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Welcome to the St. John the Baptist Catholic School community! We hope your education experience here is an exciting and happy one.

The purpose of this handbook is to present rules and procedures for our school. Please read this handbook in its entirety, and keep this booklet available for future reference. Working together is a key component of a successful educational program. Please take time to discuss the handbook with your child. **After you have reviewed the handbook with your student, please sign the policy and procedure sheet and have your student (s) return to the homeroom teacher. (one sheet per student)** Please note that St. John's School reserves the right to interpret this handbook as individual situations arise.

We value your child at St. John's School, as a child of God. We offer a safe, disciplined, nurturing Catholic environment and an education that develops excellence in the whole child.

The faculty and staff look forward to working with you as together we guide your child in discovering his/her abilities and individual gifts. Please contact us if you have questions or need assistance.

History

St. John the Baptist Catholic School opened in 1996 with just over 100 students in kindergarten through fourth grade with Fr. Patrick Murphy as the founding Pastor. We have grown to a community of over 450 students in grades kindergarten through eighth grade. We are excited and appreciative that you have chosen St. John's as the educational institution for your child (children). We are committed to helping our students grow, spiritually, intellectually and physically.

2009-2010 FACULTY/STAFF

Principal	Sherry Lewis
Assistant Principal	Susan Abell
Administrative Assistant	Sarah Lee Smith
Business Office	Lisa Jourden
Kindergarten	Susan Kaufer
Kindergarten Aide	Helen Martin
Kindergarten	Sarah Beth Omenski
Kindergarten Aide	Tae McCann
First Grade	Valerie Martin
First Grade Aide	Marilyn Karigan
First Grade	Jo Williams
First Grade Aide	Kusum Seth
Second Grade	Sylvia Brown
Second Grade	Holley Mackey
Second Grade Aide	Nell Ormsbee
Third Grade	Mary Bowie
Third Grade	Nicole Lauzon
Fourth Grade	Angie Songy
Fourth Grade	Jennifer Zoeller
Fifth Grade	Marcia Jones
Fifth Grade	Shannon Lampton
Sixth Grade	Jessica Havin
Sixth Grade	Jennifer Lones
Seventh Grade/ Middle School Math	Stephanie League
Seventh Grade/Science	Ronald Shepard
Eighth Grade	Carol Hervias
Eighth Grade	Kelly Mixon
Advanced Math (6-8)	Darian Sloan
Physical Ed. Teacher	Cathy Johnson
Resource Teacher	Paula Whitten
Librarian	Rosemary Terry
Counselor	Nancy Dunn
Art	Marilu Priebe
Music	Marcia Ashford
Computer	M. Elizabeth Brown
Band Director	Mary Harrison
Athletic Director	Doug Ormsbee
Cafeteria Staff	Jennifer Cleary, Sheila Fierro
Day Care Staff	Ingrid Gillespie, Tina Bartlebaugh
	Carol Bailey, Lori Brown,
	Shawna Spiker, Theresa Tompkins

MISSION STATEMENT

St. John the Baptist Catholic School Community strives to provide a nurturing, Catholic Christian environment. Our goal is to prepare students to become productive citizens, active parishioners, and life long learners, who can meet the challenges of an ever-changing world.

We believe:

1. Each student is a child of God deserving respect.
2. Children should be developed spiritually, intellectually and physically.
3. We should integrate Catholic values and example with academic excellence.
4. Students learn through various learning styles.
5. Self discipline is the best discipline.
6. Technology should be utilized across the curriculum.
7. Our students should be provided with opportunities to serve others.
8. Parents, teachers and staff are partners in education.
9. Students need a positive, safe, structured environment for learning.

ADMISSIONS

The school complies with Alabama State Law regarding Kindergarten and First Grade entrance requirements. Pupils entering Kindergarten must be five years old on or before September first of the year entering. Pupils entering First Grade must be six years old on or before September first. Pupils transferring to St. John's may be admitted to the grade certified by the school from which they come. St. John's reserves the right to test and place students appropriately within our grade levels.

St. John's School does not discriminate on the basis of race, sex, religion, or national origin. We do not accept students incapable of reasonably absorbing the material that will be presented or who are otherwise disruptive of an atmosphere conducive to learning. Special education classes are not part of our program.

Students must have certificates of immunization records, Social Security Number, Certified State Birth Certificate, and a copy of their most recent report card, as well as additional records and forms required by the school. The student must be in good standing with the school he/she is leaving. There is a **non-refundable** registration fee.

St. John's opens registration to current school families first, then to parishioners of St. John's, then to the general public. Accounts with outstanding balances (tuition, before/after school care, etc.) must be paid before a registration form is accepted. As is the case in all financial matters please call the school office if special arrangements need to be made.

TUITION / FEES

REGISTRATION FEE

\$110.00 per child, **non-refundable**

TUITION

Tuition is prepaid monthly for ten months beginning in August & ending in May. St. John's uses an automatic draft system. Families are verified as parishioner or non-parishioner.

Failure to support St. John's Church through the Sacrificial Giving and/or through the Time and Talent Program can place a family in a non-parishioner status. The Church is responsible for placing families in parishioner or non-parishioner status, in accord with the criteria established by the pastor and pastoral council.

If a student is withdrawn before the end of the year, the parent will owe the prorated amount based on percentage of the school year/month attended. The school reserves the right to withhold grades/report cards for delinquent accounts and moneys owed the school, including tuition, daycare bills, etc.

<u>TUITION RATES FOR THE 2009-2010 SCHOOL YEAR</u>	Parishioner	Non-Parishioner
One Student	\$3650.00	\$6300.00
Two Students	\$6300.00	\$12600.00
Three Students	\$7600.00	\$18900.00

Two payment plans are available. (1) Payment of full tuition paid directly to the school by July 15, 2009. (2) Or participation in the automatic draft program. The automatic draft program begins in August, with the final draft in May, for a total of 10 months. Parents may choose to draft on the 1st of the month or the 25th of the preceding month.

RETURN CHECK POLICY

All checks returned to the school for the first time are subject to a \$30.00 return check fee. Second time there is a \$30.00 fee. Third time there is a \$30.00 fee and all payments to the school must be paid with a money order or in cash for the remainder of the school year.

CURRICULUM

The curriculum is a Diocesan approved course of study.

It includes:

Religious Education	Mathematics
Reading/Literature	Science
Spelling	Computer Science
English/Grammar	Social Studies/History
Phonics	Library Science
Handwriting	Physical Education
Art	Music
Health	Advanced Math (grades 6-8)

RELIGIOUS EDUCATION

Religious instruction according to doctrine of the Catholic Church is given top priority. Our students pray together throughout the school day. Daily classes about the Catholic faith are taught using The Loyola Series and the Diocesan document "Handing on the Faith". Children attend weekly Mass together where liturgies are often planned by specific classes. In the spring students in grades 5-8 participate in a Diocesan Religious Assessment.

The Sacramental Program is conducted by the Director of Religious Education of the Parish. Preparation for Reconciliation and First Communion are included in the daily religious education program. Parents are required to attend informational meetings and students are expected to attend parish-wide activities in preparation for the sacraments.

PHYSICAL EDUCATION

Physical Education (P.E.) is part of a well-rounded education. Grades are based on attitude, participation, physical skills and written tests, homework and dressing out. Students are not allowed to miss P.E. in order to make up other class work. Special situations may be worked out among the Principal, teachers and students involved. A student must have permission from the Principal to miss P.E. for any reason other than a doctor's excuse.

No child may be excused indefinitely from P.E. with a note from parents. Parent notes for minor illness/injury will remain in effect for two days. A doctor's note is required for a more lengthy absence from P.E.

P.E. clothes are required for grades three and above. Uniforms consist of an official St. John's gray gym shirt and navy knit gym shorts. Sweatshirt and sweatpants are an option for a winter P.E. uniform. Navy or white socks and athletic shoes are required. Without the proper uniform, which includes athletic shoes for K -2, students will not be allowed to participate and will lose points from their grade.

FIELD TRIPS

Educational field trips enhance classroom learning and students are expected to attend just like any other school day. Students are expected to demonstrate appropriate behavior on field trips as well as in the classroom prior to the trip. Students that choose to challenge rules during the course of a normal day may be denied the privilege of attending a field trip. Students that lose the privilege of attending a field trip or are not given permission by the parent may be required to complete an alternative assignment.

Proper permission according to the procedures outlined by the Diocese of Birmingham is required for students as well as parent drivers. Drivers must go directly to and from destination with no additional stops. Drivers must also attend the Youth Protection for Adults (part one) training. Additional fees will be collected as needed for field trips.

FIELD TRIP REMINDERS:

- Make sure each student is buckled securely.
- Student may not ride in the front seat (except the child of the driver).
- Please make sure you have enough gas for the trip.
- Follow all speed limits.
- Please refrain from smoking at all times during the field trip.
- Drivers are not to use cell phones while driving.
- Teachers should provide each driver with a set of written directions and the school phone number.
- During the program, please refrain from talking so the students may hear the speaker.

LIBRARY

Kindergarten and First Grade students are given a thirty-minute library period on a designated day each week in which to check out books and learn library skills. The remaining classes follow an Open Library plan allowing students to check out books as often as needed. The teachers schedule research opportunities as needed. Internet access is available through the classroom, library or computer lab. Students must adhere to the Internet Use policy to maintain computer privileges. All students in grades 4 and up are encouraged to obtain an AVL (Alabama Virtual Library) card through the public library.

Students should re-check their book each week should they need it for a longer period of time. Students with lost or damaged books will be assessed a fee according to the circumstance. Library fees follow the same procedures as other fees and must be settled before report cards and records are issued.

EXTRACURRICULAR ACTIVITIES

An "extracurricular activity" has the following characteristics:

1. Is an out-of-class pursuit, usually supervised by the school.
2. Extracurricular activities are not part of the regular school curriculum, are not graded, do not earn credits, generally take place out of classroom time, and often involve performance before an audience or spectators.
3. Extracurricular activities may include but are not limited to: athletic teams, bands or orchestra, musical performing groups, school publications, clubs and dramatic groups, school dances.

Students in grades 5-8 must maintain at least a "C" average in all classes to be eligible for "extracurricular activities". In addition, good conduct in school is required to participate. Eligibility is determined at each quarterly report card (4 times a year). Ineligible students will be re-checked every two weeks from the official marking period.

There are school activities that occur in whole or in part after school hours. These activities are an extension of the basic curriculum and do not involve a significant amount of time (i.e. PTO meeting presentations). Students are expected to attend these events with extracurricular rules not applying. The principal will make the final determination whether or not an activity is defined as "extracurricular". If an activity is classified as "extracurricular" then the eligibility rules apply.

GRADUATION

St. John the Baptist Catholic School provides an education that is both intellectual and spiritual. This instruction is a foundation for future studies and instills in the students an awareness that they are made in the image and likeness of God. In addition, the students, particularly those graduating from 8th grade, are a reflection of the entire St. John's parish community. We expect diligence and goodness in all they undertake. Participation in the eighth grade graduation ceremony is a privilege and indicates a successful completion of all requirements. Therefore, the Principal reserves the right to deny the privilege of participating in the ceremony and associated activities to those who do not complete these requirements.

ATTENDANCE

The school day officially begins at 7:55 a.m. In order to promote a positive learning environment, students should be in the classroom on time and ready to learn. All students enter the school at the main gym doors or the cafeteria door where they remain until dismissed to their homeroom. Any student arriving late must report directly to the office and be signed in by the parent. **Students unescorted by a parent when tardy, automatically receive an unexcused tardy.** Students with an unexcused tardy are subject to receive disciplinary action. School is dismissed at 3:00 p.m. Students who are not picked up by the end of the afternoon car line will be placed in after school care.

Maximum absences allowed are ten days per semester. Excessive absences can result in a student being retained. Students absent for five or more consecutive school days are required to submit a doctor's certificate before being readmitted to school. Any student who has had a contagious disease (except for minor colds and viruses) is required to submit a doctor's certificate before being readmitted to school. If a child is absent, the parent should call the school office to indicate the reason for the absence.

The following are considered valid (excused) reasons for absence from school: illness, death in family, health treatment, permission from principal and inclement weather. Students missing for excused reasons will be allowed to make-up work missed. **Parents must always send a note explaining the reason for the absence (signature required on the note).** The absence note must be submitted upon the student's return to receive an excused absence. Students have two days to complete make-up work or at a minimum must make arrangements with the teacher within the first two days upon returning to school. Students missing for unexcused reasons will receive zeroes for missed work.

Any student absent from school more than ½ day may not participate in school sponsored events that afternoon and evening. A student is counted absent the entire day if missing more than three (3) hours and 30 minutes.

Parents should make every effort to schedule doctor/dental appointments after school hours. If not possible, then every effort should be made to have the child miss a minimum amount of instructional time.

When parents are requesting an early dismissal, or permission to be absent, a note with parent signature must be sent to school giving the reason and the time the student will be picked up and returned to school. Any scheduled absences must be pre-approved by the principal. The parent must come to the office to sign the student out. When checking in, the parent must escort the student into the office to sign him/her back into school. The student is responsible for any missed work. Excessive abuse of this procedure can result in a student being denied the opportunity to make up missed work.

ACADEMIC PROCEDURES

HOMEWORK

The purpose of homework is to reinforce concepts taught in school. Homework is assigned on a regular basis. A general rule of thumb is 10 minutes per grade. If your child is taken an unusual amount of time to complete homework, please contact the teacher.

GRADING

Report cards are issued quarterly. The Diocese of Birmingham uses the following grading system in all its schools:

Kindergarten and Grade One: A checklist with the following qualifiers listed below:

M - Mastered

I - Improving

NP – No Progress

NA – Not applicable at this time

Grades 2 through 8: Grading at these levels will be letter grades with a scale given on the report card. Both percents and letter grades will be listed on the interim progress reports. The following subjects will be graded with letters: religion, reading/literature (language arts), math, science, social studies, music, art, physical education, and Spanish. Computer and library do not receive letter grades since they are tools to be integrated into all areas of the curriculum.

The grading scale will be as follows:

A 100 - 93

D 73 - 65

B 92 - 84

F 64 and below

C 83 - 74

REPORT CARDS / PROGRESS REPORTS

Report cards are distributed every nine weeks. Parent - Teacher Conferences are held after the first marking period. Progress reports are sent home at mid-term (about the fifth week) to indicate the student's standing in academic and behavioral areas.

HONOR ROLL

There are two types of Honor Rolls for students in 2nd grade and above, an "All A" and an "A & B". Students must have no "U"s (unsatisfactory) for the grading period. There are no Honor Rolls for Kindergarten or First grade.

PROMOTION / RETENTION POLICY

At the end of the school year, students are either promoted or retained. A student fails for the year if he/she has a yearly average below 65 or "F" in two or more of the following areas: Reading, English, Math, Science, or Social Studies. Students may be retained for reasons other than grades if a decision is reached cooperatively among the teacher, principal, and parents. When there is disagreement, the decision of the principal is final.

ASSESSMENTS

Students in grades 3, 5, and 7 take the Iowa Test of Basic Skills. During standardized assessment week, students need to be present unless ill. Please do not make routine doctor's appointments during this week in April. Students in grades 4 and 8 take a Diocesan Writing Assessment. Grades 5 – 8 are also assessed with the Diocesan Religion Test. Students are assessed in Math in the 6th grade. They are assessed in Technology Education in grades 2, 4, 6, and 8.

STUDENT SERVICES

ILLNESS & MEDICATION

FIRST AID ROOM

The First Aid Room at St. John's exists to provide *temporary* care for students with minor injuries. A school nurse is in the clinic on a part – time basis. Parents are required to complete a **Medical Emergency Form** for each student to be kept on file in the office. Injury reports are filled out and filed for serious injuries.

ILLNESS

A student will not be kept nor admitted to school if the student is known to have a communicable disease or parasite that may be spread by any form of casual contact and considered a health threat to the school population. Students sent home with any of the below symptoms will be free of these symptoms for a twenty-four hour period (without medication) before being readmitted to school. Re-admittance will be denied if the 24 hour symptom free time period has not been met.

- Temperature of one hundred (100) degrees F. or higher.
- Vomiting and / or diarrhea.
- Discharge of fluid or mucus from the nose, eyes, or ears that is green or yellow in appearance.
- Rashes of unknown origin. (Students may be readmitted with evidence of physician's diagnosis and treatment required.)
- Conjunctivitis. (Students may return to school after having undergone a minimum of twenty-four (24) hours of treatment.)
- Streptococcus or other infection. (Student may be readmitted with evidence of physician's diagnosis and a minimum of twenty-four (24) hours of antibiotic treatment.)
- Head Lice. School must be notified. (Treated with proper medication required. Parent must accompany student to school for the student to be rechecked by the Principal or school nurse for readmission.)

In accordance with public health guidelines designed to decrease the spread of communicable diseases, should a student become ill during school; parents will be contacted to pick their child up. If the school is unable to locate the parents, the emergency contact will be called to pick up the student.

ADMINISTRATION OF MEDICATION

Medication may be dispensed at school only under the following conditions:

- A Parental Request Form for Administering Medicine at school has been properly completed and returned to the office along with the medicine. This form may be obtained in the office.
- All medication must be in its original container with dosage information and directions.
- Medication must be delivered to the school office by the parent or guardian.
- A written Doctor's order must accompany the prescribed medication and will remain on file in the office stating the name of the drug, the time to be given, and the dosage.
- All medication will be kept in a locked area of the office.

- Students are not to have prescription or non-prescription medication in their possession during school hours on school / parish premises or at school sponsored events and field trips away from school.
- In order to administer non-prescription medication, a signed clinic card must be on file. The parent will be called before the medicine is given.

Only the Principal has the authority to make exceptions to this policy.

BEFORE / AFTER SCHOOL CARE

St. John's School offers a before (6:30-7:30) and after (3:05-6:00) school care program as a service to parents. After school, usually around 4:00-4:15 p.m., a snack is offered. Homework time is given for older children. Recreational activities are planned and supervised. Parents are required to sign out students when picking them up from aftercare. Photo identification is required for the adult. Any other designated individuals picking up a student must be clearly indicated on the information sheet submitted to the office and maintained in the aftercare area. Bills are sent home electronically on the first day of the new month and payment is expected by the tenth of that month. Electronic drafting is an option for payment. Failure to pay fees may result in the loss of after care use. **Students who exhibit an uncooperative or disruptive behavior may also be denied after care services.** A \$5.00 late fee will be automatically added to all bills not paid in the given amount of time. **Please pick up your child by 6:00 p.m.** Any student not picked up by 6:00 p.m. will accrue a charge of \$1.00 per minute per family. Students dropped off before 7:30 a.m. or picked up after 3:20 p.m. will be placed in the day care and parents billed accordingly.

Before and After School Care hours are as follows: Before School 6:30 - 7:30; After School 3:00 - 6:00

Rates are as follows: Daily Before and After School \$3.00 an hour, per child.

LUNCHES

We offer a hot lunch program for \$3.00 per meal. Lunches may also be "brown bagged". Parents may also join their children for lunch. If a parent wishes to purchase a school lunch, please send a note with your child's teacher that day or call the school office by 8:30 am. **Fast food is not allowed for students or parents/guests.** The school offers milk and juice for fifty cents per carton. Please do not send carbonated drinks for students at lunch. Each class is responsible for its own clean-up. The school offers a free milk program to qualifying families.

STUDENT ORGANIZATIONS

Student Government	Drama Club	National Junior Honor Society	Band
Athletics	Yearbook Staff	Book of the Month Club	
Newspaper Staff	Safety Patrol	Math Team	

PARISH ORGANIZATIONS

Children's Choir	Altar Servers	Football/Cheer	Scouts
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OTHER ACTIVITIES

Science Fair (Grade 7)	Geography Bee
Religion Scholars' Bowl	Duke University Talent Identification Program (T.I.P.)

STUDENT CONDUCT

CODE OF CONDUCT

Catholic Education supports student growth in all areas. Self discipline is a life skill that can and should be achieved. School rules and regulations are no more than basic courtesy, good manners and the creation of a Christian community where learning can take place. The authority to control student behavior extends to all activities of the school including Mass and religious services, all games and public performances, field trips, and all other school sponsored activities.

1. Honor System - Each student is a member of the Honor System. The student should be fair with him/herself, with fellow students, and with the teacher. No form of cheating, lying, or stealing will be tolerated. We ask that our students tell the truth at all times, conduct themselves as ladies and gentlemen, respect law and order and follow the Commandments in all phases of life.
2. Courtesies - Students are expected to treat each other with courtesy, to display a positive attitude and disposition, and to show proper respect for faculty and staff members. Students are expected to conduct themselves in a respectful manner towards everyone. Disrupting the learning environment of other students is not acceptable.

3. Rules of Conduct – Behaviors that are considered routine and appropriate are listed below. The student:
- will abide by the uniform policy
 - will walk, not run, in the building
 - will not chew gum
 - will never leave school grounds without permission from parent/guardian and the office
 - will follow all classroom rules
 - will deliver and return signed papers
 - will be respectful of adults and polite to other young people
 - will respect all school property (books, desk, restroom, etc...)
 - will respect other students' property
 - will use acceptable Christian language
 - will be honest and truthful
 - will keep all areas clean
 - will get along with others, avoiding any type of physical or verbal confrontation
 - will be in class on time
 - will bring nothing to school that could harm another person (knives, fireworks, firearms, etc...)
 - will not drink alcohol, use drugs, use tobacco products, nor have them on campus.

These rules may be interpreted and added to during the school year by the Principal.

DISCIPLINARY MEASURES

Teachers will handle routine classroom discipline, using assertive discipline and positive reinforcement when possible. Repeat or serious breaches of discipline will be handled by the principal. Besides time outs and losses of privileges, discipline actions include:

1. Detention - Before school (at 7:00 am) or on Saturday mornings; usual time is one hour, but can be reduced to thirty minutes or increased to include Saturday morning up to four hours. This can be a work detail. If not, the student will be expected to review course material. (No eating, sleeping, talking, etc.) Failure to comply will result in further disciplinary action.
2. Mandatory Parent Conference - Required disciplinary meeting by custodial parents with the teacher and/or principal for a discussion of the problem and potential solution.
3. In-House Suspension - Isolation of a student from his/her peers at school during the school day. Teacher will provide lessons, work, and tests to be done during the day. No extra curricular participation allowed.
4. Out of School Suspension - Removal of the student from the school setting (1-10 school days). The student stays home and receives zeroes on all missed work. A parent conference is mandatory for re-admission. No extra curricular participation allowed.
5. Expulsion - Removal of the student from the student body and the school.

The following activities will result in suspension or expulsion:

- Use or possession of illegal substances (drugs, alcohol, or tobacco) during school or school sponsored activities.
- Fighting/violence
- Public display of affection/sexual misconduct
- Extreme disrespect of authority
- Vandalism
- Arson
- Bomb Threats – anyone directly threatening or aiding and abetting in a threat or false report of a bomb threat.
- Possession of weapons or use of objects as weapons
- Unauthorized entry to or use of school facilities
- Stealing
- Truancy
- Harassment (bullying, teasing, intentional exclusion, sexual, etc.)
- Forgery of documents/signatures
- Repeated violation of school rules, including dress code
- Any other extreme violation of rules

Students are removed from the school by the principal with notification given to the Superintendent of the Diocese of
These activities may be interpreted and added to during the school year by the Principal.

DRESS CODE

An established dress code at St. John's School promotes a positive learning environment through neat and tidy appearance as well as minimal distraction to the daily instructional atmosphere. Students are expected to abide by the dress code policy. Students who choose to not abide by the dress code policy will not be admitted to class until the proper uniform attire is brought to him/her at school. Certain days will be designated as "no uniform days." On those days, students should refer to the section listed below. It takes the combined effort of students, parents, and school personnel to see to it that every child comes to school in the proper uniform. The principal will have discretion in all questions pertaining to student's dress code.

Items marked with an * must be purchased from LaRose Uniform Company. Coats/jackets are not allowed in the classroom. Hats are not allowed to be worn in the building. Boy Scout and Girl Scout uniforms are permitted on the day of the scout meeting. **Please print the student's name in all articles of clothing worn to school.**

The dress code requirements are as follows:

Boys (Kindergarten-4th Grade):

Shorts* – blue walking shorts

Pants* – navy

Oxford shirt* – white oxford button down, long or short sleeve

Polo shirt* – green or white, long or short sleeve: must have St. John's logo

Sweaters* – optional; navy, cardigan, vest or pull-over style. This is the only sweater allowed in the classroom.

Sweatshirts – The plain green sweatshirt (not the hoodie), purchased through the Crusader Club, is acceptable to wear over a school shirt.

Belts – black, brown or navy for grades K-8.

Shoes – Tennis shoes may be worn. They must be non marking and should be predominantly white, navy or black. Shoes with lights, sounds, characters, beads, wheels or colored laces are not allowed. Should other shoes be worn, they must be brown, navy, or black leather. No boots or open toed shoes may be worn. Only athletic shoes may be worn for PE.

Socks - White or navy and crew in length. Socks may not have any emblems or brand names.

PE Uniform* – Gray shirt with logo, navy gym shorts required for grades 3-8. Students in K-2 do not wear a PE uniform.

Sweatshirt/sweatpants - optional as PE winter uniform only. Navy or hunter green allowed. No emblems or brand names should be visible.

Grooming – Boys should be well groomed. Hair should be neat, out of the eyes, not extend over the collar and not distracting. Boys are not allowed to wear earrings.

Girls (Kindergarten-4th Grade):

Jumpers* – plaid (must wear navy shorts underneath). *Jumpers must be no more than 3 inches above the knee.*

Skorts* – plaid. *Skorts must be no more than 3 inches above the knee.*

Shorts* - plaid or blue walking shorts

Pants* - navy blue

Blouses* – round collar, white, long or short sleeve

Polo Shirt* – Green or white, long or short sleeve with St. John's logo

Sweaters* – Optional; navy; cardigan, vest or pull-over styles. This is the only sweater allowed in the classroom.

Sweatshirts – The plain green sweatshirt (not the hoodie), purchased through the Crusader Club, is acceptable to wear over a school shirt.

Belts – black, brown or navy for grades K-8.

Shoes – Tennis shoes may be worn. They must be non marking and should be predominantly white, navy or black. Shoes with lights, sounds, characters, beads, wheels or colored laces are not allowed. Should other shoes be worn, they must be brown, navy, or black leather. No boots or open toed shoes may be worn. Only athletic shoes may be worn for PE.

Socks - White or navy and crew in length. Socks may not have any emblems or brand names.

PE Uniform – Gray shirt with logo, navy gym shorts required for grades 3-8. Students in K-2 do not wear a PE uniform.

Sweatshirt/sweatpants - optional as PE winter uniform only. Navy or hunter green allowed. No emblems or brand names should be visible.

Grooming – Hair must be neat and not distracting. Nail polish must be light in color. Only stud earrings are allowed. No make-up.

Boys (5th-8th Grade):

Shorts* - navy walking shorts, khaki walking shorts

Pants* – navy blue or khaki

Oxford shirt* – white oxford button down, long or short sleeve

Polo shirt* – green or white, long or short sleeve: must have St. John's logo

Sweaters* – optional; navy, cardigan, vest or pull-over style. This is the only sweater allowed in the classroom.

Sweatshirts – The plain green sweatshirt (not the hoodie), purchased through the Crusader Club, is acceptable to wear over a school shirt.

Belts – black, brown or navy for grades K-8.

Shoes– Tennis shoes may be worn. They must be non marking and should be predominantly white, navy or black. Shoes with lights, sounds, characters, beads, wheels or colored laces are not allowed. Should other shoes be worn, they must be brown, navy, or black leather. No boots or open toed shoes may be worn. Only athletic shoes may be worn for PE.

Socks - White or navy and crew in length. Socks may not have any emblems or brand names.

PE Uniform* - Gray shirt with logo, navy gym shorts required for grades 3-8. Gym shoes must tie with traditional shoe laces.

Sweatshirt/sweatpants - optional as PE winter uniform only. Navy or hunter green allowed. No emblems or brand names should be visible.

Grooming - Boys should be well groomed. Hair should be neat, out of the eyes, not extend over the collar and not distracting. Boys are not allowed to wear earrings. Facial hair is not allowed.

Girls (5th-8th Grade):

Skirts* – Plaid. *Skirts must be no more than 3 inches above the knee.*

Skorts* – plaid, Only the longer skort is allowed. (no more than 3 inches above the knee)

Shorts* – khaki or navy

Pants* – navy or khaki

Oxford Shirts* – white button down collar, long or short sleeve with St. John's logo

Polo Shirts* – Green or white, long or short sleeve with St. John's logo

Sweaters* – Optional; navy; cardigan, vest or pull-over styles. This is the only sweater allowed in the classroom.

Sweatshirts – The plain green sweatshirt (not the hoodie), purchased through the Crusader Club, is acceptable to wear over a school shirt.

Belts – black, brown or navy for grades K-8.

Shoes – Tennis shoes may be worn. They must be non marking and should be predominantly white, navy or black. Shoes with lights, sounds, characters, beads, wheels or colored laces are not allowed. Should other shoes be worn, they must be brown, navy, or black leather. No boots or open toed shoes may be worn. Only athletic shoes may be worn for PE.

Socks - White or navy and crew in length. Socks may not have any emblems or brand names.

PE Uniform* – Gray shirt with logo, navy gym shorts required for grades 3-8. Gym shoes must tie with traditional shoe laces.

Sweatshirt/sweatpants - optional as PE winter uniform only. Navy or hunter green allowed. No emblems or brand names should be visible.

Grooming – Hair must be neat and not distracting. Nail polish must be light in color. Only stud earrings are allowed. No make-up in grades K-7. Only a modest amount of make-up is allowed in the 8th grade.

NO UNIFORM DAYS

- Clothing should be neat. No worn, frayed, torn or soiled clothing.
- Clothing may not contain inappropriate messages or logos
- No short shorts, spaghetti straps, or tank tops in grades 4-8.
- While socks are required, crew socks are not
- No open toed/open heeled shoes
- Non marking athletic shoes are required for PE
- Earrings (girls only): only studs allowed

School related events, such as graduation and dances, will have dress code requirements provided to the student before the event.

PARENT - SCHOOL RELATIONS

PARENTAL COMMITMENT

The Catholic Church believes that parents are the first and foremost educators of their children. Therefore, in addition to taking this role at home, parents are encouraged to be active and interested in the life of the school community. The operation of a successful school depends on participation and support from the parents and friends in the community. The school depends on volunteers for many activities. All parents are encouraged and expected to get involved in activities, including volunteering in the classroom, driving on field trips, and fundraising.

All adult volunteers that interact with children are required to attend the Diocesan Youth Protection Class every 3 years before participating in any school related activities. Watch for posted times and availability of these classes.

PARENT - TEACHER ORGANIZATION (PTO)

The PTO is a service and information organization for the teachers and parents of St. John's School. Its purpose is to offer support and financial aid for the betterment of the school. All parents and teachers are members of the PTO. Membership dues are collected at the beginning of the year. They should make an effort to attend the meetings and support the efforts of the PTO. Several times during the year, classes will offer a performance at the PTO meeting. Student attendance is mandatory at these events unless otherwise arranged with the Principal.

CRUSADER CLUB

The Crusader Club is a parent support group for our P.E. and Athletic programs. Every parent is automatically a member of the Crusader Club and is encouraged to be involved, especially if their student participates in athletics.

FINE ARTS ASSOCIATION

The fine arts boosters offer support to the fine arts programs at St. John's. Parents are encouraged to attend the meetings and offer assistance at various performances given by the performing arts or help during display of the visual arts.

COMMUNICATION PROCEDURES

Communication between parents and teachers is highly important. Generally there are various ways to communicate with your child's teacher. These are: 1) Notes sent via your child, 2) Email, 3) Conferences. Conferences may be scheduled through the school office or directly with the teacher. Formal conferences for all parents are scheduled in the fall.

Issues and concerns of any kind should be addressed first with the individual teacher. Typically, ninety-five percent of all problems will be resolved in this way. If the issue is not resolved by the faculty to the satisfaction of the parent(s), the following sequence must be followed:

1. A parent is to contact the principal. The principal may arrange a joint meeting between the parent(s), teacher or other staff member, and the principal.
2. If still unresolved, the parent (s) may contact the pastor for consultation.
3. If concerns regarding procedure of disciplinary actions arise, a parent may request an appeal through disciplinary censure committee (to be established 2009-2010 school year).

COMMUNICATION RESPONSIBILITIES

The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects of this are:

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents' responsibility to take action.
2. In order to protect each and every student as well as employees and the institution itself each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any of student, employee, or Catholic school by a student or parent/guardian is serious whether this be done orally, in writing, via email or on the web and whether it is done on a school computer or not and on school time or not. Therefore any student or parent found to be

participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.

PARENT TO PARENT COMMUNICATION

Class notes from parents to other parents must be approved in advance by the teacher or principal.

FUND RAISING

All fund raising must be done through an organization, with approval in advance from the principal..

GENERAL PROCEDURES

SCHOOL RECORDS

Parents / legal guardians have the right to inspect all official records relating to their own child. Records are confidential. Requests to review should be made directly to the principal. Records must be reviewed in the school office in the presence of the principal. The school respects the right of a non-custodial parent to review the records unless a copy of the divorce decree stating otherwise is supplied by the custodial parent and is on file in the office.

CUSTODY ISSUES

When there is a divorce resulting in custody issues, the school must have a court certified copy of the decree for custody for the permanent records. This document is needed in order to give the school direction regarding the non-custodial parent visiting the school, going on field trips, and picking up the student. Without the correct court papers, the school must assume that both parents have full equal access to the child.

PERSONAL BELONGINGS

Only those items deemed by the teacher to be necessary for school are to be brought to school. All students are encouraged to have a book bag. Children in grades 4-8 may have rolling backpacks. For children in grades K-3, they are unnecessary. **Please be sure that all items related to school (lunch boxes, uniforms, books, etc.) are labeled with the child's name.** Do not bring any item of great value or a large amount of cash to school.

"Catholic Schools in the Diocese of Birmingham make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be in the school building. If any are used, seen, or heard during school hours, they will be confiscated. Consequences will be decided by the principal. The above pertains to ipods, cell phones, radios, tape players, pagers, televisions, and cameras but is not limited to these items." Any other items of distraction can be prohibited.

DROP OFF - PICKUP

Children may be dropped off after 7:30 a.m. They must be picked up by 3:15 p.m. if not using the after school care or if not involved in an after school activity. Please remember that school starts at 7:55 am and students need to be in class ready to go. Arrival in order to properly prepare should be at least 5-7 minutes before that time.

Parents are allowed to park and drop-off or pick-up their children only when bringing children to school late or signing children out of school early. **Please use a lined space in the parking lot and do not leave vehicle running.** During carline, please refrain from conversation with the faculty/staff during drop off and pick up. Please be patient; watch for pedestrians and drive slowly. The playground is "off limits" during pick-up and drop-off for safety reasons.

Each family will have a name card containing their last name. Please display this card(s) in your windshield during pick-up to assist the teachers/aides in locating and loading your children. These name cards will be provided to each family. If you will be car-pooling, please be sure to get a name card of the family with whom you are carpooling.

Any student walking to school alone, must have a written note on file in the office. Please, do not allow children to walk to school if they have to cross Hughes Rd.

PARTIES

All parties are to be cleared with the teacher and principal beforehand. Birthday parties are not allowed; however, small treats may be sent to celebrate a student's birthday. Parents should notify the teacher in advance. **Invitations to parties may not be passed out at school.** Please do not have balloons or flowers for students delivered to the school.

VISITORS

All visitors, parents, and volunteers must report to the office immediately upon entering the school. Parents wishing to visit classes should make arrangements through the office and teacher. Students visiting from other schools, even St. John alumni, may not be on campus unsupervised. Arrangements for visitors must be pre-approved by the office at least 24 hours in advance.

BICYCLES

Students may not ride bicycles on school grounds during school hours. Bikes used to and from school must be parked and locked in the designated area.

TELEPHONE

The school phone is to be used only by school personnel. In the event of an illness or emergency, the secretary/nurse will contact the parent. Emergency messages will be conveyed to your child. We cannot call him/her to the phone.

TEXTBOOKS

All hardcover books are rented and should be covered all year (no contact paper, please). No writing in the books except for the student's name. Lost or damaged books are to be paid for at replacement value. If workbooks are lost, students must purchase new ones. Rental books are turned in at the end of the school year.

SCHOOL CLOSINGS

In determining the need to close during inclement weather, St. John's will follow our public school system (Madison City). If Madison City Schools close, then St. John's will close as well. There will not be a separate announcement for St. John's please follow the Madison City School announcement. Tune in to radio and television stations regarding re-opening and delayed openings. Parents are not allowed to pick up their children during tornado warnings. They are welcome to wait in safe areas with their children. St. John's also uses a telephone emergency notification system. Parents are issued passwords & logins to add phone numbers to the system.

SAFETY/CRISIS MANAGEMENT PLAN

Saint John's has developed a plan describing procedures for various possible crisis situations. A copy is maintained in the office.