

ST. JOHN
CATHOLIC SCHOOL



Family Handbook 2018/2019

120 North 79th Street ♦ Seattle, WA 98103

administration@st-johnschool.org / www.st-johnschool.org

School office hours: 8am-4pm M-F 206-783-2612

Extended Services (XDC) 7am-6:30pm M-F 206-782-9915

Parish office hours: 8am-4pm M-F 206-782-2810

ST. JOHN
CATHOLIC SCHOOL



Established 1923

September 2018

Dear Families,

The teachings of Jesus guide the mission and philosophy at St. John School, which in turn guide the policies and practices. As you use this handbook, you will note how our Catholic values are infused throughout.

Our mission statement guides our ministry. We are a Christ-centered community. All of our actions are guided by Gospel values – the values exhibited and taught by Christ during his time on earth. ***Rejoice in the Lord Always. Live in Harmony with one another. Philippians 4:4 – 1 Peter 3:.***

Although the cliché, “it takes a village ...” has been overused, it is very true. It takes a strong partnership among all of us and most especially between parents and teachers to ensure that we meet our ultimate goal of helping students become Christ-centered people, active learners and empowered disciples. This family handbook is a guide to facilitating that partnership. Please read it carefully.

I wish you all a very successful school year.

Beannacht, (Blessings),

Bernadette O'Leary
Principal

ST. JOHN SCHOOL FACULTY AND STAFF 2018/2019

Mrs. Charlotte White	Preschool	Ext. 327	cwhite@st-johnschool.org
Mrs. Carol Frazee	Preschool	Ext. 327	cfrazee@st-johnschool.org
Mrs. Vanessa Castillo	Preschool	Ext. 336	vcastillo@st-johnschool.org
Mrs. Marcey Flood	Preschool	Ext. 327	mflood@st-johnschool.org
Miss Kiley Purchio	Kindergarten	Ext. 339	kpurchio@st-johnschool.org
Miss Chrissy Murray	Kindergarten	Ext. 350	cmurray@st-johnschool.org
Mrs. Molly Jessup	Grade One	Ext. 329	mjessup@st-johnschool.org
Mrs. Sarah Peoples	Grade One	Ext. 334	speoples@st-johnschool.org
Mrs. Telia Oines	Grade Two	Ext. 332	toines@st-johnschool.org
Mrs. Pat Hendrickson	Grade Two	Ext. 349	phendrickson@st-johnschool.org
Mrs. Dana Edwards	Grade Three	Ext. 342	dedwards@st-johnschool.org
Mrs. Abby Mansfield	Grade Three	Ext. 344	amansfield@st-johnschool.org
Ms. Ann Martin	Grade Four	Ext. 343	amartin@st-johnschool.org
Miss Kiley Purchio	Grade Four	Ext. 347	kpurchio@st-johnschool.org
Ms. Kristine Kelley	Grade Five	Ext. 346	kkelley@st-johnschool.org
Mr. Brent Stinebrickner	Grade Five	Ext. 333	bstinebrickner@st-johnschool.org
Ms. Margaret Sullivan	Grade Six	Ext. 345	msullivan@st-johnschool.org
Mrs. Hazel Brumback	Grade Six	Ext. 319	hbrumback@st-johnschool.org
Ms. Gwynedd Rzegocki	Grade Seven	Ext. 320	grzegocki@st-johnschool.org
Mr. Sven Tice	Grade Seven	Ext. 321	stice@st-johnschool.org
Mr. Joseph Thomas	Grade Eight	Ext. 322	jthomas@st-johnschool.org
Mrs. Mari Halley	Grade Eight	Ext. 326	mhalley@st-johnschool.org
Mrs. Maria Arruela	Staff Substitute Teacher	Ext. 324	marruela@st-johnschool.org
Mrs. Jonna Skokan	Physical Education	Ext. 337	jskokan@st-johnschool.org
Señora Blanca DenAdel	Spanish	Ext. 335	bdenadel@st-johnschool.org
Mrs. Kyoungmi (Kay) Jang	Art Teacher	Ext. 338	kjang@st-johnschool.org
Mrs. Jody Desclos	Art Teacher	Ext. 338	jdesclos@st-johnschool.org
Mrs. Pat Tsagalakis	Music: K-2, 6-8, Schola	Ext. 338	ptsagalakis@st-johnschool.org
Mrs. Becky Kelly	Music: 3-5	Ext. 338	bkelly@st-johnschool.org
Mrs. Ellen Pepin-Cato	Cantionis Choir	Ext. 338	epepin@st-johnschool.org
Mrs. Kerri McCarthy	Reading/Learning Specialist	Ext. 341	kmccarthy@st-johnschool.org
Ms. Sarah Gudaitis	Math Specialist	Ext. 312	sgudaitis@st-johnschool.org
Mrs. Adrey Ocampo	Learning Specialist	Ext. 359	aocampo@st-johnschool.org
Mrs. Denise Rouso	School Counselor	Ext. 306	drouso@st-johnschool.org
Mrs. Catherine Dahlgren	Playground Coordinator	206-783-0337	floribunda51@yahoo.com
Mrs. Lisa Longton	PK Assistant	Ext. 336	preschool@st-johnschool.org
Mrs. Kathryn Chandler	PK Assistant	Ext. 327	preschool@st-johnschool.org
Mrs. Becca Young	PK Assistant	Ext. 327	preschool@st-johnschool.org
Mrs. Kris Suarez	Primary Assistant	Ext. 350	kathrynmayachandler@gmail.com
Mrs. Kim Kouba-Miller	Primary Assistant	Ext. 339	themillerfamilyhome@msn.com
Miss Sarah Brito-Bugge	Primary Assistant	Ext. 329	sbrito-bugge@st-johnschool.com
Mrs. Carin Brown	Primary Assistant	Ext. 334	caringbrown@hotmail.com
Mrs. Susan Gleeson	Primary Assistant	Ext. 349	paulsueg@yahoo.com
Mrs. Amy Morris	Primary Assistant	Ext. 332	amy.m.morris@gmail.com
Mrs. Shannon Manley	Intermediate Assistant	Ext. 342	smanley@st-johnschool.org
Tricia Kane-Yi and Andrea Vaught	Scrip Coordinators	Ext. 309	stjohnscrip@st-johnschool.org
Mr. Michael Strimban	Chef	Ext. 366	mstrimban@st-johnschool.org
Mr. David Benefiel	Chef's Assistant	Ext. 366	dbenefiel@st-johnschool.org
Mrs. Di Tran	Chef's Assistant	Ext. 366	dimeltran@gmail.com
Mrs. Cammie Finnerty	Chef's Assistant	Ext. 366	cambalam@gmail.com
Mrs. Margaret Kineman	School Crossing Guard		kineman.family@comcast.net
Mr. Josh Stutzman	Building Supervisor	304-251-8103	jstutzman@stjohnsea.org
Mr. Sean Laverty	Maintenance Support	206-276-4042	maintenance@stjohnsea.org
Mr. Ryan Roach	Maintenance Support	206-793-4951	maintenance@stjohnsea.org
Mr. Mark Gerling	Maintenance Support	296-931-1337	maintenance@stjohnsea.org
Administrative Staff			
Fr. Crispin Okoth	Pastor	Ext. 314	revcokoth@stjohnsea.org
Ms. Bernadette O'Leary	Principal	Ext. 310	boleary@st-johnschool.org
Mr. Paul Kelley	Assistant Principal	Ext. 335	pkelley@st-johnschool.org
Mrs. Rachelle Overby	XDC Director	Ext. 331	roverby@st-johnschool.org
Ms. Katie Flanigan	XDC Assistant Director	Ext. 331	kflanigan@st-johnschool.org
Mrs. Michele Thornquist	Development/Admissions Dir.	Ext. 323	mthornquist@st-johnschool.org
Mrs. Diane Crockett	Business Manager	Ext. 324	dcrockett@st-johnschool.org
Mrs. Frances Quevedo	Administrative Assistant	Ext. 330	fquevedo@st-johnschool.org
Mrs. Mary VandePutte	Development Assistant	Ext. 356	mvandeputte@st-johnschool.org

PARENT ASSOCIATION

All parents of students attending St. John School are members of the Parent Association. The Parent Association is organized to focus on school support, participation in matters pertaining to St. John School, and advocacy for Catholic education. As a group, we strive to provide for the balanced development of mind, body, and spirituality of our school community. This will be accomplished in accordance with the policies of the Archdiocese of Seattle and the goals of this Parish in collaboration with the Pastor and Principal.

Officers

Co-Chairs	Liz Overland Chris Sourov	zloverland@gmail.com mr_and_mrs_so@hotmail.com
-----------	------------------------------	--

Committee Chairpersons

Fundraising Administrator	Andrea Marquez	fundraising@st-johnschool.org
Auction Chairperson	Karen Gunther Bombino	karegunther@yahoo.com
Box Tops for Education	Team BoxTops	boxtops@st-johnschool.org
Jog-A-Thon	Andrea Marquez	fundraising@st-johnschool.org
Raffle Coordinator	TBD	
Scrip Program	Tricia Kane-Yi / Andrea Vaught	stjohnscrip@st-johnschool.org
Uniform Exchange	Lisa Longton / Veronica Wellnitz	206-706-5660/206-779-7909
Health Consultant	Emily Hallman	

CYO Athletics

Athletics Director	Jonna Skokan	jskokan@st-johnschool.org
Treasurer	John Zeisner	206-781-7815
CYO Uniforms	Liz Johnson	206-364-7305

ST. JOHN SCHOOL COMMISSION

Pastor	Fr. Crispin Okoth	206-782-2810
Principal	Bernadette O'Leary	206-783-0337
Assistant Principal	Paul Kelley	206-783-0337
Development/Admissions	Michele Thornquist	206-783-0337
Parish Representative	Mary Wiseman	206-783-8502
Parent Association	Liz Overland Chris Sourov	zloverland@gmail.com mr_and_mrs_so@hotmail.com
Chair	Patrick Owens	206-985-8551

Members:

Andy Clapp	206-909-4555	Matt Diefenbach	206-579-0976
Geeta McCormack	206-706-6708	Kathy Beck	206-465-4117
Diana Grusczyński	206-306-3307	Matt Deines	206-300-0741
Patrick McNerthney	206-819-4962	Karen Gunther Bombino	206-949-1468
Chris Mandell	206-783-0081		

DEVELOPMENT COMMITTEE CHAIRPERSONS

Director, Development/ Admissions	Michele Thornquist	206-783-0337
Auction Administrator	Andrea Marquez	fundraising@st-johnschool.org
Auction Chairperson	TBD	
Auction Raffle Chair	TBD	
Jog-A-Thon	Andrea Marquez, Chair	fundraising@st-johnschool.org
Scrip	Tricia Kane-Yi / Andrea Vaught	stjohnscrip@st-johnschool.org
Parent Association	Liz Overland Chris Sourov	zloverland@gmail.com mr_and_mrs_so@hotmail.com
BoxTops for Education	Anita Chan, Crystal McCants, Shannon Map, Juan Vargas	BoxTops@st-johnschool.org

Table of Contents

Mission Statement	9
Philosophy	9
History	10
Schoolwide Learning Expectations	10
Curriculum	11
Organizational Management of the School	11
Accrediting Agency	12
Associated Bodies	12
Archdiocesan Policy	12
Fair Share Stewardship	12
Notice of Nondiscriminatory Policy Regarding Students	12
Information and Policies	13
Absence/Illness	13
Academic Dishonesty	13
Admissions/Age	13
Amending the Handbook	14
Announcements/Invitations for Outside Events	14
Arrival of Students	14
Attendance	14
Bikes, Skateboards, Rollerblades, Scooters	15
Car Pool Pattern	15
Care of Personal Property	15
Care of School Property	15
Child Abuse	15
Children Unaccounted For After School	16
Class Assignment of Students	16
Class Size	16
Communicable Disease	16
Communication	16
Communication/Telephone Tree	16
Communication/Volunteer Needs	16
Conferences	16
Counselor	17
Custody Issues	17
CYO Athletic Program	17
Directory Information	17
Discipline	17
Dismissal/Early Dismissal	20
Dress Code	20
Drugs, Alcohol and Related Substances	21
Due Process Procedures	22
Educational Program/Curriculum	22
Educational Records/Family Rights and Privacy Act	23
Electronic Use Policy/Technology Concerns	23
Eligibility for Enrollment and Admission	24

Emergency Records	26
Emergency School Closure	26
Enrollment/Registration/Payments	26
Extended Daycare Program	27
Extracurricular Opportunities	27
Faculty Qualifications	27
Faculty Room	27
Fair Share Tuition	27
Family Communication	28
Field Trips	28
First Aid	28
Fundraising and Development	29
Grading	29
Gum/Food	29
Health Services	29
Homework	30
Immunization of School Children	30
Insurance	30
Interruptions of Classes	30
Learning Difficulties	30
Library	31
Lockers/Desks/Computers	31
Lost and Found	32
Lunch	32
Medication at School	32
Non Custodial Parents	32
Parent Association	32
Parties and Events	32
Personal Belongings	33
Photograph Release	33
Play Equipment	33
Play Pit/Playground	33
Policy	33
Promotion Policy	33
Recycling and Stewardship	34
Religion	34
Reporting to Parents	34
Responsibilities	34
Rights and Responsibilities	35
Safety Patrol	35
School Commission	36
School Dances	36
School Hours	36
Sending Children Home/Parent Contact	36
Service Responsibilities	36
Student Fund-Raising Solicitation	36
Tardiness	37

Telephone/Personal Cell Phones	37
Testing	37
Tuition	37
Uniform	38
Use of Films and Tapes	39
Use of the School/Parish Grounds	39
Vacations During School Time	39
Visitors to School or Class	40
Volunteerism	40
Withdrawal From School	40
Worship and Liturgical Services	40

ST. JOHN SCHOOL

MISSION STATEMENT

A ministry of St. John the Evangelist Parish

St. John School is an inclusive Catholic community, committed to inspiring moral development, academic excellence and the courage to act for the common good.

PHILOSOPHY

St. John School is committed to:

Providing an excellent Catholic School education based on:

- The Mission of the Church
- Standards based curriculum and instruction
- Fostering a life-long love of learning through engaging religious, academic, and co-curricular activities
- Practices that promote healthy mind, body, and spirit

Keeping the school accessible through:

- A welcoming community for all families who value Catholic education
- Assistance for families with financial need
- Reasonable accommodations for diverse learners
- Defined planning for continued school improvement
- Our commitment to Fair Share

Empowering our children for missionary discipleship by:

- Serving the Church, society, and the global community
- Partnering with families to promote active involvement in the mission of the school
- Participating in the ministries of our parish community
- Offering leadership opportunities
- Promoting environmental responsibility

SCHOOL WIDE LEARNING EXPECTATIONS

We are Christ-centered people who:

- Pray with intention and reverence
- Know and apply teachings of the Catholic Church
- Participate actively in liturgy and faith traditions
- Demonstrate a love of God and all creation

We are Active Learners who:

- Meet or exceed Archdiocesan and national standards
- Articulate ideas clearly, creatively, and effectively
- Apply mindful and academic habits for success
- Think critically and solve problems
- Work independently and collaboratively

We are Empowered Disciples who:

- Live out Gospel Values, Catholic Social Teachings, and the Mission of the Church
- Value the diversity of all God's children
- Act as stewards of the environment
- Commit to a healthy mind, body, and spirit

HISTORY

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

CURRICULUM

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

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

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

ORGANIZATIONAL MANAGEMENT OF THE SCHOOL

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

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

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

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

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

ACCREDITING AGENCY

- **Western Catholic Educational Association (WCEA)**

ASSOCIATED BODIES

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

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

ARCHDIOCESAN POLICY

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

FAIR SHARE STEWARDSHIP

All families, parish and non-parish participate in Fair Share Stewardship. Fair Share Stewardship embraces the concept that all families contribute to the community to the best of their ability, of their time and of their talents. For parish families Fair Share includes the tuition paid for their students' attendance at the parish school (see Fair Share Tuition) as well as their tithing to the parish. All working together, giving our fair share in everything we do, results in a rich and vibrant community in which our children can blossom.

NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS

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

INFORMATION AND POLICIES

St. John School's Family Handbook is revised annually. All policies and procedures expressed herein are in effect as of August 30, 2016 for the 2016/2017 school year and these policies and procedures supersede all previous ones.

ABSENCE/ILLNESS

Absences are recorded in the register each day. Normally, illness is the only accepted reason for absence from school, barring a family emergency. **Please report absences not later than 8:30am through the school website, if your child is ill or will not be in attendance for other reasons: <http://st-johnschool.org/attendance/>. If you do not have access, please call the school office (206-783-0337) and leave a message on voice mail.** The school will call the home regarding an absence to verify the child's whereabouts if not notified of the absence by the parent.

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

SEE: ATTENDANCE

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

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

Headlice

Students are checked periodically for head lice by a qualified staff person. Should live lice be found parents will be called to pick up their child. Should you find live lice at home, please notify the school office and keep your child home until thorough treatment has been completed. The student and home should be treated according to recommendations by Public Health Department. Prior to returning to school the child should be free of live lice. When left untreated, lice can spread rapidly to others. The school office has information from the Public Health Department; visit <http://www.kingcounty.gov/healthservices/health/communicable/diseases/headlice.aspx> for additional information.

ACADEMIC DISHONESTY

Cheating and/or plagiarism will not be tolerated and will result in a failing grade and a detention. This includes copying homework, classwork, test answers, talking during a test or quiz, allowing someone to copy work, and trying to pass off someone else's work as one's own. If a student feels the need to cheat, they should speak with a teacher about getting help with the material.

ADMISSIONS/AGE

A child must be five years of age on or before August 31 for admission to kindergarten. A child must be six years of age on or before August 31 for admission to grade 1. Occasionally testing may be requested

to determine the advisability of an early entrance to kindergarten. In extreme cases the age requirement may be taken under advisement. The principal makes the final determination. See ELIGIBILITY FOR ENROLLMENT AND ADMISSIONS

AMENDING THE HANDBOOK

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

ANNOUNCEMENTS/INVITATIONS FOR OUTSIDE EVENTS

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

ARRIVAL OF STUDENTS

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

Playing on the playground is not permitted before or after school hours. Students are to arrive between 8:10am and 8:15am, with the exception of the arrival for the 7:40am class. No students will be permitted in the building before the start of school unless they have made specific arrangements with a teacher or administration. Students, in the building before the start of the school, may be asked to register for Extended Daycare and parents will be billed accordingly.

ATTENDANCE

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

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

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

BIKES, SKATEBOARDS, ROLLERBLADES, SCOOTERS, HOVERBOARDS

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

CAR POOL PATTERN ([Link here](#))

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

If your child is not waiting at the curb when you drive up, please continue around the block until your child arrives for pickup. Notice: Middle School is dismissed at 3:05pm. Please stagger arrival for pickup accordingly.

[Traffic Pattern Map](#)

The traffic pattern during PM pick up is: *EAST* on North 80th Street; *SOUTH* on Greenwood Ave. North; *WEST* on North 79th Street (continue on if 79th is full); *NORTH* on 1st Ave. NW. Pull completely to the curb. Please DO NOT DOUBLE PARK. Vehicles heading north on Greenwood Avenue waiting to access 79th Street should wait in the northbound turn lane on Greenwood Avenue until safe to turn left onto 79th Street. Vehicles heading south on Greenwood Avenue are asked to politely mind the queue in the northbound turn lane before accessing 79th St. load zone. Southbound drivers should consider going to end of the queue before cutting in front of a line of vehicles that are waiting in the northbound turn lane.

CARE OF PERSONAL PROPERTY

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

CARE OF SCHOOL PROPERTY

Care of school property portrays a matter of pride, a good school spirit, value, and respect. For this reason all pupils will regard with care whatever school property is allowed for their use: desks, furniture, books, audio-visual aids, lockers, laptops and physical education equipment. Students are not allowed to stand on chairs, nor sit on tables.

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

CHILD ABUSE

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

CHILDREN UNACCOUNTED FOR AFTER SCHOOL

Students remaining behind after school for longer than fifteen minutes after the school day will be taken to the Extended Day Program headquartered on the first floor of the school building. Cost for this care is \$33.00 per hour or fraction of an hour PER CHILD, payable at time of guardian arrival.

CLASS ASSIGNMENT OF STUDENTS

We ask that parents not request specific teachers for their children. We endeavor to have classes that are well balanced with the diversity and uniqueness that each child brings to the class. If there is a very compelling reason for a request, we ask that you put it in writing and address that to the principal before May 1 of the prior academic year.

CLASS SIZE

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

COMMUNICABLE DISEASE

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

COMMUNICATION

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

Social Media

Because of confidentiality we respectfully ask that parents not post comments related to classrooms, students, teachers, or staff on social media websites.

COMMUNICATION/TELEPHONE TREE

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

COMMUNICATION/VOLUNTEER NEEDS

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

CONFERENCES

A conference concerning student-related issues may be requested with the teacher, assistant principal, or principal. A phone call ahead of time with a brief explanation of the reason for the visit is appreciated so time can be given to your concerns. Appointments with teachers should be scheduled before 8:30am and after 3:00pm. A teacher may ask for a conference as the needs of the child require. When you have a concern please confer first with the child's teacher as he or she is the most directly involved. If the

problem is not resolved, the parent or teacher or both may then meet with the principal or assistant principal.

Each year the school sets aside time in the fall for teachers to meet with students and parents for a formal conference. We ask that you make your appointment(s) for conference within the time frame set aside by the school. If extenuating circumstances prevent you from attending your conference time, teachers will accommodate a meeting outside the conference window. Choosing to take vacation during the scheduled conference days does not constitute an extenuating circumstance.

COUNSELOR

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

CUSTODY ISSUES

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

CYO ATHLETIC PROGRAM

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

DIRECTORY INFORMATION

The family information included in the Family Directory is meant for the sole purpose of providing a service to our school families. In no way should it be used to solicit for personal profit or be shared with outside agencies unless specific permission has been given. Families must indicate each year at registration time whether their personal information should be published.

DISCIPLINE

Philosophy

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

Application

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

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

Behavior Expectations and Consequences for Misbehavior

School Rules

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

Expectations for student behavior include but are not limited to:

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

Misbehavior

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

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

Serious Misbehavior

- Harassment or bullying (cyberspace, verbal, physical, sexual, social)
- Possession of weapons (knives) or toy weapons; possession of tobacco, drugs, drug paraphernalia, or alcohol; threats of violence or violence
- Plagiarism
- Fighting or mock fighting
- Being in an off limits area or leaving the school premises
- Dishonesty

- Behavior in the community at large that is detrimental to the reputation of the school
- Participation in online social networks and user-driven sites may result in disciplinary actions if the content of the student's entries includes pictures without permission and/or defamatory comments regarding the school, the faculty, other students, the parish, or members thereof. Privacy tools are no guarantee that messages and information intended solely for private use will not become public. Activities in social media should reflect an understanding that they may become public even when they are intended to be private.

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

Consequences may be detention, expulsion, suspension, probation, restitution, behavior contract, loss of class time, chores, loss of privileges, loss of playground time, reconciliation, restitution, suspension, or time out. The principal may move directly to expulsion if in her judgment the seriousness of the situation warrants it. *Consequences for misbehavior listed are not all-inclusive.

Glossary for Disciplinary Action

Clearly defined classroom expectations and consequences are established at the classroom, department, and school level. Discipline is something done for a student, not to him or her. Failure to adhere to agreed expectations as established by instructor, and or administration, may result in the following:

Conduct Referral: Formal documentation of behavior choice is completed by either student or instructor and delivered to parent for signature. Form is returned to school by student and delivered to student and or administrator.

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

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

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

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

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

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

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

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

DISMISSAL/EARLY DISMISSAL

AM Preschool children are dismissed at 11:15am, PM Preschool children are dismissed at 3:15pm, and children in grades kindergarten through five are dismissed at 3:00pm Mondays through Fridays. Children in grades six through eight are dismissed at 3:05pm Mondays through Fridays. Going home directly after school is of great importance. Unless a child remains after school for a supervised activity, she/he is expected to go home immediately and directly after school. SEE: CHILDREN UNACCOUNTED FOR AFTER SCHOOL

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

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

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

DRESS CODE (see UNIFORM)

The school uniform identifies one as a student of St. John Parish School. The goal of the dress code is to maintain an atmosphere that reflects Catholic values and is conducive to academic pursuits. The dress code is based on modesty, neatness, cleanliness, good taste, and safety. Adherence to the dress code helps to encourage responsible behavior and promotes positive study habits. Parents are expected to understand and support these guidelines as well as help their children make good choices about appropriate attire and grooming. Periodic changes to the dress code take into account current trends. Should changes to the policy occur parents will be informed.

Student dress should be consistent with the values of personal respect and dignity. Attire or appearance that is seen as disruptive to the learning environment is not appropriate. At the discretion of school administration, students with multiple dress code violations or infractions may lose their privilege of participating in Free Dress days.

- Clothing should be in good repair, modest, and fit the wearer properly. Clothing that is not permitted: sweat pants, sleeveless shirts, pajamas, clothing that is too large, low rise, too long, too short, low cut, too tight, oversize, too small, gaps between pants and top. There should be no holes, tears or other signs of excessive wear. Any messages, symbols, logos, pictures, drawings or slogans on attire worn on free dress days must not conflict with the values expressed above. Camouflage and paramilitary attire will not be acceptable.

- Hats and sunglasses may not be worn in the classrooms and buildings.
- Students are allowed to wear uniform shorts of walking short length, which is just above the knee.
- Body marking with pen or ink is prohibited. Tattoos, if allowed by the family, must be covered while at school, in class, and at school sponsored events.
- Very light makeup is permitted for girls in grades 7 through 8.
- Nail polish for girls must be either clear or light pink.
- Hairstyle must be moderate and appropriate for school, which rules out extremes in style and color. Hair should be trim and clean, styled so as not to be in the student's eyes, and for boys not below the collar unless it conforms to cultural norms.
- Small stud earrings (single pair), a simple necklace, up to two cause bracelets, and a ring are the only jewelry permitted.
- 1" headbands with uniform colors are permitted.
- Shoes must be worn at school. Shoes must be appropriate for school and encourage play. Shoes must be closed toe. Flip-flops, slippers, and sandals are not permitted, even on free dress days. Shoes with laces or Velcro must be kept tied or secured. Students should wear athletic shoes on PE days. Boots for inclement weather may be worn to and from school only. Boots are not permitted in the gym or school buildings.
- Shorts – Uniform khaki walking length in cotton twill (not knit or athletic style).
- Socks - Socks or tights must be solid color (black, white, navy blue, red, or gray) with minimal or indiscreet logo or markings and no multi-colored patterns
- Leggings - Navy blue, black, or white **full length** only permitted under a skirt, skort, or jumper
- PE requires non-marking soled sport shoes. If the daily shoe is of this type, students may use them for PE rather than providing a dedicated pair.
- PE for grades 6, 7 and 8 is taught daily all year. PE uniforms, which are required for grades 6, 7, and 8, may be ordered roomy to allow for growth; however, uniforms are expected to be well fitting. The uniform consists of athletic shoes, St. John t-shirt and shorts. Only St. John uniforms are acceptable, available at Dennis Uniform Store. In the case of a student unable to find PE shorts that fit, he/she may, with administration approval, wear the walking shorts outlined in the school uniform policy.

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

DRUGS, ALCOHOL AND RELATED SUBSTANCES

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

1. If a student possesses, transmits, uses, or is suspected of, or found with, or under the influence of drugs, alcohol, any illegal substances, and/or drug paraphernalia, the following procedures will be used by school authorities:
 - If school staff suspects that a student has consumed any harmful substance, the situation will be treated as a medical emergency. This means the appropriate first aid, including calling 911, if judgment indicates.
 - If staff members are satisfied that the student has not consumed any harmful substances, the student will be isolated in the office. In both of the above circumstances, any drugs, alcohol, etc. will be confiscated and held by the school pending a decision as to its disposition.
 - Parents will be called and informed of the student's medical condition and asked to come to school to take the student home.
 - The student will be on suspension from school at least until a conference with the parents is arranged and held.

- The purpose of the conference will be:
 - to decide the student's immediate future status as a student at St. John;
 - to identify appropriate interventions to deal with the student's harmful involvement with any substance including assessment by a counselor or other designee for substance abuse;
 - to decide on future consequences for any similar behavior.
 - The student may be expelled.
2. If school officials have reasonable cause to suspect that a student is harmfully involved with drugs, alcohol, or other illegal substances, a school administrator will contact the student's parents and share the information that has led to this concern. In such circumstances the school administrator may ask the student's parents to have the student submit to a drug test and to share the results of that drug test with the administrator as a condition of continued enrollment at St. John. The school administrator may ask the student's parents to have the student evaluated by a substance abuse counselor. Refusal or failure to comply with this request will be considered grounds for the student's expulsion from St. John School. If the results of the drug test are positive for any illegal substance, a conference, as outlined above, will be arranged.

DUE PROCESS PROCEDURES

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

Informal grievance:

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

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

For reconciliation between a parent or guardian and the principal:

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

Formal Grievance:

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

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

Informal Pastoral Intervention:

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

Formal Pastoral Intervention:

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

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

EDUCATIONAL PROGRAM/CURRICULUM

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

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

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

EDUCATIONAL RECORDS/FAMILY RIGHTS AND PRIVACY ACT

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

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

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

ELECTRONIC USE POLICY/TECHNOLOGY CONCERNS

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

Internet and Email

- Students may not visit offensive or inappropriate sites. St. John has taken precautions to restrict access to controversial information. However, these precautions are not guaranteed and it is impossible to control all information on the Internet. Teachers will guide students toward appropriate materials in school.
- Students may not visit chat rooms or utilize chat features within an application.
- Students may not access email accounts without the teacher's permission.
- The school does not make warranties of any kind, expressed or implied, for the Internet service it is providing; therefore students are responsible for evaluating the reliability and accuracy of information found on the Internet.
- Students may not participate in any kind of vandalism, such as maliciously attempting to harm or destroy another person's data, or creating or uploading computer viruses.
- Computers may not be used for personal email messaging.
- Participation in online social networks and user-driven sites may result in disciplinary actions if the content of the student's entries includes pictures without permission and/or defamatory

comments regarding the school, the faculty, other students, the parish, or members thereof. Privacy tools are no guarantee that messages and information intended solely for private use will not become public. Activities in social media should reflect an understanding that they may become public even when they are intended to be private.

- Use of digital recording devices is prohibited without administrative consent.

Privacy and Access

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

Hardware/Software

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

Compliance

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

ELIGIBILITY FOR ENROLLMENT AND ADMISSION

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

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

Note: Admission to preschool does not guarantee kindergarten admittance although every effort is made to enroll eligible preschool students into the K-8 program. Kindergarten students should be 5 years old by August 31. Preschool students should be toilet trained and 3 years old by September 1.

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

Wait Pool

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

Probationary Acceptance

In order to ensure the success of new students enrolling at St. John School, newly accepted students will be placed on probationary period for one trimester. During that period the student must demonstrate respect, self-discipline, and diligence in his/her studies. Parents/guardians will be notified of their child's progress via progress reports, report cards, and through teacher phone calls, email or written notes. If warranted parents/guardians will be notified in writing of child's dismissal from St. John at the principal's discretion for any reason, behavioral or academic. Admission of new students in 7th or 8th grade will be handled on a case-by-case basis, keeping in mind the unique social and academic culture already created by classes.

Equal Opportunity Education

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

Serving Diverse Learners

In alignment with the school's mission statement, St. John School strives to provide an inclusive, appropriate, quality education for every child who desires a Catholic education. This includes students who have special learning, medical, emotional and behavioral needs. The school commits to working in partnership with the parent(s) and other professionals in an effort to identify the most appropriate educational strategies and placement for the child. Keeping in mind the accommodations made available within the financial and staffing constraints of the school there are, however, times the school is unable to effectively respond to the needs of each student. When this situation presents itself a collective decision must be made to support the most viable plan for student success academically, emotionally, socially, and spiritually.

St. John School honors the following joint procedures in its efforts to serve students with diverse needs:

- ***Phase 1: Identification*** – *identification of the specific area of concern(s), documentation of concern, consultation with the student's family*
- ***Phase 2: Assessment*** – *comprehensive assessment through the local public school or through private, professional consultants* – This step is parent driven with recommendations from the school.
- ***Phase 3: Planning and Placement*** – *determining the most appropriate and reasonable accommodations for affirming long-term educational plan for the student* – An Accommodation Plan would be created to match the needs of each individual student with on-going communication and assessment.

Admission of Students with Special Needs

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed special needs, St. John School shall make a determination as to whether or not it feels it can provide an appropriate education for that child. Each child will be considered on an individual basis.

St. John School will consider:

- The severity and degree of the disability;
- The level of support needed from special services and/or special equipment the student may require;
- The number of students with disabilities currently enrolled in an assigned class;
- The school's resources, such as available support personnel, class size, accessibility of school facilities;

- The accommodations, if any are necessary, and the school's ability to meet those accommodations;
- The school's ability to meet and provide for the Accommodations recommended by outside testing.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

EMERGENCY RECORDS

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

EMERGENCY SCHOOL CLOSURE

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

“St. John School is closed.”

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

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

If we have a delayed opening time, all after school activities will be cancelled to alleviate hazardous driving and walking conditions that exist at such times. The Extended Daycare will make every effort to open on time and close at normal time, but hazardous travel conditions will affect daycare staff too. When staff members arrive they will place an announcement on their voice mail to let parents know that the Extended Care is open. (206-782-9915) There will be no morning pre-school if we have a late start.

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

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

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

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

ENROLLMENT/REGISTRATION/PAYMENTS

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

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

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

Tuition and fees are to be current by August 1st in order for students to enter school for the current school year. Unless other arrangements have been made with the principal, admittance will be denied. ALL FEES COLLECTED AT TIME OF REGISTRATION ARE NON-REFUNDABLE IF REGISTRATION IS CANCELLED FOR ANY REASON ON THE PART OF THE APPLYING FAMILY. If the school cannot place your child, deposits will be refunded.

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

EXTENDED DAYCARE PROGRAM

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

EXTRACURRICULAR OPPORTUNITIES

Many opportunities exist including Altar Server, Math Club, Science Club, Service Club, CYO Athletics, Leadership, Lector, musicals, Schola, Cantionis, Band, Robotics, Youth Group.

FACULTY QUALIFICATIONS

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

FACULTY ROOM (Quigley 13)

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

FAIR SHARE TUITION

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

- **Sacrificial Giving/Stewardship**

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

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

- The Bible lists 10% as the ideal tithe. We suggest starting at 1% and slowly increasing over the years.
- One's donation to the church and other charities should come from the "first fruits" of one's resources, not from what's left over after paying all the other bills.
- One's donation is given in a spirit of thanksgiving for what God has given you, and is done in the context of Sunday Mass. One's Sacrificial Giving donation is brought to the altar and is part of one's offering at Mass.

FAMILY COMMUNICATION

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

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

FIELD TRIPS

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

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

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

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

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

FIRST AID

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

FUNDRAISING AND DEVELOPMENT

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

Efforts are made to limit requests to parents for money throughout the year. 1) Throughout the year parents and students are invited to contribute to charitable causes, but these should be viewed as opportunities without obligations for participation. 2) All requests to parents for money must be approved through school administration. 3) All fundraising is initiated through the Development office and approved by administration.

GRADING

Grades are issued following the end of each twelve-week trimester. Degree of mastery at the end of the grading period is the most weighted factor in grading students' performance in grades K through 8. Grades are based on degree of mastery; engagement during lessons; accuracy, quality, and percentage of completed assignments; student endeavor on projects; and application of previously taught learning outcomes. Online reporting of grades through PowerSchool Parent Portal is available for parents of students in grades 4 through 8.

Grading Scale for Grades 4-8

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

GUM/FOOD

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

HEADLICE

Students are checked periodically for head lice by a qualified staff person. Should live lice be found parents will be called to pick up their child. Should you find live lice at home, please notify the school office and keep your child home until thorough treatment has been completed. The student and home should be treated according to recommendations by Public Health Department. Prior to returning to school the child should be free of live lice. When left untreated, lice can spread rapidly to others. The school office has information from the Public Health Department; visit <http://www.kingcounty.gov/healthservices/health/communicable/diseases/headlice.aspx> for additional information.

HEALTH SERVICES

The school, with help from a health coordinator/parent volunteers, will provide vision and hearing annually to the following grades:

Vision - Grades K, 2, 4, 6

Hearing - Grades K, 2, 4, 6

HOMEWORK

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

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

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

Middle School students who fail to turn in a homework assignment when due will be required to attend a mandatory Tuesday after-school session (CAFÉ, Come And Finish Everything) in order to complete the assignment. See Middle School Handbook for more information.

IMMUNIZATION OF SCHOOL CHILDREN

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

INSURANCE

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

INTERRUPTIONS OF CLASSES

Only in the case of emergency are teachers or students to be interrupted during school hours. Please avoid interrupting classes with telephone calls. Requests to see teachers before or after school are by appointment only, in order to give parents uninterrupted, individual attention. Please leave messages or forgotten articles at the office. Parents may ask the secretary to request a teacher to return a phone call. Teacher's home telephone numbers are not given and parents are asked to arrange to confer with them before or following the instructional hours, 7:50-8:15am and 3:05-3:30pm.

Students arriving by 8:15am are to wait in an assigned area and then enter the building after the 8:15am bell rings. Others arriving after the class has entered may go directly to the room before 8:20. Except for the first few days of the school year for the new or very young students, we ask that parents not escort their children directly to the classroom. Parents are welcome any time in the office. We have found fewer interruptions to the start of the class day, with less loss of precious instructional time, when "good-byes" are said outside, instead of in the room.

LEARNING DIFFICULTIES

The first step, if you have academic concerns consult with your child's teacher directly. The classroom teacher may arrange for consultation and evaluation by the Student Support Team. The Student Support

Team, in partnership with classroom teachers and student family will develop appropriate levels of support and programming.

Testing to determine whether a specific learning disability is present may be recommended. Testing recommendations are provided by the Student Support Team. Modifications in the instructional program may be made to accommodate a learning disability.

St. John School honors the following joint procedures in its efforts to serve students with diverse needs:

- **Phase 1: Identification** – *identification of the specific area of concern(s), documentation of concern, consultation with the student's family*
- **Phase 2: Assessment** – *comprehensive assessment through the local public school or through private, professional consultants* - This step is parent driven with recommendations from the school.
- **Phase 3: Planning and Placement** – *determining the most appropriate and reasonable accommodations for affirming long-term educational plan for the student* An Accommodation Plan would be created to match the needs of each individual student with on-going communication and assessment.

Evaluations completed by the public school, private psychologists, or learning specialists should be turned in by the family to the school office with attention to the Student Support Team. Evaluations need to have been completed in the past three year in order to be valid. Students who receive services through the public school should have their Individualized Education Plans or Service Plan on file, parents should turn these documents in to the school office whenever they are updated. Once the school receives current evaluations, the Student Support Team in partnership with the student's family and classroom teacher may create a St. John School Accommodation Plan. Accommodation Plans written by St. John school faculty are kept on file and need to be updated annually. In the fall, the Student Support Team meets with all teachers to review student needs and Accommodation Plans. Accommodation Plans are copied and given to the receiving teacher(s). Any evaluation reports completed by the public school, private psychologists, or learning specialists, Individualized Learning Plans (IEPs) or Service Plan from the public school, and Accommodation Plans that are on file in the school office are kept on file for four years after the student leaves St. John School. It is the primary responsibility of the family to provide any evaluations and Accommodation Plans to any receiving school. The family should keep all testing and Accommodation Plans on file at their home.

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

LIBRARY

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

LOCKERS/DESKS/COMPUTERS

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

LOST AND FOUND

The campus will be checked daily for items left, and taken to the lower west hallway in the main school building. Volunteers will make attempts to return items marked with student names. Periodically items not claimed will be donated to St. Vincent de Paul. Notification that a donation date is approaching will be made through NewsViews.

LUNCH

Grades K, 1, 2	Recess 11-11:15am, Lunch 11:20-11:45am
Grades 3, 4, 5	Recess 11:25-11:45am, Lunch 11:50am-12:10pm
Grades 6, 7, 8	Recess 11:55am-12:15pm, Lunch 12:15-12:35pm

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

MEDICATION AT SCHOOL

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

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

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

NON-CUSTODIAL PARENTS

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

PARENT ASSOCIATION

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

PARTIES/EVENTS/TREATS FROM HOME

Classroom parties are not encouraged as a regular practice. On special occasions a simple party may be arranged through consultation with the teacher and with the help of the room parent. Invitations to private parties are not to be given out in school. Due to allergies and our commitment to promoting healthy minds and bodies, the school strongly discourages the practice of bringing treats (donuts, candy, cupcakes, etc.) to the classroom. If you wish to send something to school to celebrate a milestone, consider a book donation to a class library.

PERSONAL BELONGINGS

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

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

See **Telephone: Personal Cell Phones**

PHOTOGRAPH RELEASE

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

In line with Archdiocesan policy we request all families to complete the Student Photograph/Video/Sound Release Form: <http://st-johnschool.org/student-photographvideosound-release-form-2/>

PLAY EQUIPMENT

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

PLAY PIT/PLAYGROUND

Recess times are staggered. Not all areas of the playground will be opened to free use at any particular time. No provision is made for students to stay inside during recess time. Certain playground areas, activities, and games may be restricted to certain grade levels. Parents must always assume supervisory duties during non-school hours. This includes the time immediately following 3pm dismissal in the playpit.

POLICY

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

PROMOTION POLICY

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

Any pupil may be required to repeat the work of a grade whenever in the judgment of the Administration and the teacher it would be to the student's educational advantage to repeat rather than be promoted to the next grade. When a student's academic performance indicates retention is a consideration, his/her

parents must be advised of this situation at least three months prior to the end of the school year.

Generally, the following draft guidelines are in effect:

- a. A student receiving A's, B's, or C's in the assessment areas will be promoted to the next grade.
- b. A student receiving low assessments (D's or F's) in more than 20% of his or her rated areas in a trimester is in danger of being placed on academic probation. Probation requires notification of the parents in order to plan for improvement of the student's academic performance. Students on probation may not be promoted until they satisfactorily master the goals of this performance plan.
- c. A student on probation for any reason is in jeopardy of not attending field trips (WA State History Tour, Washington, D.C., etc.).

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

RECYCLING AND STEWARDSHIP

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

RELIGION

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

REPORTING TO PARENTS

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

Parents and students of grades five through eight can access the PowerSchool Parent Portal to view grades and other student information.

RESPONSIBILITIES

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

Parent Responsibilities

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

Administrative Responsibilities

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

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

RIGHTS AND RESPONSIBILITIES

Student Rights

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

Student Responsibilities

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

Teacher/Parent Rights

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

Teacher/Parent Responsibilities

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

SAFETY PATROL

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

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

SCHOOL COMMISSION

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

SCHOOL DANCES

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

No student from St. John or another invited school may bring a guest from an uninvited school to a St. John School dance. The number of school dances, how they are administered, and any other pertinent information is available in the form of a complete dance policy available from the assistant principal's office.

SCHOOL HOURS

The normal schedule is as follows:

Grades K - 5	8:15am – 3:00pm	Monday through Friday
Grades 6 – 8	8:15am – 3:05pm	Monday through Friday
Pre-School	8:15am - 11:15am morning class	Monday through Friday
	12:15pm – 3:15pm afternoon class	Monday through Friday

Grades K, 1, 2 have a 15-minute morning recess from 9:45 to 10:00am. Grades 3, 4, 5 have a 15-minute morning recess from 10:05-10:20. Kindergarten has a scheduled afternoon recess; other primary grades on occasion have a 15-minute afternoon recess. Lunch is served between 11:20am and 12:15pm depending on the department. A 20-minute recess precedes the lunch service for all grades.

Students may enter the building at 8:15am when the doors are opened, and proceed to their classrooms. The tardy bell rings at 8:20am, Monday through Friday. There is no supervision on the playground for early arrivals so please plan for your children to arrive between 8:10 and 8:15 unless they are in the Extended Care Program. Two days of in-service are sponsored and required by the Archdiocesan Office of Education. The school calendar is scheduled to allow for 1,131 hours of instruction for children, grades 1 – 8 and a total of 180 instructional days.

SENDING CHILDREN HOME/PARENT CONTACT

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

SERVICE RESPONSIBILITIES

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

STUDENT FUND-RAISING SOLICITATION

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

TARDINESS

Being on time for school is extremely important and helps establish a lifelong habit of responsibility. Late arrivals disrupt learning for classmates. It is recognized that sometimes a student is unavoidably late arriving at school. If the parent knows the student will be unavoidably tardy, the parent is asked to write a brief note explaining the reason. Otherwise, tardy slips are issued to students who are tardy. Each student is required to obtain the parent's signature and return the tardy slip to the homeroom teacher the following day. Three tardies equal ½ day absence. Students are to report directly to the office if they arrive after 8:20.

TELEPHONE/PERSONAL CELL PHONES

Students may bring cell phones on campus only through signed Student/Parent Cell Phone Contract. Students must check cell phones in to their homeroom teachers each morning by 8:20am. The school telephone is not available for pupils and their personal calls. A school secretary is available daily to assist parents and students. Permission to use the telephone will not be given under ordinary circumstances such as forgotten homework or lunch money. Permission may be given in an emergency situation at the discretion of the office staff.

Personal Cell Phones

Cell phone etiquette is essential to maintaining an academic environment. Students and parents must review, sign, and return the signed Student/Parent Cell Phone Contract to their homeroom teacher at the beginning of each academic year. Only through this electronic consent form from the parent to the teacher and school administration, may students bring cell phones to school. Cellular phones must be checked in to homeroom teachers each morning by 8:20am. Students may not access their cell phones during the course of the academic day.

Should a student be observed using a cell phone, or a cell phone rings during the school day, discipline action will include but is not limited to an administrative referral and confiscation of the cell phone.*

*Should confiscation occur the phone will only be returned when retrieved by a parent or guardian.

Additionally, student abuse of this policy will result in the student losing the privilege to carry a cell phone permanently, or for a period of time as determined by an administrator.

TESTING

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

TUITION

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

Tuition payments are made through SMART Tuition Management Services. Payments for tuition are not accepted through the school office. Several payment options are available through SMART, including monthly, quarterly, and semi-annual schedules. St. John School assesses a \$15 per month late fee on delinquent accounts; SMART may assess a \$35 per month late fee for follow up services provided. Late fees not paid are considered delinquent amounts. A \$35 fee is assessed for NSF checks.

An overdue account of 60 days or more jeopardizes student enrollment. A formal notice of withdrawal is mailed at that time. A period of five working days will be allowed in which to make good on the account. On the sixth day without response, enrollment will be terminated. While all effort is made to facilitate payment on a mutually agreeable basis, in the event of non-reconciliation, accounts are turned over to a collection agency. The Principal is the final determiner for the school program on all financial agreements and obligations. SEE: ENROLLMENT/REGISTRATION/PAYMENTS Any daycare financial obligations additionally impact school enrollment. Call 206-783-0337 for details.

UNIFORM (revised 2017) (see also DRESS CODE)

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

Clothing	Description	Color	Vendor
cardigan	Dennis Uniform V neck only	navy	Dennis
jumper (K-5)	bib-front	Marymount plaid	Dennis
short, walking	cotton twill, cuffed or un-cuffed, length, just above the knee	navy or khaki	Dennis
skirt (6,7,8)	stitch down pleat, length <u>just above the knee</u> <u>Note: Frequently what fits in the fall is too short by March. Please purchase accordingly.</u>	Marymount plaid	Dennis
blouse	Peter Pan collar, short or long sleeve, non-stretch	white	
polo shirt	short or long sleeve, plain or picot collar, non-stretch (no spandex, Lycra, etc.)	white, navy, "true" red	
turtleneck	cotton knit, non-stretch (no spandex, Lycra, etc.)	white, navy, "true" red	
spirit tee	St. John Logo	navy, red	Dennis
sweatshirt	St. John Logo	navy	Dennis
sweatshirt (6,7,8)	St. John Logo hooded pullover	charcoal gray	Dennis
skort (K-8)	pleat front, length <u>just above the knee</u>	navy, khaki	
pants	cotton twill, corduroy, elastic waist or pleat or plain front, straight leg, (NO cargo, oversized or skinny-fit pants). Pants must be ankle length, worn at waistline, pant waist must be no larger than student's normal waist size.	navy or khaki	
PE Uniform (6-8)	St. John Logo t-shirt and shorts	grey	Dennis
Schola Choir shirt	St. John Logo polo	maroon	Dennis

Shoes

- Shoes must be worn at school
- Shoes must be appropriate for school and encourage play
- Shoes must be closed toe
- Flip-flops, slippers, and sandals are not permitted, even on free dress days
- Shoes with laces or Velcro must be kept tied or secured
- Students should wear athletic shoes on PE days
- Boots for inclement weather may be worn to and from school only. Boots are not permitted in the gym or school buildings.

Socks

- Socks or tights must be worn at school
- Socks or tights must be solid color (black, white, navy blue, red, or gray) with minimal or discreet logo or markings and no multi-colored patterns

Leggings

- Navy blue, black, or white **full length** to match sock only permitted under a skirt, skort, or jumper

PE Uniforms

- PE for grades 6, 7 and 8 is taught weekly through the school year. PE uniforms, which are required for grades 6, 7, and 8, may be ordered roomy to allow for growth; however, uniforms are expected to be well fitting. The uniform consists of athletic shoes, St. John t-shirt and shorts. Only St. John uniforms are acceptable, and are available through Dennis Uniform. In the case when a student is unable to find PE shorts that fit, he/she may, with administration approval, wear the walking shorts outlined in the school uniform policy.

The St. John Dress Uniform consists of a white polo shirt and navy sweatshirt with St. John Logo. In addition, boys will wear khaki slacks; girls in grades 6, 7, and 8 will wear the Marymount plaid skirt or khaki pants; girls (K-5) may wear khaki pants or Marymount plaid jumper. Free dress days will be awarded as a special reward on certain announced occasions. The Dress Code Policy will apply on such occasions. Clothing must fit and be modest. At the discretion of school administration, students with multiple dress code violations or infractions may lose their privilege of participating in Free Dress days.

USE OF FILMS AND TAPES

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

USE OF THE SCHOOL/PARISH GROUNDS

St. John School will not be responsible for any accidents occurring on the grounds during weekends, vacation days, before or after published school hours or throughout the summer. During non-school hours children may never be present without adult supervision on any part of the parish school campus. Accidents occurring due to failure to follow rules during the school hours are not the responsibility of the school. Please respect the dedicated space and usage of the Play Pit, Egan Hall, parking lot, courtyard, portables, and the parish grounds during active school hours.

VACATIONS DURING SCHOOL TIME

Vacations taken when school is in session are discouraged. Learning is a sequential process. When students miss class there are gaps in this sequence for them. Make up work does not adequately substitute for missing classes. Students are expected to be present on time every day with the necessary

exceptions for illness and emergencies. If a student will be absent from school because of vacation, parents are asked to inform the principal and teacher in advance. Parents will be responsible to see that the child receives the necessary instruction and completes assignments missed. Teachers cannot be expected to provide pre assigned coursework before extended absences.

VISITORS TO SCHOOL OR CLASS

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

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

VOLUNTEERISM

It is an expectation that when families commit to St. John school, they not only pledge their treasure in the form of tuition, but also commit their time and talent as well. It is through volunteering that operating costs can be kept low (e.g. contributing services that otherwise would have to be hired out at cost) and fundraisers can be successful. Volunteer opportunities are listed on the school website: <http://st-johnschool.org/parents/volunteers-2/>. Calls for volunteers also go out periodically via NewsViews, teachers' letters, or dedicated email, for specific needs. There is a wide variety of opportunities to fit all family schedules and includes both school and parish needs. When we work as one, we further the mission of the parish school community.

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

1. Complete a background check
2. Read and sign the Safe Environment Program Agreement
3. Attend a Safe Environment training session
4. Keep current annually on Safe Environment training

The required documents are available in the parish office. You may register for a training workshop at <https://www.virtusonline.org>.

WITHDRAWAL FROM SCHOOL

Notice of transfer from school should be made to the school office 30 days in advance of withdrawal. Your permission must be given in writing for transfer of records. No transfer of records can occur when there is an outstanding balance of tuition or fees. All fees are non-refundable as described in previous portions of this Handbook. Services will be prorated for thirty days after receipt of written notification.

WORSHIP AND LITURGICAL SERVICES

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

students, parents and faculty are invited to participate in the fullest way possible that respects their own faith and that of the Catholic Church. Opportunities to celebrate the Sacrament of Reconciliation are scheduled during the school year, usually during the Advent and Lenten seasons.

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

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