled on either the 5th or the 20th of the month.

FACTS® Tuition Management Service Overview

- There may be an annual non-refundable \$41 administrative fee for enrollment in the FACTS® program per family. The fee will be added to your tuition collected by FACTS® - please do not make this payment to the school.
- Online enrollment must be completed by June 1st.
- All families not selecting the FACTS® tuition plan in their registration packet will be expected to make direct payment to St. John School no later than July 1st. You may drop off your payment to the school accounting office in the administration area.

Tuition Categories:

Basic Catholic Tuition: All Catholic families will pay the basic tuition rate unless they qualify for the participating parishioner rate as specified below.

Participating Parishioner Rate: St. John the Evangelist Parish provides a tuition discount for its members who meet the criteria specified in the Participating Parishioner policy. To apply for a discount, please submit an Attestation form to the parish office. Without the attestation of the Pastor, families will pay the basic tuition rate. Forms must be submitted annually. The criteria will be reviewed periodically throughout the year.

Non-Catholic Family Tuition: This tuition category is for all non-Catholic families.

Registration Fees: Rental of textbooks, consumable workbooks, technology supplies, classroom supplies, assignment books, art materials, recreational education equipment (playground balls, jump ropes), science materials.

REGISTRATION FEES DO NOT COVER:

- **FIELD TRIPS**
- **BEFORE/AFTER SCHOOL CARE**
- **ATHLETIC PROGRAMS**
- **AFTER SCHOOL PROGRAMS**

Withdrawal Policy

1. Families must notify the school in writing if a student is withdrawn from the school.
2. Early withdrawal: Families may not be reimbursed for any tuition paid if they decide to withdraw their child(ren) before the end of the academic year.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE AT 415-584-8383 ext. 112

Returned Checks/Replacement Fee:

A \$12.00 fee is charged each time a check is returned unpaid by the bank. After two returned checks, the Principal may request that all future payments be made by cash or money order.

POST DATED CHECKS ARE NOT ACCEPTED.

Tuition Assistance/Scholarship:

We encourage all families to inquire about Tuition Assistance. For those who qualify, there is tuition assistance available. Parents who wish to apply for financial aid should do the following:

- In February, obtain a school Archdiocesan Family Grant Form (PSAS). This form is to be completed and returned to the school with the required fee. This is a completely confidential service.
- The BASIC Fund is also available for those families who qualify. Application forms may be picked up at school.
- Renewing families must complete forms supplied by the school and return those forms to the school.

Probation upon Entrance

All students who enter the school will be on probation for at least one quarter and may be deemed longer at the discretion of the Principal. The terms of probation will be determined by the interviewing committee.

Parent's Role in Education

We, at St. John School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model for the development of your child's life --- physically, mentally, spiritually, emotionally and psychologically. Your choice of St. John School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example in the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. John School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between a student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support ne another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at St. John School, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money or a nutritional sack lunch everyday.

Parents should:

- Actively participate in school activities such as Parent-Teacher Conferences;
- See to it that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- Notify the school with a written note when the student has been absent or tardy;
- Notify the school office of any changes of address or important phone numbers;
- Meet all financial obligations to the school;
- Inform the school of any special situation regarding the student's well-being, safety and health;
- Complete and return to school any requested information promptly;
- Read school notes and newsletters and show interest in the student's total education.
- Support the religious and educational goals of the school;
- Support and cooperate with the discipline policy of the school;
- Treat teachers with respect and courtesy in discussing student problems.

FAMILY SERVICE PROGRAM

At St. John School, we acknowledge the need for and benefits of a service program within our school community as well as in the greater world community. Service comes in many forms. We all have within ourselves gifts and talents that are meant to be shared. We believe that instilling the concepts of service and volunteerism in our students in Kindergarten will allow them to consider this a normal part of their daily lives by the time they reach 8th grade and beyond. As the primary educators of your children, we feel it is not only a responsibility but an excellent teaching tool that they will carry with them throughout their lives. This opportunity also serves as a wonderful family activity, strengthening the entire St. John School family.

With that said, St. John School offers its families the opportunity to fulfill the service hours by putting into action their talents, gifts, time and energy via the FAMILY SERVICE COMMITMENT PROGRAM. We ask that each family strive to work closely with our students, teachers, faculty and parent organization by providing a minimum of 40 hours per year or in the case of single parent families a minimum of 20 hours per year. We appreciate how busy all of our families are and do not expect this commitment to be something that is intrusive or all consuming but

rather a familial opportunity to extend themselves for the good of everyone connected with St. John School.

Below you will find a list of areas in which you and your family may chose to participate in to fulfill your family service commitment for the school year. We ask that you read the list carefully and decide with your family which areas interest you and your children. You will be contacted by the committees that are in charge of events or areas in which you volunteer so you will know what is required for each event. Please remember that this is YOUR COMMITMENT to St. John School.

We ask that at least 50% of your hours be in the form of actual volunteer hours – working on committees sponsoring school events such as: the Fall Dinner, Menu for Success, Crab Feed, Spring Fling, Glen Park Street Fair, Candy Sale, etc. The other 50% can be provided in the form of donations to the school --- sodas/water, auction & raffle items, attending P.T.G. and event meetings, working in the snack bar/gym during sports events, etc. As an incentive to our families, anyone who volunteers to be an event chair and/or task leader of an event, coaches and St. John School team or teams, or any involvement in any task that requires 40 hours or more of total time will fulfill their entire family service commitment for the year. If you have any questions, please feel free to contact the Parent/Teacher Group by leaving a message in the office.

GENERAL SCHOOL INFORMATION

Custody and Release of Minors

The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. 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.

Law enforcement agents may remove a student from school premises without prior consent of the parents or school authorities when it is necessary to arrest the juvenile or to require immediate emergency assistance from the student in an investigation. The Principal must verify the identity and the official capacity of the peace officer, the authority under which he/she acts and the reason for the arrest of assistance. Notice of the action must be immediately conveyed to the parents (Admin. Handbook).

Emergency Forms

Emergency forms are sent home for completion at the beginning of each school year. All students must have an emergency form on file in the office throughout the school year. This is our way to protect your child in the case of an accident, illness or emergency.

For your convenience, check the following items before returning your emergency papers to school:

Phone number, address, zip code and date of birth.

BE SURE THERE ARE TWO RESPONSIBLE PERSONS TO BE REACHED IF YOU ARE NOT AT HOME. IT IS ABSOLUTELY ESSENTIAL THAT WE KNOW WHOM TO CONTACT ABOUT YOUR CHILD WHEN YOU CANNOT BE REACHED. THESE PEOPLE SHOULD BE ABLE TO ACT ON YOUR BEHALF IN CASE OF EMERGENCY.

These are the only two persons who, for any reason, will be allowed to remove your child from school. Sign form at the bottom.

DAILY SCHEDULE

7:57 AM	At Bell – Students assemble on the schoolyard benches or in gym.
8:00 AM	Assembly begins – announcements, flag salute and morning prayer.
9:30 – 9:50 AM	Recess for Grades K – 2
9:55 – 10:15 AM	Recess for Grades 3 – 5
10:20 – 10:40 AM	Recess for Grades 6 – 8
11:45 – 12:25 PM	Lunch for Grades K – 4
12:30 – 1:10 PM	Lunch for Grades 5 – 8
2:00 – 2:20 PM	Recess for Grades K – 3
3:00 PM	Bell for dismissal
3:15 PM	All students still on campus must check in with Extended Care

Early dismissal is at 2:30 PM; Minimum days have a 12:30 PM dismissal

School Office Hours: *7:15 AM – 3:45 PM. The office will be closed during all School Liturgies, School-wide events/activities and all School Holidays.

*Parents will be notified about summer hours in June and August.

Early Dismissal Days: 2:30 PM Dismissal

St. John School schedules a faculty meeting on **the 1st Wednesday** of each month. These meetings are integral to the communication of and efficient administration of the School.

Minimum Days: 12:30 PM Dismissal

It is the policy of St. John School to use the 4th Monday of each month as a minimum day for in-service days for faculty and staff. The other dates of the minimum days for the year are listed on the full year calendar. Minimum days are also listed on SchoolSpeak.

Extended Care is offered on all days when early dismissal or minimum days take effect and the program begins

Change of Address/Telephone

The school must be informed immediately of a change in address or telephone number, either at work or at home.

Absence During the School Day

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. John School students.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return (State of California Education Code). Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each school day of absence to make up the missed assignments, quizzes or tests. For example, a student was absent three days would be given three school days to complete the missed work.

When a student is **absent for three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests because of absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (18 days) or 10% of the school year, can be a cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns back to school during the same school day, he/she must be signed back into the school office. **Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ day. Three (3) early withdrawals are considered a one-half day absence.**

The school reserves the right...

To give a student an “incomplete” if he/she is absent 15 or more days within a semester. A situation of this nature shall rest in the hands of the school’s administration. Any student who has a “D” final average must go to Summer School. Promotion to the next grade will be conditional upon successfully completing Summer School. No student may graduate from St. John School with below a “D” average. Students must also complete the thirty hour service requirement.

Non-medical absences

Unexcused absences (those other than above) for personal reasons are the responsibility of the parents. The school is not under obligation to provide tutoring, make-up work or special testing schedules for such absences.

Appointments/Early Dismissal

A written request from the parent or guardian must be submitted if a pupil is to leave school during the day. Any child leaving school must wait in the school office until he/she is called for. The child should be signed out at the school office by the parent or guardian. Phone calls are not substitution for this written request. If the child returns to school that day, he must first report to the school office before going to class.

Early dismissal for medical and dental appointments is granted when a written request is made. This time spent in treatment is legally credited as attendance. Parents are urged to keep such requests to a minimum and are encouraged to make arrangements for these appointments after school or during vacation periods.

Tardiness

Any student arriving after the second bell rings is considered tardy and must wait outside the assembly area until called in by the Principal. These late arriving students will be recorded as tardy by their teachers. Students who arrive after Morning Prayer or late on rainy days, should report to the office with a written excuse. Students coming from a medical/dental/optical appointment are asked to request a form from a doctor. **Only students with a note from a doctor can receive an excused tardy.** State law requires that all other excuses be marked as tardy.

“Excessive tardiness...”

...is being late 3 times per quarter or a total of 12 times per school year. A student is tardy if he/she arrives after the second bell for the beginning of morning prayer.

Upon the fourth tardy within a quarter, a student may be given a detention. After 3 detentions the student will be required to make up time on an academic Saturday detention. Students who are tardy will not be able to participate in Free/Alternative Dress days that the school will sponsor during the course of the year.

Parents Visiting Classrooms

All parents and visitors are welcome to visit classrooms, however all visitors or parents must sign in at the school office before proceeding further into the school building and receive a visitor pass. If parents wish to speak to the Principal or a teacher, it is advised to make an appointment so that a special, uninterrupted time is set aside for you. All messages should be left at the office. Parents are welcome and are encouraged to visit classes during the year. Call the school and tell the Secretary which classroom you would like to visit and the time and day of your visit. When you arrive at school on your visitation day, please check in at the office before going to the classroom.

Parent Conferences

Mandatory Parent-Teacher Conferences are scheduled for November. Additional dates are also scheduled in February by request. If you wish an additional conference, contact your child’s teacher. Unscheduled or changed conferences do not allow for the adequate time for the Teacher to prepare a report on your child.

HANDBOOK DISCLAIMER

The Principal and Administration reserve the right to amend this Handbook for just cause. Any changes that may occur will be communicated to parents promptly.

UNIFORMS/Dress Code

Uniform Excuse Policy

A written excuse from the parent/guardian is required when a student is unable to be in uniform. **Otherwise parents will be called and appropriate clothes must be brought to school for student to change into.** Abuse of the uniform code may result in loss of free dress on non-uniform days or detention. Infractions will result in teachers sending notes to parents which must be signed and returned the next school day.

SCHOOL UNIFORM AND NON-UNIFORM ATTIRE SHOULD BE CLEAN, NEAT, WELL-FITTING AND IN GOOD CONDITION.

ALL UNIFORMS MUST BE LABELED WITH NAME.

Alternate or Free Dress Attire

On alternate/free dress days, students are to dress appropriately for school. All pants must be long, neat, fit well and free of holes. No T-Shirts imprinted with references to sex, drugs, alcohol and rock and roll, etc. will be allowed. We wish to maintain respect and appropriateness in school dress. Shorts are not worn unless specific permission is given by the administration. **All details of proper dress cannot be spelled out in this Handbook. St. John School has the authority to decide dress code issues as they arise.**

All students are expected to be in full uniform every day unless otherwise informed. Unavoidable circumstances for lack of uniform will require a written notice of explanation. **Students will be monitored by the classroom teacher regarding uniform. Students who frequently violate the uniform code will not be able to participate in Free/Alternative Dress Days sponsored by the school.** Only school sweaters, sweatshirts and jackets will be allowed to be worn to school. **No other kinds of sweaters, sweatshirts or jackets can be worn in school. On church days or other formal days designated by the Principal, all uniform attire must be formal.**

Girls Uniform Dress Code (Grades K – 2)

- **Blue and grey plaid jumper***
- **Plain white blouse with Peter Pan collar***
- **Navy cardigan/v-neck sweater***
- Blue twill walking shorts
- White knee high socks
- Solid black/white sturdy shoes (athletic shoes)

Girls Uniform Dress Code (Grades 3 – 8)

- **Blue and grey plaid skirt/skort (length = just above the knee)**
- **Plain white blouse with Peter Pan collar**
- **Navy cardigan/v-neck sweater**
- Blue twill walking shorts
- White knee high socks
- Solid black/white sturdy shoes (athletic shoes)

Boys Uniform Dress Code (Grades K – 8)

- **Navy blue “Docker” style pant***
- **White knit shirt* (K – 5);**
White button down shirt (6 – 8)
- **Navy cardigan/v-neck sweater***
- Blue twill walking shorts
- **Dark socks**
- Solid black, sturdy shoes (athletic shoes)
- Belt required (3 – 8); Tie (6 – 8)

P.E. Uniforms (All grades)

- P.E. eagle sweatshirt (navy)
- P.E. eagle pants / P.E. eagle shorts (navy)
- P.E. eagle t-shirt
- Shoes cannot be slip-ons – only velcro or tied

Items NOT allowed at school because they are inappropriate for a well-kept appearance for St. John School students:

- Make-up or Nail polish
- No dangling earrings, many necklaces or bracelets
- Extreme hair styles or tinted hair. Hair should be neat, clean, well-groomed and in its natural color. NO shaved sides or tails.
- No imprinted or colored t-shirts under uniform blouse or shirt.
- **No sweatshirt or sweater other than School uniform**
- School “eagle” logo zipper jacket only
- No gang related attire – i.e.: jackets, colors, hats
- **All pants must be worn with a belt.**
- **Pants must be worn at the waist and shirts must be tucked in**
- **All (*) items are to be worn on formal attire days (Mass days)**

If you have any questions about the appropriateness or acceptability of any style or item, please contact the School Office where final decisions are made. Students who are inappropriately dressed will be sent home to rectify the situation. Respect for self and school are reflected in a well-kept appearance.

The Administration reserves the right to make individual determinations affecting Dress Code Policy.

Thank you for your cooperation.

Counseling Services

The school provides counseling services five days a week.

Christian Service

We believe that service is integral to the Christian community. The Service program helps the children to understand that they are needed and that their efforts are important in the growth and enrichment of the community. Several times during the year, we sponsor a school wide service project, i.e.: collecting food, clothes, etc.

Chewing Gum/Smoking

The use of chewing gum or tobacco by any individual is prohibited on school or church property at all times and will result in a detention or serious consequence. Eating of food or candy in the classroom during classes is not allowed without permission of the teacher.

Lunch Program

Students may purchase lunch daily from our School Kitchen. This includes hot or cold entrees and milk or juice. The cafeteria staff plans nutritious menus at reasonable prices. Nutritious snacks will also be sold during the morning recess. (Menus are posted on SchoolSpeak)

LATE LUNCHES

Parents cannot deliver late lunches directly to the student, but they may be left at the reception office with the child's name clearly marked. Students should check with the front office before buying a lunch.

Pets

No dogs, cats or pets are to be on the playground, brought to class or within the school building unless authorized by the Principal. Pets are not allowed on the playground during Morning Prayer or afternoon dismissal.

Alcohol Policy

The following Diocesan guidelines were recommended for adoption by St. John School's Board: Alcohol will not be served or consumed on school premises during the school day or while children are present, i.e.: Extended Care; alcohol will not be served by anyone under 21 years of age at any school function; alcohol will not be stored on the school premises; alcohol will not be served or consumed during any school sponsored field trip or outing.

Lost and Found

All belongings should be marked with the name and grade (Puff Paint works well). If something is lost, please check at the "Lost & Found" area located in the gym. After 30 days items with no label will be donated to the Good Will and labeled items will be returned to the parents.

Messages/Handouts/Flyers

Parents report to the office with messages for their children. They may not disturb the class. The office staff will do their best to get the messages delivered 15 minutes before dismissal. **Please try to keep messages to a minimum. No handouts or flyers are to be distributed to children without the explicit consent and approval of the Principal.**

Electronic Devices/Toys/Cell Phones

Radios / CD players / iPods / pagers / electronic devices may not be brought to school unless requested. These items will be confiscated and returned only to the parent. **The school will not be responsible for lost or misplaced items that have been confiscated from the student.**

Use of the Telephone

The school telephone is reserved for school business and student illness or emergencies only. During the school day, students may not use the office phone unless for a serious matter.

Dances and Mixed Parties

Party invitations may not be handed out at school unless they include the whole class. Class parties must be planned in conjunction with the teacher. Schools of the Archdiocese may not sponsor dances for elementary school pupils nor permit either directly or indirectly school dances under their auspices unless they are part of the school's dance program. Neither shall they permit dances for their students sponsored by others to take place on their premises. However, the school may sponsor or allow a well-planned party/dance on the school or parish premises at the end of the Eighth Grade to which all members of the graduating class are invited and for which the parents will help provide proper supervision. **We strongly recommend that parents neither give nor encourage sixth, seventh and eighth grade children to attend boy/girl parties.** Experience has confirmed (repeatedly) with wisdom this recommendation. Among other effects, which could be harmful to the children, this type of party anticipates a social situation that makes no allowances for the different rates of maturity among boys and girls. Failure of parents to accede to this request places an unreasonable burden on parents.

Cell Phone Policy

Students will be permitted to bring cell phones to school. **During the school day cell phones are to remain off and will be collected by the classroom teacher.** Cell phones must be used outside & after 3:00 PM. **Students attending Extended Care are to place their cell phones in their backpacks and may not use them again until after 6:00 PM.** If parents need to communicate with their child during the school day, we require that the parent call the school. Students using their cell phones during school hours will receive a detention, a loss of free dress privileges or any other consequence that the teacher or administrator deems appropriate. Cell phones must be clearly labeled with the student's name and grade. The school will not be responsible for how the cell phone is used or whom your child calls after school hours. Your child's safety is very important to us. We understand that being able to communicate with your child after school hours is a concern for some parents. Your cooperation in helping us enforce this policy is also very important.

Laptops & PDA's

Students may and are encouraged to bring their own laptops and/or PDA's to school. In order for students to have full access to the school's wireless network, the laptops should have wireless capability. Windows or Macintosh platforms are both supported. The school will not be responsible for any damaged, lost or stolen laptop or device that a student brings to school.

Gifts

Students should not exchange gifts individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Parties

Students are permitted three class parties a year (at the Teacher's discretion). Room parents may assist the classroom teacher with these three parties. We request that birthday treats be already prepared into individual servings.

GENERAL CURRICULUM

The Archdiocesan curriculum guidelines, consistent with the State of California guidelines and National standards are followed for teaching of all secular subject areas. St. John School offers students opportunities for growth in the following major areas:

Religion

Catholic doctrine and tradition, Bible Study, Social Justice and the preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical services are held each month for the entire school community.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills and Appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra and Algebra I.

Physical Education

Physical fitness programs appropriate for each grade.

Social Studies

History, Geography, Economics, California History and Current Events

Science

General Sciences and Laboratory Experiences.

Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive using the D'Nealian handwriting method.

Fine Arts

Music, Visual Arts, Art, **Performing Arts: Choral, Dance & Shakespeare.**

Foreign Language

Spanish is offered twice a week.

Computer Literacy

Integration within Curricular Subjects.

Progress Reports

Progress reports will be given mid-way between each nine week grading period.

Report Cards

Report cards are important for communication. Report cards will be given four (4) times during the academic school year or every nine (9) weeks.

Library

The normal checkout period is one week and books may be renewed for an additional week. Any child who has not returned his/her book by the due date forfeits his/her privilege for another book and is fined. Library notices are sent home; lost or damaged books must be paid for.

Homework

Homework is given for these reasons:

1. To reinforce daily learning;
2. To foster self-discipline in the student;
3. To provide enrichment;
4. To keep parents informed of school work.

Homework is given at the discretion of the teacher and as the needs of the students indicates. If a child is chronically missing homework, a parent-teacher conference is required.

Suggested time allotments:

Kinder thru 3 rd Grade	20 – 30 minutes
4 th Grade	35 – 45 minutes
5 th and 6 th Grade	45 – 60 minutes
7 th and 8 th Grade	60 – 90 minutes

Written homework is usually not assigned on weekends or other holiday periods unless make-up work or long range assignments are required. However, it is up to the discretion of each teacher to set his/her own homework policy.

Textbooks

Children are expected to keep all books covered neatly. Children are responsible for the set of textbooks assigned to them. If they write in a textbook or deface it in any way, they will be expected to replace it before the end of the school year.

Educational Tips

We believe there is educational value in visiting places of interest in our area. Field trips offer children the opportunity to learn from first-hand experiences. The parents, students and teachers share the responsibility for these trips. The teacher plans with the class, helps the children carry out their plans as well as help the class summarize and evaluate the visit. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Students who do not have their parent's permission to participate in the field trip are expected to attend school that day. A permission slip must be on file at the school by the day of the field trip.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** A fax does not take the place of an original signature.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. Students who are participating in the field trip must ride in the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

Educational Experiences

At times, outside groups are invited to share their expertise on site with the children.

Retreats: The 2nd and 3rd grade attends a retreat. This is seen as an opportunity to explore issues of God, self and relationships in another context and environment. In addition, one-day retreats may be scheduled for 6th and 7th grade.

School Performances: The school will have Theatrical Performances sometime in the fall & spring. These performances will be in the Gym between January and May.

Cultural Days: The school provides the students with a wonderful opportunity to celebrate the diversity of the student body by celebrating the diversity of cultures on a monthly basis.

Physical Education & Music: P.E. and Music are considered academic classes with goals and objectives. If a student is unable to participate in regular P.E. or Music activities, a note must be brought from the parent and/or doctor.

Student Activities

Altar Servers: Students in grades 5 – 8 may be involved in the parish altar server program. A member of the parish staff moderates this activity.

Sports Program: The school sports program is organized and supported by parents volunteers and C.Y.O. (Catholic Youth Organization). Any child enrolled in the school is eligible to play on teams, which are organized by grades. Athletes **must have a C average** in each subject for the previous semester and they must have any appropriate marks in effort and conduct. Students with a 4 in conduct will not be able to play.

Student Council: The Student Council is active in planning assemblies, service activities, liturgies and other student experiences. Elections for these offices are held in the spring. Candidates for the Student Council **must have a C average** in each subject for the previous three quarters and they must have any appropriate marks in effort and conduct. Once elected, the students must maintain the same academic, effort and conduct grades in order to remain in office.

Yearbook: Each year the students publish a yearbook. This yearbook contains pictures and descriptions of activities of all grades throughout the school year. It may be purchased through the school office. Photographs are taken for public relations purposes such as the Yearbook, the web site and the school brochure. **If you do not wish your picture or your child's picture to be used, please notify the office in writing by the end of the 1st week of school.**

GRADING & ACADEMIC INFORMATION

Report Cards

Report Cards are provided at the end of each quarter for grades K – 8. If a student is absent 10 or more in a semester, no grades will be issued that semester. Progress Reports are sent home midway through each semester for each student in grades K – 8 and must be signed and returned.

The grading code is as follows:

Kindergarten • First Grade • Second Grade

O = Outstanding S = Satisfactory/Successful

N = Needs Growth in this area/Needs Improvement

Third Grade through Eighth Grade

A = 96 – 100%	C = 74 – 80%
A- = 93 – 95%	C- = 70 – 73%
B+ = 91 – 92%	D+ = 67 – 69%
B = 87 – 90%	D = 63 – 66%
B- = 84 – 86%	D- = 60 – 62%
C+ = 81 – 83%	F = 59 - %

The grading for Handwriting/Homework/Effort/Conduct/Study Skills/ Personal Growth:

+ = Area of Strength - = Needs Improvement/Not Assessed

Grading Scale Understanding

A = 93 – 100

For grade A, the student must meet the following requirements for grades C and B listed, plus the following:

- Show originality and imagination
- Read critically
- Make valuable contributions to class discussions
- Do independent work of outstanding quality
- Apply facts and principles to new situations

B = 84 – 92

For grade B, the student must meet requirements for grade C listed, plus the following:

- Read with various speeds and techniques according to type and material
- Express ideas clearly in good English, in speaking and writing
- Learn thoroughly all the essential facts and principles

C = 70 – 83

The average student does work of C grade. For a mark of C, the student must meet the following requirements:

- Be regular in attendance
- Finish assignments on time
- Read with understanding, increasing both his/her general vocabulary and the special vocabulary of the subject
- Write legibly! Spell correctly!
- Learn the essential facts and principles of the subject
- Try conscientiously to do each assignment
- Listen attentively and contribute to classroom discussion

D = 60 – 69

The D grade indicates that the student fails to do satisfactory work for one or more of the following reasons:

- He/she is unprepared for this level of the subject
- He/she does not try enough to meet the requirements for the C grade
- His/her attendance is so irregular that he/she does not learn enough from the class work
- He/she learns only enough to make repetition on the subject unprofitable

F = 59

The F indicates that the student fails to meet the requirements of the course because:

- The student does not try to do assignments
- The student wastes time
- The student's attendance is very irregular and he/she makes no effort to make up the work he/she missed

Graduation Requirements

Students graduating from St. John School must complete all academic requirements in every curriculum area. Students must achieve at least a 70% cumulative average or nothing below a 1.75 GPA. Students must also complete their service requirement of 30 hours during the course of their 8th grade year.

Progress Reports

Progress Reports are sent home in grades K – 8 four times during the school year in the middle of each quarter. These reports commend the students for the achievement being made or point out areas of weakness so that parents will be alerted to the student's progress before report cards are distributed. This allows time for some improvement before grades are issued.

Report Cards

The report card serves as a medium for the teachers in providing the parents with an evaluation of the child's development in all subject areas as well as personal growth. Report cards are issued quarterly (approximately every 9 weeks). These are to be signed and returned to school within the week. If a child is absent 15 days or more in a quarter, he/she may not receive a report card for that period, unless special arrangements have been made to insure that academic requirements are met.

Missing Work/Tests

Upon returning to school, it is the student's responsibility in Grades 3 – 8 to contact the teacher(s) regarding make-up work. It is the parent's responsibility in Grades K – 2 to contact the teacher regarding make-up work. NOTE: Each teacher has a make-up policy with regards to daily work, homework and missed tests. Teachers are not required to provide work before a child leaves on an unexcused absence. If you choose to request work for your child, please telephone the school office **before noon. Work will be available after 3:15 PM the day you request work.** Any request received after 12:00 PM will not be available until the next day. A phone call to the office is the procedure that should be followed. NOTE: If a child has more than one teacher, please request work from each teacher.

Honor Roll Program (Grd. 1 – 8)

Students will be recognized on the "Honor Roll" every report card period. We have four report card periods in the school year. Any student in Grades 1 – 8 is eligible for the academic Honor Roll each quarter he/she maintains outstanding grades in all major academic areas.

Those students in Grades 1 – 8 who have achieved a B grade in the following: Religion, Reading, English, Spelling, Math, Science, Social Studies and P.E. will be placed on Honor Roll. This also includes nothing below a 2 in conduct, etc. Students who have achieved an A or A- grade in the same subjects will earn "Excellence". Students in Grades 1 – 2 must achieve O = Outstanding in the same subjects.

A grade of "D" or "F" in any area and/or school suspension disqualifies the student.

Academic, Most Improved, Perfect Attendance and Service is awarded on a quarterly basis. Perfect Attendance for the year is cumulative and is awarded at the final Awards Assembly. Perfect Attendance is for the student who has neither been absent or tardy.

Serviam

Serviam is the highest award earned by a graduating student of St. John School. It represents the wholehearted service to God, country, neighbor and school expected of every St. John School student. Students who receive this award best exemplify the virtues of courtesy, loyalty and courage within our school community.

Probation

One of the goals of St. John School is to ensure that each student does well in school. At times it may be necessary to place a student on probation for a specific period of time. The requirements of probation will be discussed and determined at a conference with the Principal, teachers, parents and student. The normal probation period will be one quarter.

Academic Probation

A student may be placed on academic probation if the student has two 4's or 5's in effort as well as D's and F's in core subjects – religion, language arts, math, social studies or science.

Retention Policy

If a student proves by his or her work that he or she is unable to master the curriculum for a given year by achieving average grades, the administration and teacher will recommend retention. In general, a student must maintain at least a 1.0 cumulative grade point average to advance to the next grade. This will be discussed with the parents. The Principal reserves the right to make final decisions regarding grade placement.

Terms of Probation or Academic Discipline

At the end of the probation period the student's progress and/or conduct will be reviewed by the Principal and teachers. If sufficient progress has been made, the probation will be terminated. If there is insufficient, the student will remain on probation. A conference will be scheduled with the Principal, the teachers, parents and student to discuss further terms or probation. **Ordinarily, participation in school sponsored extra-curricular activities will be restricted during the second probation period.** If there are still difficulties after the second probation period, the Principal, together with the teachers and parents, will determine whether or not the academic learning environment of St. John School is appropriate for the student.

Disciplinary Probation

A student may be placed on disciplinary probation by the Principal and teacher. To be placed on disciplinary probation, the student must have consistently violated school standards of conduct or committed an offense of a serious nature or have two 4's or 5's in conduct.

Testing Program

Children in Grades 2 – 8 are annually given the Iowa Test Basic Skills during September/October. This test provides valuable information about your child's ability and progress over the past year. In order for the results to be accurate and a true measure of your child's performance, it is essential that he/she be in attendance for all testing days. Please refrain from scheduling doctor/dentist appointments during the school day.

Textbooks & Equipment

Textbooks are rented by the students and must be handled with care. **They are to be covered at all times.** Students are responsible for care of the books throughout the year and will be charged for loss or damage. Computer equipment/software is available for student use, but must be replaced if lost or damaged.

Student Records

Student records are maintained by the school and are available for inspection by the student's parent/guardian in the presence of the teacher or principal. Records may not be removed from the school grounds. Request to review records must be made with at least 24-hour notice. The students' official file possesses academic transcripts, Standardized Testing records, health records and emergency information. All counseling, special testing and discipline records are kept in a separate file.

Student Activities/Sports Program

Students in Grades 3 – 8 who maintain at least a “C” average in core subjects, including conduct and effort, may participate in organized sports under the direction of the Athletic Director. Any child receiving an “F” in a core subject will not be allowed to play regardless of average. A “4” (unsatisfactory) in conduct and/or effort will also keep a child off the team. Each child who participates in the program is charged an annual participation fee and will be required to sign an athletic contract. The Athletic Director will be responsible for collecting these items. The same behavior policies that are in effect at school are to be exemplified when our students participate in sports. Parents must also reflect these attitudes when in attendance at games. Any child absent from school may not attend practices or play in any game on the same day.

Outside Sport Leagues

Children may participate in outside sport leagues but must be signed up individually by the parent. The school may not be used as a place to recruit children for leagues outside of C.Y.O/P.A.L. The school takes no responsibility for participation in outside leagues, assumes no liability for injury and does not endorse or otherwise sponsor outside leagues with the school name of “St. John School”. No parent, coach or outside organization may use our school name without the expressed, written and explicit consent of the Principal.

SAFETY & HEALTH

Emergency/Fire/Earthquake Procedures

Monthly emergency drills are held during school time. It is important that students remain quiet and move to the appropriate safe places during each drill. For the safety of all during a real emergency, the following procedure will be adhered to:

- The safety to all is of paramount importance. All actions will be for the well being of students, faculty and staff.
- Under no circumstance shall a child be released from the custody of school personnel until it can be done with safety. In case of widespread destruction such as downed power lines and damaged buildings, children will be retained in school until called for by an authorized adult.
- If evacuation is necessary, it will be conducted by Civil Defense. Updates information on student relocation will be available over local radio stations. If additional information is required, contact the Emergency Operations Center at City Hall.

Accident Insurance

Students are covered by the Student Accident School Time Insurance Program (North American Life and Casualty Co.) through the Archdiocese of San Francisco and the Myers-Stevens Co., Inc., 155 Montgomery Street, San Francisco, CA 94104. Should an insurance claim be necessary, parents are asked to come to or call the school office for a claim form within 3 days of the accident. The policy covers injuries received going to or coming from school-sponsored activities. Only 90 days are allowed after the date of the loss to complete an initial claim. When private cars are used for field trips, drivers must provide the school with a copy of their current driver's license and current proof of insurance (the diocese requires \$100,000 liability per person, \$300,000 per accident). All passengers must wear seat belts.

Schoolyard Safety

Before School/After School

Supervision on the schoolyard begins each morning at 7:30 AM. Any child left at school before 7:30 AM must be placed in Extended Care. Parents will be charged for drop-in services. **NO student may be left unattended by a parent before 7:30 AM. After 3:15 PM, the same policy is in effect. NO child should be left unsupervised on school property.** The office *does not* substitute. NO child should be in the Office past 3:15. They must report to Extended Care. Requests for children to remain inside at recess or lunchtime should NOT be made. If a child is not well enough to go outside, he/she should not be in school. There is no supervision inside the school during recess and lunchtime. The same principle applies to walking to Church. If your child cannot walk to church, a note must be provided. Your child will then stay at school to complete an assignment. If it is absolutely necessary for a child to stay in at recess or lunch, please send a note to the Office.

Drop-off/Pick-up

Our Safety Patrol guards are on duty before and after school for your child's protection. We ask that you and your child respect and obey their directions and the following traffic rules:

1. All students and adults cross intersections with our safety patrol guards. In the morning all children should be dropped off in the yard or at the Gym entrance on Burnside Street – NOT the office door. All students are to report to the assembly sitting area. (NO recreational activity will be permitted)
2. Parents will please be prompt at dismissal time. Pick-up is to be done on the playground or on Burnside Street – NOT the office door. Children left on the school grounds after 3:15 PM will be brought to the Extended Care and will be charged for day care services.
3. **No double parking on Chenery Street.** No child will be able to enter or exit the school on Chenery Street.

Health Records

California Law SB 942 requires all children less than 18 years age to meet the following immunization requirements at the time of their first admission to any school in California:

- Pupils have been immunized against Polio by means of 3 inoculations of Salk-type vaccine, or by means of oral vaccine Types I, II and III.
- Pupils who have received at least one inoculation of Salk-type vaccine or at least one type of oral vaccine, measles, tetanus, diphtheria, pertussis.
- Rubella and mumps vaccine is required for Kindergarten students as of September 1980.
- Children entering Kindergarten must have a complete physical examination.
- A tuberculin Skin Test must be done in the United States within 1 year before their first admission to a school in San Francisco and every two years after.
- Immunization is not required for admission if a licensed physician certifies that the physical condition of the child makes it unsafe for immunization.
- Under the direction of the Health Department of the City and County of San Francisco, various services are provided to schools which apply for them and carry them out. Services include vision tests, hearing tests and scoliosis screening (7th and 8th). Parents are required to return referral forms from their own physicians to the school nurse.
- All students enrolled must have **up to date** physical examinations and immunization reports on file. This information must be provided at registration, as, by State law, children may not attend school without these reports.

Medications

If it is absolutely necessary to administer prescription medication during school hours, we must have following on the file in the school office:

- Signed statement from parent and physician.
- Name of medication.
- No medication, including aspirin, may be brought to school and ingested by a student unless it is cleared by the Office with written permission from the parent.
- This medication is administered by Office personnel only. NO other medication may be administered by school personnel or may be brought to school.

Screening Tests

Periodically, students will participate in the following health examinations under the direction of qualified technicians:

- Vision Screening
- Hearing Screening
- Scalp and Hair Checks

Illness

If a child becomes ill at school, or is injured, the office personnel will notify the parents of the chosen alternates. Please make sure your family emergency page is current and notify the school for any necessary changes. If parents or alternates cannot be contacted and school personnel judge that the child should be seen by a doctor, school personnel will contact the doctor listed on the emergency page and transport the child or dial 911 if so advised. If the injury is judged life threatening by school personnel, 911 will be called; then the parents will be notified.

AIDS Policy

The Archdiocese of San Francisco's School Department has issued guidelines on what procedures schools are to follow if a student, teacher or member of the staff is diagnosed with AIDS. The guidelines are based on recommendations of the Centers for Disease Control of the US Public Health Service and current understanding of the AIDS virus by scientific and public health experts. These guidelines are available from the Principal.

Lice Policy

1. If you detect lice at home, you must notify the school immediately.
2. Any student found with lice at school will be sent home immediately. If the parents cannot be reached, the child will study independently outside the classroom until picked up.
3. Parents will be given a packet of information to assist them in eradicating the problem. The school's Health Chairperson and a sensitive team of parents and staff will be available for consultation and support.

4. Nits must be removed before your child returns to school.
5. Any student sent home must be inspected at school before being allowed to return to class. Do not drop off your child and hope for the best.

Lice Procedure

1. Once during each quarter, and weekly during times of infestation, the head and hair of each child will be inspected for lice and nits by trained parent volunteers, teachers and staff.
2. Any time lice or nits are detected on children, a notice will be sent to parents of all children in that classroom.
3. The school will follow Archdiocesan procedures for special school cleaning during times of infestation.
4. Children may not wear hats to school unless permission is granted by the Principal.
5. Children are not to share any head coverings.

Child Abuse

In accordance with Diocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. If alleged abuse is suspected, law officers may speak to the student on school premises without parental permission.

Sexual Harassment

In 1992 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996 a supplement to that policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin,

physical ability or gender. Harassment of any student by any other student is and of itself prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, sustained acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school. A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student-to-student harassment, is available in the Principal's Office.

STUDENT DISCIPLINE & SCHOOL RULES

Respect, responsibility and reverence for each other are imperative to create an atmosphere where optimal learning/growing can take place. The following are guidelines for this atmosphere:

- Each student will recognize, accept and support other students' learning styles and differences.
- Each student is to be courteous and respectful at all times and to every person.
- Each student is to observe rules of safety in the school yard and building – bikes, skateboards, roller blades, razor-type scooters and like play equipment may not be used on school premises on school days. **Toys or Trading Cards are not to be brought to school.**
- **Students are not allowed to bring to school** or have on their possession any electronic devices, such as: iPods, CD players, Nintendo DS, pagers, games, radios or the like.
- Any device or item that the teacher or administration deem inappropriate to have at school will be kept in the office, until returned to the parent and are not to return to school.
- Students are to be respectful of other students' need for quiet in order to study.
- Students must walk single-file inside the school building at all times. Running or sliding down the stair railings is never allowed.
- The **school uniform** is to be worn except on non-uniform days. All clothing worn to school should be clean, mended and appropriate for school wear.
- Students are to be on time for morning assembly. "Excessive tardiness" (3 tardies) may result in detention or may result in suspension.

- Students are to remain on school premises from arrival time until dismissal time unless written permission from the parents has been received at the office.
- Before the end of recess children are encouraged to use the bathroom and get water. When the ending recess bell rings, students are to walk to their respective lines. Students are to quietly enter the building after recesses, one class at a time.
- Fifteen minutes after dismissal, students will be checked into Extended Care or have to leave to campus, unless there is a CYO practice scheduled.
- No school sports equipment may be taken out to the yard before or after school.
- Students will work quietly in our classrooms so they don't disturb the concentration of others.
- Students will control their anger so no one is hurt.
- Students will respect the safety of other by walking throughout the school building.
- Students will practice good manners when talking and working.
- Students will show courtesy to others by not interrupting.
- Students will follow good nutritional and dental habits. Therefore, there is no gum or candy allowed.
- Students will come to school dressed according to the approved uniform code.
- Students will come to school with complete homework assignments.
- Students will be good citizens by obeying all civic laws.
- Students will under no circumstances use inappropriate language or engage in abusive teasing.
- Students will come directly to school by 8:00 AM and will leave school grounds immediately after classes are dismissed.
- Students will be allowed to represent St. John School in extra-curricular school activities when their academic performance and social behavior is satisfactory.
- Students will remember that in our neighborhood, we represent St. John School. People living and working in the area immediately around the school are especially deserving of courtesy and respect from all St. John School's students. This courtesy is shown by not littering the streets and sidewalks, not sitting on their steps and not congregating in front of their hoes. Respect is demonstrated by the manner in which students speak to neighbors and by not creating noise and disturbances for them.
- **Any violation of the code of conduct outside of the school premises or outside of school hours may result in detention, suspension up to and including expulsion, if the violation of the code of conduct reflects negatively on St. John School.**

If the above behavior policies are not adhered to, the following will result: Infraction Slips/Conduct Referrals/Detention or Suspension – These will be issued for violations of the behavior policies. Three conduct referrals or infraction slips will result in after school detention, a phone call to parents and possible denial of participation in school activities (this would be at the discretion of the teacher).

DETENTION

Violations of the behavior/uniform policy can result in immediate detention without first receiving a conduct referral or infraction slip. (This is at the discretion of the teacher). Three detentions will result in an immediate parent-teacher conference.

In-School Suspension – The student is sent out of class to complete assignments for a portion of or a complete day. Parents will be notified.

Out-of-School Suspension – If no improvement is shown, the student will not be permitted to attend classes or school functions, but is responsible for class work missed. The time will be spent at home.

STUDENT/PARENT CONDUCT

Code of Christian Conduct Covering Students and Parents/Guardians

Following is the code that all students and parents/guardians and school officials will follow: The students' interest in receiving a quality, morally based education can be served if students, parents/guardians and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child. It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school. These Christian principles further include, but are not limited to, the following: Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. These expectations for students and

parents/guardians include, but are not limited to, all school-sponsored programs, events (e.g.: extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g.: suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

DISCIPLINE POLICY

The following actions will not be tolerated at St. John School:

- Talking back to any teacher, staff person or substitutes.
- Fighting – especially that which inflicts violence on one or more persons.
- Use of bad language: swearing
- Incurable or disruptive behavior, which impedes the progress of the rest of the class.
- Habitual or persistent violation of school rules.
- Graffiti of any kind – or damage or destruction of school property.
- Possession of guns, weapons or sharp objects, matches or lighters detrimental to the health and safety of St. John School's students.
- Use, sale, distribution or possession of narcotics or alcoholic beverages. Possession or use of cigarettes results in immediate suspension.
- Conduct inside or outside of school that would be considered detrimental to the school's reputation.

Consequences of the above are:

- In-School Suspension – Student is sent to the school office area to complete assignments for the remainder of the day. Parents are notified.
- Out-of School Suspension – A period of time in which the student is not permitted to attend classes or school functions, but is responsible for class work missed. This is time spent at home.
- Expulsion – Termination of student enrollment at St. John School. Recommendation to another school will not be made by the Administration.
- Home Study – A student accused of a serious wrong doing can be placed on a home-study program for an indefinite time period up to the end of school.

SUSPENSION POLICIES

The Principal or Pastor may suspend a student's attendance at school for a short period of time, though not for more than seven consecutive days or until an investigation is complete.

Student suspensions may occur for the following reasons:

- Leaving school premises without permission
- Disrespectful conduct toward teachers or other adults
- Repeated failure to observe school rules or academic expectations
- Serious misconduct as determined by the Principal/Pastor
- Any of the actions listed in the previous section above

At the Principal's discretion, an **"in-house suspension"** may be incurred. The student would be suspended from regular school activity but would remain under supervision on the school premises.

EXPULSION POLICIES

Expulsion is an extreme but sometimes necessary measure for the best interest of a student and for the common good. Prior to expulsion the Principal will have scheduled a consultation with the Pastor and/or Superintendent of Schools. Consultation with the Diocesan lawyer may also occur.

Reasons For Expulsion

The following offenses, including but not limited to, committed by students whole under the jurisdiction of the school are subject to expulsion:

- Continued disobedience/consistent violation of school rules
- Bullying and causing harm (physical and/or emotional) to other students
- Open, persistent defiance of the authority of any school employee
- Habitual profanity or vulgarity
- Smoking or having tobacco
- Use, sale, distribution or possession of any alcoholic beverage or drug on or near the school premises
- Habitual truancy
- Assault or battery, or any threat of force or violence directed toward any school personnel or student
- Possession and/or assault with a deadly weapon ad/or any object which can be used to cause harm to another
- Non-compliance with academic requirements as established by staff and administration
- **Uncooperative attitude and/or non-compliance of the Code of Conduct and financial obligations of parents**

- Parents who are destructive to the reputation of the school by publishing negative comments of the school, the faculty and or administration on the internet or through the use of electronic transmission

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation by the Principal. To be placed on disciplinary probation, the student must have consistently violated school standards of conduct or committed an offense of a serious nature or have two 4's in conduct. Probation may include home-schooling of a student indefinitely.

GRIEVANCE PROCEDURES

Should a parent have a grievance about or with a Teacher, the following procedure must be followed:

- If a Parent has any grievance with or about a Teacher, the Parent must first discuss the complaint with the teacher involved. This discussion shall take place with all parties present and never over the telephone.
- Should the matter not be resolved to the satisfaction of the Parent(s) or Teacher, a "written notice" of complaint shall be forwarded within a reasonable length of time by the Parent(s) or Teacher to the Principal with a copy to all parties involved. This written notice should state that the Parent(s) met with the designated Teacher and should also state the specific date and time of the set meeting. A brief summary of the conference and outcome should be stated in this written notice.
- After review by the Principal, the Principal and Teacher shall review and discuss the complaint at hand. A meeting shall then be scheduled between the Parent(s), the Principal and the Teacher to discuss the grievance.
- If there is a need to confer with the Pastor on any unresolved issue, the Principal shall notify the Pastor and/or Principal shall notify the Superintendent for any possible intervention

If a Parent does not follow the procedure stated above, the administration will not hear the complaint. The Parent and the Principal will be advised to follow the established procedure. Parents are to refrain from speaking about any teacher, staff, administrator, student or other parent in a manner that violates the Christian Code of Conduct. Spreading gossip about a situation resulting from a grievance is harmful to the Christian community of the school. Parents who maliciously spread rumors or purposefully malign the character or professionalism of the faculty or staff will be asked to leave the school. The use of e-mail, blogs or other public forms of communication to negatively characterize the faculty, staff, administration or school population will be asked to leave the school as well. The playground should never be the place for gossip or the spreading of rumors.

DISCIPLINE CODE

SCS = School Community Service

ISS = In School Suspension

Type of Violation	First Violation	Second Violation	Third Violation
Caused, attempted to Cause/threaten physical Injury to another person (battery, ganging up on another, hazing/initiation). Student identified as the aggressor will receive greater penalties.	2 – 5 days SCS or ISS Police notification Suspension	2 – 5 days ISS or home suspension	Min. 5 days home suspension Probation Removal from school
Willfully used force or violence upon the person of another	2 – 5 days SCS or ISS Police notification	2 – 5 days ISS or home suspension	Min. 5 days home suspension Probation
Possessed, sold or furnished firearm, explosive, dangerous object or flammable material (including matches)	Police notification, suspension (1 – 5 days ISS or home) Expulsion recommended Possible arrest Social restriction		
Possessed, used, sold, furnished or under the influence of a controlled substance, alcoholic beverage or intoxicant	Police notification, suspension (1 – 5 days ISS or home) Expulsion recommended Possible arrest Social restriction		
Offered or arranged/ negotiated to sell a controlled substance, then sold/delivered and/ or furnished a substance in lieu of a controlled substance.	Police notification, suspension (1 – 5 days ISS or home) Expulsion recommended Possible arrest Social restriction		
Sexual Harassment	1 – 3 days SCS, ISS or home suspension Police notification Social restriction	1 – 5 days ISS or home suspension Police notification May recommend Expulsion	Home suspension Recommended expulsion
Hostile educational environment	1 – 3 days SCS, ISS or home suspension	3 – 5 days ISS or home suspension	5 days home suspension
Hate violence	1 – 3 days SCS, ISS or home suspension Possible police notification Social restriction	3 – 5 days ISS or home suspension May recommend expulsion	Home suspension Recommended expulsion
Being in an unauthorized area	Warning (verbal/written)	1 – 2 days SCS or ISS	2 – 5 days ISS

Class disruption	Teacher consequence Parent notification SCS	1 – 3 days ISS Social restriction	2 – 5 days ISS or home suspension
Type of Violation	First Violation	Second Violation	Third Violation
Failure to report to the office	SCS	ISS/home suspension	ISS/home suspension
Littering	Warning: respond to staff request to pick up litter	SCS/Cleanup	2 – 5 days ISS
Cheating/plagiarism Academic dishonesty	Teacher consequence, SCS Parent notification	1 – 3 days ISS Social restriction	2 – 5 days ISS Home suspension
Profanity/vulgarity Toward a school employee	1 – 3 days home suspension Social restriction	Home suspension May recommend expulsion	Home suspension Recommend expulsion
Not being in proper uniform According to uniform code	Verbal warning Loss of free dress privilege	SCS Parent notification Detention	2 days SCS / ISS Parent notified bring in uniform
Forgery	1 day SCS or ISS Social restriction	2 days ISS	3 days ISS Parent conference
Prohibited Articles: (pagers, walkmans, iPods, electronic signaling devices, laser pointers, pepper spray)	Confiscation Parent must claim SCS	Police notification ISS	Home suspension
Caused or attempted to cause damage to private or school property / equipment (graffiti)	SCS, ISS	1 – 5 days ISS	Home suspension
Stole or attempted to steal private or school property; extortion	Police notification, suspension, (1 – 5 days SCS, ISS or home) expulsion recommended, possible arrest. Social restriction		
Received stolen property	SCS or ISS Police report	3 – 5 days ISS or home suspension Police report	Home suspension Recommended expulsion Police report
Unauthorized pulling of fire alarm	Police/Fire department notification ISS/home suspension Possible citation		
Possessed or used tobacco And/or paraphernalia	1 – 5 days ISS or home suspension Social restriction Cessation class Police citation	3 – 5 days ISS or home suspension Cessation class Police citation	5 days home suspension Cessation class May recommend expulsion
Committed an obscene act, engaged in habitual	1 – 3 days SCS or ISS	1 – 5 days ISS or home suspension	Home suspension

Type of Violation	First Violation	Second Violation	Third Violation
profanity/vulgarity, displayed obscene material or sold/purchased same Offered, arranged or Negotiated to sell, or possessed any drug paraphernalia	Parent notified 1 – 5 days ISS or home suspension Social restriction May recommend expulsion	Parent conference Social restriction 3 – 5 days ISS Recommend expulsion	
Disrupted school activities, willfully denied school personnel in the performance of their duties	1 – 5 days of SCS or ISS Social restriction	3 – 5 days ISS or home suspension Parent conference	Home suspension Recommend expulsion
Imitation firearm or weapon possession	1 – 5 days SCS, ISS or home suspension May recommend expulsion Social restriction	1 – 5 days ISS or home suspension Recommend expulsion	
Assault & battery upon a school employee	Police notification, social restriction, expulsion recommended		
Gum/sunflower seeds; Eating in an unauthorized area	Teacher warning, SCS Parent notification	1 day ISS Clean up	2 – 5 days ISS Parent conference
Inappropriate dress	Warning Request to change Clothing	Parent notified, SCS or ISS	Home suspension Parent conference
Loitering/trespassing	Warning Incident recorded	Parent notified, SCS Police notification	Police notification
Inappropriate display of affection	Warning	1 – 3 days SCS or ISS Parent notified	2 – 5 days ISS Parent conference
Instigating fights or altercations among students	Depending on severity, warning, 1 – 5 days SCS, ISS Social restriction	1 – 5 days ISS	Automatic 5 day home suspension
Gambling	1 – 3 days SCS or ISS Parent notification	1 – 3 days ISS Social restriction	2 – 5 days home suspension
Field trip transport/ disruptive behavior	Parent warning 1 – 2 days SCS/ISS	2 – 3 days ISS Field trip privilege taken away	Loss of field trip privilege half or entire year
Failure to serve SCS/ISS	SCS/ISS doubled Parents notified Social restriction	SCS/ISS tripled Social restriction	Home suspension Social restriction
Profanity/Vulgarity	1 day SCS Parent notified	1 – 2 days SCS or ISS Parents notified	2 – 5 days ISS

PURPOSE OF ST. JOHN SCHOOL'S EXTENDED CARE PROGRAM

Dear Parents,

The following material is presented as an ongoing Handbook for the St. John School's Extended Care Program. We have tried to include all information considered important to your child's safety and for the basic operation of the program. As the year progresses, you too, may have some ideas which may be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.

As we continue to work together to build the Kingdom of God at St. John School, we depend on your support and cooperation. It is prayer that God will continue to abundantly bless each of you and your families.

St. John School's Extended Care Program

- Our Extended Day Care is available for any student enrolled in our school. It starts at 6:45 AM and then again after dismissal until 6:00 PM.
- Please telephone 415-584-8383 for more information.
- Billing is handled through the SCHOOL office.

Any child unsupervised on the school grounds before 6:45 AM or after 3:15 PM will automatically be placed in our Extended Care Program. See above for fees.

St. John School's Extended Care Program is designed to meet the needs of St. John School's families by offering before and after school care. The program operates from 6:45 AM – 8:00 AM and 3:15 PM – 6:00 PM each school day, 12:30 PM – 6:00 PM on minimum days and 2:30 PM – 6:00 PM on early dismissal days.

The program is planned by the Extended Care staff in conjunction with the administration of St. John School in order to create an atmosphere which will try to stimulate and challenge each child according to his/her abilities and unique patterns

of growth and development; foster a positive self image as well as provide for the safety of the child in a caring Christian environment.

This professionally operated program provides supervision, recreation and enrichment activities following the philosophy of St. John School. Arts and craft projects, science experiments, games and recreation and snack time are just a few of the activities planned. There is also time set aside for homework and tutorial help.

The Extended care Program is staffed by experienced and committed adult leaders who work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others would be realized.

Hopefully, the Extended Care children will progress in their ability to participate in and contribute to the life of the family, parish and community.

IMPORTANT PARENTAL RESPONSIBILITIES

EMERGENCIES / SAFETY

With the children's safety and well being in mind, it is MOST important that the parents fill out an Emergency Form and then adhere to the instructions given.

One of the most important regulations concerns the child leaving the premises of the Extended Care Program.

Parents or guardians should not take children from the schoolyard or other areas without notifying the Extended Care leader and signing the child out.

Extended Care Program personnel will not permit children to leave in taxis or other forms of transportation presumably sent by parents. If you intend to send a taxi for your child, you must notify Extended Care personnel in advance in writing or have a permanent request on file.

Parents or guardians should not send persons whose SIGNATURES are not on the Emergency Form to ask for release of children. For the child's safety, the release will not be granted.

Older children in the program who are allowed to walk home by themselves must have a written release form from the parents attached to their emergency form.

Children who are participating in the extra-curricular activities – sports, piano lessons, etc., will only be released to the adult/coach in charge; only with a parent's written consent on file. Coaches must return children to the Extended Care Program. In the event of any MAJOR DISASTER such as fire, earthquake, etc., the child will remain on the school grounds with the Extended Care Staff until he/she is picked up by a parent or other designated adult or family member.

An Emergency Form is maintained for each student enrolled in the Extended Care Program. It is EXTREMELY IMPORTANT that the staff be notified in case of any change of telephone number, address or person to contact in the event of any emergency.

ARRIVAL AND DEPARTURE PROCEDURES

Upon daily arrival and/or departure, each parent (or the adult the parent designates) MUST sign the child on and out of the program. Also, parents, we realize you had a long day at work or school, but please take the time to greet your child and take a special note of the treasures he/she made that day. Those few moments are very important. Your child spends many hours with us. It is essential that we work together for the benefit of your child.

ABSENCES

If a child is absent from the Extended Care Program for any reason, the parent is asked to telephone the Extended Care Program office that day.

If you know in advance that a child will be absent from the Program for an extended period of time, please notify the staff in writing.

IF A PARENT TAKES A CHILD FROM THE SCHOOL FOR ANY REASON, THE EXTENDED CARE PROGRAM MUST BE NOTIFIED THAT DAY.

TUITION FEES

The program is entirely financed by a yearly tuition charge paid in ten (10) monthly installments. Regular and prompt payment will assure the continuation of personnel and the provision of ample supplies, equipment and snacks.

The tuition fee charges is the full 180 schools and is payable in ten (10) monthly installments, each of which is due the first of the month. This charge covers the full cost of the Extended Care Program operations. If a parent or guardian fails to meet the Extended Care Program tuition payment, and does not make adequate arrangements with the Finance Manager, the child will not be allowed to continue in the program. A charge will be assessed for all returned checks. All St. John School tuition and registration fees must be current to enable acceptable into the St. John School's Extended Care Program.

Staff members are employed until 6:00 PM. It is common courtesy to respect the time of closure. A substantial fee of \$20.00 for every fifteen minute segment after 6:00 PM will be assessed for late pickups and is payable to the person on duty at that time. We know emergencies arise. Therefore, we suggest that if circumstances

make it impossible to pick up your child at the agreed upon time, please follow these steps:

- Telephone the Extended Care Program and report the nature of the emergency and expected time of arrival.
- Arrange for another adult to pick up your child.
- Inform the staff of the person's name and ask the adult to be prepared to offer identification. If possible the person should be on the Emergency Form.
- Please remember areas of parental responsibility are in the matters of prompt fee payment and prompt pick-up in the late afternoon.

EXPECTATIONS OF CHILDREN'S BEHAVIOR

As members of a Catholic Christian and caring community, the children respect the staff, each other and the material and environment provided. Extended Care Staff strive to encourage cooperative problem solving and verbalization of feelings. When a problem arises between children, they use the Conflict Resolution technique, which helps students to work out their problems through discussion.

Students enrolled must arrive at the program promptly and notify Extended Care staff of their whereabouts after school if delayed (for example, if the child is helping the teacher in the classroom, etc.). **THIS IS VERY IMPORTANT AS THE EXTENDED CARE IS ACCOUNTABLE FOR THE SAFETY OF THE CHILDREN.**

Never leave the building or grounds without permission of the staff in accordance with the order of a parent or guardian.

Respect the rights and property of staff, volunteers and fellow students.

NEVER willfully strike or hurt another student, Physical and verbal abuse will not be tolerated.

ILLNESS OR ACCIDENT

Please refer to your Parent Handbook as to procedures for illness or injury. It is important to note the section regarding medication during school hours. All information and requirements will be observed by the Extended Care Program. Parents will be expected to make provisions for taking sick children home. State law requires that children with a fever or a contagious disease be removed from the Extended Care site. The Extended Care Program does not have facilities or transportation of children. If your child has a particular medical problem such as asthma, diabetes or allergies, especially food allergies, please note this on the Emergency Form.

BIRTHDAYS

We will be glad to celebrate your child's birthday. However, we prefer to keep it simple and inexpensive. Birthday gifts: You may wish to present your child with a birthday gift such as a book, puzzle, game or toy that can be shared with other

Extended Care students during the school year. Once a month, we have a birthday celebration in Extended Care celebrating all the birthdays for the month. If parents desire they may send a treat for everyone.

SPECIAL EVENTS

Of course, we will celebrate the various holidays and holy days as the year progresses. The staff would welcome a meeting with any parent who would like to suggest further celebrations or special activities – perhaps your child’s birthday party; an idea for a special visit to the Extended Care Program center by a ventriloquist friend of yours, etc. Your ideas and suggestions are most welcome.

HOMEWORK

We try to provide an environment for students to do their homework. The amount of time scheduled for doing homework is based on the average homework time allotment required by the school (See section of St. John School’s Handbook). However, if the child fails to complete class work, this is added with the regular homework assignment. We must encourage the children to develop a sense of responsibility and self-discipline regarding homework assignments since we rely on them to keep us informed daily. We do not assume the responsibility of seeing that the child completes his/her homework completely, though adequate time is usually provided.

NUTRITION

An after school snack is provided daily. This may consist of a cup of juice or milk and nutritious snacks. In the morning, breakfast is not provided. However, please tell the morning leader if your child is bringing a morning snack or has not eaten yet.

NEWSLETTERS

We will send regular newsletters to keep you updated on the Extended Care Program, its activities, needs and concerns.

MONTHLY CALENDAR

A monthly calendar of activities will be sent home the last week of every month. We suggest you refer to it for art projects and the activities in which your child will be involved.

PARENT’S INVOLVEMENT

We welcome your input on the Extended Care Program. Please feel free to voice your concerns, suggestions, criticisms and praise. This program is yours and your child’s and it is your duty to make sure that it is suiting your needs.

PARENTS' MEETING AND BULLETIN BOARD

Parents' meetings will be scheduled as needed. Important notices, messages, articles, etc., are placed on the bulletin board inside the Extended Care Room from time to time. Please read so that you will be informed.

GENERAL PROCEDURES

Clothing:

It is always a good idea to send a change of clothes for your child. Many of the projects we do are messy, a change of clothes helps to keep their uniforms clean. ALL CLOTHING SHOULD BE LABELED WITH YOUR CHILD'S NAME ON IT!

Toys and games from home:

We encourage children to leave their toys at home where it is safe. However, if your child wants to bring a toy from home, they need to understand it can get lost and must be shared. WE DO NOT ALLOW ANY TYPE OF TOY GUN OR WAR TOYS IN EXTENDED CARE! IF THEY ARE BROUGHT, A TEACHER MAY TAKE THEM AWAY FROM A CHILD AND SET THEM ASIDE FOR PARENTS OR GUARDIANS TO PICK UP! We also do not allow skateboards to be brought into Extended Care!

PARENT IN-SERVICE OPPORTUNITIES

- Painting
- Carpentry
- Volunteer in Extended Care
(helping with homework time, leading a project, etc.)
- Donations
(snacks, play equipment such as balls)
- Housekeeping
(maintenance of room)
- Computer assistance
- Networking
(organizing special guests or field trips)

TELEPHONE DIRECTORY

St. John School (office)

(415) 584-8383 ext. 118

Acceptable Use Policy for Technology – St. John School

The Student Acceptable Use Policy for St. John School's Technology

The St. John School's classrooms, libraries and offices are connected into a local area computer network. The school's computer network is linked to a Digital Subscriber Line (DSL). The school's network provides access to the Internet and other educational resources.

The Internet is a worldwide network of over 5 million computers. No individual or group runs the Internet; it is a collaborative effort of thousands of information providers: schools, governments, nonprofit groups, commercial organizations and private individuals.

The goal of this policy is to help maximize the benefits of these networks for our school and encourage responsible behavior, the while protecting students, staff and the community from potential harm.

Purpose

The purpose of the St. John School local network is to facilitate student growth in technology, communication and collaboration and for the exchange of information. Considerable time and dollars have been invested in the school network to offer this educational opportunity. Its use must support education, academic research and be consistent with the educational objectives of St. John School.

With access to computers and people all over the world comes the availability of material that may not be of educational value and, therefore, does not belong in the school setting. Use of the school's equipment, software and the Internet requires that each individual accept responsibility. The intent of this policy is to help students and parents understand their responsibility when using the school's technology. It is expected the users will comply with the Acceptable Use Policy ad all other policies deemed appropriate by St. John School when using school technology.

Security

The school will issue limited technology privileges to students. The extent in these privileges will depend upon:

1. Parents/guardians and students signing and returning of the Archdiocese Use Contract for St. John School's technology in a timely manner.
2. Compliance with the intent of this Acceptable Use Policy.
3. Network users are responsible for making backup copies of their files.
4. Network users are responsible for preventing viruses from entering their disks and from placing viruses on the district equipment.
5. Students must not reveal personal information such as names, addresses and phone numbers to anyone outside their building without permission from parents/guardians and/or teachers.
6. The school reserves the right to monitor students using St. John School's technology. Communications and information accessible via the network are subject to monitoring.

Standards

- A. Use of the network with permission and only under teacher/adult supervision.
- B. Use of the network for personal and private business is prohibited.
- C. Users shall not intentionally misrepresent others.
- D. Network users shall not disrupt or degrade the use of the network for others. Examples include, but are not limited to:
 1. Downloading large files.
 2. Shall not receive e-mail of any kind at school.
 3. Sending non-essential e-mail messages.
 4. Browsing or communicating online with no educational purpose.
 5. Allowing the buildup of electronic mail on the network system.
 6. Subscribing to news groups or list servers, sending chain letters, etc.
- E. Vandalism is prohibited. Examples of vandalism include, but are not limited to:
 1. Attempting to break through workstation or network security.
 2. Marking or damaging a furniture, software or equipment.
 3. Spillage of liquid or food on computer equipment (no food or drink is permitted within 6 feet of any equipment).
 4. Removal or disconnection of any part of a computer or network equipment.

- 5. Altering or destroying network or computer-based files.
- 6. Altering settings on equipment.

- F. Malicious use of the network is prohibited. Examples include, but are not limited to:
 - 1. Harassment of others.
 - 2. Attempting to infiltrate computer or computing systems, including hacking.
 - 3. Hate mail, discriminatory remarks or other anti-social behavior.
 - 4. The accessing or use of inappropriate language or graphics, including vulgarities and obscenities.
 - 5. Illegal copying of software or other breaking of the copyright laws.
 - 6. Transmission of material deemed by the school district as defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or encouraging the use of controlled substances is not permitted.
 - 7. Entering a virus into the network.
- G. Material downloaded from the Internet cannot be saved on district equipment without teacher approval.
- H. Student installation of software is prohibited.
- I. Only school district owned and licensed software may be used on district equipment.
- J. Re-posting of communications between users on the network without prior consent of the author is not permitted.

Consequences

St. John School reserves the right too terminate student network privileges at any time. Violating any guidelines listed in the Acceptable Use Policy, the Student Handbook, or the Student Code of Conduct will result in one of more of the following:

- 1. Restricted network access
- 2. Loss of network access
- 3. Disciplinary actions such as detentions or suspensions from school or
- 4. Action including, but not limited to, prosecution under state, federal or local laws.

Disclaimer

St. John School makes no warranties of any kind, express or implied, for this service being provided by their computers or networks. The school or its staff will not be liable for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries, and inappropriate files accessed or service interruptions. St. John School specifically denies any responsibility for the accuracy or quality of information obtained through the network services.

I, _____, *the Parent/Guardian*
 of the following students: *(Parent/Guardian Signature)*

I, _____ *Grade* _____
(student signature)

I, _____ *Grade* _____
(student signature)

I, _____ *Grade* _____
(student signature)

have read the above Acceptable Use Policy and understand that in order to access the School's Network/Computers I must agree to abide by all guidelines and standards. If I violate any guideline or standard I, or my child(ren) will lose their privilege to use the school's technology.

ST. JOHN SCHOOL'S ATHLETIC PROGRAM

PLAYERS CODE OF CONDUCT

THE DIRECTED GUIDELINES OF THIS **CODE OF CONDUCT** ARE DERIVED FROM THE PRINCIPLES SET FORTH BY **THE CATHOLIC YOUTH ORGANIZATION (CYO) & NATIONAL YOUTH SPORTS SAFETY FOUNDATION** WITH CONSIDERATION TO THE STANDARDS ETHICS AND PHILOSOPHIES ALREADY ESTABLISHED BY ST. JOHN SCHOOL'S COMMUNITY. ST. JOHN SCHOOL ENNCOURAGES ALL OF ITS STUDENTS, THEIR FAMILIES & FRIENDS TO DISPLAY SELF RESPECT, FAIR PLAY AND GOOD SPORTSMANSHIP AT ALL SPORTS EVENTS WHETHER OBSERVING OT PARTICIPATING.

THEREFORE, ALL PLAYERS ARE EXPECTED TO ABIDE BY THE FOLLOWING RULES AT ALL TIMES:

1. PLAYERS WILL LEARN THE RULES OF THE GAME AND THE POICIES OF THE LEAGUE THEY ARE PLAYING IN.
2. PLAYER OR PLAYER'S PARENT/GUARDIAN MUST **INFORM** THE COACH OF ANY PHYSICAL DISABILITY OR AILMENT THAT MAY AFFECT THE PLAYER'S ABILITY TO PARTICIPATE IN ANY GAME/PRACTICE OR MAY BE DETRIMENTAL TO THE SAFETY OF THE INDIVIDUAL OR GROUP.
3. PLAYERS WILL TREAT ALL COACHES, TEAMMATES, OPPONENTS, OFFICIALS AND SPECTATORS WITH RESPECT AND COURTESY, REGARDLESS OF RACE, CREED, COLOR, SEX OR ABILITY.
4. PLAYERS WILL ABIDE BY THE RULES SET BY THE COACHES.
5. PLAYERS WILL NOT USE UNFAIR OR BULLYING TACTICS ON ANYONE, WHICH INCLUDE VERBAL ABUSE, SPITTING, SHOVING, PUNCHING OR ANY PHYSICALLY AGGRESSIVE BEHAVIOR.
6. PLAYERS WILL NOT ENGAGE IN ANY GOSSIP ABOUT ANOTHER PLAYER OR ANY ADULT.
7. PLAYERS WILL NOT USE PROFANITY OR MAKE PROFANE GESTURES.
8. PLAYERS WILL NOT RIDICULE OTHER PLAYERS FOR MAKING A MISTAKE.
9. PLAYERS WILL NOT ENGAGE IN ALCOHOL, TOBACCO OR DRUG USE.
10. PLAYERS WILL **RESPECT** THE OFFICIALS AND THEIR AUTHORITY **AT ALL TIMES**.

AS A REPRESENTATIVE OF ST. JOHN SCHOOL, EACH TEAM PLAYER IS EXPECTED TO DEMONSTARTE SELF RESPECT, SELF CONTROL AND SHOW RESPECT AND COURTESY TOWARDS OTHERS. DISRESPECTFUL, INSOLENT, DISRUPTIVE AND UNRULY BEHAVIOR OF ANY NATURE WILL NOT BE TOLERATED.

ANY PLAYER FAILING TO ABIDE BY THESE RULES AND GUIDELINES WILL BE SUBJECTED TO DISCIPLINARY ACTION THAT COULD INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING:

- ◇ VERBAL WARNING BY THE COACH OR SCHOOL OFFICIAL
- ◇ WRITTEN WARNING BY THE COACH OR SCHOOL OFFICIAL
- ◇ SUSPENSION FROM PRACTICE AND LEAGUE GAMES
- ◇ PLAYER SEASON SUSPENSION

I AGREE TO ABIDE BY THESE RULES:

PLAYERS SIGNATURE: _____

I AGREE TO ABIDE BY THE FOLLOWING RULES FOR PARENTS:

- ◇ I WILL NEVER RIDICULE OR YELL AT MY CHILD OR ANY OTHER CHILD FOR MAKING A MISTAKE OR LOSING A COMPETITION.
- ◇ I WILL TEACH MY CHILD THAT DOING ONE'S BEST IS MORE IMPORTANT THAN WINNING.
- ◇ I WILL REMEMBER THAT ALL THE COACHES ARE VOLUNTEERS WHO HAVE GIVEN UP THEIR TIME FOR OUR CHILDREN MAKING TEAM SPORT A POSSIBILITY.
- ◇ I WILL CONDUCT MYSELF APPROPRIATELY AT ALL EVENTS, SERVING AS AN EXAMPLE TO MY CHILD AND ALL OUR CHILDREN.

DATE: _____ PARENT/GUARDIAN SIGNATURE: _____