

**St. John the
Evangelist School**

A Faith-Filled Future

**Middle School Student Handbook
2018/2019**



Rejoice in the Lord always. Live in
harmony with one another.

Phillipians 4:4-1 Peter 3:8

Table of Contents

Mission Statement and Students Learning Expectations	3
Right to a Safe Environment	4
Habits of Mind	4
Faculty/Administration	5
Welcome from the Principal	6
Welcome from the Assistant Principal	7
St. John School Rules/School Policies	8
Absences/Attendance	8
Academic Dishonesty	8
After School Study	8
Arrival	8
Assignment Notebooks	8
Bikes, Skateboards, Rollerblades, Scooters, Hoverboards	8
Care of School Property and Personal Property	8
Cell Phones	9
Closed Campus	9
Computer and iPad Usage	9
Counselor	10
Detention/Parent Notification	10
Discipline Philosophy	10
Discipline Interventions	10
Dismissal	11
Dress Code	12
Drugs, Alcohol, and Related Substances	13
Due Process	13
Extracurricular Opportunities	13
Field Trips	13
Grades/Promotion	14
Grading Scale	14
Gum/Food	14
Homework	14
Library	14
Lockers/Desks/Computers	15
Lunch	15
Lunchroom Expectations	15
Medication at School	15
Parties/Events Off Campus	15
Personal Belongings	16
Play Equipment	16
Policy	16
Re-Takes	16
Rights and Responsibilities	16
School Dances	17
School Hours	17
Security	17
Standards for Published Written Work	17
Tardiness	18
Telephone	18
Textbooks	18
Uniform	18
Visitors	19
Additional Notes	20
Appendix – <i>Behavioral Expectations Agreement and Request to Retest</i>	21, 22, 23

ST. JOHN SCHOOL

MISSION STATEMENT

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

SCHOOL WIDE LEARNING EXPECTATIONS (SLEs)

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

Right to a Safe Environment

St. John School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Actions that go against this policy will be subject to disciplinary action.

<h3>Habits of Mind</h3>	
 <p>Persisting: <i>Stick to it!</i> Persevering in task through to completion; remaining focused. Looking for ways to reach your goal when stuck. Not giving up.</p>	 <p>Managing Impulsivity: <i>Take your Time!</i> Thinking before acting; remaining calm, thoughtful and deliberative.</p>
 <p>Listening with understanding and empathy: <i>Understand Others!</i> Devoting mental energy to another person's thoughts and ideas; Make an effort to perceive another's point of view and emotions</p>	 <p>Thinking flexibly: <i>Look at it Another Way!</i> Being able to change perspectives, generate alternatives, consider options,</p>
 <p>Thinking about your thinking (Metacognition): <i>Know your Knowing!</i> Being aware of your own thoughts, strategies, feelings and actions and their effects on others.</p>	 <p>Striving for accuracy. <i>Check it again!</i> Always doing your best. Setting high standards. Checking and finding ways to improve constantly.</p>
 <p>Questioning and problem posing: <i>How do you know?</i> Having a questioning attitude; knowing what data are needed and developing questioning strategies to produce those data. Finding problems to solve.</p>	 <p>Applying past knowledge to new situations <i>Use what you Learn!</i> Accessing prior knowledge; transferring knowledge beyond the situation in which it was learned.</p>
 <p>Thinking and communicating with clarity and precision: <i>Be clear!</i> Striving for accurate communication in both written and oral form; avoiding over-generalizations, distortions, deletions and exaggerations.</p>	 <p>Gather data through all senses: <i>Use your natural pathways!</i> Pay attention to the world around you Gather data through all the senses, taste, touch, smell, hearing and sight.</p>
 <p>Creating, imagining, and innovating <i>Try a different way!</i> Generating new and novel ideas; fluency, originality</p>	 <p>Responding with wonderment and awe: <i>Have fun figuring it out!</i> Finding the world awesome, mysterious and being intrigued with phenomena and beauty.</p>
 <p>Taking responsible risks: <i>Venture out!</i> Being adventuresome; living on the edge of one's competence. Try new things constantly.</p>	 <p>Finding humor: <i>Laugh a little!</i> Finding the whimsical, incongruous and unexpected. Being able to laugh at oneself.</p>
 <p>Thinking interdependently: <i>Work together!</i> Being able to work in and learn from others in reciprocal situations. Team work.</p>	 <p>Remaining open to continuous learning: <i>I have so much more to learn!</i> Having humility and pride when admitting we don't know; resisting complacency.</p>

©The Institute for Habits of Mind
www.instituteforhabitsofmind.com



Faculty

Mrs. Hazel Brumback
Ms. Margaret Sullivan
Ms. Gwynedd Rzegocki
Mr. Sven Tice
Mrs. Mari Halley
Mr. Joseph Thomas

Grade Six
Grade Six
Grade Seven
Grade Seven
Grade Eight
Grade Eight

Mrs. Jonna Skokan
Mrs. Pat Tsagalakis
Mrs. Kerri McCarthy
Ms. Sarah Gudaitis
Mrs. Kyoungmi (Kay) Jang
Mr. Pat James
Señora Blanca DenAdel
Mrs. Adrey Ocampo

Physical Education
Music/Schola
Reading Specialist
Math Specialist
Art
Technology
Spanish
Enrichment Specialist

Administration

Fr. Crispin Okoth
Ms. Bernadette O'Leary
Mr. Paul Kelley
Mrs. Michele Thornquist
Mrs. Diane Crockett
Mrs. Frances Quevedo
Mrs. Mary VandePutte

Pastor
Principal
Assistant Principal
Director of Development/Admissions
Business Manager
Administrative Assistant
Development Assistant

ST. JOHN
CATHOLIC SCHOOL



September 2018

Dear Middle School Students,

Welcome to the Middle School Handbook. It has been written with you in mind. Administrators and teachers want you to be successful, to fulfill the mission of St. John School and to achieve the Student Learning Expectations. This booklet was prepared by your teachers. They are very familiar with all the best practices and procedures to help you reach your destination. As you prepare to set out, read this handbook carefully.

You are a member of community that lives as Jesus did. Our teachings and actions are based on Gospel values. Your teachers are committed to ensuring that you use your mind, body and spirit to achieve the Schoolwide Learning Expectations, and your successful graduation.

May God go with you on this journey. Remember to lift-up your classmates along the way, share your gifts, take care of one another. **Rejoice in the Lord always. Live in harmony with one another.** *Philippians 4:4~1 Peter 3:8, 2018-2019 School theme*

God Bless,

A handwritten signature in cursive script that reads "Bernadette O'Leary". The signature is written in a dark ink and is positioned below the "God Bless," text.

Bernadette O'Leary
Principal

ST. JOHN
CATHOLIC SCHOOL



September 2018

Dear Middle School Students,

Welcome! As we embark on this new academic year we pause to thank God for the many blessings shared in our faith community. This year's school theme encourages each of you to **Rejoice in the Lord always. Live in harmony with one another.** *Philippians 4:4~1 Peter 3:8*. As Catholics we commit to sharing our love for the betterment of the community and the common good. The goal of the entire Middle School is to provide, both new and returning students, a structured environment committed to fostering spiritual and academic growth. I encourage you to take advantage of the many great opportunities St. John School offers for academic and spiritual growth. Have a wonderful year!

The following manual is a guide for you and your families to consult during the academic year. It contains valuable academic and procedural information. Your teachers and administrators ask you to consult this manual regularly and familiarize yourself with the expectations of your academic and faith community.

Sincerely,

A handwritten signature in black ink, appearing to read "Señor Pablo Kulevsky". The signature is written in a cursive, flowing style.

Señor Pablo
Assistant Principal

St. John School Rules

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

School Policies

Absences/Attendance

Normally, illness and family emergencies are the only accepted reasons for absence from school. If a student will be absent, parents must notify the school office between 8:00 and 8:30 the day of absence. **It is the student's responsibility to communicate with teachers regarding any missed schoolwork.**

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 your work, and trying to pass off someone else's work as your own. If you feel the need to cheat, speak with a teacher about getting help with the material.

After School Study

St. John School offers an after school study program for middle school students **Mondays through Thursdays**, from 3:15-4:15.

Arrival

No middle school students should be in the building before 8:15am unless meeting with a specific teacher. 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 day, may be asked to register for Extended Daycare and parents will be billed accordingly.

Assignment Notebooks

Students are **required to use school issued assignment notebooks** and make daily entries of homework assignments. Teachers review these notebooks, and students must take them to every class daily. No scribbling or writing is permitted on covers of assignment notebooks

Bikes, Skateboards, Rollerblades, Scooters, Hover boards

Students who use bikes are to follow appropriate safety codes and take 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, rollerblades, and similar equipment may not be brought to school unless used as transportation to and from school. Hover boards are not allowed under any circumstance.

Care of School Property and Personal Property

Care of school property portrays pride and stewardship. Students are to take care of school property allowed for their use, such as: desks, tables, computers, furniture, books, audio-visual aids, lockers, and physical education equipment. We ask that you not 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, accidents, or disregard for school regulations. Students are to maintain their personal property used at school, as they are required to maintain school property. Respect for property includes maintaining spiral notebook covers, folders, binders, books, and book covers, etc.

Cell Phones

Students may use cell phones after 3:05pm. All students must complete cell phone contracts. 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 written request from the parent to the teacher and school administration, may students bring cell phones to school. Cellular phones must be checked in to homeroom teachers each morning by **8:20am**. Students may not access their cell phones during the course of the academic day. Cell phone etiquette is essential to maintaining an academic environment.

Closed Campus

Students may not leave the school premises without the written authorization of parents or guardians and the permission of the principal or assistant principal. Students must go directly to the school site for school sponsored after school activities following the 3:05pm dismissal and **may not leave campus until the appointed time for the activity to end**. Requests to be excused during the day will be sent to the office. Pupils dismissed during the school day must be signed out at the office. A parent or guardian may request in advance and in writing that students in grades six, seven, and eight sign themselves out.

Computer and iPad Usage

The following are expectations for St. John Middle School students:

- Students may not visit offensive or inappropriate sites, chat rooms, or access email accounts.
- Students may not engage in any form of vandalism, such as maliciously attempting to destroy or harm another person's data, or creating or uploading computer viruses.
- Students may not make copies of software found on school computers.
- Computer and iPad settings, preferences, or options may not be altered on any school computers.
- Do not share your password with anyone or attempt to learn another's password.
- Access only your own files.
- Students may not download or store any files on the hard drive of any school computer without teacher's permission.
- Students may not gain unauthorized access to system programs or computer equipment.
- Do not have any food or drink near the computers.
- Do not use the computers or iPads when the teacher is absent from the room. When a substitute teacher is present, no computers may be used at all.
- Permission from the teacher is required before printing.
- Computers and iPads 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.

- Electronic readers (Kindles, Nooks, etc.) may be used if students have submitted an eReader contract
- Personal electronics may be connected to the school's Wi-Fi if an accommodation exists or with teacher consent

Counselor

Counseling referral services are available to students and their families.

Detention/Parent Notification

Students who violate school rules or fail to turn in homework assignments may be required to stay after school for a 45 minute period, 3:15-4:00pm. Parents will be notified if students are required to stay more than 15 minutes after school. Failure to attend the detention period on the day assigned will result in the assistant principal's involvement in the issue at hand. Students who receive three detentions are placed on probation.

Discipline Philosophy

At St John School we recognize that middle school is a time when students begin to take on more responsibilities and to make increasingly important choices about their own behavior and academics. We know that children need guidance and experience to make wise choices. Students make mistakes, and we allow for that, encouraging them to LEARN from their mistakes. Students support the common good by allowing teachers to teach, and respecting their own and others' right to learn.

Discipline Interventions

Rewards:

Praise (daily)

Positive affirmations communicated to family (as appropriate)

Various other positive perks (throughout the year)

The joy of learning in a constructive, positive, safe environment (each day of the school year)

If My Choices Detract from the Common Good

Step One: Warning issued and documented.

Step Two: Student will be asked to leave the room, fill out a Reset Reflection and return when ready on their own.

Step Three: At a minimum, an after school detention will be administered. Depending on the disruptive nature of the offense, the student may be asked to leave the classroom for the remainder of the class period.

Severe Infractions: Student sent immediately to the office and/or will be asked to call home. Further consequences such as in-school suspension, probation, out-of-school suspension, and expulsion may be administered. (Refer to Family Handbook for specific details.)

Repeated Infractions: At a minimum, an after school detention will be administered and a parent conference will be requested. Further consequences such as in-school suspension, probation, out-of-school suspension, and expulsion may be administered.

The expectation is that students demonstrate the courage to act for the common good.

Behavior Choices

Student conduct in the community (i.e. Greenwood Library, CYO sporting events, local businesses, and dances) 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.

Consequences for behavior infractions range from the loss of a privilege to expulsion, depending on the particular infraction, choice, or behavior.

The following list of choices subject to disciplinary action is not all-inclusive but is indicative of the type of behavior that is counterproductive to providing a positive learning environment. The principal may move directly to expulsion if in her judgment the seriousness of the situation warrants it.

- Internet or Social Media bullying
- Tardiness to any class
- Littering
- Dress Code infractions
- Eating outside authorized areas
- Running, roughhousing, yelling or otherwise disturbing school atmosphere
- Inappropriate or disrespectful language, materials, gestures, behavior
- Being in an unauthorized or unsupervised area
- Chewing gum
- Conduct injurious to the school's image
- Traffic, safety violations
- Cheating, plagiarism or dishonesty
- Failure to attend class
- Use or possession of tobacco products
- Leaving school grounds without school permission
- Fighting physically or play fighting
- Consistent attitude of disrespect toward students, staff, parents, and/or administration
- Inappropriate behavior toward a teacher, including substitute teacher
- Harassment of others (verbal, physical, visual, sexual, computer or cell phone messaging, etc.)
- Use of computer for personal messages
- Theft
- Major or minor vandalism/graffiti or destruction of property (school, personal, parish, or neighborhood)
- Arson or false alarm
- Destruction of another person's reputation
- Personal violence, bullying, harassing and threats
- Possession of weapons or toy weapons
- Possession of drugs/alcohol or related paraphernalia, whether for own use or with intent to sell or share

See the ***Family Handbook*** for possible consequences and additional information related to St. John School's discipline policy.

Dismissal

Students are dismissed after 3:05pm Monday through Friday. Unless students remain after school for a supervised activity, they are expected to leave the school grounds immediately after dismissal.

Students remaining on the school grounds longer than fifteen minutes after dismissal will be asked to call their parents and will be sent to the school office for supervision if necessary.

Dress Code

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 would 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 para-military 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 in grades 7 through 8.
- Nail polish must be either clear or light pink.
- Hairstyle must be moderate and appropriate for school, which rules out extremes in style and color (non-natural hair 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 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, tights, or leggings must be solid color (black, white, navy blue, red, or gray) with minimal or indiscreet logo or markings and no multi-colored patterns. Leggings must be full length only, coordinated with socks.
- Leggings – Navy blue, black, or white **full length** only, permitted under a skirt, skort.
- 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. Uniforms are available through Dennis Uniform at www.dennisuniform.com. Only St. John PE uniforms are acceptable. If the student has a uniform from a previous year or a hand-me-down from a sibling that fits and is in good condition, there is no need to order a new uniform. PE classes require a pair of non-marking soled sport shoes.

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

Drugs, Alcohol, and Related Substances

Possession and/or use by students of tobacco products, drugs, alcohol, or other illegal substances and the paraphernalia used to administer them are prohibited.

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 procedures described in the Family Handbook will be followed. The student may be expelled.

- 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 retained 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;
 - To decide on future consequences for any similar behavior.

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. 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

See Family Handbook.

Extracurricular Opportunities

Usually offered...

Altar Server
Band

CYO Athletics
Leadership
Lector

Math Club
Musical
Robotics

Schola
Science Club
Youth Group

Field Trips

Field trips are designed to augment and provide opportunity for learning. All students are expected to participate in field trips unless specifically released by the Administration. Field trips are a privilege afforded to the student. **Individuals can be denied participation if they fail to meet academic or behavioral requirements or are on probation plans.** In order to attend, students must have a field trip permission slip signed by a parent or guardian 24 hours prior to departure.

An optional trip to Washington, D.C., if offered, takes place during the eighth grade year. It is an enrichment opportunity for those families interested.

Grades/Promotion

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

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

Generally, the following draft guidelines are in effect:

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

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

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 is available to parents of students grades 5-8.

Grading Scale

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

Gum/Food

Gum is forbidden on all school/parish premises, including the school, gym, and the playground at all times. Students will have the consequence of cleaning the hallway if they're caught chewing gum or eating food at inappropriate times. Candy and other food may be consumed only in the lunchroom with the exception for midmorning snacks, which may be eaten in the classroom.

Homework

The amount of homework per night will usually fall within the range of 60 to 90 minutes. Failure to turn in missing work will negatively impact a student's Work/Study evaluation. **Students and families have the responsibility to monitor the grades online on PowerSchool. Students with chronic or multiple missing assignments may be subject to disciplinary action.**

Library

The library is available for student use during the lunch recess daily with permission of the librarian. You must obtain a library pass from your teacher and present that pass to the librarian. Students utilizing the greenwood Library after school hours must complete the [Library Contract Form](#).

Lockers/Desks/Computers

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

Lunch

Lunch is available daily. All lunch orders must be made online. Forgotten lunches may be brought to the school office, never to the classroom, to minimize classroom interruption. Please label lunch bags with the student's name and room number. Students eat in the school lunchroom, Egan Hall.

Lunchroom Expectations

The following expectations are required of all students in the Egan Hall lunchroom.

- **Practice your best table manners during the lunch period.**
- Conversation is permitted as long as voices are not raised above reasonable conversational levels.
- No objects of any kind may ever be tossed in the lunchroom.
- When spills occur, the student responsible must report the spill to the lunchroom supervisor.
- Students may sit at any available seat among those assigned to their grade level.
- Students may not leave their table until dismissed by the lunchroom supervisor.
- If a student wishes to leave the table for any reason, he or she must get permission from the lunchroom supervisor before leaving the table.
- Each table will have a captain appointed by classroom teachers for a week at a time.
- The table captain, along with individual students, is responsible to see that his/her table and the floor area are completely free of all debris before being dismissed by the lunchroom supervisor. Place lunch boxes in class bin.
- After disposing of their garbage and recycling, students will exit from the lunchroom via the south exit doors.

Medication at School

Only trained and designated personnel will administer medications to students. We make no distinction between prescription, naturopathic and non-prescription medication in this regard. Students are not to keep medicine of any kind with them. This includes aspirin and Tylenol, cough drops, etc. Medications must come to the office in the original pharmacy container listing proper dosage. Neither the faculty nor the 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.

Parties/Events Off/On Campus

Invitations to private parties or events 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.

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.

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.

Policy

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

Re-Takes

Prior to re-taking a test, students will be required to submit a re-take plan. Re-takes are scheduled after school on a case-by-case basis, and students are responsible for initiating and undertaking the re-take process. Quizzes and small assessments are ineligible for re-takes, and students may re-take a larger test once only.

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.

School Dances

Seventh and eighth grade students from St. John are eligible to attend school dances and may receive invitations from designated North Seattle Catholic schools. Guests from uninvited schools are not permitted to attend St. John School dances. All standards outlined on permission slips must be followed

School Hours

Grades 6 - 8 8:20am - 3:05 pm Monday - Friday

Time	
8:15am	School Begins
8:20am	Tardy Bell
8:25-9:15am	1 st Period
9:15-10:02	2 nd Period
10:02-10:15am	Break
10:15-11:05am	3 rd Period
11:07-11:55am	4 th Period
11:55am-12:35pm	Recess/Lunch
12:40-1:28pm	5 th Period
1:30-2:18pm	6 th Period
2:20-3:05pm	7 th Period
3:05pm	Return to Homeroom for dismissal

Security

A student who is not in a classroom or assigned area must carry a pass issued by the teacher. When a student is excused from class during class time, the student must sign the classroom attendance log when leaving a classroom and upon returning.

Standards for Published Written Work

Student work must be written in ink and cursive unless it is typed. Teacher approval is required for limited use of teacher's whiteout. One line cross out is the acceptable way to delete an error. Student work with ragged edges on papers from spirals, ink other than dark blue or black, first name only, or scribbled out errors will not be accepted.

Tardiness

Students must be seated and on task by 8:20am. Students who are tardy three times within one trimester may be assigned detention. Tardiness is reported on permanent records. Three tardies equal 1/2 day absence.

Telephone

Permission to use a class or office telephone will not be given under ordinary circumstances, such as forgotten homework or lunch money. Permission may be given at the discretion of the office staff for genuine need.

Textbooks

Students are assigned student numbers and books so numbered are issued to students. It is the responsibility of the student to keep hardbound texts issued to him/her covered. Students may not write on book covers or in books.

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**. Please contact the school office with questions.

Clothing	Description	Color	Vendor
cardigan	Dennis Uniform V neck only	navy	Dennis Uniform
jumper (K-5)	bib-front	Marymount plaid	Dennis Uniform
short, walking	cotton twill, cuffed or un-cuffed, length, just above the knee	navy or khaki	Dennis Uniform
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 Uniform
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 Uniform
sweatshirt	St. John Logo	navy	Dennis Uniform
sweatshirt (6,7,8)	St. John Logo hooded pullover	charcoal gray	Dennis Uniform
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	gray	Dennis Uniform
Schola Choir shirt	St. John Logo polo	maroon	Dennis Uniform

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** only permitted under a skirt, skort, or jumper and coordinated with socks

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 available, 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.

Visitors

All visitors must register in the school office. Each visitor will be issued a visitor's badge. Students are permitted to have guests only under special circumstances. See Family Handbook.

A more comprehensive listing of school policies governing St. John School may be found in the Family Handbook.

Additional Notes

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

Reset Reflection

The choice I made that detracted from the common good:
How did/could this choice impact me and/or others ?
In the same situation, I can choose to behave differently. For example, I can (<i>give at least two examples of positive choices</i>):
The positive consequences of the above choices are:
I have reset and I am ready to contribute to the common good ____ YES ____NO

Student Signature and date

Teacher Signature and date

ST. JOHN CATHOLIC SCHOOL



Request to Retest

In the event a student does not show mastery of a concept on a summative assessment a re-take opportunity may be granted. Re-takes are scheduled after school on a case-by-case basis, and students are responsible for initiating and undertaking the re-take process. Re-takes are only granted to students who earn a D or F, but have shown effort.

Name: _____

Date: _____

Homeroom Teacher: _____

Name of test you wish to retake: _____

Previous Score _____

Reflect

Why?

Action Plan

3 activities I will complete in order to improve my understanding of this concept

1. _____

2. _____

3. _____

Completed

When you have completed the three activities above turn in this sheet with the following:

- Original test (if you have not already returned it)
- Evidence of you completing the above activities (work, parent signature...)

Request

I request the opportunity to retest. I have worked hard to improve my understanding of this concept.

Student Signature: _____

Parent Signature: _____