

# PARENT/STUDENT HANDBOOK



## 2011-2012 SCHOOL YEAR

**PLEASE SIGN BELOW AND RETURN THIS TOP PAGE  
TO THE SCHOOL OFFICE ON BACK TO SCHOOL  
OPEN HOUSE, AUGUST 19, 2011**

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

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

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

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PLEASE PRINT FULL NAME

# PARENT/STUDENT HANDBOOK



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



## 2011-2012 SCHOOL YEAR

### **St. John Catholic School**

#### **Vision Statement**

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

#### **Mission Statement**

To meet the needs of each individual student, St. John Catholic School will provide a quality curriculum in a safe nurturing environment that fosters faith development and academic skills necessary to assure success and confidence.

## **HISTORY OF OUR SCHOOL**

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

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

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

The 1990s are best described as "The Golden Years" when St. John School reached the height of its enrollment. Waiting lists were created and enrollment increased among members of the Lawrence community as more students of diverse faith backgrounds attended St. John School. An endowment was established in 1991 with funds from the Development Committee, and a bequest from the Simon estate in 1993 insured the future of the school financially. Sister Elizabeth left St. John in 1994, and Mrs. Pat Newton, a third grade teacher with 20 years of classroom teaching experience at St. John School, became principal – the first lay principal in the history of our school. The desire for Catholic education grew even further.

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

In 2006, St. John School celebrated its 50<sup>th</sup> anniversary and archived school memorabilia and historical documents into a digital format. The documents and photos were displayed in the school building and family and friends were invited to take the historical walk down "Memory Lane." With 50<sup>th</sup> years under her belt, St. John School launched two new programs to preserve the future. In fall 2007, Preschool was added serving 3 and 4 year olds, and Spanish Language was added to the school curriculum. Mrs. Newton continues to serve as Principal of St. John School today.

The 2011-12 school year will open a new chapter in the history of St. John School as the school will begin the addition of middle school grades. The 2011-12 school year will begin the process as the sixth graders will be considered middle school students. The curriculum and school procedures will accommodate their special needs. Seventh grade will be added in 2012-13 and eighth grade will be added in 2013-14. In order to meet the needs of our expanding school, a capital campaign is under way to fund an expansion to the school. A new gym and additional classrooms are planned in the expansion.

## FACULTY AND STAFF

**Fr. John Schmeidler, OFM Cap, St. John Parish**  
**Mrs. Patricia Newton, Principal**  
**785-843-9511**  
**[www.saint-johns.net/school](http://www.saint-johns.net/school)**

### PRESCHOOL

Mrs. Pat Johnson johnson@saint-johns.net

### KINDERGARTEN

Ms. Kasey Fewins fewins@saint-johns.net

### PRIMARY LEVEL

Ms. Jayne Polcyn polcyn@saint-johns.net  
Ms. Lisa Harkin harkin@saint-johns.net  
Mrs. Patty Hill hill@saint-johns.net  
Mrs. RoseAnn Huber huber@saint-johns.net  
Mrs. Michelle Powell powell@saint-johns.net  
Mrs. Gini Shoulberg Assistant Principal shoulberg@saint-johns.net

### INTERMEDIATE LEVEL

Mrs. Terri Broadwell broadwell@saint-johns.net  
Mrs. Tammy Buckner buckner@saint-johns.net  
Ms. Pat Domann Assistant Principal domann@saint-johns.net  
Mrs. Sharon McDonald mcdonald@saint-johns.net  
Sister Susan Yerkich yerkich@saint-johns.net

### PHYSICAL EDUCATION

Mr. Michael Kennedy kennedy@saint-johns.net

### MUSIC

Ms. Alison Koelper koelper@saint-johns.net

### LIBRARIAN

Ms. Karen Rinke rinke@saint-johns.net

### OFFICE MANAGER

Mrs. Linda Alexander alexander@saint-johns.net

### COUNSELOR

Mrs. Barbara Marden marden@saint-johns.net

### EXTENDED CARE

Ms. Wendy Ricke 843-9511 ext.321, 842-0066 sjscare@saint-johns.net

### TECHNOLOGY

Ms. Karen Dixon dixon@saint-johns.net

### SPANISH LANGUAGE

Señora Claudia Olea olea@saint-johns.net

### CAFETERIA

Dorothy Malsbury, Lisa Waite, and Kathy Nichol 842-0066 sjslunch@saint-johns.net

### BENEFIT AUCTION OFFICE

Karen Hill, Joe Kenney, and Dolores Lemus Kenney 842-3445 auction@saint-johns.net

### DIRECTOR OF DEVELOPMENT

Jane Ellen Liebert liebert@saint-johns.net

### BUSINESS MANAGER

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

## **STATEMENT OF BELIEFS**

The community of St. John Catholic School believes:

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

## **NONDISCRIMINATION POLICY**

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

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

## **STATEMENT OF ACCOUNTABILITY**

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

### **Students will:**

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

### **Faculty will:**

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

### **Parents/Guardians will:**

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

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

# **2011-2012 ENROLLMENT PROCESS**

## **STANDARD ADMISSION POLICY**

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

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

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

## **AGE REQUIREMENT FOR PRESCHOOL**

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

## **AGE REQUIREMENT FOR KINDERGARTEN & FIRST GRADE**

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

## **COST OF EDUCATION - PRESCHOOL**

Preschool is tuition only.

Mon., Wed., Fri	8:30am-11:15am	\$135/month (\$75 for Aug)
Tues., Thurs.	8:30am-11:15am	\$100/month (\$55 for Aug)
Mon through Fri.	12:30pm-3:15pm	\$235/month (\$130/Aug)

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

## **COST OF EDUCATION - TUITION/TITHING FOR K-6<sup>TH</sup> GRADES**

St. John Catholic School is financially supported by St. John the Evangelist Catholic Church. School parents who are contributing members of St. John the Evangelist Catholic Church support St. John School by their weekly, monthly, quarterly, and/or annual church tithe. The parish cost of education is \$2,250 annually for kindergarten and \$4,500 annually for first through sixth grades. Parishioners should contact St. John the Evangelist parish office to make changes in their tithe.

School parents who are not members of St. John the Evangelist Catholic Church pay tuition to the school for their child(ren's) education. Yearly tuition for kindergarten is \$2,250 annually and \$4,500 annually for first through sixth grades. Payment plans are based upon the academic school year (10 months) and are available annually, semester, or monthly. Contact Mrs. Alexander in the school office to establish your payment plan.

## **ENROLLMENT TIMETABLE**

Families who wish to enroll their child(ren) need to know the following information and must complete the requirements to the following process:

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

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

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

## **CURRENT SCHOOL FAMILY ENROLLMENT**

Current families have children already enrolled and are attending St. John Catholic School. These families can be parishioners and/or non-parishioners. Enrollment begins each January for current families. Families currently attending St. John Catholic School receive an enrollment form in backpack mail, asking families to re-enroll their children for the coming year. This enrollment form along with a non-refundable enrollment fee of \$150 is due February 29. This fee covers all students in a family. If you are only enrolling for preschool, the enrollment fee is \$150. A non-refundable material fee is due on or before May 1. This fee is \$125 per student. **The enrollment process is deemed incomplete and void on May 24 in the absence of the enrollment fee, material fees, 2012 St. John Church Tithe card, or tuition agreement form. After May 24, families will no longer be considered a "Current School Family" and will be charge the \$300 new family enrollment fee.**

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



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

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

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

The enrollment process for new families begins in January when parishioners with preschoolers and kindergarteners are invited to enroll. Enrollment packets are sent to the homes of parishioners with preschoolers and kindergarteners. At this time, parishioners are invited to begin their child's education at St. John Catholic School by completing the necessary enrollment forms and returning these forms along with a non-refundable enrollment fee. Parishioners with 1<sup>st</sup>-6<sup>th</sup> graders are asked to request enrollment materials from the school office. Final admittance into St. John Catholic School is announced on March 1. First-time school families pay an initial non-refundable enrollment fee of \$300 by February 29. This fee covers all students in a family. If you are only enrolling for preschool the enrollment fee is \$150. A non-refundable material fee is due on or before May 1. This fee is \$125 per preschool-6<sup>th</sup> grader. The enrollment process is deemed incomplete and void in the absence of both the enrollment and supply fees.

Incoming kindergarten families are also required to attend "Kindergarten Round-up" – a time when parents learn more about the enrollment process, necessary records e.g. immunizations while the incoming kindergartner is assessed by the kindergarten teacher.

If you are a registered parishioner of St. John the Evangelist Catholic Church, current registration, including a tithing card, must be on file at the Parish Center by February 29. Families who do not have a current registration on file or are not members of St. John the Evangelist Catholic Church will be billed tuition.

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

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

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

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

The enrollment process for new non-parishioner families begins in January when families may complete an enrollment application form. Final admittance into St. John Catholic School is announced on March 1. Families will receive notification of acceptance and will be asked to complete step two of the enrollment process by signing a Tuition Agreement Form and paying the enrollment fee. First-time school families pay an initial non-refundable enrollment fee of \$300. This fee covers all students in a family. If you are only enrolling for preschool, the enrollment fee is \$150. A non-refundable supply fee is also due on or before May 1. This fee is \$125 per preschool-6<sup>th</sup> grader. The enrollment process is deemed incomplete and void in the absence of both the enrollment and supply fees.

Incoming kindergarten families are required to attend “Kindergarten Round-up” – a time when parents learn more about the enrollment process, necessary records e.g. immunizations while the incoming kindergartner is assessed by the kindergarten teacher.

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

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

## **EDUCATIONAL PHILOSOPHY**

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

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

## **CURRICULUM**

The curriculum shall meet the requirements of the State of Kansas, the Archdiocese of Kansas City in Kansas, and the North Central Association for Accreditation (NCA). St. John Catholic School receives accreditation through the North Central Association for Accreditation, and the State of Kansas. The Archdiocese requires 1,150 hours or 191 days. The state of Kansas requires 1,116 hours or 186 days. St. John Catholic School follows Archdiocesan requirements.

## **TESTING**

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

Iowa Test of Basic Skills/Cognitive Abilities Test - Grades 3, 5, - fall  
Kansas Assessment Tests – Grades 3-6 - spring

## **GRADING SCALE**

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

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

## **HONOR ROLL**

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

## **STUDENT PROGRESS REPORT**

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

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

## **SCHOOL DAY HOURS**

- The school day begins at **8:15 a.m.** and ends at **3:30 p.m.**
- Morning kindergarten begins at **8:15 a.m.** and ends at **11:25 a.m.**
- Afternoon kindergarten begins at **12:25** and ends at **3:30 p.m.**
- Preschool hours are: Mon., Wed., Fri 8:30am-11:15am, Tues., Thurs. 8:30am-11:15am, Mon. through Fri. 12:30pm-3:15pm.
- Faculty supervision for Kindergarten-6<sup>th</sup> grades is provided on the Kentucky Street side of the school building from **8:05 to 8:15 a.m.**
- From **3:30 to 3:40 p.m.** supervision is provided on the Kentucky Street, Vermont Street, and 12th Street sides of the building. Every effort should be made to see that children arrive and are picked up on time.

## **ATTENDANCE**

Kindergarten-6<sup>th</sup> grade students who arrive before **8:05 a.m.** or remain after **3:40 p.m.** will be placed in our Extended Care Program. The family will be charged for this service. See Extended Care section for details.

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

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

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

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

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

## **FAMILY VACATIONS**

- **Family vacations during school time are discouraged.** Therefore, teachers **are not required** to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for teaching material covered while a student is gone. This becomes the responsibility of the parent/guardian. Upon the return of the student, the teacher will discuss the assignment missed and decide upon a completion deadline.
- **Family vacations during Parent-Teacher Conferences are discouraged.** St. John Catholic School takes seriously the need for parents and teachers to communicate effectively inasmuch that each semester 3 days of classes are dismissed and replaced with Parent-Teacher Conferences. Teachers are not responsible for scheduling “make-up” conferences with parents who choose to vacation during designated Parent-Teacher Conference times. *By law students are allowed (7) seven unexcused absences per school year.*

## **ACADEMIC RESPONSIBILITY PLAN**

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

## **PROMOTION**

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

## **SPANISH LANGUAGE**

Spanish classes are available to all of the students from preschool to sixth grade during their regular school day. Spanish is a natural choice for our school because of the many connections to Latin-American traditions that are already part of the Saint John parish. Our Spanish teacher is Claudia Olea, who is a native speaker from Chile. She often plays the guitar in class and incorporates songs from her childhood. She visits each classroom on a regular schedule with her cart loaded with toys, books and games.

Middle School students are offered exploratory classes (electives). During the 2011-12 school year, the electives will include orchestra, technology applications, food and nutrition, activities with Jen Meitl (parish youth director), world languages, and school council.



## **TECHNOLOGY**

Technology teacher, Karen Dixon, provides instruction to all students, preschool through sixth grade, in keyboarding, navigating the Internet, Internet safety, producing products with Word, PowerPoint, Publisher, and computer and program troubleshooting. She provides direct instruction to students on a regular schedule and is available to teachers to assist with classroom projects. Students in 4<sup>th</sup>-6<sup>th</sup> grade may attend her monthly Technology Club on Friday mornings before school.

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

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

## **TITLE I READING AND MATH**

Title I Reading and Math is offered by the Title I Lawrence Public School USD 497. Kindergarten-6<sup>th</sup> grade students receive Title I services in the St. John School building. These special services are coordinated by St. John Catholic School.

## **SCHOOL COUNSELOR**

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

# DRESS CODE POLICY

Dress for preschool-6<sup>th</sup> grades should be neat, mended, clean, and in accordance with the following policy:

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

## Shorts

Colors: khaki, stone, and navy

Polyester or cotton twill pleated is acceptable.

Flat patch pockets acceptable.



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



## Pants

Colors: khaki, stone, and navy

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

Elastic band and sides acceptable.

Polyester or cotton twill pleated is acceptable.



elastic waistband



elastic sides



pleated



plain front



## Skirts, Skorts, and Jumper

Colors: khaki, stone, and navy

Elastic band and sides acceptable. Flat patch pockets are acceptable

Modest length begins at 2 inches above the knee



plain front



plain front



jumper



skort



multi-pleated



pleated

## Knit Shirts

Collared polo-like shirts with no visible logo.

Colors: solid red, solid white, and solid navy

Cotton or pique fabrics acceptable



Long sleeve



Short sleeve



Johnny collar  
long-sleeve



Johnny collar

**Mock and Turtle Neck Shirts**

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

No visible logo.

Colors: solid red, solid white, and solid navy



Mock neck



Turtle-neck

## Sweater Vests

No visible logo.

Colors: solid red, solid white, and solid navy



## Cardigans

No visible logo.

Colors: solid red, solid white, and solid navy



## **Capri Pants**

Colors: khaki, stone, and navy

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

Elastic band and sides acceptable



## **Sweatshirts**

No visible logo.

Colors: solid red, solid white, and solid navy

No hoods, no oversized sweatshirts



### **Dress Shirts**

White only. Long sleeve and short sleeve acceptable.



Peter pan collared shirts



No visible logo.





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

All clothing items sold by St. John are acceptable dress code items and can be worn to school. All clothing previously sold by St. John School or The Lawrence Catholic School are also acceptable dress code items. (5K Eagle Run shirts are not considered uniform shirts)



### **LOST AND FOUND**

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

# CODE OF CONDUCT/DISCIPLINE

## BEHAVIOR

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

## PHILOSOPHY ON CONDUCT

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

## GENERAL RULES

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

## TEACHER INTERVENTION

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

## CONSEQUENCES TO UNACCEPTABLE BEHAVIOR

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

## CONDUCT REFERRALS TO THE PRINCIPAL

On the first visit to the principal, a student/principal conference is conducted, a written record describing the situation, and a plan for future behavior agreed upon by the student and the principal. A second such visit may result in contacting the parents to seek help in enabling the child to improve his/her behavior. A third visit with the principal may result in suspension from school. In an extreme circumstance, immediate parental contact and/or suspension from school may be warranted.

## **SHORT-TERM INSOLATION/SHORT-TERM SUSPENSION**

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

## **EXPULSION**

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

## **IMMEDIATE SUSPENSION OR EXPULSION**

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

- Possession and/or use of drugs (controlled substances), alcohol, and tobacco products at school or school sponsored functions.
- Possession, use of, and/or threats to use a weapon (any instrument used to harm another individual).
- Any student possessing a gun (including B.B. and pellet guns) or any explosive device at school, on school property or at a school-sponsored activity shall be expelled for not less than one calendar year. The student shall also be reported to the proper law enforcement agency as referred to in the Archdiocese Policy #6130, and, if a juvenile, to the Secretary of SRS.
- Conduct injurious to the moral tone of the school or to the physical or moral well-being of others in the school
- Damage or theft to school or personal property.

## **PROHIBITED MATERIALS**

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

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

## **ASSISTANT PRINCIPALS**

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

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

## CONFLICT RESOLUTION

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

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

**Student-to-Student.** When a student has a problem with another student, he/she is encouraged first to ask the other person to stop the problem behavior and to try to remove oneself from the situation. If the problem recurs, the student should enlist the aid of a teacher. If the student feels that the problem continues and that the teacher has not helped to stop the problem, the student should contact the principal. The principal will follow through with appropriate action which may include finding out both sides of a story, getting the parties together for discussion of the problem and solutions, and documentation. If the problem persists, the student should again inform the principal. Students may request to see the principal by coming to the office before or after school, or during class time with a teacher's permission.

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

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

After talking to a teacher about a troublesome situation, if there has not been an appropriate resolution, or the problem persists, the parent should inform the principal. The principal will follow through with appropriate action that will include a thorough investigation of the problem and documentation of the parent contact. The principal also may call a conference for discussion and resolution purposes. If the problem persists, the parent should again inform the principal.

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

# **RELIGIOUS RESPONSIBILITIES**

The primary faith development of a child takes place in the home and is the responsibility of the parents and family. St. John Catholic School has the responsibility to support and nurture this development. The school is first and foremost a school of religious education. Students need to learn what it means to be Catholic by having a clear and concise understanding of the Catholic faith. Students need to experience what it means to be Catholic and understand that the Catholic experience is an encounter with Christ through and with each other. Finally, students need to live what it means to be Catholic. The gospel message must be more than a lesson; it must be lived.

At school, children participate in various worship activities including Masses, prayer services, and other forms of worship. The school shall be responsible for preparing Catholic children for their First Reconciliation and First Holy Communion. It is essential that parents play an important participatory role in these processes. Attendance at school Masses during the week does not relieve parents of their children's obligation to attend Mass on Sunday and Holy Days. Mass attendance is an ongoing obligation for all school children and a primary responsibility of all parents.

Qualified teachers on a regular basis teach religion. Sacramental liturgies and para-liturgical services are an integral part of this program and strongly engrained in the tradition and mission of St. John Catholic School. Catholic-Christian values are integrated into all aspects of the students' day.

## **PASTORAL POLICY ON SACRAMENTS**

The sacrament of baptism is to be celebrated in the child's own parish. The religious education program of St. John Catholic School prepares the children for First Reconciliation and First Holy Communion. The parishes are responsible for parental preparation. The celebrations of First Reconciliation and First Holy Communion are to take place in the child's parish.

## **FIRST RECONCILIATION**

In accordance with Church decree and archdiocesan policy, reception of the Sacrament of Reconciliation precedes First Holy Communion. The preparation for the Sacrament of Reconciliation will begin in the first semester of second grade. Programs will be offered to assist parents in preparing their children for the first reception of Reconciliation in cooperation with the Religious Education Office of St. John the Evangelist Catholic Church.

## **FIRST HOLY COMMUNION**

The preparation for the Sacrament of First Holy Communion begins during the second semester of the second grade. Programs will be offered to assist parents in preparing their children for the first reception of First Holy Communion in cooperation with the Religious Education Office of St. John the Evangelist Catholic Church.

## **SCHOOL MASSES AND PRAYER SERVICES**



All families, regardless of religious preference, are welcomed to attend Masses and prayer services. Kindergarten-6<sup>th</sup> grade students at St. John Catholic School will attend Mass each Thursday morning at 8:30 a.m. in St. John the Evangelist Catholic Church. A specific class will be in charge of each celebration. Dates are announced in the principal's weekly newsletter.

Flash photography, or any type of photography that involves moving about the Church or distracts from the services is not allowed.

# ANTI BULLY AND HARASSMENT POLICY

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

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

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

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

**GUIDELINES:** Before disciplinary action is taken, an immediate assessment of the situation will be held with the individual teacher, student(s), and principal. In all instances, conflict resolution will be a primary tool in seeking a positive solution to the situation. If further action is necessary, the following procedures will occur:

1. **First Offense:** Teacher-student-principal conference. (Parent will be notified of the conference. Depending on the severity of the offense, the parent may be requested to attend and an appropriate consequence assigned.)
2. **Second Offense:** Teacher-student-parent-principal conference. (Depending on the severity of the offense, a one to three day in-school suspension may occur. Work or tests during this period may receive a grade of zero.)
3. **Third Offense:** Same procedure as above, but pastor is included. Counseling may be required. If no cooperation is attained, expulsion from school becomes a strong possibility.

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



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

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

## **Non-Custodial Parents**

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



# COMMUNICATION, SCHOOL CLOSING, EMERGENCIES, AND PROCEDURES

## COMMUNICATION

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

## SCHOOL MAIL

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

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

## SCHOOL-TO-PARENT COMMUNICATION

Teachers will communicate with parents on a regular basis through quarterly report cards, Parent-Teacher Conferences in the fall and winter, comments and grades on student work, and less formally through classroom newsletters, informal notes and phone calls to parents. Third through sixth grade teachers will communicate with parents through a mid-quarter report in the 2nd, 3rd and 4th quarters of the school year. Teachers also communicate through their Web Pages:

Preschool	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/Preschool">www.TeacherWeb.com/KS/StJohnSchool/Preschool</a>
Kindergarten	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/Kindergarten">www.TeacherWeb.com/KS/StJohnSchool/Kindergarten</a>
1st grade	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/1stGrade">www.TeacherWeb.com/KS/StJohnSchool/1stGrade</a>
2nd grade	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/2ndGrade">www.TeacherWeb.com/KS/StJohnSchool/2ndGrade</a>
3rd grade	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/3rdGrade">www.TeacherWeb.com/KS/StJohnSchool/3rdGrade</a>
4th grade	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/4thGrade">www.TeacherWeb.com/KS/StJohnSchool/4thGrade</a>
5th grade	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/5thGrade">www.TeacherWeb.com/KS/StJohnSchool/5thGrade</a>
6th grade	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/6thGrade">www.TeacherWeb.com/KS/StJohnSchool/6thGrade</a>
Library	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/Library">www.TeacherWeb.com/KS/StJohnSchool/Library</a>
Music	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/Music">www.TeacherWeb.com/KS/StJohnSchool/Music</a>
P.E.	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/PhysicalEducation">www.TeacherWeb.com/KS/StJohnSchool/PhysicalEducation</a>
Spanish	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/Spanish">www.TeacherWeb.com/KS/StJohnSchool/Spanish</a>
Extended Care	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/AfterSchoolCare">www.TeacherWeb.com/KS/StJohnSchool/AfterSchoolCare</a>
Technology	<a href="http://www.TeacherWeb.com/KS/StJohnSchool/Technology">www.TeacherWeb.com/KS/StJohnSchool/Technology</a>

## **TELEPHONE COMMUNICATION**

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

## **CELL PHONES**

Student cell phones must be kept in backpacks and powered off during school hours including after school care and school sponsored activities.

## **PICTURES OF STUDENTS**

St. John Catholic School reserves the right to use student pictures with names in publications and without names on the school's website. Any parent who **does not** wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

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

Cancellation of school takes place during extraordinary circumstances such as extreme weather or equipment failure. Practical means will be used to notify parents of a cancellation. St. John Catholic School follows The Lawrence Public Schools' decision to close school for severe weather. Parents will be notified by telephone and email with our St. John Emergency Notification System. Announcements are also on our school website and (1320 AM), **KLZR** (105.9 FM), and **KANU** (91.5 FM), USD 497 Public Information Channel 26, Sunflower Television Channel 6, and Topeka television and radio stations. Should a situation arise during the school day whereby school would have to be closed, no child knowingly would be sent home to an empty house. If the parents are unavailable, other safe and reasonable measures will be arranged.

## **EMERGENCY ACTION PLAN**

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

## **EMERGENCY DRILLS**

Tornado drills are held 3 times a year and fire drills are conducted each month. Detailed escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area in the school building. For fire drills each class has an escape route to an outside area at a safe distance from the building. Children are escorted to these designated areas in a safe, quick, quiet and orderly manner. As part of the school's regular safety plan, the students will practice evacuation drills and lock downs. Parents are always welcome to pick up their children from school if they are concerned about any dangerous weather or situation.

## **SAFE PLACE**

In the event of evacuation, St. John School will relocate to St. John the Evangelist Church.

## **SECURITY**

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

# HEALTH STANDARDS AND REGULATIONS

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

## ILLNESS

In the event of illness, parents are requested to keep their child home. Children who have been absent due to any communicable diseases are required to have releases from their physician before re-admission. When your child has a temperature of 99.6 degrees or higher, he/she will be sent home from school. Students must be fever free for twenty-four (24) hours (without medication) before returning to school. Your child may be readmitted when free from fever, vomiting, and/or diarrhea for 24 hours.

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

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

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

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

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

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

## **INJURIES AND MEDICATION**

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

## **PARENT RESPONSIBILITIES**

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

1. Parents are asked to fill out or update an Emergency Information Card at the beginning of each school year. If a name and/or phone number on this card should be changed, please notify the school office immediately so that these cards can be updated.
2. Parents should notify the school in writing concerning any health needs, allergies, reactions, medications or other pertinent data necessary to better care for a particular child.
3. Parents of a child with a communicable disease must obtain a doctor's note stating that the child is under treatment. The child must be symptom free before returning to school.
4. Parents are to provide the school with up-to-date health records for their child, including the dates for vaccinations and immunizations and the presence of any physical problems.

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

## **SCHOOL RESPONSIBILITIES**

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

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

## **PRESCRIPTIONS**

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

**NO MEDICINE WILL BE DISPENSED UNLESS BOTH  
CONDITIONS ARE MET. THIS IS A KANSAS STATE LAW.**

## **NON-PRESCRIPTIONS MEDICINE**

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

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

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

## **MISCELLANEOUS INFORMATION**

### **ASBESTOS MANAGEMENT PLAN**

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

### **FIELD TRIPS**

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

### **LOST OR DAMAGED LIBRARY BOOKS**

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

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

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

### **UNPAID FEES**

All fees including extended kindergarten care, extended care, tuition, school lunches, preschool, are due by the tenth of the month. Enrollment for the following school year is not considered final until all fees from the current year are paid in full. The school may require prepayment of in cases of repeated delinquency and enrollment in school programs such as extended care, school lunch, preschool, may be denied for non payment.

## **RETURNED CHECKS**

Checks written to St. John Catholic School and returned to the bank for any reason for any school fees (including the food service program, kindergarten extended care, extended care program, tuition, and PTO) will be charged \$30.00 for each returned check. *Payment for the insufficient check must be made by cash, certified check, or money order.*

## **POSTDATED CHECKS**

Postdated checks will not be accepted (including the food service program, kindergarten extended care, extended care program, tuition, and PTO). Any checks received for payment of fees will be deposited regardless of the date posted and will not be held for deposit at a later date.

## **STUDENT MONEY**

Students are discouraged from bringing money to school other than for school functions and expenses such as Cookie Sales for 4<sup>th</sup>-6<sup>th</sup> grades. If it is necessary that a child bring personal money to school, it should be left in the school office before school and picked up after school.

*If a child is to bring money to school it should be sealed in an envelope marked with the student's name, amount, and purpose for the money.*

## **STUDENT BIRTHDAYS**

Invitations to personal birthday parties cannot be delivered at school. If it is necessary to bring a gift to school that is being taken to a party, it should be left in the school office before school and picked up after school. Birthday balloons, flowers, etc. are discouraged. If delivered during the day, the student will be notified to pick up their gift in the school office at the end of the day.

## **STUDENT BIRTHDAY TREATS**

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

## **MID MORNING STUDENT SNACK**

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

# SCHOOL LUNCH PROGRAM

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

## **PAYMENT**

Parents will be billed on a monthly basis for school provided meals or milk served. Please note that students must sign up for an entire month of lunches if they choose school lunch. Due to planning and food purchasing, students must commit to school lunches for the entire month and not on a daily basis. Monthly school lunch commitment is determined by the first three days lunch use. On or about the 5<sup>th</sup> of each month parents will receive an itemized statement for the previous month's lunches. Payment is due and payable upon receipt of the statement. If payment is not made within thirty (30) days, parents may be requested to provide a sack lunch from home until payment is made. **Checks payable to St. John School.**

Student lunch - \$2.20      Milk - \$ .50      Adult lunch - \$4.00

## **NO CREDIT FOR LUNCHES MISSED**

No credit will be given for purchased lunches should a student elect not to eat the meal. Credit is only given for meals missed due to absences.

## **RESERVING A LUNCH**

If a student arrives late for school and is having a school lunch, the parents should call the school or cafeteria before 9:00 a.m. and order a lunch for the student. Cafeteria telephone **842-0066**

## **FREE AND REDUCED LUNCHES**

Under certain circumstances, students can be provided lunch either free or at a reduced rate. In order for this to take place, it will be necessary to complete an application from the school office or on the school website. All applications remain confidential.

## **HOME-PREPARED LUNCHES**

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

## **STUDENT LUNCHROOM ASSISTANCE**

Students in the 4<sup>th</sup>, 5<sup>th</sup>, and 6th grades may help with the Hot Lunch Program. Students are required to have parent approval and this form can be downloaded from our school web site.

## **SPECIAL DIETS**

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



# **EXTENDED CARE PROGRAM FOR KINDERGARTEN-6<sup>TH</sup> GRADES**

Extended care is available at St. John Catholic School to provide students and their families with an environment similar to that of the school and in a convenient location. This program is an extension of the school and the same standards of behavior apply. Extended Care is provided on school days from 7:00 a.m. until school begins and from school dismissal until 5:30 p.m. A full day program for Kindergarten students called "Full Day Kindergarten Option" provides creative care in the mornings for students enrolled in the afternoon Kindergarten session.

Enrollment in the Extended Care Program is handled through the program director who assess fees and monitor attendance.

## **GOALS OF EXTENDED CARE PROGRAM 842-0066**

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

## **REGULAR EXTENDED CARE FEES**

**\$4 per morning per child**

**\$8 per afternoon per child**

The program closes at 5:30 p.m. Parents who pick up students after this time will be charged \$1.00 per minute overtime.

## **IN-SERVICE AND CONFERENCES**

Extended care is available all day during in-service days, parent-teacher conference days, and Kindergarten Round-up day. The beginning and ending hours for these days are 7:00am to 5:30pm. **The fee for these days is as follows: \$30 per day per child, \$20 per half day per child.**

## **FULL DAY KINDERGARTEN OPTION**

Extended Kindergarten is available from 7:00 a.m. until 12:25 p.m.. At 12:25 p.m., the students are escorted to regular afternoon kindergarten session. Fees will be as follows and based on 10 monthly payments:

**\$300 per month - 5 days a week**

**\$195 per month - 3 days a week**

**\$170 per month - 2 days a week**

## **PAYMENT**

By the 5<sup>th</sup> of each month, parents will receive a statement of services provided during the previous month. Payment is due on or before the tenth of the month. Services may be denied for nonpayment of fees.

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

# Technology Acceptable Usage Policy

Technology is used to support learning and to enhance instruction. Computer networks allow people to interact with many computers and people. It is a general policy that all technology used through St. John Catholic School is to be used in a responsible, efficient, ethical, and legal manner.

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

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

- A. Be polite
- B. Use appropriate language
- C. Always cite your source when using electronic resources
- D. Keep all technology clean and free of food and drink
- E. Never use technology to harm other people, or enter into their files
- F. Treat technology hardware or software with respect
- G. Do not give out personal information

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

- A. Copying commercial software in violation of federal or international copyright laws.
- B. Using profanity, obscenity, or other language that may be offensive to other users.
- C. The use of St. John Catholic School technology for commercial gain or illegal activity.
- D. Users giving their password to another user.
- E. Unauthorized inspection, alteration, deletion, publication, copying, or tampering with files.
- F. Use or downloading of any software, online service, e-books, apps, or other media, without the permission from the supervising teacher or network administrator.
- G. Removal of any piece of St. John Catholic School technology equipment, hardware, or software from its designated place without permission.
- H. Intentional access of an inappropriate web site.
- I. Plagiarism: All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites.

These rules will apply:

- A. Students will follow teacher-directed procedures at all times.
- B. The person to whom an account is issued is responsible at all times for its proper use.
- C. Vandalism will result in the cancellation of all privileges. Vandalism is defined as a malicious attempt to harm or destroy hardware, data of another user, technology,

- 1) **Transmission of any material in violation of any U.S. or state regulation is prohibited.** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.
- 2) **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students who receive access will participate in a discussion with the appropriate instructor/system administrator pertaining to the proper use of the network. The system administrators and teachers will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access.
- 3) **Netiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a) Be polite. Messages should not be abusive to others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c) Do not reveal personal addresses or phone numbers or the addresses and/or phone numbers of fellow students or other school personnel.
  - d) Illegal activities are strictly forbidden, i.e., the illegal copying or installation of software, or violation of copyright laws.
  - e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - f) Do not use the network in such a way that another's user's work would be disrupted or invaded.
- 4) St. John Catholic Elementary School and its personnel make no warranties of any kind, whether expressed or implied, for the service it is providing. St. John Catholic Elementary School and its personnel will not be responsible for any damages suffered. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. This is to say St. John Catholic Elementary School is not responsible for the accuracy or quality of information obtained.
- 5) **Security:** Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the Internet, the user is to notify the system administrator or classroom teacher. A security problem could mean that a user has gained access to data in error. Attempts to access the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

- 6) **Vandalism**: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, of the Internet or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7) All terms and conditions as stated in this document are applicable to St. John Catholic Elementary School students, faculty, and staff. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of other State of Kansas and the United States of America.
- 8) **Plagiarism**: All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites.
- 9) Communication over the network should not be considered private. Professional supervision, system maintenance, and other interactions may require review and inspection of directories and messages.

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

# **VOLUNTEERING AND SCHOOL ORGANIZATIONS**

## **VISITORS/VOLUNTEERS**

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

## **SCHOOL COUNCIL**

### **Purpose**

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

### **Function**

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

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

## **MEMBERSHIP**

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

## **MEETINGS**

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

**Members are Julie Coleman (President), Justin Cordova, Susan Williams, John Milburn, Krista Thomas, and Kevin Oneslager.**

## **PARENT -TEACHER ORGANIZATION**

Treasurer: Holly Ostlund

Secretary: Landra Fair

Vice-President: Kim Augustine

President: Sarah Rossillon

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

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

## **BENEFIT AUCTION**

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

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

## **DIRECTOR OF DEVELOPMENT**

The Director of Development (fund-raising) promotes the school endowment fund and augments funding needed to supplement the growing needs in the annual operating budget. Jane Ellen Liebert, Director of Development, is located in the Simon Parish Center.

# ARCHDIOCESE OF KANSAS CITY, KANSAS

www.archkckcs.org

## PURPOSE

The Archdiocese of Kansas City in Kansas covers 12,500 square miles in Northeast Kansas with 45 Catholic elementary schools and 7 Catholic High Schools in Johnson and Wyandotte Counties and the cities of Lawrence, Leavenworth, Topeka, Atchison, Marysville, Emporia, Garnett, Greeley, Ottawa and Paola.

## FUNCTION

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

## VIRTUS

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

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

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

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

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

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

This handbook has been approved by the St. John School Council, May 2011.

