

St. John School



Family Handbook 2011/2012

120 North 79th Street • Seattle, WA 98103

Parish Office: 206-782-2810
8:00am-4:00pm Mon-Friday
Fax: 206-782-0242

School Office: 206-783-0337

8:00am-4:00pm M-F
Fax: 206-706-2704
www.st-johnschool.org
administration@stjohnsea.org

Extended Day: 206-782-9915

7:00am-6:30pm M-F

ST. JOHN SCHOOL

MISSION STATEMENT

A ministry of St. John the Evangelist Parish

St. John School is a Christ-centered community, based on Gospel values, committed to academic excellence and moral development, and to preparing students for leadership and service to others.

PHILOSOPHY

St. John School is committed to

Providing an excellent Catholic School education based on

- † Gospel Values
- † Partnering with parents to educate their children
- † Fostering a life-long love of learning through excellent religious, academic, and co-curricular activities
- † Imparting to children the understanding that they are children of God

Keeping the school accessible in order to provide

- † The richness a diverse student and school community brings
- † Assistance for families with financial need
- † Reasonable accommodations for students with disabilities
- † A welcoming community to children and families who value a Catholic education, regardless of religious background
- † Student-centered curriculum and instruction based on unique learning styles

Empowering our children for leadership and service to the Church and society through

- † Active parent involvement and participation in the lives of our children
- † Stewardship of our time, talent, and treasure for the common good of Church, society, and the global community
- † Encouraging our youth to reach out to join and serve the larger community
- † Welcoming students and families of all faiths while maintaining our Catholic identity

HISTORY

On Sunday, September 4, 1923, St. John School in Seattle's Greenwood neighborhood was dedicated "to the service of God and country" by Bishop Edward O'Dea. Through the efforts of the parish founder and builder, the Rev. William Quigley, and other dedicated parishioners, the dream of a parish school was realized. St. John School was built to accommodate 400 students; 120 pupils were expected that first year. In fact, 220 students enrolled on opening day. The school opened under the direction of the Sisters of the Blessed Virgin Mary of Dubuque, Iowa. The first faculty consisted of Sister Mary Francis, principal, Sister Mary Coronata, Sister Mary Valesia, Sister Mary Saint Gabriel, and Sister Mary Justin. The Sisters lived on the school's third floor until March 1926, when the parish purchased a home for them in the community. Continued growth of the school brought more sisters to St. John School, which prompted construction of a convent, Quigley House, on 80th Street. As a result of increased enrollment, school facilities were expanded in 1949, 1952, and most recently, in 1993. Monsignor John Egan added the gym and Egan Hall on 79th Street across from the school in 1963.

SCHOOL WIDE LEARNING EXPECTATIONS

Christ Centered Students who

- Engage in the liturgical life of the Church
- Demonstrate knowledge of scripture, Church history, teachings, and traditions
- Apply Gospel values in daily life
- Demonstrate compassion, acceptance, and respect for others and for all of creation
- Make decisions based on Catholic moral and ethical teachings
- Develop a relationship with God

Responsible Citizens who

- Recognize and appreciate diversity
- Work cooperatively
- Demonstrate global awareness
- Serve a larger community
- Work for peace and justice

Life Long Learners who

- Meet or exceed curriculum standards
- Apply organizational and study skills
- Think critically, creatively, and independently
- Engage in a variety of learning modalities
- Communicate through the arts

Effective Communicators who

- Speak, read, and write with proficiency
- Listen actively and critically
- Use technology to construct knowledge and develop innovative products
- Develop and use conflict resolution skills

Empowered Individuals who

- Affirm a positive image in themselves and others
- Are emotionally aware, self-disciplined, and committed to a healthy lifestyle
- Embrace leadership roles in the Church and society

CURRICULUM

The school faculty oversees an ongoing process of curriculum development geared to mastery according to the capability of each child. The teaching methods used are varied, contemporary, and an outgrowth of sound learning theory. The curriculum is animated by teachers, students, and parents working together to bring meaningful learning experiences to children.

- *Through daily association with families and professionally qualified faculty visibly committed to a Christian lifestyle, this school provides opportunities for the student to develop a personal commitment to Gospel values.*
- *By developing basic educational skills, both in communication and reasoning, we provide the framework necessary for students to take their roles in society as intelligent decision-makers of the future.*
- *In making one aware of one's membership in a larger community, St. John's strives to develop each student's awareness of his/her responsibility to that larger group and the call for a personal pledge to justice and service within that framework.*

To accomplish this end St. John School provides an opportunity for education to any child who wishes to attend and who exhibits the desire to grow in this spirit. A concerted effort is made to attract students of all backgrounds from within the Parish as well as non-parishioners, and we commit to providing ways to make this opportunity accessible for all families.

SACRIFICIAL GIVING

Sacrificial giving calls us to live as disciples of the Lord being responsible stewards of the gifts God has given us. All members of the church have their own roles to play in carrying out the mission of Christ's Church. Parents are called to nurture their children in the light of faith. Parishioners are called to work in concrete ways to make their parishes true communities of faith and vibrant sources of service to the larger community. All Catholics are called to give generous support of time, money, prayer and personal service – according to their circumstance – to parish, archdiocese, and the universal church.

Specifically, the spirit of sacrificial giving asks that one's financial donation to the church be proportional to one's income.

- The Bible lists 10% as the ideal tithe. We suggest starting at 1% and slowly increasing over the years.
- One's donation to the church and other charities should come from the "first fruits" of one's resources, not from what's left over after paying all the other bills. Some families write a monthly check for the parish before paying the other bills. Other families write the four (sometimes five) weekly checks for the Church before paying the bills, and then set them aside for their weekly contribution.
- One's donation is given in a spirit of thanksgiving for what God has given you, and is done in the context of Sunday Mass. One's Sacrificial Giving donation is brought to the altar and is part of one's offering at Mass.

ORGANIZATIONAL MANAGEMENT OF THE SCHOOL

While the oversight for diocesan and parish educational management flows from the Archbishop to the Pastor as described in the Revised Code of Canon Law, this is done within a framework of collaboration with many individuals and consultative groups.

In a Parish school the decision making process moves from broad to specific actions with each level entrusted to a specific group or person. Pastor, Administration, Parish Pastoral Council, School Commission, Finance Council, Development Committee, Parent Association, Athletic Association and a number of other groups, all might take a role in formulating an end product.

Two distinct tiers of organization form the umbrella support for St. John the Evangelist Parish as a Roman Catholic faith community for the Greenwood/Phinney Ridge area:

- **Catholic Archdiocese of Seattle:** The district division for the Roman Catholic Church in Western Washington, stretching from Bellingham on the north to Vancouver in the south and from the Pacific Ocean eastward to the summit of the Cascade Mountains. The chief officer of the diocese is the Archbishop. The diocese was formally established on May 31, 1850. A division of the diocesan administration, the Catholic Schools Office, serves as the link to the local level in the areas of guidelines and consultation. This office is headed by the Vicar for Education, Superintendent of Schools.
- **North Seattle Deanery:** A subdivision of the Archdiocese with the primary intent to aid in regional planning. The North Seattle Deanery, of which St. John's is a part, represents the 16 parishes and 14 schools from the King County line south to approximately Elliott Bay.

If you desire a more complete description of Parish governance, contact the School office. You may also wish to study a number of different publications, among them, *You Are the Branches: Policy and Guidelines for Parish Consultative Structures*, available through the Parish office.

ACCREDITING AGENCIES

- **Northwest Accreditation Commission (NWAC)**
- **Western Catholic Educational Association (WCEA)**

ASSOCIATED BODIES

St. John School is connected to a number of other governing, leadership and advisory bodies. Included in these are:

- **National Catholic Educational Association (NCEA)**
- **Washington State Catholic Conference (WSCC)**
- **Washington Federation of Independent Schools (WFIS)**
- **National Middle School Association (NMSA)**
- **Office of the Superintendent of Public Instruction (OSPI)**

ARCHDIOCESAN POLICY

The Archdiocesan Policy Handbook is available for viewing in the school office.

INFORMATION AND POLICIES

St. John School's Family Handbook is revised annually. All policies and procedures expressed herein are in effect as of September 1, 2011 for the 2011/2012 school year and these policies and procedures supercede all previous ones.

ABSENCE/ILLNESS

Absences are recorded in the register each day. Normally, illness is the only accepted reason for absence from school, barring a family emergency. **If your child is ill and will be absent from school, please call the school office (783-0337) between 8:00 – 8:30am or leave a message on voice mail prior to that time.** The school will call the home regarding an absence to verify the child's whereabouts if not notified of the absence by the parent. A written excuse must accompany the student upon return to school. This note should contain the date(s) absent from school, cause of absence, and your signature.

It is important that the student be on time for the beginning of school. If you know that your child will be tardy, a written note of explanation is required. It is the student's responsibility as well as the parents' to take this obligation seriously. A parent will be notified if a student is habitually tardy. A teacher may require that time lost in tardiness be made up at the end of the day.

SEE: ATTENDANCE

Students who become ill at school will be cared for temporarily in the office until parents or emergency contacts arrive. It is required that each family have an emergency form on file with current numbers to call and an indication of the procedure for care desired by parents. Students will usually not call home in the event of illness; the school office will contact you.

A child should not return to school after an illness unless he/she is fever free for 24 hours and well enough to go out at recess time. The school does not have personnel to supervise children staying indoors at these times. On rare occasions an exception to this policy may be granted if the child has a chronic condition, such as asthma.

ADMISSIONS/AGE

A child must be five years of age on or before August 31 for admission to kindergarten. A child must be six years of age on or before August 31 for admission to grade 1. Occasionally testing may be requested to determine the advisability of an early entrance to kindergarten. In extreme cases the age requirement may be taken under advisement. The principal makes the final determination. See ELIGIBILITY FOR ENROLLMENT AND ADMISSIONS

AMENDING THE HANDBOOK

The school retains the right to amend this handbook and parents will be given prompt notification through the school newsletter if changes are made.

ANNOUNCEMENTS/INVITATIONS FOR OUTSIDE EVENTS

It is imperative that ALL notices, announcements, and bulletins relating to activities of students (other than normal school routine) be submitted to the school office for approval before posting and/or distribution. No bulletins or announcements can be made to a classroom without the approval of the principal. Notices must be in the school office by noon Tuesday of the week they will go out. Unless previous arrangements have been made notices must be supplied duplicated in sufficient number. No announcements concerning private for-profit business or programs will be sent out. (See "Parties and Events" regarding party invitations.)

ARRIVAL OF STUDENTS

To ensure the safety of students upon arrival, directives have been developed for traffic flow and arrival of students by car. SEE: CARPOOL PATTERN

Playing on the playground and play pit is not permitted before school. There is no supervision for children to play in these areas at this time. Please do not plan for your children to arrive before 8:10am unless they are in the Extended Daycare Program.

ATTENDANCE

Students need to be in attendance regularly. Excuses for dismissal are the parents' responsibility. *Every effort should be made to schedule doctor and dentist appointments outside of school hours.* If it is unavoidable that an appointment be scheduled, written notice is to be submitted to the office the morning of the appointment before the teacher may release the child. Effort should be made to avoid taking a child out of school to go on a family vacation or outing. If a student will be missing school due to parental choice, the classroom teacher is not expected to provide pre-assigned coursework, homework, or projects.

Attendance in class is an integral part of the academic process. Student interaction and participation give depth to written material and constitute the social characteristics of the school experience. To advance to the next grade level, students are to show satisfactory progress in a classroom setting. Any student showing numerous absences or tardies during a particular trimester or year can be assigned a failing grade and/or be retained at present grade level. Three tardies equal one half day absence. Allowing for health emergencies and individual situations, this may be interpreted to mean absences in excess of 24 days per year or tardies totaling 20 per year. Students exceeding these totals risk a failing grade and/or retention at current grade level.

Students are expected to take part in all activities and classes offered for their grade level. Every opportunity is taken to provide for individual differences and abilities in making a particular offering a positive experience for each child. In extreme cases a parent may petition the administration to excuse a student from a particular class or event. A mutually agreeable alternative is preferred, but if reconciliation of the differences cannot be reached and the problem persists, the school may suggest alternative enrollment.

BEHAVIOR EXPECTATIONS AND CONSEQUENCES FOR MISBEHAVIOR

School Rules

- Be kind and respectful.
- Travel quietly and safely.
- Do nothing to interrupt learning.
- Be proud of your school.
- Be prepared to learn.

Expectations for student behavior include but are not limited to:

- Respect for self, others, learning environment, and property
- Respect for lunchroom, classroom, and playground rules
- Following the Dress Code and Uniform Policies as set forth in this handbook
- Honesty
- Kindness

Misbehavior

- Disruption of learning
- Eating off limits
- Disrespect
- Dress code and/or uniform violations
- Disregard of school rules
- Unkindness

Consequences may be a behavior contract, chores, detention, expulsion, loss of privileges, loss of playground time, probation, reconciliation, restitution, suspension, or time out.

Serious Misbehavior

- Harassment or bullying (cyberspace, verbal, physical, sexual, social)
- Possession of weapons (knives) or toy weapons; possession of tobacco, drugs, drug paraphernalia, or alcohol; threats of violence or violence

- Fighting or mock fighting
- Being in an off limits area or leaving the school premises
- Dishonesty
- Behavior in the community at large that is detrimental to the reputation of the school
- Participation in online social networks and user-driven sites, such as, but not limited to, FaceBook.com®, YouTube.com®, MySpace.com®, Wikipedia.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's entries includes pictures without permission and/or defamatory comments regarding the school, the faculty, other students, the parish, or members thereof.

The lists of choices above are not all-inclusive but are indicative of the type of behavior counterproductive to our goal of providing a positive learning environment. The principal may move directly to expulsion if in her judgment the seriousness of the situation warrants it.

Consequences may be detention, expulsion, suspension, probation, restitution, behavior contract, loss of class time, chores, loss of privileges, loss of playground time, reconciliation, restitution, suspension, or time out. The principal may move directly to expulsion if in her judgment the seriousness of the situation warrants it.

*Consequences for misbehavior listed are not all-inclusive.

Glossary for Disciplinary Action

Behavioral Contract: A management plan is developed jointly by the student, teacher, and parent consisting of expectations of performance and provisions for periodic evaluation by all parties. The contract is positive, image affirming and includes an expiration clause. In extreme cases the school retains the right to require third party professional intervention (counseling, etc.) as a provision of continued enrollment.

Detention: Detention for disciplinary reasons begins at 3:10 pm or five minutes after the last scheduled class period. Failure to attend on the day assigned results in a doubling of the amount. Detention lasts no longer than 45 minutes per day. Parents will be notified if teachers require students to remain more than 15 minutes after school is dismissed.

Disciplinary Probation: This consists of a formal behavior contract arrived at by the school administration, parents, and the student. When a student is placed on disciplinary probation, any infraction becomes more serious. A student on probation may be expelled for any negative-type choice.

Due Process: Due process procedures for conduct, grievance, and disciplinary measures are in accordance with Archdiocesan policy, and with the published St. John Parish due process procedure included elsewhere in this handbook. These publications are both on file in the school office.

Expulsion: This is the permanent removal of a student from St. John School.

In School Suspension: In cases where actions and advantages warrant, a student may be suspended from class while doing class work elsewhere in the school during the school day.

Missed Class Time: Students who miss class time for disciplinary reasons may be required to make up work after school is dismissed.

Suspension: When a student's behavior at school becomes so disruptive to self and/or others that effective learning and community atmosphere are impossible, the student may be temporarily removed from the school. To be reinstated the student and parents must meet with the administration and other involved persons to work out a solution. The student does not receive credit for homework, tests, etc. missed during suspension. Suspension means separation from all school activities.

BIKES, SKATEBOARDS, ROLLERBLADES, SCOOTERS

Students who use bikes are expected to follow appropriate safety codes and to take personal responsibility for the bike's security. Bikes must be locked to the bike rack during the day, and may not be ridden within thirty yards of the school grounds between 8:00am and 3:30pm. Skateboards, scooters, and rollerblades may not be brought to school.

CAR POOL PATTERN

Parents and car pool drivers are asked to remember that the north side of N. 79th Street is a loading zone between 8:00-10:00am and 2:00-4:00pm – no parking, no waiting. Mid block crosswalk will be closed during dismissal. Parking is not allowed on the playground, nor in any designated fire lane during school hours. If students need to wait, they should do so at the flagpole seating area on N. 79th Street. Please remind your child that buildings (rectory, church, portables, offices) and bushes are out of bounds.

If your child is not waiting at the curb when you drive up, please continue around the block until your child arrives for pickup.

The traffic pattern is: WEST on N. 79th Street; NORTH on 1st Ave. N.W.; EAST on N. 80th Street; and SOUTH on Greenwood Ave. N. Pull completely to the curb. Please do not allow children to load when you are double-parked. This procedure is extremely important. North 80th Street is not a school loading zone.

We ask that you not stop on Greenwood if you are unable to enter 79th southbound. Please proceed on Greenwood and circle to 80th to try again.

CARE OF PERSONAL PROPERTY

No scribbling, decorating, or writing is allowed on learning materials that are used at school such as spiral notebook covers, folders, binders, etc.

CARE OF SCHOOL PROPERTY

Care of school property portrays a matter of pride, a good school spirit, value, and respect. For this reason all pupils will regard with care whatever school property is allowed for their use: desks, furniture, books, audio-visual aids, lockers, laptops and physical education equipment.

Fines equal to repair or replacement cost are imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's responsibility. Books taken home, text or library, must be in a waterproof backpack or book bag. **IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP HARDBOUND TEXTS COVERED.** School property loaned for students' use such as computers, lockers, and desks, remain the property of the school and are periodically inspected by school personnel.

CHILD ABUSE

The school abides by the laws of the State of Washington mandating that school personnel promptly report alleged or suspected child abuse and/or neglect to the Washington Department of Children and Family Service (CPS).

CHILDREN UNACCOUNTED FOR AFTER SCHOOL

Students remaining behind after school for longer than fifteen minutes after the school day will be taken to the Extended Day Program headquartered on the first floor of the school building. Cost for this care is \$15.00 per hour or fraction of an hour PER CHILD, payable at time of guardian arrival.

CLASS ASSIGNMENT OF STUDENTS

We ask that parents not request specific teachers for their children. We endeavor to have classes that are well balanced with the diversity and uniqueness that each child brings to the class. If there is a very compelling reason for a request, we ask that you put it in writing and address that to the principal.

CLASS SIZE

Class size is regulated by school policy and is in accordance with good instructional practice. While the target class size is 26 students, it may vary depending upon scheduling and progress toward long range goals.

COMMUNICABLE DISEASE

School operation complies with all Diocesan, State, and commission guidelines regarding students or staff with communicable or transmittable diseases. Persons connected to the school who fall in this category have every right to privacy, opportunity, and non-harassment. No discrimination in attendance or employment will be invoked in conflict with those guidelines. Copies of the diocesan guidelines, state directives, and School Commission policies are available for viewing in the school office.

COMMUNICATION

Parents are to bring concerns regarding school-related incidents to the classroom teacher. If you are unable to resolve your concern with the teacher, the problem should be directed to the principal.

COMMUNICATION/TELEPHONE TREE

A designated room parent for each grade will be asked to coordinate a telephone tree or email list in order to communicate quickly with parents at the infrequent request of administration. We will also use AlertNow, our website and the media to broadcast school closures and special announcements.

COMMUNICATION/VOLUNTEER NEEDS

The school and parish maintain on the website, a volunteer opportunity/sign up page. This page is the first avenue for gathering volunteers for a given activity. There may be instances an insufficient number of volunteers signed up for a particular need. In this event, administration will provide guidance to those leading the volunteer event.

CONFERENCES

A conference concerning student-related issues may be requested with the teacher, assistant principal, or principal. A phone call ahead of time with a brief explanation of the reason for the visit is appreciated so time can be given to your concerns. Appointments with teachers should be scheduled before 8:30am and after 3:00 pm. A teacher may ask for a conference as the needs of the child require. When you have a concern please confer first with the child's teacher as he or she is the most directly involved. If the problem is not resolved, the parent or teacher or both may then meet with the principal or assistant principal. The pastor is not involved at the school level unless all efforts fail to resolve a continuing problem.

COUNSELOR

St. John offers the services of a certified school counselor to its students and families. A school counselor is trained to interact and work with all students in a proactive manner, teaching key academic, social, emotional, and problem-solving skills appropriate to students' ages and developmental levels. The school counselor does not do long term counseling, but will assist families in connecting with community resources or mental health counseling.

CUSTODY ISSUES

This school exists to aid parents in the education of their children. It is required by the policy of the Archdiocese of Seattle that the custodial parent provide the principal with an official, updated copy of the court-ordered parenting plan. It is the responsibility of the custodial parent to provide this documentation. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation. Court ordered parenting plans, when applicable, are required to be on file in the school office.

CYO ATHLETIC PROGRAM

St. John Parish, in cooperation with the St. Alphonsus Parent Club, sponsors the CYO program for our St. John parishioners and students. Cross country, track, basketball, soccer, and volleyball are offered for students. Practices and games take place outside of school hours. Participation is governed by policy from the Archdiocese.

DIRECTORY INFORMATION

The family information included in the Family Directory is meant for the sole purpose of providing a service to our school families. In no way should it be used to solicit for personal profit or be shared with outside agencies unless

specific permission has been given. Families must indicate each year at registration time whether their personal information should be published.

DISCIPLINE

Philosophy

We believe that each person has the right to be respected and the responsibility to respect others. We expect the best of each student. Central to the mission of St. John as a Catholic school is the maintenance of a learning environment that upholds the dignity of all individuals through faith, justice, and love. Faith is manifested as belief in the dignity and self worth of the student as a child of God; justice, as the rendering of what is due or merited; and love, as the underlying principle for decision making. The goal we strive for is to have each child become a successful self manager who demonstrates respect for self and others. To attain this each child needs to know what is expected in terms of behavior.

Application

Students are required to allow teachers to teach, respect their own and others' right to learn, and behave in ways that support the best interests of the class and school. Positive behavior is recognized through special privileges and awards, recognition assemblies, and publication of achievement. Because of our desire for a peaceful environment where the dignity of each person is preserved, we value peaceful resolution of conflict. The child is asked to describe the incident, the adult paraphrases to clarify, together the student(s) and moderator decide on a solution, and the student(s) express reconciliation. All students are taught class, school, playground, and lunchroom procedures. Expectations and possible consequences for inappropriate choices or non compliance with rules are clearly defined by teachers.

Student conduct in the community at large that is detrimental to the reputation of the school is reason for disciplinary action on the part of the school. When a student's behavior or attitude harms the St. John Community or reputation, the student becomes subject to any or all of the following as determined at the discretion of the principal or assistant principal.

DISMISSAL/EARLY DISMISSAL

AM Preschool children are dismissed at 11am, PM Preschool children are dismissed at 2:50pm, and children in grades kindergarten through five are dismissed at 3:00pm Mondays through Fridays. Children in grades six through eight are dismissed at 3:05pm Mondays through Fridays. Going home directly after school is of great importance. Unless a child remains after school for a supervised activity, she/he is expected to go home immediately and directly after school. SEE: CHILDREN UNACCOUNTED FOR AFTER SCHOOL

Playing on the play pit is permitted after school until 3:20pm when the child's parent supervises. After 3:20pm the playground and play pit are for the exclusive use of students registered in the Extended Day program who are under the supervision of the Extended Day Care staff.

Students may not leave the school premises at any time, for any purpose, without the written authorization of parent or guardian and the permission of the principal or assistant principal. Requests to be excused during the day will be sent to the office. These will indicate the time of dismissal and the reason.

Any pupil released during the school day must be signed out at the office. A parent, guardian or delegate is to do this in person for the safety of the child, but a student in grades 6, 7 or 8 will be allowed to sign him/herself out if the parent requests such in advance through written note or phone. We appreciate every effort made to schedule dentist and doctor appointments outside of school hours, as early dismissals are disruptive to the educational process.

DRESS CODE (see UNIFORM)

Student dress should be consistent with the values of personal respect and dignity. Attire or appearance that is seen as disruptive to the learning environment is not appropriate. STUDENTS AT ST. JOHN SHOULD APPEAR NEAT, CLEAN, AND MODEST IN DRESS. Parental and student support of these standards is seen as most important to maintaining an acceptable norm of school dress and in helping promote a positive learning environment.

- Clothing should be in good repair and should fit the wearer properly. Clothing that is not permitted: sweat pants, sleeveless shirts, pajamas, too large, low rise, too long or too short, low cut, oversize pants, too small, gaps between

pants and top. There should be no holes, tears or other signs of excessive wear. Any messages, symbols, logos, pictures, drawings or slogans on attire worn on free dress days must not conflict with the values expressed above. Camouflage and para-military attire will not be acceptable.

- Hats and sunglasses may not be worn in the classrooms and buildings.
- From the opening of school in September until October 31 and from April 1 until school closes, students are allowed to wear uniform shorts of walking short length, which is just above the knee.
- Body marking with pen or ink is prohibited. Tattoos, if allowed by the family, must be covered while at school, in class, and at school sponsored events.
- Very light makeup is permitted for girls in grades 7 through 8.
- Nail polish for girls must be either clear or light pink.
- Hairstyle must be moderate and appropriate for school, which rules out extremes in style and color. Hair should be trim and clean, styled so as not to be in the student's eyes, and for boys not below the collar.
- Small stud earrings (single pair), a simple necklace, up to two cause bracelets, and a ring are the only jewelry permitted.
- 1" headbands with uniform colors are permitted.
- Socks must be worn every day, must be visible and must be color coordinated with the uniform.
- Shoes must be tied and must be color coordinated with the uniform. Extreme styles in shoes (high platform soles and heels) are not permitted. For safety purposes, shoes must be attached to the front and back of the foot and have good traction. This rules out sandals, flip flops, ballet style, clogs, etc. Shoes that tie or have Velcro closure are best for school purposes.

All school staff assist in monitoring student appearance. Questions are generally handled at the classroom level. Final judgment will be made by the school administration. Parents of students not properly attired or groomed will be contacted and asked to bring appropriate attire to school, or the student may be dismissed to modify appearance.

DRUGS, ALCOHOL AND RELATED SUBSTANCES

Possession or use by students of tobacco products, drugs, alcohol, or other illegal substance and the paraphernalia used to administer them is prohibited. The Discipline Policy lists such infractions as Type C choices.

1. If a student possesses, transmits, uses, or is suspected of, or found with, or under the influence of drugs, alcohol, any illegal substances, and/or drug paraphernalia, the following procedures will be used by school authorities:

- If school staff suspect that a student has consumed any harmful substance, the situation will be treated as a medical emergency. This means the appropriate first aid, including calling 911, if judgment indicates.
- If staff members are satisfied that the student has not consumed any harmful substances, the student will be isolated in the office. In both of the above circumstances, any drugs, alcohol, etc. will be confiscated and held by the school pending a decision as to its disposition.
- Parents will be called and informed of the student's medical condition and asked to come to school to take the student home.
- The student will be on suspension from school at least until a conference with the parents is arranged and held.
- The purpose of the conference will be:
 - To decide the student's immediate future status as a student at St. John;
 - To identify appropriate interventions to deal with the student's harmful involvement with any substance including assessment by a counselor or other designee for substance abuse;
 - To decide on future consequences for any similar behavior.

The student may be expelled.

2. If school officials have reasonable cause to suspect that a student is harmfully involved with drugs, alcohol, or other illegal substances, a school administrator will contact the student's parents and share the information that has led to this concern. In such circumstances the school administrator may ask the student's parents to have the student submit to a drug test and to share the results of that drug test with the administrator as a condition of continued enrollment at St. John. The school administrator may ask the student's parents to have the student evaluated by a substance abuse counselor. Refusal or failure to comply with this request will be considered grounds for the student's expulsion from St.

John School. If the results of the drug test are positive for any illegal substance, a conference, as outlined above, will be arranged.

DUE PROCESS PROCEDURES

St. John School, as part of St. John Parish and the Archdiocese of Seattle, is committed to encourage an open and honest atmosphere in its relationship with students and the parents of those students. Any problem, complaint, suggestion, grievance, or question will be answered as quickly and satisfactorily as our resources permit. A Due Process procedure is helpful in those occasional situations when ordinary means of communication are not sufficient.

Informal grievance:

For reconciliation between a parent and a teacher or employee of the school:

The aggrieved parent or guardian shall first talk directly and privately to the employee with whom he/she has a grievance. If she/he is still dissatisfied, he/she may then talk to the principal.

For reconciliation between a parent or guardian and the principal:

The aggrieved parent or guardian shall first talk directly and privately to the principal.

Formal Grievance:

Documentation from this point on shall be kept by all parties for future reference:

If the parent or guardian is still dissatisfied, he/she may send a formal letter to the principal stating the grievance. The principal shall respond by return letter within a reasonable time, usually considered to be no more than seven working days. If the aggrieved party is still dissatisfied, he/she may seek recourse from the pastor.

Informal Pastoral Intervention:

The parent or guardian shall first talk directly and privately with the pastor about his/her concern.

Formal Pastoral Intervention:

If the parent or guardian is still dissatisfied, he/she may send a formal letter to the pastor stating the grievance. Within 21 days of receiving the letter from the parent or guardian, the pastor will respond to the employee by return mail, review Archdiocesan and school policy, gather all relevant facts, and hold a formal hearing with the parent or guardian and other affected parties present to hear each other's position. He, through written letter, will notify the parent or guardian, the affected party or parties, and the principal of his decision on the matter.

If the parent or guardian is still dissatisfied, he/she may seek recourse from the Due Process of the Archdiocese. This is initiated by contacting the Personnel Consultant of the Catholic Schools Office.

EDUCATIONAL PROGRAM/CURRICULUM

At St. John we believe that there are certain skills, knowledge, and experiences that are central to Catholic education. These have been structured into an integrated and coordinated set of courses. All students attending St. John School will participate in the required core curriculum.

St. John School offers education for students in grades Preschool through Eight. The curriculum integrates the following subjects: religion, language arts (reading, writing, spelling, English, speaking, listening, penmanship), mathematics, social studies (geography, history, civics), science, music, art, technology, Spanish, physical education and health. Substance abuse education and lessons in personal safety are offered during the school year.

Grades Pre-5 are considered self-contained. Grades 6,7 and 8 are departmentalized with a teacher serving as homeroom teacher as well as a specialist in one or two core curriculum areas (e.g., mathematics, language arts, social studies, and science.) All K-8 students receive formal physical education, music or drama, and Spanish language instruction from a specialist.

EDUCATIONAL RECORDS/FAMILY RIGHTS AND PRIVACY ACT

Educational records are available to parents or guardians and others as provided by federal law. Appointments are arranged to view the records through a signed, written request. The Principal and/or her delegate may be in attendance at such viewing.

Those items constituting the educational records are: the permanent record card, previous report cards, and any standardized test results. Release of this information is made to other educational institutions through written request. Three days prior notification is required to meet each request. In cases where the size of the file or number of requests warrants, a mailing and processing charge will be added.

St. John School abides by the requirements of the Buckley Amendment and will grant non-custodial parents the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the office. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

ELECTRONIC USE POLICY/TECHNOLOGY CONCERNS

The use of computers at St. John School is an essential part of our curriculum. The following guidelines have been developed for our students and staff to help them make appropriate decisions where technology is concerned. Hardware, software, Internet, and network access are provided at St. John School for education only. These are provided to students who act in a responsible and considerate manner. Access entails responsibility and is a privilege; it can be denied at any time.

Internet and Email

- Students may not visit offensive or inappropriate sites. St. John has taken precautions to restrict access to controversial information. However, these precautions are not guaranteed and it is impossible to control all information on the Internet. Teachers will guide students toward appropriate materials in school.
- Students may not visit chat rooms.
- Students may not access email accounts without the teacher's permission.
- The school does not make warranties of any kind, expressed or implied, for the Internet service it is providing; therefore students are responsible for evaluating the reliability and accuracy of information found on the Internet.
- Students may not participate in any kind of vandalism, such as maliciously attempting to harm or destroy another person's data, or creating or uploading computer viruses.
- Computers may not be used for personal email messaging.
- Participation in online networks and user-driven sites, such as, but not limited to, Facebook.com, YouTube.com®, MySpace.com®, Wikipedia.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's entries includes pictures without permission and/or defamatory comments regarding the school, the faculty, other students, the parish, or members thereof.
- Use of digital recording devices is prohibited without administrative consent.

Privacy and Access

- Students must not share their password with anyone or try to learn others' passwords.
- Students may access only their own files.
- Students may not download or store any files permanently on the hard drive of any school computer without teachers' permission. Storage will be done on either the hard drive or network drive.
- Students may not gain unauthorized access to system programs or computer equipment.

Hardware/Software

- Students must understand that the computers and laptops are the school's property and must be treated as such. Purposely damaging computer hardware, software or related equipment will result in monetary compensation from the student or family.
- Students may not make copies of software found on school computers.
- Permission from the teacher is required before printing.
- Computer settings, preferences, or options may not be altered on any school computers. This includes changing the hardware configuration, desktop theme, desktop picture, screen saver, mouse settings, software preferences, and anything else that results in a change in the laptop or computer different from how it was originally configured.
- When a substitute teacher is in charge in a classroom, neither the substitute nor the students may use the computers.

Compliance

Students are expected to follow the Electronic Use Policy and all rules associated with it. Violations will incur serious consequences, including loss of computer privileges.

ELIGIBILITY FOR ENROLLMENT AND ADMISSION

The following criteria will be considered for re-registration and admission to St. John School:

- Current students enrolling for another year
- Siblings of students enrolled for another year in the K-8 program
- Active parish membership*, participation in, and support of parish ministries including the school ministry
- Demonstrated, long term support of the parish and school
- Commitment to continued enrollment in St. John School

Note: Admission to preschool does not guarantee kindergarten admittance although every effort is made to enroll eligible preschool students into the K-8 program.

**Active parish membership requires that families be registered in the parish office, active in the life of the parish for at least six months, attend Sunday mass regularly, be supportive of or involved in one of the many ministries, contribute regularly through the Sunday envelope, annually file a stewardship pledge card with the parish office, and make a consistent effort to meet that pledge.*

Wait Pool – Frequently there are more applicants than openings available in certain grades. Applications for students who are unable to be placed, are held in a “wait pool.” As openings become available, all students in the wait pool are considered for admission. Admission decisions are based on the criteria outlined above.

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

EMERGENCY RECORDS

St. John School requires annual copies of school emergency records, which must be accurate and up to date. Any change in address, home or work telephone numbers, emergency numbers, or marital status should be immediately reported to the school office.

EMERGENCY SCHOOL CLOSURE

When inclement weather or other emergency makes it necessary to close the school, parents will receive notification over the radio or television as well as a message from AlertNow. Parents are asked to listen to early morning broadcasts on all major stations (KING, KOMO, KIRO, KJR). Seattle Archdiocesan schools normally follow the Seattle Public Schools schedule for emergency closure. However, WE WILL NOT ALWAYS CLOSE WHEN THEY DO. As soon as possible on the morning in question, we will have given the media one of the following messages:

“St. John School is closed.”

When school is closed due to hazardous weather conditions, the **Extended Care Program and all other activities will also be closed.**

“St. John School will open ___ hours late.”

If we have a delayed opening time, all after school activities will be cancelled to alleviate hazardous driving and walking conditions that exist at such times. The Extended Daycare will make every effort to open on time and close at normal time, but hazardous travel conditions will affect daycare staff too. When staff members arrive they will place an announcement on their voice mail to let parents know that the Extended Care is open. (782-9915) There will be no morning pre-school if we have a late start.

“St. John School will close early at ___” (a time will be given)

If we close early because of hazardous weather conditions, Extended Care will remain open ONLY UNTIL all daycare children are picked up. All other school programs will be cancelled.

Classes may be cancelled due to special circumstances (e.g. inclement weather, severe illness outbreak, mechanical problems, situations involving staff attendance, etc.). State approval for independent schools requires operation of the educational program EITHER 180 days OR 1,000 hours. Every effort will be made to meet this requirement. Final decision on closure is made by the principal.

If an emergency warrants a school closure prior to the scheduled dismissal time, school staff will refer to the family directional plan given on emergency closure forms. It is very important that all of your telephone contact numbers be kept current.

ENROLLMENT/REGISTRATION/PAYMENTS

When the number of applicants eligible as per rules of admission above exceeds the number of vacancies, the principal, with advice from the Administrative Team, will decide who is to be admitted based on involvement in St. John Parish, involvement in other parishes or ministries, and class needs. Priority consideration is given to all St. John Montessori preschool students applying for kindergarten admission.

Student registration for the coming year occurs in late winter and centers around the Fair Share/Stewardship procedure. To complete registration all families will need to take part in an individual facilitator's meeting. Scheduling will usually occur at a parent information night in February. More information about Fair Share is available on the school website.

To register for the coming school year, tuition must be current on ALL outstanding balances (e.g. tuition, Extended Care Fees, etc.). If not, arrangements must be made with the principal or delegate. **TO PLEDGE LESS THAN THE ACTUAL COST PER PUPIL, A FAMILY MUST MEET THE QUALIFICATIONS LISTED IN THE DEFINITION OF A PARISH MEMBER (and have done so for the previous six months) – see "ELIGIBILITY FOR ENROLLMENT."**

Tuition and fees are to be current by August 1st in order for students to enter school for the current school year. Unless other arrangements have been made with the principal, admittance will be denied.

ALL FEES COLLECTED AT TIME OF REGISTRATION ARE NON-REFUNDABLE IF REGISTRATION IS CANCELLED FOR ANY REASON ON THE PART OF THE APPLYING FAMILY. If the school cannot place your child, deposits will be refunded.

Pledges are billed in advance. In the event of a mid-term withdrawal, services will be prorated thirty days after written notification of withdrawal. In addition, the school reserves the right to call due the full year's tuition pledge amount if the family withdraws from school before the end of the term without thirty days notice. Application of any portion of this policy is at the discretion of the principal. SEE: TUITION

EXTENDED DAYCARE PROGRAM

A before and after school child care service is provided for families enrolled in St. John School. We offer separate programs of transitional care for children in grades 4 and 5, as well as a limited after school program for students in grades 6 - 8. Information regarding these programs is sent home periodically or can be obtained through the school office (206-783-0337) or the Extended Daycare Program (206-782-9915).

EXTRACURRICULAR OPPORTUNITIES

Many opportunities exist including altar server, Chess Club, Math Club, Science Club, Service Club, CYO Athletics, lecturing, musicals, Schola, Cantionis, Band.

FACULTY QUALIFICATIONS

It is the policy of St. John School to require every St. John teacher to have a bachelor or higher degree in education or the specialty area taught and a current Washington State Teacher certificate.

FACULTY ROOM

The Faculty Room is one area in the building where teachers are allowed an uninterrupted break and is not open to visitors or parents and students. Teachers' break time is very limited. Please respect the privacy of this area. Messages should be routed through the school office.

FAIR SHARE

To participate in Fair Share, one must be a registered and active parishioner. New parishioners must establish parishioner status over a six month period to be eligible for participation in Fair Share. **See *Eligibility for Enrollment***. If a family loses Fair Share eligibility by not maintaining parishioner status, a meeting with the pastor may be arranged to review requirements and restore Fair Share eligibility. Administrative costs incurred in changing billing rates will be billed in the amount of \$100.00. See ***Tuition***

FAMILY COMMUNICATION

A weekly email to families is the principal means of communication to the home from the school, Parent Association, and other organizations. Please be sure to update the school office whenever email addresses are changed. Many times you will be asked to sign various notices and return them to school.

The weekly email may be used by individuals to publicize certain community events or opportunities. However, we reserve the right to edit and/or reject such announcements and we normally do not accept advertising for for-profit ventures. For determination of what would be acceptable, contact the school office.

FIELD TRIPS

Each child riding in a private vehicle on a school sponsored trip must be provided with and wear a seat belt. All drivers are required to provide information when volunteering to drive for an outing verifying that he/she has adequate and current liability insurance coverage. Every volunteer driver is required to have a Washington State Patrol Check on file.

Effective July 1, 2002: children under six years of age and/or under sixty pounds must use booster seats if the car has shoulder belts. If the car does not have shoulder belts, booster seats may not be used.

The use of an official Parent Authorization form, provided by the school, is required by the Archdiocese of Seattle and its insurance agency. A form signed by the parent or guardian is to be on file at the school for each student leaving the school campus on a school sponsored excursion. If this form is not received 24 hours prior to departure time, the student will remain at school under the supervision of the staff. Fax copies are accepted; verbal permission over the phone is not sufficient.

As an integral part of the educational program, field trips are designed to augment and provide opportunity for learning. All students are expected to participate in an out-of-school experience unless specifically released by the Administration. Parents wishing that a child not participate in a specific event must notify the coordinating teacher and the school office in writing sufficiently in advance to allow for discussion of the issues involved. As a rule, we do not have the resources readily available to provide supervision for a student not participating in a field trip.

Field trips are a privilege afforded to the student. Individuals can be denied participation if they fail to meet academic or behavioral requirements.

FIRST AID

There is a first aid kit in the school office. If a student has a simple scratch or scrape, the school administrator's designees may treat (wash and cover). A sick student should be taken to the office. The parents, doctor, or 911 will be called as indicated.

FUNDRAISING AND DEVELOPMENT

Tuition payments account for approximately 70% of the school's operating budget. The remainder is realized through fundraising, development, and parish support. The parish support amount is a distribution of the monies received in the Sunday collection, divided among all the ministries of the parish, which includes the parish school. Fundraising includes such efforts as the auction and magazine drive. Development oversees such efforts as an annual fundraiser, endowments, school marketing, grant writing, corporate giving, and alumni events. Families are asked to participate in the SCRIP program which provides significant financial returns to St. John School from ordinary and essential household purchases.

Efforts are made to limit requests to parents for money throughout the year. 1) Throughout the year parents and students are invited to contribute to charitable causes, but these should be viewed as opportunities without obligations for

participation. 2) All requests to parents for money must be approved through school administration. 3) All fundraising is initiated through the Development office and approved by administration.

GRADING

Grades are issued following the end of each twelve week trimester. Degree of mastery at the end of the grading period is the most weighted factor in grading students' performance in grades K through 8. Grades are based on degree of mastery; engagement during lessons; accuracy, quality, and percentage of completed assignments; student endeavor on projects; and application of previously taught learning outcomes.

GUM/FOOD

For janitorial reasons gum is forbidden on all parish premises, including the school, gym, and the playground at all times. This regulation is enforceable by fine, detention, or one hour's janitorial service after school depending on the number of infractions. Candy and other food may be consumed only in the lunchroom with an exception for nutritional midmorning snacks eaten in classrooms.

HEALTH SERVICES

The health coordinator is a volunteer who works with the school in efforts to provide the following screening services:

Vision - Grades K, 2, 4, 6 Hearing - Grades K, 2, 4, 6

HOMEWORK

Home study assignments may be given at all grade levels. The amount of time required for an individual to accomplish the assigned work will vary according to the ability and study habits of the child. At times long range assignments are given. The amount of homework per night is geared to the average student but should fall within these ranges.

Kindergarten	<i>Optional and according to individual need</i>
Grades 1 and 2	<i>15 to 30 minutes</i>
Grades 3, 4, 5	<i>30 to 60 minutes</i>
Grades 6, 7, 8	<i>60 to 90 minutes</i>

If a student consistently spends more time than noted above in real studying, that is, without distractions such as TV or visitors, the teacher should be notified for possible adjustments. If a student consistently spends less time than noted above in homework, the quality of the work in relation to his/her ability should be determined. At times work that is assigned to be finished in class is not completed and must be taken home to be returned the next day. It is important that a special place and time be reserved for homework and that the child returns all work expected as part of his/her responsibility.

IMMUNIZATION OF SCHOOL CHILDREN

In accordance with state law, each child entering the school system must be in a state of immunity to measles, diphtheria, tetanus, poliomyelitis, and rubella, either by reason of having had the disease, in the case of measles, or as the result of an accepted course of immunization. The parent or guardian of a child entering St. John School must present evidence of a state of immunity. Exceptions to this requirement, by state law, are made in special circumstances. Failure to comply with the immunization requirements may result in exclusion from school on the order of the State Board of Health. Immunization records are updated at the beginning of every school year. As of April 1, 1985, forms MUST be on file the first day of school.

INSURANCE

Arrangements have been made with ACE American Insurance Company, for families to take out school-time and full time student accident insurance. Families not having coverage of some type must take out this policy. If a family already has coverage of some type, taking out this additional policy is optional.

INTERRUPTIONS OF CLASSES

Only in the case of emergency are teachers or students to be interrupted during school hours. Please avoid interrupting classes with telephone calls. Requests to see teachers before or after school are by appointment only, in order to give parents uninterrupted, individual attention. Please leave messages or forgotten articles at the office. Parents may ask the secretary to request a teacher to return a phone call. Teacher's home telephone numbers are not given and parents are asked to arrange to confer with them before or following the instructional hours. Teachers are in the building from 7:50am to 3:30pm.

Students arriving by 8:20am are to wait in an assigned area and then enter the building after the 8:20am bell rings. Others arriving after the class has entered may go directly to the room before 8:30. Except for the first few days of the school year for the new or very young students, we ask that parents not escort their children directly to the classroom. Parents are welcome any time in the office. We have found fewer interruptions to the start of the class day, with less loss of precious instructional time, when “good-byes” are said outside, instead of in the room.

LEARNING DIFFICULTIES

For academic concerns consult with your child’s teacher. The classroom teacher may arrange for consultation and evaluation by St. John’s Reading Specialist. Testing to determine whether a specific learning disability is present may be recommended. This may be coordinated by the Reading Specialist, and modifications in the instructional program may be made to accommodate a learning disability. Special education referrals available through the Seattle Public Schools, are available to St. John students and can be coordinated through our Reading Specialist. A determination will be made to provide services for eligible students with learning or speech/language difficulties either at St. John School or the nearest public school.

St. John School offers tutoring services through its After School Study Program for students grades 6-8. Homework support is offered through the Extended Day program. The expense of tutoring is borne by the family of the student.

LIBRARY

The library provides a vital part of the school curriculum. Students are encouraged to read a variety of materials, including Accelerated Readers that range from 1st grade through high school reading levels. Basic library skills are taught at all grade levels. Computer catalog practice and research skills instruction begin in 2nd grade. Book Fairs and donations to our library fund augment the library collection.

LOCKERS/DESKS/COMPUTERS

Desks, lockers, and computers are assigned to students for student use, but remain the property of the school. They may be opened without the presence or permission of the students who use them. Students are required to maintain desks and lockers. They are not be personalized, decorated, or used to store personal belongings. Lockers are assigned to older students. Combination locks are assigned with P.E. lockers. Locker upkeep is the responsibility of the occupying student, and students are asked to lock assigned P.E. lockers. Loss or breakage of the lock results in a fee of \$5.00 and maintenance fees will be charged for damaged lockers.

LUNCH

Grades Pre, K, 1, 2	11:00 – 11:25am
Grades 3, 4, 5	11:30 – 11:55pm
Grades 6, 7, 8	12:00 – 12:20pm

A parent’s written request is required for students to go home for lunch. Please note if this to be a regular occurrence. Those who go home occasionally must submit a written request for each occurrence. Forgotten lunches may be brought to the school office to avoid classroom interruption. Please label lunch bags with the student’s name and room number. Hot lunch is available through No Junk, Inc. All hot lunch orders must be made online. Information is sent home at the beginning of the school year.

Once students have used the restrooms after lunch, they are to proceed to their recess area. No loitering in the restrooms, halls, or the office is allowed.

MEDICATION AT SCHOOL

Only trained and designated personnel will administer medications to students. We make no distinction between prescription and non-prescription medication in this regard. Students are not to keep medicine of any kind with them. This includes aspirin, Tylenol, cough drops, etc.

Medications must come to the office in the original pharmacy container listing proper dosage. Neither faculty nor staff at St. John School will administer medication to students except in compliance with our policy. Forms for the authorization for administration of oral medication at school are available through the school office. The form is to be completed by the student’s physician and parent/guardian. This form authorizing the administration of medication must be submitted to the office in order for authorized personnel to administer prescription medication and/or non-prescription medication.

Exception: In situations where it is in the best interest of a student, such as a student with asthma, that she/he self-administer oral medication, a special authorization is required. Forms are available through the school office.

NON CUSTODIAL PARENTS

The school abides by the requirements of the Buckley Amendment and will grant non-custodial parents the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the office.

PARENT ASSOCIATION

The Parent Association is the Home and School Association of St. John. The overall purpose of the Parent Association is to maintain good communications between home and school, provide a vehicle through which parents can provide service to the school, offer a mechanism for parent education, and serve as a structure for political action when needed. The names of the officers are listed in the Family Directory.

PARTIES AND EVENTS

Classroom parties are not encouraged as a regular practice. On special occasions a simple party may be arranged through consultation with the teacher and with the help of the room parent. Invitations to private parties are not to be given out in school.

PERSONAL BELONGINGS

Please somehow mark the name of your child on hats, coats, sweaters, P.E. clothes, etc. Be certain names are written on paper lunch sacks, etc. Often articles of clothing are lost and not claimed. Unclaimed items will be given to the St. Vincent de Paul Society monthly. The school and parish shall not be responsible for lost or stolen items or money. Children should not bring money to school except for specific need (e.g. lunch, fine, fundraising, bus fare, etc.).

Outside of times when items from home could be brought to enrich the educational experience, students are NOT to bring personal belongings (e.g. toys, ipods, radios, head phones, cameras, etc.) to school. We cannot be responsible for lost, stolen or damaged items and the very nature of these items often causes a disruption to the child's or others' daily learning experience. Students are discouraged from bringing electronic devices to school and must give any electronic device brought to school to the teacher by 8:30am. Any electronic device not checked in with the teacher will be confiscated and remain in the teacher's possession until the parent retrieves it. See **Telephone: Personal Cell Phones**

PHOTOGRAPH RELEASE

At times photographs of students in different activities are used for school publicity or promotional activities. If you do not want your child's photograph to be used in St. John School produced publications, please request the appropriate form in the school office, sign, and return.

There are times when we are covered by local or national media representatives and photographs or videos are taken to augment the story. If at all possible we will give you advance notification of such requests. However, we reserve the right to approve the proposal as the situation may warrant.

PLAY EQUIPMENT

Only school owned equipment or equipment that has been approved by the P.E. teacher or principal may be used at recess, on the playground, and during P.E. classes. Hardballs are not allowed at school.

PLAY PIT/PLAYGROUND

Recess times are staggered. Not all areas of the playground will be opened to free use at any particular time. Each class is assigned an area and is expected to participate in the sanctioned games for that area. No provision is made for students to stay inside during recess time.

POLICY

School policy is derived from parish, diocesan, and state policy and guidelines. It is formed in collaboration by the School Commission, Pastor, and Principal. Interpretation and implementation fall under the direction of the administration of the school. Parents are welcome to make suggestions for policy or changes through the school principal or the School Commission. Not all policies of the school are found in this handbook.

PROMOTION POLICY

Pupils are promoted once a year in June. Promotion to the next level is based on the student having fulfilled the requirements of the current grade level.

Any pupil may be required to repeat the work of a grade whenever in the judgment of the Administration and the teacher it would be to the student's educational advantage to repeat rather than be promoted to the next grade. When a student's academic performance indicates retention is a consideration, his/her parents must be advised of this situation at least three months prior to the end of the school year.

Generally, the following draft guidelines are in effect:

- a. A student receiving A's, B's, or C's in the assessment areas will be promoted to the next grade.
- b. A student receiving low assessments (D's or F's) in more than 20% of his or her rated areas in a trimester is in danger of being placed on probation. Probation requires notification of the parents in order to plan for improvement of the student's academic performance. Students on probation cannot be promoted until they have satisfactorily mastered the goals of this performance plan.

Any request for review of an assessment must be initiated within one week of issuance through direct contact with the homeroom teacher.

RECYCLING AND STEWARDSHIP

St. John School is committed to recycling standards and wise stewardship of our renewable and non-renewable resources. All persons associated with the program are asked to consider ways they can be a part of this philosophy. We encourage the use of re-usable lunch containers. Each classroom and hall is equipped with receptacles for waste paper, newspaper and other items. Please be conscious of our commitment to recycling.

RELIGION

St. John School exists to teach the message of Jesus Christ to its students. Therefore, religion is of primary importance in the curriculum. The school day begins and ends with prayer. Christian attitudes and actions are integrated into the complete school day.

REPORTING TO PARENTS

Report cards are issued at the end of each trimester. A mandatory parent-student-teacher conference is scheduled to be held during the first trimester. Conferences during the second trimester are scheduled at teacher or parent request. Parents may make appointments to meet with individual teachers at mutually agreed upon times before or after school hours throughout the school year. Departments have the option of completing additional progress reports that are sent to parents at mid-trimester.

RESPONSIBILITIES

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process or the mission of the school, the school may require parents to withdraw their children and sever the relationship with the school.

Parent Responsibilities

Since by far the greatest influence on a child's thinking and behavior is that of his/her parents, the school cannot attain its goals without active support from parents. It is a parent's responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring Christian.

Administrative Responsibilities

The principal is expected to administer the total educational program of the school in conformity with its philosophy and goals. The principal is expected to facilitate a Christian learning environment, representing the needs of students, seeing that their right to a Christian education is assured.

It is further expected that the principal facilitate the work of school personnel, support teachers in their efforts, and keep communication open between school and home.

RIGHTS AND RESPONSIBILITIES

Student Rights

- Students have the right to be treated with respect by everyone.
- Students have the right to learn in class.
- Students have the right to safety.
- Students have the right to be heard when there are needs, concerns, or sides to be presented.

Student Responsibilities

- Students have the responsibility to treat others with respect.
- Students have the responsibility to allow others to learn in class.
- Students have the responsibility to follow the rules to ensure safety for all.
- Students have the responsibility to listen to others and respect their positions.
- Students have the responsibility to come to class prepared to learn with assigned materials.
- Students have the responsibility to represent the school in a positive light to the community at large.

Teacher/Parent Rights

- Teachers and parents have the right to be respected in how they are treated, spoken to, and referred to by all.
- Teachers and parents have the right to be heard.
- Teachers and parents have the right to be contacted about the students when there are issues that impact their dealing with children.
- Teachers and parents have the right to rules, policies, and procedures that enhance their work with children.

Teacher/Parent Responsibilities

- Teachers and parents have the responsibility to speak, act, and refer to one another with respect, especially in front of children.
- Teachers and parents have the responsibility to listen and attempt to understand.
- Teachers and parents have the responsibility to keep open and active the lines of communication regarding the students.
- Teachers and parents have the responsibility to support, abide by, and enforce rules, policies, and procedures of the school.

SAFETY PATROL

The school operates a 6th grade safety patrol system. Obedience to the school patrol is necessary for the successful operation of the system and for the safety of the children. The patrol members themselves should be commended and encouraged in their faithful service for safety. Parents are asked to remind their children to cross with the patrols at all times. Students will be expected to show the same respect to the patrol that they do to other members of the staff. Patrol members are to report to the vice principal.

The following crossings are protected by student patrols: N.W. 79th and 1st N.W. and the 79th St. Flagpole crossing. Patrols are on duty from 8:10am to 8:30am, and from 3:00pm to 3:15pm. When school is dismissed early (e.g. half days) patrols are on duty for 15 minutes following the dismissal bell.

SCHOOL COMMISSION

The overall purpose of the Catholic school commission is to advise and support the pastor/parochial minister and the principal in the formation of policy and the ongoing development of the parish school.

SCHOOL DANCES

Seventh and eighth grade students from St. John and from invited schools, primarily within the North Seattle Deanery, are eligible to attend school dances.

No student from St. John or another invited school may bring a guest from an uninvited school to a St. John School dance.

The number of school dances, how they are administered, and any other pertinent information is available in the form of

a complete dance policy available from the assistant principal's office.

SCHOOL HOURS

The normal schedule is as follows:

Grades K - 5	8:30am – 3:00pm	Monday through Friday
Grades 6 – 8	8:30am – 3:05pm	Monday through Friday
Pre-School	8:30am - 11:00am morning class	Monday through Friday
	12:20pm – 2:50pm afternoon class	Monday through Friday

Grades K - 5 have a 15-minute morning recess between 9:45 and 10:15am. Middle School students have a break between 10:15 and 10:25am. Kindergarten has a scheduled afternoon recess; other primary grades on occasion have a 15 minute afternoon recess. Lunch is served between 11:00am and 12:20pm depending on the department.

Students may enter the building at 8:20am when the doors are unlocked and proceed to their classrooms. The tardy bell rings at 8:30am, Monday through Friday. There is no supervision on the playground for early arrivals so please plan for your children to arrive between 8:10 and 8:20 unless they are in the Extended Care Program.

Two days of inservice are sponsored and required by the Archdiocesan Office of Education. The school calendar is scheduled to allow for 1,068 hours of instruction for children, grades 1 – 8 and a total of 178 instructional days.

SENDING CHILDREN HOME/PARENT CONTACT

No child will be sent home without proper parental notification. When we encounter illness, discipline, etc., the school office makes every effort to contact one of the child's legal custodians. For this reason it is imperative that your home AND work numbers in our file are accurate and current. Please update this with us immediately upon their change. If we are unable to contact you, the child remains in the office until such time that we notify you, or the school day ends. The child will not usually be returned to class.

SERVICE RESPONSIBILITIES

Each grade is given specific responsibilities of service to the school community. These are assigned to classes during the opening weeks. One responsibility that remains constant is the sixth grade's service of Safety Patrol. All students in this grade are assigned duty in conjunction with this program. Flexibility in scheduling is available through a parental notification letter sent out each spring for the following year. If you have questions about this or other service assignments, contact the area coordinator through the school office.

STUDENT FUND-RAISING SOLICITATION

Students, by themselves, will not be required to go door to door in their neighborhoods to solicit for any fundraising activities for the benefit of the school. Students will act as couriers to carry information and materials to parents at these times. Parents may decide the amount of participation in activities they wish for their family. Students are asked not to solicit teachers for raffles, tickets, etc.

TARDINESS

Being on time for school is extremely important and helps establish a lifelong habit of responsibility. Late arrivals disrupt learning for classmates. It is recognized that sometimes a student is unavoidably late arriving at school. If the parent knows the student will be unavoidably tardy, the parent is asked to write a brief note explaining the reason. Otherwise, tardy slips are issued to students who are tardy. Each student is required to obtain the parent's signature and return the tardy slip to the homeroom teacher the following day. Three tardies equal 1/2 day absence. Students are to report directly to the office if they arrive after 8:30.

TELEPHONE/PERSONAL CELL PHONES

Students may bring cell phones on campus only through written request for good cause from parents to the assistant principal. Students must check cell phones in to their homeroom teachers each morning by 8:25am. The school telephone is not available for pupils and their personal calls. A school secretary is available daily to assist parents and students. Permission to use the telephone will not be given under ordinary circumstances such as forgotten homework or lunch money. Permission may be given in an emergency situation at the discretion of the office staff.

Personal Cell Phones

Cell phone etiquette is essential to maintaining an academic environment. Students and parents must review, sign, and return the cell phone policy to their homeroom teacher at the beginning of each academic year. Only through this written request from the parent to the teacher and school administration, may students bring cell phones to school. Cellular phones must be checked in to homeroom teachers each morning by 8:30am. Students may not access their cell phones during the course of the academic day.

The school telephone is not available for pupils and their personal calls. A school secretary is available daily to assist parents and students. Permission to use the telephone will not be given under ordinary circumstances such as forgotten homework or lunch money. Permission may be given in an emergency situation at the discretion of the office staff.

TESTING

Nationally standardized tests approved by the Archdiocese for assessing readiness and achievement are used at St. John School. Testing is done once or twice a year depending on the perceived need. End-of-level and progress tests related to each specific subject area are administered throughout the year to monitor achievement and adjust instruction.

TUITION

The school program operates through parish support, funds received from tuition pledges, cost per pupil tuition revenues, fundraising, and revenue realized from development. The Fair Share Stewardship Plan is available to Catholic families formally registered in the parish for at least six months and who have established a pattern of regular contributions for the support of the church through the Sunday Envelope by way of Sacrificial Giving. The out-of-parish tuition amount is for use by non-Catholics and Catholics who are not registered in the parish and who do not contribute to its support through the Sunday envelope. This amount is equal to the cost per pupil. Families must be consistent with their Sunday envelope support contributions to remain eligible for in-parish tuition. This is monitored quarterly. While new state code may require release of certain educational data upon transfer to another school, official permanent records and/or transcripts will not be released if tuition, fees and/or fines are outstanding.

Tuition payments are made through SMART Tuition Management Services. Payments for tuition are not accepted through the school office. Several payment options are available through SMART, including monthly, quarterly, and semi-annual schedules. St. John School assesses a \$15 per month late fee on delinquent accounts; SMART may assess a \$20 per month late fee for following up services provided. Late fees not paid are considered delinquent amounts. A \$25.00 fee is assessed for NSF checks.

An overdue account of 60 days or more jeopardizes student enrollment. A formal notice of withdrawal is mailed at that time. A period of five working days will be allowed in which to make good on the account. On the sixth day without response, enrollment will be terminated. While all effort is made to facilitate payment on a mutually agreeable basis, in the event of non-reconciliation, accounts are turned over to a collection agency. The Principal is the final determiner for the school program on all financial agreements and obligations. SEE: ENROLLMENT/REGISTRATION/PAYMENTS

Any daycare financial obligations additionally impact school enrollment. Call 206-783-0337 for details.

UNIFORM (revised 2010) (see also DRESS CODE)

The official St. John School uniform is made up of the following. Some pieces are approved for purchase only from Dennis Uniform, or through St. John as indicated. All other pieces may be purchased elsewhere as long as they conform in style and color to pieces available at Dennis Uniform. Please contact the school office with questions.

			<u>Approved Vendor</u>
cardigan	Dennis Uniform V neck only	navy	Dennis Uniform
jumper (K-5)	bib-front	Marymount plaid	Dennis Uniform
short, walking	cotton twill, cuffed or un-cuffed, length <u>just above the knee</u> (allowed from opening of school until October 31; and from April 1 until end of term)	navy or khaki	Dennis Uniform
skirt (6,7,8)	stitch down pleat, length just above the knee Note: Frequently what fits in the fall is too short by	Marymount plaid	Dennis Uniform

March. Please purchase accordingly.

blouse	Peter Pan collar, short or long sleeve	white	
polo shirt	short or long sleeve, plain or picot collar, non-stretch (spandex, Lycra, etc.) fabric	white, navy, "true" red	
turtleneck	cotton knit, non-stretch (spandex, Lycra, etc.) fabric	white, navy, "true" red	
spirit tee	St. John Logo	navy, red, royal blue	St. John School
sweatshirt	St. John Logo	navy	St. John School
sweatshirt (6,7,8)	St. John Logo hooded pullover	charcoal gray	St. John School
skort (K-8)	pleat front, length <u>just above the knee</u>	navy, khaki	
pants	cotton twill, corduroy, elastic waist or pleat or plain front, straight leg, (NO cargo or oversized pants). Pants must be ankle length, worn at waistline, pant waist must be no larger than student's normal waist size.	navy or khaki	

- Additional:
- White or navy tights may be worn (no leggings).
 - Over the ankle socks must be worn and color must be coordinated with the uniform.
 - Shoes must adhere to the current dress code and color coordinated with the uniform.
 - Belts must be khaki or navy

The St. John Dress Uniform consists of a white polo shirt and navy sweatshirt with St. John Logo. In addition, boys will wear khaki slacks; girls in grades 6, 7, and 8 will wear the Marymount plaid skirt or khaki pants; girls (K-5) may wear khaki pants or Marymount plaid jumper.

Free dress days will be awarded as a special reward on certain announced occasions. The Dress Code Policy will apply on such occasions.

USE OF FILMS AND TAPES

At times either for educational enrichment or as a special privilege, films or video tapes are shown to a class. All effort is made to preview these as to their suitability for a particular grade level. If a film has an official rating other than "G" or "PG", parents will be asked to sign a permission slip allowing their children to view. Those not viewing will be occupied during the time with a related activity.

VACATIONS DURING SCHOOL TIME

Vacations taken when school is in session are discouraged. Learning is a sequential process. When students miss class there are gaps in this sequence for them. Make up work does not adequately substitute for missing classes. Students are expected to be present on time every day with the necessary exceptions for illness and emergencies. If a student will be absent from school because of vacation, parents are asked to inform the principal and teacher in advance. Parents will be responsible to see that the child receives the necessary instruction and completes assignments missed. Teachers cannot be expected to provide pre assigned coursework before extended absences.

VISITORS TO SCHOOL OR CLASS

Upon arrival all visitors must register at the school office where they will be issued a visitor's badge. Students are permitted, at times, to have guests under the following conditions:

- *A formal, written parent request must be presented to the office no less than two days in advance*
- *Teachers must be willing to accept a guest and signify their cooperation by signing said request before presentation to the office.*
- *There is a limit of two guests in the building on any given day*
- *The reason for the visit must seem adequate in the judgment of the principal or assistant principal.*

VOLUNTEERISM

It is an expectation that when families commit to St. John School, they not only pledge their treasure in the form of tuition, but also commit their time and talent as well. It is through volunteering that operating costs can be kept low (e.g. contributing services that otherwise would have to be hired out at cost) and fundraisers can be successful. Volunteer opportunities are listed, and may be signed up for, on the website at www.st-johnschool.org/Parents/Volunteers. There is a wide variety of opportunities to fit all family schedules and includes both school and parish needs. When we work as

one, we further the mission of the parish school community.

Volunteers are required by the Archdiocese of Seattle to complete the following prior to volunteering with children:

1. Complete a background check
2. Read and sign the Safe Environment Program Agreement
3. Attend a Safe Environment training session
4. Keep current annually on Safe Environment training
5. Sign and return the St. John School Privacy Statement and Volunteer Confidentiality Agreement

The required documents are available in the school and parish offices. You may register for a training workshop at www.seattlearch.org, follow prompts to Safe Environment.

WITHDRAWAL FROM SCHOOL

Notice of transfer from school should be made to the school office one month in advance of moving. Your permission must be given in writing for transfer of records. No transfer of records can occur when there is an outstanding balance of tuition or fees. All fees are non-refundable as described in previous portions of this Handbook. Services will be prorated for thirty days after receipt of written notification.

WORSHIP AND LITURGICAL SERVICES

Prayer is at the center of the life of a Catholic school. Opportunities for prayer are incorporated throughout the day in the classroom and formal gatherings of students. The sacrament of Eucharist is celebrated with the entire school throughout the year, as are individual liturgies with each class (except pre-school, kindergarten, and first grade). Parents are welcome to join in these and all school functions held during the day. While all students attend these celebrations, it is the sad consequence of the current divisions within Christianity that only Catholics are able to receive communion. For Catholics communion is a sign of our unity of faith. We pray that greater unity will overcome the divisions that still separate the different denominations and we will once again be able to share at one communion table. Non Catholic students, parents and faculty are invited to participate in the fullest way possible that respects their own faith and that of the Catholic Church. Opportunities to celebrate the Sacrament of Reconciliation are scheduled during the school year, usually during the Advent and Lenten seasons.

Non Catholic parents wishing to find out more information about the Catholic faith or who are interested in exploring becoming Catholic are invited to participate in the parish's RCIA program, Rite of Christian Initiation for Adults.

A child's First Reconciliation and First Communion are usually celebrated in the second grade. Preparation for these sacraments is done through the parish, and will be announced through the Sunday Bulletin of the Parish. Readiness for these sacraments presumes regular family participation at Sunday Mass.