



*Be alert, stand firm in the faith. Be brave,  
be strong. Do all your work in love.*

St. John Catholic School  
Family Handbook  
2023-2024



September 2023

Dear Parents and Students,

Welcome to St. John Catholic School! In choosing St. John Catholic School you have demonstrated a commitment to the values and philosophy of a Catholic education. The Family Handbook reflects the policies of St. John Catholic School for the 2023-2024 school year.

The St. John Catholic School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of St. John Catholic School during the 2023-2024 school year.

The faculty and staff of St. John Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

***Bernadette O'Leary***

Bernadette O'Leary  
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## Table of Contents

MISSION STATEMENTS.....	11
CURRICULUM .....	13
ORGANIZATIONAL MANAGEMENT OF THE SCHOOL.....	14
ACCREDITING AGENCY .....	14
ASSOCIATED BODIES .....	14
ARCHDIOCESAN POLICY .....	15
FAIR SHARE STEWARDSHIP .....	15
NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS .....	15
CONVENANTS.....	16

### INFORMATION AND POLICIES

ABSENCE/ILLNESS.....	17
Head Lice .....	17
ACADEMIC DISHONESTY.....	18
ACADEMIC SUBJECTS.....	18
ADMISSIONS/AGE .....	19
AMENDING THE HANDBOOK / PRINCIPAL PRIVILEGE .....	20
ANNOUNCEMENTS/INVITATIONS FOR OUTSIDE EVENTS.....	20
ARRIVAL OF STUDENTS.....	21
ATTENDANCE .....	21
CARE OF PERSONAL PROPERTY.....	22
CARE OF SCHOOL PROPERTY .....	22
CHILD ABUSE .....	23
CHILDREN UNACCOUNTED FOR AFTER SCHOOL.....	23
CLASS ASSIGNMENT OF STUDENTS .....	23
CLASS SIZE .....	23
COMMUNICABLE DISEASE.....	23
COMMUNICATION .....	23
WITH PRINCIPALL .....	24
WITH FACULTY.....	24
ELECTRONIC .....	24
EMAILS.....	24
SOCIAL MEDIA .....	25
COMMUNICATION/TELEPHONE TREE .....	25
COMMUNICATION/VOLUNTEER NEEDS.....	25
CONFERENCES.....	25
COUNSELOR .....	26
CUSTODY ISSUES .....	26
CYO ATHLETIC PROGRAM .....	26
DIRECTORY INFORMATION.....	27
DISCIPLINE.....	27
Philosophy.....	27
Application .....	28
Behavior Expectations and Consequences for Misbehavior .....	28
DISMISSAL/EARLY DISMISSAL.....	37
DRUGS, ALCOHOL AND RELATED SUBSTANCES .....	39
DUE PROCESS PROCEDURES.....	40
EDUCATIONAL PROGRAM/CURRICULUM.....	40
EDUCATIONAL RECORDS/FAMILY RIGHTS AND PRIVACY ACT .....	41
ELECTRONIC USE POLICY/TECHNOLOGY CONCERNS.....	43
ELIGIBILITY FOR ENROLLMENT AND ADMISSION.....	44
EMERGENCY RECORDS .....	48

EMERGENCIES AND CRISIS PROCEDURES .....	48
FIRE DRILLS .....	50
EARTHQUAKES .....	50
LOCKDOWN .....	51
ENROLLMENT/REGISTRATION/PAYMENTS .....	51
EXTENDED DAYCARE PROGRAM.....	52
OPEN TIME AND FEES.....	53
EXTRACURRICULAR OPPORTUNITIES .....	54
FACULTY QUALIFICATIONS .....	54
FAIR SHARE STEWARDSHIP.....	54
FAMILY COMMUNICATION.....	55
FIELD TRIPS .....	55
FIRST AID .....	56
FUNDRAISING AND DEVELOPMENT .....	56
GRADING .....	58
GUM/FOOD .....	58
HEALTH SERVICES .....	58
HOME SCHOOL PROGRAMS .....	58
HOMEWORK.....	59
INSURANCE.....	61
INTERRUPTIONS OF CLASSES.....	61
LEARNING DIFFICULTIES .....	61
LIBRARY .....	62
LOCKERS/DESKS/COMPUTERS .....	64
LOST AND FOUND.....	64
LUNCH .....	64
MEDICATION AT SCHOOL .....	65
PARENT ASSOCIATION.....	66
PERSONAL BELONGINGS .....	68
PHOTOGRAPH RELEASE.....	68
PLAY EQUIPMENT.....	69
PLAY PIT/PLAYGROUND.....	69
POLICY .....	69
PROMOTION POLICY .....	69
RECYCLING AND STEWARDSHIP .....	70
RELIGION .....	70
REPORTING TO PARENTS.....	72
RESPONSIBILITIES .....	72
Parent Responsibilities.....	72
Administrative Responsibilities .....	72
RIGHTS AND RESPONSIBILITIES .....	73
ROOM PARENTS .....	73
SAFETY AT SCHOOL.....	74
SAFETY PATROL .....	74
SCHOOL DANCES .....	74
SCHOOL HOURS.....	75
SENDING CHILDREN HOME/PARENT CONTACT.....	76
SERVICE RESPONSIBILITIES .....	76
STUDENT FUND-RAISING SOLICITATION.....	76
TARDINESS.....	76
TELEPHONE/PERSONAL CELL PHONES/ELECTRONIC DEVICES.....	76
TESTING.....	78
TUITION .....	78
USE OF FILMS AND TAPES .....	85
USE OF THE SCHOOL/PARISH GROUNDS .....	85
VACATIONS DURING SCHOOL TIME.....	85
VISITORS TO SCHOOL OR CLASS.....	85
VOLUNTEERISM.....	86
WITHDRAWAL OF STUDENTS FROM SCHOOL.....	86
WORSHIP AND LITURGICAL SERVICES.....	87
APPENDIX .....	88
PARENT ASSOCIATION .....	88
BYLAWS OF SCHOOL COMMISSION .....	95



## **MISSION STATEMENTS**

### **ARCHDIOCESE OF SEATTLE**

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

### **OFFICE FOR CATHOLIC SCHOOLS**

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

### **ST. JOHN THE EVANGELIST PARISH**

Under the guidance of the Holy Spirit, the people of St. John the Evangelist Parish are called to embrace the Church's mission of proclaiming the Good News of Salvation through Jesus Christ for all. Our witness to the presence of God and our reaching out to others, allows us to deepen our relationship with God. We accomplish this through our worship together, especially in the celebration of the Eucharist; through ongoing faith development, for all people of all ages and life situations; through the performance of good works; and through responsible stewardship, by which we care for the gifts given to us by our God.

### **ST. JOHN CATHOLIC SCHOOL A ministry of St. John the Evangelist Parish**

St. John School is a welcoming Catholic community, committed to celebrating diversity and inspiring moral development, academic excellence, and the courage to act for the common good.

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## **PHILOSOPHY**

St. John Catholic School is committed to:

Providing an excellent Catholic School education based on:

- Serving the mission of the Church
- Curriculum and instruction informed by standards that emphasize critical thinking and moral discernment
- Fostering a love of learning through engaging academic and faith-based content, social/emotional learning, and co-curricular programs
- Affirming that all God's children are created in His image
- Practices that promote and nurture physical, emotional and social well-being while developing empathy for others

Keeping the school accessible to all by:

- Welcoming all families who value Catholic education
- Providing assistance for families with financial need through Fair Share
- Supporting students with diverse needs
- Planning for long-term school and professional improvement

Empowering our children for missionary discipleship by:

- Serving the marginalized in society and celebrating the diversity of our school, city-wide, and global communities
- Inviting active involvement in the mission and ministries of the parish and school
- Offering leadership opportunities
- Promoting social responsibility and environmental stewardship

## **SCHOOL WIDE LEARNING EXPECTATIONS**

We are Christ-Centered People who:

- Pray with intention and reverence
- Know and live out the teachings of the Catholic Church
- Participate actively in liturgy and faith traditions
- Demonstrate love for our neighbors

We are Active Learners who:

- Meet or exceed National and Archdiocesan academic standards
- Share ideas clearly, creatively and effectively
- Think critically and solve problems
- Work independently and collaboratively

We are Disciples of Christ Who:

- Embody Gospel values, Catholic social teachings, and the mission of the Church
- Value all of God's children
- Serve those in need
- Act as stewards of our natural environment
- Commit to a healthy body, mind, and spirit

## HISTORY

On Sunday, September 4, 1923, St. John Catholic 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 Catholic 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 Catholic 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 Catholic 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 Office for Catholic Schools 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**

St. John Catholic School was first accredited in 1996 by Northwest Association of Schools and Colleges and currently by the Western Catholic Education Association (WCEA). Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process.

## **ASSOCIATED BODIES**

St. John Catholic 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, their talents, and their treasure. 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 Catholic School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability 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, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

## CONVENANTS

### COMMUNITY COVENANT

St. John Catholic School community strives to be a covenant community. The teachers and staff at St. John Catholic School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a sacred relationship. The parent/student/teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

### CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at St. John Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. John Catholic School agree to:

- Be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth
- Be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship
- Provide appropriate and challenging academic instruction
- Embrace the diversity of their students and build bridges between all cultures
- Set clear standards for behavior and be fair and consistent in discipline

### CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at St. John Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- Behave in a respectful manner toward all school and parish personnel, volunteers, and visitors
- Respect all students and treat each one with care regardless of race, gender, or other differences
- Obey all rules
- Respect school property and the personal property of other students
- Display proper manners and show common courtesies at all times
- Assume responsibility for all their actions and not make excuses
- Always do their classwork and homework without excuses or disrespect
- Be on time, ready to learn, and give their best effort

### CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. John Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. John Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- Be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic
- Promote respectful behavior in their child by setting a good example in their own speech and behavior
- Show respect for the school personnel, volunteers, and visitors and teach their child to do the same
- Practice confidentiality and use appropriate communication to solve differences in a peaceful manner
- Follow the policies and procedures of the St. John Catholic School Handbook
- Accept and embrace the diversity at St. John Catholic School
- Respect the privacy of the faculty, staff, students, and their families
- Not consume, smoke, or vape prescribed cannabis products on school grounds, school transportation, and/or at school activities and events

## INFORMATION AND POLICIES

St. John Catholic School's Family Handbook is revised annually. All policies and procedures expressed herein are in effect as of August 30, 2023 for the 2023-2024 school year and these policies and procedures supersede all previous ones.

### **ABSENCE/ILLNESS**

St. John Catholic School hours are from 8:00am-4pm. Students must attend school regularly and be punctual. Absences are recorded in the register and by the homeroom teacher each day. Normally, illness is the only accepted reason for absence from school, barring a family emergency. When a student is absent from school, parents must verify the absence by reporting the absence no later than 8:30am through the school website, <https://st-johnschool.org/attendance/>. If you do not have access, call the school office, 206-783-0337, and leave a message on voice mail. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

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.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades. 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 emergency information 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.

**Head Lice** - 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 – Seattle & King County. 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.

## **ACADEMIC PROBATION**

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. John Catholic School.

## **ACADEMIC SUBJECTS**

**English Language Arts** - The English Language Arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

**Mathematics** - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

**Social Studies/History** - In Social Studies, PreK through 3<sup>rd</sup> grade students learn about communities, geography, and map skills. In 4<sup>th</sup> and 7<sup>th</sup> grade the focus is Washington State history. In 5<sup>th</sup> and 8<sup>th</sup> grade the focus is United States history and geography. In 6<sup>th</sup> grade the focus is world history.

**Science** - Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering, and Math) activities that include engineering design are also infused into the curriculum.

**Music** – Music instruction is given to all students in grades Kindergarten – 8, by the music specialist.

**Physical Education** - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6<sup>th</sup> through 8<sup>th</sup> grade curriculum also includes team-based activities.

**Technology** - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. John Catholic School.



Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all St. John Catholic School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. St. John Catholic School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

**Library Skills** - Preschool through grade 5 students visit the school library once per week and Kindergarten through 8<sup>th</sup> grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

**Art** - Art instruction takes place in PreK through 8<sup>th</sup> grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the classroom teacher. Students in grades K-8 have additional instruction by the Art Specialist.

**Personal Safety** – St. John Catholic School uses an Archdiocesan-required safety program in PreK through 8<sup>th</sup> grade.

**Choir Program** – Schola Choir is open to students in grades 6-8. Schola Choir is optional and is a before-or-after-school activity. There is no fee for choir. Schola Choir participates in liturgy and school events.

### **ACADEMIC TRIAL PERIOD**

All students who are newly enrolled in grades Pre-Kindergarten through 8<sup>th</sup> at St. John Catholic School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

### **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

### **ADVANCED PLACEMENT MATH**

In the 7th and 8th grades, students may be placed in an advanced math group based on the following criteria. A student must:

- Have a teacher recommendation as being an independent worker and learner
- Have an A- average with no trimester grade lower than B+ in any subject
- Pass all four basic computation skills time tests at mastery level – (mastery level is 85% for 6<sup>th</sup> grade; 90% for 7<sup>th</sup> grade)
- Be able to solve story problems without help

- Be quick to recognize numerical and geometric patterns
- Apply thinking skills and mathematical reasoning
- Have homework scores consistent with test scores
- Have a history of turning work in on time
- Have a history of showing all steps in his or her work
- Have a history of asking teacher for help when needed
- Have a history of good attendance with minimal absences

All students in advanced placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain an 85% average at the end of the first trimester to remain in the advanced class and maintain a B average throughout the year.

#### **Exception**

Teacher recommendation of exceptional math ability may be accepted in lieu of any one of the first three criteria. No other criteria will be considered for advanced placement status.

Placement decisions for 7<sup>th</sup> and 8<sup>th</sup> grade math are made at the end of each school year and no placement changes will occur after the decision has been made. Families will be notified of placement decisions in a letter enclosed with the final report card.

#### **AMENDING THE HANDBOOK / PRINCIPAL PRIVILEGE**

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

#### **ANIMALS AT SCHOOL**

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. John Catholic School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

#### **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. Announcements concerning for-profit business or programs will be not be sent out. (See "Parties and Events" regarding party invitations.)

#### **APPOINTMENTS**

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

## **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. 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 check into Extended Daycare and parents will be billed accordingly.

## **ASSESSMENT**

St. John Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Progress reports are sent home to parents three times a year and report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (MAP) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

## **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, HOVER BOARDS**

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, hover boards, rollerblades may not be brought to school.

For security and safety, we do not advise students to utilize these modes of transportation to school.

## **CALENDAR**

The school year calendar is available on the school's website. The monthly calendar is also posted on the teachers' websites. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via the teachers' and school's websites.

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

Parents and car pool drivers are asked to remember that the north side of N. 79<sup>th</sup> 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. 79<sup>th</sup> 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 pickup is: EAST on North 80<sup>th</sup> Street; SOUTH on Greenwood Ave. North; WEST on North 79<sup>th</sup> Street (continue on if 79<sup>th</sup> is full); NORTH on 1<sup>st</sup> Ave. NW. Pull completely to the curb. Please DO NOT DOUBLE PARK. Vehicles heading north on Greenwood Avenue waiting to access 79<sup>th</sup> Street should wait in the northbound turn lane on Greenwood Avenue until safe to turn left onto 79<sup>th</sup> Street. Vehicles heading south on Greenwood Avenue are asked to politely mind the queue in the northbound turn lane before accessing 79<sup>th</sup> 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 students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain, such as 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).

Church personnel and school personnel who have reasonable cause\* to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

\*Reasonable cause – a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

### **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 \$35.00 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**

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. John Catholic School. Correspondence from the school is delivered to families in several ways, including but not limited to email, telephone, and a weekly

electronic newsletter when school is in session. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, and St. John Catholic School items, CYO forms, and other materials may be sent via email to every family. In order to be well informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

#### **With Principal**

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

#### **With Faculty**

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters. 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.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

#### **Electronic**

Whether occurring within or outside of St. John Catholic School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources, or through private communication that (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

#### **Emails**

St. John Catholic School provides students in grades 6, 7 and 8 with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or

email each other during school hours.

### **Social Media**

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. St. John Catholic School students and their parents must adhere to and sign the St. John Catholic School Student Computer and Internet Agreement. 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.

The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 1-8 are expected to attend. Attendance of Pre-Kindergarten and Kindergarten students is up to the discretion of their teachers. Registering for conferences is done online.

Additionally, conferences may be requested at any time by parents, teachers, vice principal, or principal. To schedule a conference, please email your child's teacher.

## **COUNSELOR**

School support counseling is available through the school and/or various local agencies such as Catholic Community Services. 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.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. It is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

## **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**

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. St. John Catholic School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."



CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross-country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

St. John Parish, in cooperation with the St. Alphonsus Parent Club, sponsors the CYO program for our St. John parishioners and school 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 St. John Catholic School directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Families must indicate each year at registration time whether their personal information should be published. Should there be a change in choice, parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically through utilization of a password-protected link.

The St. John Catholic School directory is intended solely for the use of St. John Catholic School families and employees to strengthen their mutual support and the education of St. John Catholic School students, and any other use of the information in this directory is strictly forbidden. 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.

## **DISCIPLINE**

### **Philosophy**

St. John Catholic 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.

Purpose of discipline at St. John Catholic School:

- To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged
- To provide an opportunity for the student to practice Christian ideals and attitudes
- To assist students in the development of self-discipline, courtesy, and respect
- To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn
- To promote respect and care within the student for himself/herself, for others in the school, and for members of society

### **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.

### **Procedures and Policies**

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

### **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.

St. John Catholic School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

### **Corporal Punishment**

The use of corporal punishment in any form is prohibited at St. John Catholic School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

### **Disciplinary Actions**

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

### **Disciplinary Policies**

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the St. John Catholic School Handbook.

Basic school-wide rules:

- Students are to comply with every faculty and staff directive at all times
- Students are to use an appropriate voice when speaking
- Students are to keep hands, feet, and other body parts to themselves
- Students are to speak respectfully to others (no profanity or name-calling)

### **Discipline Regulations**

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

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

- **Time-Out Processing:** After classroom warnings have been given, the student will receive a time out or processing in another classroom. Students are to enter the assigned classroom in absolute silence, sit as directed, and complete the required processing form. This form must be completed within 5 minutes, at which time the student needs to return to their classroom with form in hand. (Processing in the specialist's classroom may vary slightly.) Parent signatures are required on all processing forms. Failure to complete form in an appropriate manner or if the form is not returned, a lunch detention will result. Being processed twice in one week will also result in a lunch detention.
- **Management Plans:** 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.
- **Behavioral Contracts:** A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.
- **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.

### **Suspension**

- **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. Two Wednesday-school infractions for behavioral reasons in a trimester will result in an in-school suspension and the implementation of a behavior contract. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from St. John Catholic School.
- **Out-of-School Suspension:** A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. 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.

At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

- **Expulsion:** This is the permanent removal of a student from St. John Catholic School. Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.
- **Due Process:** The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. John Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

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. SEE: DUE PROCESS PROCEDURES

- **Harassment/Bullying:** St. John Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. John Catholic School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. John Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously.

St. John Catholic School will review and investigate such matters in a professional and timely manner.

- St. John Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
- St. John Catholic School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

- Harassment: Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:
  - Physically harms a student or damages the student's property
  - Has the effect of substantially interfering with a student's education
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
  - Has the effect of substantially disrupting the orderly operation of the school and creates an intimidating, hostile or offensive school environment

### **Descriptive Terms**

- Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks
- Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting
- Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning, or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures
- Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
  - Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment
  - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment
  - That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment
- Online Harassment: Includes, but is not limited to, harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media. Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.
- Bullying and CyberBullying: Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated over a period of time.

There are three types of bullying:

- Verbal bullying involves saying or writing mean things
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships
- Physical bullying involves hurting a person's body or possessions

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes, but is not limited to, devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation. Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

- Threats: Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

- Retaliation/False Allegations: Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline
- Violent Behaviors: St. John Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

- Aggressive or Reckless Behavior: Aggressive or reckless behavior that jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.
- Alcohol and Drug Policy: The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. John Catholic School while they are in school, on and off school grounds, or at school-sponsored events.
  - The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
  - Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.



- Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.
- Assault or Intentionally Causing Physical Injury: A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home. Students in 5<sup>th</sup>-8<sup>th</sup> grade will also receive a Wednesday-school, in addition to an in-school suspension.

- Criminal or Gang-like Activity: Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

- Cheating: St. John Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

- Leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
- Writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
- Looking on another's test paper
- Copying another student's assignment and/or homework
- Talking with another student during a test period
- Writing down answers copied from others when tests are handed in
- Talking with students from previous class periods in order to get test information
- Using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
- Handing in a paper for credit which has already been graded in another class, without the approval of the teacher
- Disturbances: It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.
- False Fire Alarms and Fire: Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

- Forgery: The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.
- Gambling: Gambling on school/parish grounds is illegal and not allowed.
- Hazing: Hazing in any form or of any type is not allowed at St. John Catholic School and can result in suspension or expulsion from school.
- Insubordination: Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.
- Leaving School Grounds without Permission: Any St. John Catholic School student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.
- Plagiarism: Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.
- Profanity: Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.
- Respect of Property: All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.
- Smoking: Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and/or expulsion for their actions.
- Theft: Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.
- Weapons: It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

### **Weapon Procedures**

- Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
- Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
- The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
- If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
- In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
- As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
- These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

### **DISMISSAL/EARLY DISMISSAL**

AM Preschool children are dismissed at 11:15am, PM Preschool children are dismissed at 3:15pm, children in Kindergarten through grade 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 Catholic 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 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 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 for grades 6, 7 and 8 is taught daily all year. 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.

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.

- 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.
- 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 Catholic 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 Catholic 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 Catholic School will participate in the required core curriculum.

St. John Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. John Catholic School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. John Catholic School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. St. John Catholic School is fully accredited through the

Western Catholic Educational Association (WCEA). A copy of the accreditation study and report is available on the St. John Catholic School website and/or school office.

St. John Catholic 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.

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program, which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

#### **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.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

St. John Catholic 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.

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

### **Transfer of Records**

If a parent is registering a child in another school, St. John Catholic School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

#### Types of Records

- Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
- Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
- Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
- Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
- Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
- Disciplinary records are kept in the principal's office while a student is enrolled at St. John Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
- Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. John Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
- A school official is a person employed by St. John Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official



committee or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. John Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

- The right to file a complaint with the US Department of Education concerning alleged failures by St. John Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW, Washington DC 20202-4605

### **ELECTRONIC USE POLICY/TECHNOLOGY CONCERNS**

The use of computers at St. John Catholic 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 Catholic 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**

### **General Information**

It is understood that St. John Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. John Catholic School. St. John Catholic School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

- Applications and registrations will be considered on the following priority basis:
  - Current students presently enrolled at St. John Catholic School
  - Students of families who have children presently enrolled in the school
  - Students of families who are registered, supporting and active in St. John the Evangelist Parish; The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered

- Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families
- Baptized Catholics who are not covered by the above qualifications
- Non-Catholic students
- When the applicants are equal, the following will be taken into consideration:
  - Longevity in the St. John the Evangelist Parish;
  - Children/siblings of alumni of St. John Catholic School;
  - Grandchildren of long-time parishioners; and
  - Results of any interviews deemed necessary by the principal.
- As in all school policies, the final decision is made by the principal and pastoral leader of St. John the Evangelist Parish.
- Non-Catholic students will be eligible for admission as space is available.
- As openings occur for each grade level, students will be admitted from the wait pool. A wait pool will be established when a class reaches:
  - 62 in Preschool
  - 52 in Kindergarten
  - 52 in Grades 1-8
- St. John Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
- Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
- The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
- Final acceptance will be submitted to all new families admitted for the following school year.
- A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31<sup>st</sup> immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
- A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization record form MUST be submitted by all new students before school begins.
- All new students are accepted on a probationary basis. Please refer to policy on Academic Trial Period. Students must meet and maintain academic standards and expectations.
- Registration will begin each year during Catholic Schools' Week at the end of January.

### **International Students**

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in St. John Catholic School must have complete legal documentation required by the United States government in order to do so.

### **Students with Learning Differences**

In alignment with the school's mission statement, St. John Catholic 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.

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. John Catholic School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. John Catholic School will consider:

- The severity and degree of the disability;
- The level of support needed from special services and any special equipment or related services the student may require;
- The school's resources, such as available support personnel, class size, and accessibility of school facilities;
- The accommodations, if any are necessary, and the school's ability to provide those accommodations;
- The child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
- Any other considerations that may apply to the particular situation.

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.

St. John Catholic School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. John Catholic School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. John Catholic School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. John Catholic School honors the following procedures in trying to serve students with special 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
- Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student - A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

For the complete procedural plans for serving students with special needs, please contact the school office.

### **Admission for Re-Registration**

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

- Parents must submit the electronically delivered intent form, stating their desire to re-enroll. If this form is not completed by the designated date, the student may be removed from the class list for the next school year.
- After review of the family's current tuition contract/covenant compliance, a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligations, current active parish status (including but not limited to financial responsibility, participation in parish life, and service), and health/medical compliance. The registration fee is non-refundable and due with the tuition contract.
- Non-compliance could result in a change of tuition contract status.

The following criteria will be considered for re-registration and admission to St. John Catholic 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 Catholic 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. Preschool students must be toilet trained and 3 years old by August 31, and Kindergarten students should be 5 years old by August 31.

\*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 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 Catholic 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 7<sup>th</sup> or 8<sup>th</sup> 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 Catholic 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.

### **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 Catholic 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 Catholic 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 FINANCIAL AID**

Life status changes occur and St. John Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency financial aid request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

### **EMERGENCY RECORDS**

St. John Catholic 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.

### **EMERGENCIES AND CRISIS PROCEDURES**

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. John Catholic School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. John Catholic School website, text messages, KOMO and KING Websites, KIRO radio station, and KOMO and KING TV channels. Students will not be dismissed to walk home unless the parent calls and requests they do so and assume all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for

parents or designated guardians.

### **School Closures**

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 SchoolMessenger. 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 Catholic 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 Catholic 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. 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 Catholic 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.

### **Emergency Form**

The school must have an emergency information on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very IMPORTANT that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

### **General Emergencies**

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student’s book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

- **Student Illnesses:** Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
- **First Aid:** The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
  - Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
  - Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
  - **Medications:** School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents. Any medication a student requires during the school day must be kept in the health room or school office and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

### **Fire Drills**

Fire drills are held quarterly or more frequently. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

### **Earthquakes**

Instructions on what to do during an earthquake:

- Remain calm and think through the consequences of any action you take.
- If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
  - If in a CLASSROOM, you should: Get under desks or tables and begin counting, "One Mississippi, Two Mississippi, etc., up to sixty. Face away from windows.
  - DROP - crouch on knees, close to ground. COVER - Place head close to knees. HOLD - Clasp hands firmly behind the neck. Close eyes tightly.
  - Remain in place until ordered to evacuate or until the "ALL CLEAR" signal is given.
  - If in CHURCH HALL or ASSEMBLY areas - (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
  - If in a STAIRWAY, during an earthquake - Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position until ordered to evacuate or until the "ALL CLEAR" signal is given.



- If OUTDOORS – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "ALL CLEAR" signal is given. A teacher or other adult employee will take charge.
- Specific considerations in the case of earthquakes/emergencies:
  - Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
  - Downed power lines or objects touched by the downed power line/wires should never be touched. ALL WIRES SHOULD BE TREATED AS LIVE.
- If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
- Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
- Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
- Do not spread rumors. They often do great harm following emergencies.
- Keep the streets clear for passage of emergency vehicles if necessary.
- Be prepared for additional earthquake shocks called "AFTERSHOCKS." Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
- Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
- Cooperate fully with Public Safety officials.

### **Lockdown**

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown procedures routinely so they can be prepared in the event of an emergency. Lockdown procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

### **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 preschool students applying for kindergarten admission.

Student registration for the coming year occurs in late winter and centers around the Fair Share/Stewardship procedure. 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 1, 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.

Application fees paid are non-refundable. Registration fees are non-refundable.

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

### **Registration and Fees**

New Student Registration Fees:

- Students new to St. John School applying for enrollment are required to pay an Application Fee of \$75, non-refundable.
- Families of new students accepted for enrollment are required to pay the stated registration fee of \$350 per family to secure the student's placement at St. John Catholic School. All registration fees are non-refundable. This registration fee is due with the St. John Catholic School New Student Contract after the student has been accepted.
- Enrollment begins in February for new families.
- All new students may be required to take a placement test to determine if they are eligible to attend St. John Catholic School. If testing is required by Administration, there is a testing fee that is due with the St. John Catholic School New Student Registration Application. New Student Testing fees are non-refundable.

### **Re-Registration Fees – Returning Students:**

Families will indicate their plans to re-enroll for the upcoming year in early winter. Once intent to enroll is received the school will open a portal for families to complete re-registration, complete tuition contracts, and pay registration fees. The registration process is complete when the school has received:

- St. John Catholic School Tuition Contract along with the registration fee
- Emergency information forms that have been completed in full
- Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school

### **Building Fees:**

Beyond registration and tuition, there are several additional fees that may be charged:

- Auction Class Project fees - \$20 per student
- Disaster Preparedness fees - \$20 per student
- Eighth Grade Graduation Fee - this covers cost of graduation and other 8<sup>th</sup> grade expenses - for full details please refer to Graduation Policies - \$100.00
- Field Trips - prices vary due to field trip destination and costs
- 6<sup>th</sup> Grade Camp Fee - for full details please refer to 6<sup>th</sup> Grade Camp Policy

### **EXTENDED DAYCARE PROGRAM**

St. John Catholic School offers a before and after school program, referred to as Extended Daycare Program (XDC). This program is located in the Quigley building. It is provided for families enrolled in St. John

Catholic School and, as space allows, children outside the St. John community. 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 delivered electronically periodically or can be obtained through the school office (206-783-0337) or the Extended Daycare Program (206-782-9915).

The primary focus of Extended Daycare is to provide onsite quality supervised care. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Extended Daycare teachers and assistants that are employees of St. John Catholic School. Extended Daycare teachers and assistants have CPR and First Aid training, Safe Environment training adhering to yearly update requirements, and have passed background checks. Extended Daycare teachers and assistants are under the supervision of the Extended Daycare Director. Day-to-day management of the Extended Daycare is the responsibility of the Extended Daycare Director and Co-Director, who report to the principal.

There is a separate charge for students attending the Extended Daycare Program. Applications for the Extended Daycare program are available in the Extended Daycare office or the school website: <https://extended.st-johnschool.org/>.

### **Policies and Procedures**

Extended Daycare is open from 7:00am to 6:30pm, Monday through Friday.

- Parents must sign in their student in the morning session of Extended Daycare Program. At 8:10am, the Extended Daycare staff will dismiss the students to the school grounds for morning line-up.
- After school students in PreK – 2<sup>nd</sup> grade will go outside (weather permitting) for recess until the supervisors take them into the building. A study hall period is required for all students in 3<sup>rd</sup> – 8<sup>th</sup> grade. However, it is not our expectation that the Extended Daycare personnel supervise or require the students to do homework. Students will be provided an afternoon snack, as mandated by Early Childhood Learning, Department of Education.
- Students are expected to treat each other and all Extended Daycare teachers and assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The teachers and assistants will use the detention forms to notify parents of concerns.
- A copy of the student's emergency form is kept on file in the Extended Daycare office. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to Extended Daycare.

### **Open Time and Fees**

- Extended Daycare (XDC) provides three options, for 3, 4, or 5 days per week of service. Families choose the "plans" that best suit their particular needs. Additional days may be purchased for days school is not in session, i.e., Christmas holidays, Easter holidays, Teacher Education days, and days the school closes for Student/Parent/Teacher conferences. For current fees, see information on the St. John website.
- Extended Care invoices on a monthly basis. All payments are due according to the family's tuition payment schedule. If your bill is not paid in a timely manner, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

2022-23 XDC Fees	5 days per week	4 days per week	3 days per week
Plan A - 7:00am-8:15am	\$1,814/yr (\$182/mo.)	\$1,457/yr (\$146/mo)	\$1,121/yr (\$112/mo)
Plan B - 8:15am-12:15pm	\$4,626/yr (\$463/mo)	\$3,846/yr (\$385/mo)	\$2,959/yr (\$296/mo)
Plan C - 11:15am-3:00 pm	\$4,626/yr (\$463/mo)	\$4,846/yr (\$385/mo)	\$2,959/yr (\$296/mo)
Plan D - 3:00pm-6:30pm	\$3,495/yr (\$350/mo)	\$2,713/yr (\$272/mo)	\$2,160/yr (\$216/mo)
Plan E - Full day when school is not in session	\$53.76/day	\$53.76/day	\$53.76/day
Plan F - Half day when school is not in session	\$26.88/day	\$26.88/day	\$26.88/day
2022-23 AFS Fees (After School Study, Grs. 6-8)	\$11.34 per hour, 4 hours per week		Annual Contract: 145 days, \$1,644.30.

### EXTRACURRICULAR OPPORTUNITIES

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

All extracurricular activities sponsored by the school or parish such as choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

### FACULTY QUALIFICATIONS

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

### FACULTY ROOM

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

### FAIR SHARE STEWARDSHIP

All families participate in the school's Fair Share Stewardship philosophy: Share to the best of your ability of your time, your talent, and your treasure. For families registered in the Parish, the fair share of tuition is discerned after family prayer and deliberation. One must be a registered and active parishioner to discern tuition. New parishioners must establish parishioner status over a six-month period to be eligible to discern tuition. The Fair Share Tuition for families not registered and active in the parish, including non-Catholic families is the full cost to educate. See Eligibility for Enrollment.

If a family loses eligibility to discern their family's tuition by not maintaining parishioner status, a

meeting with the pastor may be arranged to review requirements and restore that eligibility. 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 tithing to the church and other charities comes from the "first fruits" of one's resources, not from what's left over after paying all the 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 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 are restricted from accepting advertising from for-profit ventures. For determination of what would be acceptable, contact the school office.

### **FIELD TRIPS**

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. All students must bring the required permission slip form in advance of the field trip day. Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. John Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. John Catholic School.

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 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.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the

transportation. Bus transportation is the preferred method to be used for any field trip. School uniforms are to be worn on field trips unless otherwise indicated by the principal.

All drivers are required to provide information when volunteering to drive for an outing, verifying that the driver has adequate and current liability insurance coverage. Every volunteer driver is required to have a Washington State Patrol Check on file. In accordance with Washington State law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old
- The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
- Effective January 1, 2020:
  - Children not enrolled in the school shall not accompany the class field trip;
  - Children under 2 years old must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer;
  - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing;
  - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat);
  - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old);
  - Children under age 13 are required to ride in the back seat when practical to do so. RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

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. Financial aid for field trips is available. Please check with the school office.

#### **FINANCIAL SAFETY**

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

#### **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 school office. The parents, doctor, or 911 will be called as indicated.

#### **FUNDRAISING AND DEVELOPMENT**

Each school family will be required to participate in fund raising. Tuition payments account for

approximately 70% of the school's operating budget. The remainder is realized through fundraising and development. 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 Catholic School from ordinary and essential household purchases.

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

### **SCRIP**

- One fundraiser at St. John Catholic School is the selling of SCRIP or gift cards. For complete details and ideas to make SCRIP sales successful, please contact the SCRIP chairpersons. Statement of liability/waiver: The School assumes permission to send/receive financial statements and actual SCRIP directly home with the students, generally on Fridays. Parents who prefer not to participate in the pick-up and delivery process of SCRIP at St. John Catholic School must communicate in writing to the SCRIP Chairperson that they will relieve the school of the burden of pickup and delivery of SCRIP and establish an appropriate system for their family. (Please see St. John Catholic School Financial Policies for additional information on SCRIP.)

### **Auction**

- The auction is St. John Catholic School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director, Auction Chairperson(s), and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, or they can donate funds. Donated funds are used by the school's procurement team to purchase quality items for the auction. (Please see St. John Catholic School Financial Policies for additional information.)
  - The proceeds from St. John Catholic School shall be designated as follows:
    - 70% for School Operating Account.
    - 20% for St. John Catholic School Tuition Assistance.
    - 10% for Long-term Development.
  - Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

### **Annual Fund**

Every family may financially support the St. John Catholic School's Annual Fund, which helps with the current and future viability of the school. Families may choose to indicate a pledge for Annual Fund on their registration contract. Amounts above the stated cost to educate (out of parish) or parish suggested rate (active registered parish members) may receive tax benefits as a result of a donation to Annual Fund.

### **Service Hours**

As part of the tuition contract or covenant, each family commits to service to the school and/or parish community. The annual commitment hour recommendation is 40 hours for a two-parent family and 20 hours for a single-parent family. If a family is unable, due to unforeseen circumstances, to contribute to service opportunities the family may opt to make a donation of \$200 to the school.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: Room parents, working in the classroom, take home projects, St. John Catholic School auction, Scrip program, recycle drive, gardening around the grounds, ministers for the masses, serving on a commission, driving and chaperoning on field trips and MORE!

**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	92-100%	B	83-91%	C	74-82%	D	68-73%	F	Below 68%
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**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; for additional information, visit <http://www.kingcounty.gov/healthservices/health/communicable/diseases/headlice.aspx>.

**HEALTH SERVICES**

A School Nurse is available in the school office, who will check children’s temperatures, treat minor injuries, and maintain student health records. Students are not allowed to carry medication with them, including cough drops or lotions; all medications will be kept in the office.

The school, with help from a health coordinator/parent volunteers, will provide vision and hearing screening annually to the following grades: Kindergarten, Grade 2, Grade 4, Grade 6.

**HOMESCHOOLING**

The Archdiocese of Seattle, Office for Catholic Schools Department does not endorse home schooling programs.



## **HOMEWORK**

The St. John Catholic School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

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. If a student consistently spends more time than noted below 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 and 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.

### **Pre-Kindergarten**

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

### **Kindergarten and First Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

### **Second and Third Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

### **Fourth and Fifth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

### **Middle School – Sixth through Eighth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours. 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.

### **Additional Homework Notes**

- Students in 3<sup>rd</sup> – 8<sup>th</sup> grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
- If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
- Various assignments and long-term projects may involve homework on the weekends. The teacher will

- monitor the progress of long-term projects.
- Middle school students (Grades 6<sup>th</sup> – 8<sup>th</sup>) may periodically expect homework on the weekends and it may be to a student’s advantage to complete assignments outside of the school week.

**Late Work**

For middle school students, if an assignment is one day late there will be a 25% reduction on the grade. Assignments will only be accepted after one day late. Teacher discretion is taken into consideration on late long-term assignments and projects. In Pre-K - 5<sup>th</sup> grade, the late work policy is under the discretion of the homeroom teacher.

**Make Up Work**

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

**Grading**

Students in the primary grades (PreK-4) are assessed using a four-tier grading scale based on meeting the academic standards for their grade level. Students in grades 5-8 are assessed on a hybrid-letter grade system that is aligned with the academic standards of their grade level. Students’ effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

Grades PK-4	Grades 5-8	
M= Meeting standard	A 95-100%	C+ 80-82 %
A= Approaching standard	A- 92-94%	C 77-79 %
B= Below standard	B+ 89-91 %	C- 74-76 %
O= Not assessed at this time	B 86-88%	D 68-73 %
	B- 83-85 %	F 67-50 %

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

**INCLEMENT WEATHER**

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the St. John Catholic School website, KOMO and KING websites and local TV channels, Facebook, and Twitter. The school may also utilize text messages to families regarding closure alerts. Please check for text messages and listen to early broadcasts between the hours of 6:30am and 8:00am, always looking specifically for St. John Catholic School. Please do not send students to school or Extended Day until it is confirmed that the school is open. Extended Daycare will open 15 minutes before the announced school starting time.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

**IMMUNIZATION OF SCHOOL CHILDREN**

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the

Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physicians license number). 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.

### **INSTRUCTION**

The instructional program at St. John Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

### **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 Catholic 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 years 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 Catholic School Accommodation Plan. Accommodation Plans written by St. John Catholic 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 Catholic 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 Catholic 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 for students in PK-Grade 5. 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 1<sup>st</sup> grade through high school reading levels. Basic library skills are taught at all grade levels. Computer catalogue practice and research skills instruction begin in 2<sup>nd</sup> 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.

### **Mission Statement**

The St. John Catholic School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

### **Philosophy Statement**

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

### **Responsibility Policy**

It is a privilege for students to use this facility and its materials. With this privilege come the following responsibilities:

- Students are responsible for knowing what books they have checked out and for knowing where those books are at all times.
- Students are responsible for taking proper care of library books and for returning them on time.
- Students are responsible for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

### **Overdue Notices**

Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

### **Final Overdue Notices**

In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent. If books are not returned by the final due date, the librarian will assume the books lost and will replace them, billing the family the cost of replacement.

### **Damaged Library Books**

Students whose books are returned damaged beyond what would be considered "normal wear and tear" incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

### **Lost Library Books**

If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

### **Questions, Comments, Concerns**

If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarian and the school administration will meet with you to respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students. Donations of used books, paperback books, or books that do not appear on the Wish List are welcomed and appreciated, but they will not be honored or recognized as part of this program.

Additional information about the library can be found in the "Library" section of the school website.

### **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**

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. 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. Notification that a donation date is approaching will be made through NewsViews. Items not claimed are donated to charity at the end of each trimester.

### **LUNCH**

St. John Catholic School offers a hot lunch program for all students whose families choose to purchase lunch. Our school lunches meet all of the nutritional standards required by both State and Federal lunch programs. Hot lunch orders are placed on a monthly schedule. Applications for reduced/free lunches are available through the school office.

This valuable school lunch program depends greatly on parent volunteers and is an easy and fun way for parents to earn required service hours, so please consider sharing your time and talent in this area. Students who do not purchase the school lunch, can bring a sack lunch to school. Parents and students are encouraged to pack nutritious lunches that include a healthy variety of the recommended food groups but do not include soda or candy.

Grade	Recess	Lunch
Kindergarten, 1, 2	11:15-11:28am	11:30-11:50am
Grades 3, 4, 5	11:35-11:53am	11:55am-12:15pm
Grades 6, 7, 8	12:00pm-12:13pm	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.

#### **Lunch Room Rules**

- Come to the Egan Hall for lunch quietly and respectfully
- There is absolutely no running in the hall
- Use a normal conversation voice, no yelling or shouting is allowed
- Do not throw food or objects
- Clean up after yourself

Failure to follow these rules will result in loss of recess or after school detention.

## **MEDICATION AT SCHOOL**

St. John Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, St. John Catholic School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. 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. Forms for the authorization for administration of oral medication at school are available through the school office.

Medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication. 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, creams, etc. Students at St. John Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location, which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the 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, special authorization is required. Forms are available through the school office.

- An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
- Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.
- Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

## **NON-UNIFORM DAYS**

Occasionally the school will announce non-uniform days, or "Free Dress." It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs that advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Camouflage and paramilitary attire is not acceptable. Shorts must always be of walking length, not athletic type or oversized, below the knee style. Shorts may only be worn from the start of school through October 31<sup>st</sup> and from April 1<sup>st</sup> to the last day of school. No leggings, jeggings, skinny, or tight jeans are allowed on non-uniform days. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. Sweatpants (including yoga pants) and tracksuits are not allowed. Uggs and low-heeled boots are only allowed on non-uniform days. Tutus are not allowed at any time, even on spirit days.

### **T-Shirt and Jeans Day**

On special days designated as “T-shirt and Jeans Day” all students are welcome to wear a casual uniform. This includes any sweatshirt or T-shirts; this includes CYO sweatshirts or t-shirts. These may be worn with blue denim jeans. Blue denim jeans must be presentable. No jeggings, skinny, or tight jeans are allowed. Jeans must be in good repair and may not be ripped, acid-washed, or have holes or any adornments on them. Skirts, shorts and/or capri pants are not allowed on T-shirt and Jeans Day. If a student chooses not to participate in T-shirt and Jeans day, then they may always wear their uniform.

### **Uniform Infractions**

Three uniform infractions mean a loss of a non-uniform day.

### **OUTDOOR EDUCATION**

The Outdoor Education Program at CYO Camp Hamilton is a part of the 6<sup>th</sup> grade curriculum at St. John Catholic School and attendance and participation in camp and camp activities is mandatory. It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject. The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Camp Hamilton is owned by the Archdiocese of Seattle and is operated in accordance with values and morals uplifted by the Catholic Church. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in the liturgical celebration of the Mass.

Camp Hamilton is not an optional program; the only excused absence from camp is illness with a doctor’s written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student’s family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, 1/3 of their overall science and religion grades for the 3<sup>rd</sup> trimester can be affected.

Payment for this important educational experience is the responsibility of the parents of 6<sup>th</sup> grade children. Financial Aid for camp is available on a needs basis; access to these funds must be obtained through the school office. Payment for camp must be made to St. John Catholic School in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6<sup>th</sup> grade parents, guardians, or grandparents will be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by St. John Catholic School and Camp Hamilton. These include cell phone and other electronic device usage, which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 6<sup>th</sup> grade science teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 6<sup>th</sup> grade parents must attend a mandatory camp meeting that will outline important information and expectations of camp policies and procedures for both the student and chaperones.

### **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 communication between home and school, provide a vehicle through which parents can provide service to the school, i.e. volunteering and fund-raising, 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.



## **PARENTAL INVOLVEMENT**

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, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through St. John Catholic School. It is our hope that this will include: Assisting with daily assignments for practice/drill sessions over material; reinforcing the school homework policy; actively participating in the school and/or parish community; attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

- How is my child progressing academically and socially?
- In what areas is he/she strong? Does he/she need help?
- What can I do at home to help my child?
- How can I help my child build good work habits?
- How does my child get along with other children?
- How does my child behave in school?
- How can I help reinforce my child's positive attitudes toward school and staff?
- How can I show an interest in my child's progress in school without making him/her feel pressured?
- How can I help my child gain more self-reliance, self-confidence, and self-respect?

## **PARENTS AND GUARDIANS**

### **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have 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 school office.

### **Divorced or Separated Parents**

Our school exists to aide parents in the education of their children. 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 that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## **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.

Party invitations are not to be handed out at school or at carpool. Please send your invitations by mail or email. Please consult parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only St. John Catholic School students are allowed at classroom parties.

### **PEDESTRIAN SAFETY**

Pedestrians must utilize the designated walking areas and cross at crosswalks.

### **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. 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

### **PICTURES**

Individual school pictures are taken in the fall. Class and group pictures are taken in the spring. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. All students will have pictures taken, however, no parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8<sup>th</sup> grade graduation.

### **PHOTOGRAPH RELEASE**

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year. 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/>

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.

### **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. Recess equipment is available for all students and should be shared with all those who wish to use it.

No cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the field.

### **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.

#### **Playground Behavior**

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

- Inappropriate, vulgar, or profane language is not allowed on the playground
- Spitting is not allowed
- No food is allowed on the playground during recess
- Keep hands and feet to yourself - play-fighting, fighting, rough games, contact sports are not allowed
- Respect for adults is to be demonstrated
- Report all injuries to the playground supervisors immediately
- Students may not throw rocks or any projectiles at any time
- Students may not bring their own equipment/toys out to recess - this includes all electronic devices

### **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.

### **PROGRESS REPORTS**

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports are sent home several times during each trimester. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

### **PROMOTION POLICY**

Pupils are promoted once a year in June. Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal.

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 student receiving A's, B's, or C's in the assessment areas will be promoted to the next grade.
- 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.
- 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.

### **RELEASE OF STUDENTS**

#### **Release of Students to Another Adult**

If anyone other than a parent or guardian is sent to pick up students, St. John Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. St. John Catholic School will check identification of anyone who is not the child's parent and who is picking up a child from school.

#### **Release of Students to Police**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

### **RELIGION**

St. John Catholic 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.

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. John Catholic School emphasizes daily prayer, frequent and regular worship, service

projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

### **Non-Catholic Students**

Non-Catholic students are expected to participate in school religious experiences and to attend religion classes, which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

- Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
- Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.
- Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

### **Religion Class**

Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

### **Sacrament of Penance**

Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

### **Catechetical Formation in Chaste Living**

The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living."

### **Community Service**

Each student and class takes part in Christian service activities throughout the year.

### **ACRE Test**

The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the National Catholic Educational Association (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

### **Mass**

St. John Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers regularly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

### **Prayer**

In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

### **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.

We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

### **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.

### **RETENTION**

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be

retained in that grade. If retention is being considered by the teacher parents must be notified by February. A formal letter from the principal will be sent out by March 1<sup>st</sup> and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from St. John Catholic School. In all cases, the final decision rests with the principal.

## **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.

## **ROOM PARENTS**

Each grade has a team of Room Parents whose role it is to assist the teacher in whatever ways they can. Some specific ways in which the Room Parent helps the teacher may be:

- Contacting parents to help the teacher as requested
- Arranging for classroom events with the teacher

- Sharing grade and school information with the grade-families through email

### **SAFETY AT SCHOOL**

St. John Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. John Catholic 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 79<sup>th</sup> 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 Catholic 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.

St. John Catholic School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by St. John Catholic School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of St. John Catholic School.

### **SCHOOL/HOME RELATIONSHIPS**

St. John Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. John Catholic School may require parents to withdraw their children and sever their relationship with the school.



**SCHOOL HOURS**

Academic Day	Times	Days
Preschool – Morning 3-day	8:15am – 11:15am	Monday through Wednesday
Preschool – Morning 5-day	8:15am – 11:15am	Monday through Friday
Preschool – Afternoon 5-day	12:15pm – 3:15pm	Monday through Friday
Grades K-5	8:15am – 3pm	Monday through Friday
Grades 6-8	8:15am – 3:05pm	Monday through Friday

Recess – Morning, Lunch, Afternoon	Times	Days
Kindergarten, Grades 1, 2	Morning – 9:45 – 10am	Monday through Friday
Kindergarten, Grades 1, 2	Afternoon, time varies, 15 minutes scheduled break	Monday through Friday
Grades 3, 4, 5	Morning – 10:05 – 10:20am	Monday through Friday
Grades 3, 4, 5	Afternoon – Teacher discretion	Monday through Friday
Kindergarten – Grade 8	Lunch Recess, 20 minutes prior to going to lunchroom	Monday through Friday

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/contact days.

Children may arrive prior to 8:10am if they are participating in school activities or riding in a carpool with students who are participating in such activities. Children should not come to school before 8:10am since there is no supervision prior to that time. Children arriving before 8:10am or staying past 3:15pm and not participating in before- or after-school programs will be sent to Extended Daycare; parents will be billed accordingly. On inclement weather mornings, students are invited inside the building and students will go to their assigned areas to sit quietly until the school bell rings. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

**SCHOOL SUPPLIES**

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in the summer and is available on the website.

**SEARCH AND SEIZURE**

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug-detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **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**

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be required to perform a specific number of hours of community service per year. 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. Service is giving of one's time to help someone who is less fortunate. Hours may be earned in parish, school, or community service beyond the school day. The service is required to be completed and recorded by the middle of May. The students will record their hours and have them signed by an adult. Failure to complete the hours may result in a religion grade reduction in the third trimester. 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 call or email the school office, and write a brief note explaining the reason. Otherwise, tardy slips are issued to students who are tardy. Three tardies equal  $\frac{1}{2}$  day absence. Students are to report directly to the office if they arrive after 8:20.

The school day starts at 8:15am and a student is considered tardy if he/she is not in his/her classroom at 8:20am. All students arriving after 8:20am must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. After a student is tardy three times, the student will lose a non-uniform day privilege.

### **TELEPHONE/PERSONAL CELL PHONES/ELECTRONIC DEVICES**

#### **Personal Cell Phones**

Students are not to bring cell phones to school. 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. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

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.

If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. The cell phone is to be kept completely off and in the student's backpack.

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 would 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.

- Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
- The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
- Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
- No harassment or threatening of individuals via cell phones is permitted.
- Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
- If a parent needs to contact a student during the school day, such communication shall be through the school's office.

#### **Office Phone Use**

The School Office is open from 8:00am to 4:00pm, Monday through Friday. The school telephone is available for business use only. It is not available for pupils and their personal calls. A school administrative assistant 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. Students may use the phone in the office for emergencies and with permission and at the discretion of the office staff. Arrangements for after-school activities and rides home should be made outside of school time.

#### **Electronic Devices**

The use of electronic communication devices during normal school hours is prohibited; these include, but are not limited to, Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

### **TESTING**

Nationally standardized tests approved by the Archdiocese for assessing readiness and achievement are used at St. John Catholic 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.

### **TEXTBOOKS**

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

### **TOUCHING SAFETY**

Protecting God's Children™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the Touching Safety Opt Out Form™, available from the classroom teacher.

### **TUITION**

#### **General Information**

The school program operates through parish support, funds received from tuition pledges, cost per pupil tuition revenues, fundraising, and revenue realized from Development. Fair Share Stewardship allows 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 pledge tuition after prayer and deliberate consideration of their family's ability to contribute. A recommended tuition is provided for families as a guide; anything over and above the suggested tuition rate will be considered a donation to the Annual Fund. Families not registered in the parish, including non-Catholics and Catholics who are registered in other parishes pay the cost to educate. Any amount over the cost to educate will be considered a donation to the Annual Fund. Annual Fund donations are eligible for corporate matching funds and are tax deductible (verify with your tax professional). Families must be consistent with their Sunday envelope support contributions to remain eligible to pledge tuition as a parish member. 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.

- The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
- All tuition contract/covenant obligations for the prior year must be paid in full to ensure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records including eighth grade diplomas will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

### **Tuition Goals**

- To try our best to make Catholic School education affordable to all who truly desire and value it for their children;
- To foster a trusting, community relationship between the parish, the school, and the Catholic family;
- To generate funds so the school has a solid financial base that can more effectively improve programs and services.

### **Tuition Rates**

- Parish Family Suggested Tuition Rate
  - A St. John Catholic School parish family is registered in the parish prior to school registration.
  - If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
  - If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
  - A St. John Catholic School parish family has a Stewardship Commitment Card on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
  - A St. John Catholic School parish family is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing at least 4 hours per month in school/parish service hours.
- Monitoring of the St. John Catholic School Parish Tuition Rate Privilege
  - A Catholic family receives the gift of the “Parish” rate provided the criteria of being parishioners as stated in the St. John Catholic School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to St. John the Evangelist Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.
  - Each year, the School Commission will establish the actual cost of educating a student at St. John Catholic School and determine the “Parish” suggested rates for Catholic students.
  - The school office will request compliance information from the parish quarterly to verify continued eligibility for parish tuition. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations. The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records.
  - If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving St. John Catholic School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
  - For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “Parish” rate may be moved to “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.
- Out-of-Parish Catholic and Non-Catholic Tuition Rate
  - Families not meeting requirements qualifying them as parish members of St. John the Evangelist Parish are asked to pay the actual cost to educate. This is their Fair Share.

### **Tuition Payments Options**

Tuition payments are made through FinalSite®. Payments for tuition are not accepted through the

school office. Several payment options are available including monthly, quarterly, and semi-annual schedules.

An overdue account of 60 days or more jeopardizes student enrollment. A formal notice of withdrawal may be 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.

Recognizing that payment of school tuition is a requirement of each family and that the school needs to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- Tuition is due on or before the family's chosen due date. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
  - If at the end of thirty (30) days the tuition account is not current, the parent will be notified by the principal of the past due amount.
  - If at the end of sixty (60) days the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
  - If at the end of ninety (90) days the account has not been brought current, school services to the family will be immediately discontinued and the account will be referred to a collection agency.
- St. John Catholic School reserves the right if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
- St. John Catholic School offers four tuition options to school families:
  - Tuition paid in full in July
  - 4 equal payments (July, October, January, May)
  - 11 equal payments (July through May)
- Families that are experiencing financial difficulties should contact the principal immediately.
- Electronic banking is an option for all school families. Please contact the school office if you would like to set up automatic payments. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at St. John Catholic School.

#### **Tuition Contracts or Covenants**

- Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions, and tenets as directed by the principal and pastoral leader at St. John Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school business manager.
  - The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.

- Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
- All families must pay a covenant/contract (registration) fee of \$250 (Preschool) or \$350.00 (PK-Gr. 8) per family. The contract/covenant fee is used toward the cost of contract processing, supplies, and activities. All contract fees are non-refundable. A \$50.00 credit will be awarded to returning families that attend the State of the School. Registration fees for families new to St. John Catholic School, as well as returning families that do not attend the contract meeting will pay the full cost.

## **TUITION ASSISTANCE**

### **Fulcrum Foundation Tuition Assistance**

The Fulcrum Tuition Assistance Grant program is designed for families and students – parish or non-parish/Catholic - currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

### **St. John Catholic School Financial Aid – Out of Parish/Non-Catholic**

Local financial assistance can be requested by any out-of-parish new or returning family. Families must apply for the annual Fulcrum Foundation Tuition Assistance Grant as well as completing a request directly from St. John School. Out of parish requests for financial aid will not be considered unless both conditions are met. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. John Catholic School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. Families will receive notification from the principal regarding their tuition assistance award.

Some neighboring parishes without schools in their ministries give financial assistance to their registered families. Families are expected to complete the "Tuition Assistance Application" and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

## **TUTORING**

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

## **UNIFORM (revised 2017) (see also DRESS CODE)**

St. John Catholic School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions.

### **Where to Purchase**

New uniforms are available through the the Online Uniform and Spirit Store, <https://st-john-catholic-school.myshopify.com> or Dennis Uniform (classic logo) at <https://www.dennisuniform.com>.

### **Expectations**

Parents are expected to help children keep the school uniform code. At St. John Catholic School students wear uniforms because:

- They represent our Catholic school image and tradition

- They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning
- They assure that the dress standards of the school emphasize neatness
- They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility
- They are less costly to families and more easily maintained
- They promote an attitude of moderation and modesty.

#### Student Uniform Rules

- Students will be in uniforms that fit properly and are neat and clean.
- Students will be in uniforms that are in good repair
- Uniform shirts and blouses must be worn under the school sweatshirt or cardigan and are to be tucked into their pants/skirts
- T-shirts worn under the uniform shirt or blouse must be plain white
- No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time
- All hats are to be taken off as students enter the building
- Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom
- All students shall have a uniform cardigan or sweatshirt and will wear “Dress Uniform” on designated days. Students always wear dress uniform for Mass days and other special events.

### Official School Uniform

The official St. John Catholic 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.

#### 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.

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 knee	navy or khaki	Dennis
skirt (6,7,8)	stitch down pleat, length just above the knee Note: Frequently what fits in the fall is too short by March. Please purchase accordingly.	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	St. John Logo polo shirt	maroon	Dennis

### Appearance

- **Make-Up:** Female students in 7th and 8th grades whose parents allow them to wear makeup shall wear it lightly and tastefully. Fingernail polish is considered make up, and only clear or light pink polish is allowed.
- **Hair:** Hair must be neat, clean, with no artificial colors, and well groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate. Guideline for boys: Hair to the top of the collar, off the ears, and above the eyebrows. Boys and girls are to keep their hair out of their eyes. Boys must be clean-shaven. Mohawks of any type are not allowed.

- Belts: Belts will coordinate with uniforms: black, blue, gray or brown in color.
- Blouses: Short-sleeved white blouse or designated color with Peter Pan or sports collar; white knit turtleneck pullover; short-sleeved button-front white knit with collar. All blouses and shirts must be tucked into the waistband. No logos, trim or crests are permitted.
- Coats: Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.
- Jewelry: Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. Small stud earrings (single pair), a simple necklace, up to two cause bracelets, and a ring are the only jewelry permitted. Boys may not wear earrings. No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that complement the uniform. No rubber band bracelets, rubber character bracelets, character silicone bracelets or character wristbands are allowed. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and have approval from the student's teacher.
- Jumpers, skirts, and skorts: Girls in PreK - 8 wear the Marymount plaid jumper or skirt (to be worn within 2 inches of the knee) available at the Dennis Uniform Company. Girls in grades 6-8 may wear the Dennis Uniform khaki skirt; no other brand of khaki skirts is allowed. Shorts should be worn under the jumper, skirt, or skort but may not be visible. Leggings - navy blue, black or white full length – are only permitted under a skirt, skort, or jumper. Girls may wear tights during cold weather.
- Pants: All pants must be a uniform-style pant. Students in grades PreK - 8 wear plain navy blue, regular navy corduroy, or cotton twill long pants, or khaki pants available at the Dennis Uniform Store; no other brands of khaki pants are allowed. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.
- Shirts: Students in K - 8 wear short sleeved, button front, white knit-polo shirts with collars. Students in grades K - 8 may also wear the Dennis Uniform true red or navy-blue polo shirt; no other brand of polo shirt is allowed. All shirts must be tucked into the waistband. No logos or crests permitted.
- Shoes: Students must wear casual or tennis shoes. They should be colors that coordinate with the uniform. No print, plaid or bright neon colors. Plain matching white laces are acceptable and all shoes must be tied for safety purposes. Velcro laces are acceptable. No sandals, slip-ons or slippery-soled party shoes. No flip flops. Students should wear athletic shoes on PE days. Please avoid shoes with thick black soles as they mark up the floors. (Also applies to any Non-Uniform days.) No boots of any kind are allowed to be worn with the uniform. Boots for inclement weather may be worn to and from school only. Boots are not permitted in the gym or school building.
- Shorts: Students may wear uniform navy blue or khaki walking length shorts in cotton twill (not knit or athletic style). They may be worn from the start of school through October 31<sup>st</sup> and from April 1<sup>st</sup> to the last day of school. Shorts must be worn within 2 inches of the knee.
- Socks: All students are to wear socks at all times. They should be colors that coordinate with the uniform: black, white, navy, red or gray. Girls may wear knee-highs, anklets or coordinated tights during cold weather. All socks should be plain without adornments, logos, or lace. Tights and leggings in the above colors are allowed the winter months.
- Cardigans and Sweatshirts: Uniform cardigans or sweatshirts are a part of the full uniform. There are many comfortable choices available to complement your student's uniform.
  - Gr. K- 5 choices include: navy blue cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and blue St. John Catholic School uniform sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed. CYO sweatshirts are only allowed on non-uniform days or T-shirt and Jeans Day.
  - Gr. 6- 8 choices include: navy blue cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and gray St. John Catholic School hoody sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed. CYO sweatshirts are only allowed on non-uniform days or St. John Catholic School T-shirt and Jeans Day.

- Miscellaneous
  - No facial piercing of any kind is allowed
  - No visible body tattoos are allowed
  - Catholic Youth Organization (CYO) or Scouting uniforms may be worn to school on days of meetings

### **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 Catholic School grounds are not supervised outside of school hours or school events. St. John Catholic 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. On days XDC is in session the playground and play pit are off limits to the public until 7pm. Please respect the dedicated space and usage of the Play Pit, play zones, Egan Hall, parking lot, courtyard, portables, and the parish grounds during active school hours.

### **VACATIONS DURING SCHOOL TIME**

Daily attendance is an integral part of the educational experience at St. John Catholic School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. 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. Students are responsible for all work assigned during their absence.

### **VISITORS TO SCHOOL OR CLASS**

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer/visitor’s badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students’ need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked, and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

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 Catholic 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:

- Complete a background check
- Read and sign the Safe Environment Program Agreement
- Attend a Safe Environment training session
- 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 OF STUDENTS 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.

In the event students are withdrawn from school, parents are asked to follow this procedure:

- Notify St. John Catholic School of the withdrawal via email (preferred) or note to the school office with a copy sent to the principal.
- All financial obligations must be met before a student's education records will be released.
- Student's records will be sent at the request of the student's new school.

### **WITHDRAWAL REGARDING FINANCIAL MATTERS**

St. John Catholic School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. John Catholic School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31, if the student will be withdrawing. The registration fee and the deposit fee are non-refundable under any circumstances.

Tuition will be prorated 30 days out from the date of notification, and prorated on a daily basis.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis. Please contact the school's business manager.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

### **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.

## APPENDIX

### PARENT ASSOCIATION

The Parent Association is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school, i.e., volunteering and fund-raising, and for offering a mechanism for parent education.

#### Article I: Name

- I. The name of this organization shall be the St. John Catholic School Parent Association.
- II. The Parent Association is unincorporated.
- III. The Parent Association is affiliated with St. John Catholic School, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the St. John Catholic School Tax ID upon approval of St. John the Evangelist Parish.

#### Article II: Purpose

- I. The Parent Association is organized for education, religious and charitable purposes. To this end, the Parent Association shall assist in the support and maintenance of St. John Catholic School (hereinafter St. John Catholic School) and to encourage the parents and guardian attending St. John Catholic School in their role of Catholic educators.
- II. The Parent Association is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e., volunteering and fund-raising, and for offering a mechanism for parent education.
- III. All funds raised by the Parent Association, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be made jointly by the Parent Association and the School Commission. If a problem arises, the School Commission will make the final decision.
- IV. The Parent Association will be an advocate for the school. They will promote the school for the parish and parents.

#### Article III: Membership and Participation

- I. Membership of the Parent Association shall consist of all parents and guardians of children attending St. John Catholic School and all adults subscribing to the purposes of the Parent Association. The management and affairs of the Parent Association shall at times be under the direction of the Parent Association Chairs.
- II. Members of the Parent Association who are volunteers serving without compensation shall be personally liable for the acts, debts, liabilities or obligations of the school.
- III. Each family is expected to volunteer time to the school and/or parish community, attend Parent Association meetings when possible, support activities and fundraising projects sponsored by Parent Association. In order to cover the net cost of all fundraising projects, (which constitutes part of the school budget) each family is expected to meet their fundraising commitment, PLUS their auction procurement items. Two parent families are obligated to give 40 hours annually as service in the school or parish. Single parent families are obligated to give 20 hours of volunteer time annually.
- IV. No dues shall be required to become a member of the Parent Association.

#### Article IV: Meetings

- I. The Parent Association shall hold monthly meetings during the school year.
- II. Robert's Rules of Order shall be the procedural authority for conducting the meetings.

- III. The meetings shall serve as a forum for discussion and planning of social events, fundraising programs, and other School and parish activities. They shall also serve to raise awareness of any school issues, present informative materials, inform the members of the school's progress and achievements, communicate fundraising opportunities, and promote fellowship and a spirit of unity among members.
- IV. One of the Parent Association Co-Chairs shall record the meeting minutes.
- V. The dates of the meetings shall be posted on the school's monthly calendar and on the school's website.
- VI. All St. John Catholic School parents are members of the Association and welcome to attend Parent Association meetings.

**Article V: Parent Association Composition**

- I. Two Co-Chairs
- II. Hospitality Chair
- III. Each class will have a Leadership Team that consists of:
  - a. Auction Liaison
  - b. Hospitality Chair
  - c. Parent Association Representative
  - d. Room Parent

**Article VI: Duties of the Parent Association**

- I. Duties of the Parent Association Board include, but are not limited to, the following:
  - a. Setting the agenda for the monthly Parent Association meetings.
  - b. Making recommendations for and implementing fundraisers, budget, and future goals of the Parent Association.
  - c. Planning and orchestrating community/hospitality events for families, faculty, and staff.
  - d. Ensuring that information and opportunities are available for all Parent Association members to actively participate.
  - e. An officer or committee chair that does not comply with his or her assigned responsibilities may be relieved of his or her position.

**Article VII: Duties of Elected Officers**

- I. President  
The President shall:
  - a. Fulfill a two-year term for a maximum of two terms.
  - b. Preside at all meetings of both the Parent Association Board and Parent Association Club.
  - c. Make interim appointments as needed; oversee the recruitment of Parent Association Board members for vacant positions.
  - d. Serve as Ex-officio member of all committees and oversee coordination of projects taken on by the Parent Association Club.
  - e. Call any special meetings and manage correspondence as required.
  - f. Be responsible for carrying out the progress of the organization and be the official spokesperson for The Parent Association Board and Parent Association Club.
  - g. Work with principal on calendaring all Parent Association Board and Parent Association Club meetings.
- II. Vice President  
The Vice President shall:
  - a. Fulfill a two-year term for a maximum of two terms but not necessarily to ascend to the president position.

- b. Perform duties of an absent president and perform such duties as assigned by the president.
  - c. Work with the principal on preparing agendas for monthly Parent Association Board and Parent Association Club meetings.
  - d. Is responsible for the organization, planning and selling of the St. John Catholic School t-shirts that are worn on jeans & t-shirt days
- III. Secretary**  
The Secretary shall:
- a. Prepare true and accurate minutes of both the Parent Association Board and Parent Association Club meetings.
  - b. Provide a draft of the minutes to Parent Association Board members and, upon approval, provide a finalized copy to the Principal in order that the minutes can be posted and archived for both Board and general meetings.
  - c. Track Parent Association Board members' Parent Association Board binders including the assignment of binder information as deemed appropriate by the Parent Association Board.
  - d. Fulfill a two-year term, for a maximum of two terms.
- IV. Treasurer**  
The Treasurer shall:
- a. Maintain financial records by keeping a true and accurate record of Parent Association Club revenues, expenses and balances and also keep general ledger up to date.
  - b. Provide a monthly-reconciled report at every Parent Association Board meeting and Parent Association Club meeting, a quarterly reconciled report for the School Commission, if requested, and a yearly-reconciled report to the Parent Association Board at the end of the school year.
  - c. Upon demand of receipts or prior authorization, prepare check requests for Parent Association Club expenses.
  - d. Work with Fundraiser Committee Chair to ensure correct procedures are being followed regarding Parent Association Club fundraising, including the deposits of revenues from fundraisers.
  - e. At the end of the year establish the required amount for start-up for the upcoming school year and transfer all appropriate balances to the school's bookkeeper.
  - f. Fulfill a two-year term, for a maximum of two terms.
- V. Parent Association Board/School Commission Liaison**  
The Parent Association Board/School Commission Liaison shall:
- a. Attend both Parent Association Board meetings and School Commission Meetings and act as a liaison between the two groups.
  - b. Provide a summary to each committee of the other committee's activities and discussions.
  - c. Fulfill a two-year term for a maximum of two terms.
- VI. Communications Chair**  
The Communications Chair shall:
- a. Communicate to the Parent Association Board and to Parent Association Club members the activities and events of the Parent Association Club and of the parish.
  - b. Work with the Pastoral leader on current happenings in the parish.
  - c. Work with committee chairs on important events that need to be communicated.
  - d. Promote volunteerism with the school and parish community.
  - e. Fulfill a two-year term for a maximum of two terms.
- VII. Hospitality Chair**  
The Hospitality Chair shall:
- a. Prepare a calendar of school social events.
  - b. Plan and host the social events.



- c. Help with the organization, planning and serving teacher lunches for conference days and Catholic Schools week
- d. Solicit the appropriate volunteers to assist in the execution of social events.
- e. Fulfill a two-year term for a maximum of two terms.

**VIII. Fundraising Chair**

The Fundraising Chair shall:

- a. Oversee all of the Parent Association Club's fundraising efforts.
- b. Help promote all of the Parent Association Club's fundraising efforts.
- c. Solicit the appropriate volunteers to assist in the execution of fundraising events.
- d. Coordinate the Box Tops program (see description).
- e. Fulfill a two-year term for a maximum of two terms.

**Article VIII—Duties of Advisory Members**

**I. School Principal and School Vice Principal**

The School Principal and Vice Principal shall:

- a. Communicate the School's progress, needs, and significant matters to the Parent Association Board.
- b. Provide guidance to the Parent Association Board.
- c. Assist in the implementation of Parent Association Board projects.

**II. Parish Pastoral leader**

The Parish Pastoral leader shall:

- a. Communicate Parish matters to the Parent Association Board as necessary.
- b. Provide guidance to the Parent Association Board in relation to policies set forth by the Archdiocese of Seattle.

**III. Box Tops Coordinator**

The Box Tops shall:

- a. Promote and advertise the fundraiser.
- b. Collect Box Tops from the Parent Association Club members.
- c. Provide winning classroom a party.
- d. The Box Tops Coordinator duties fall under the guideline of the Fundraising Chair.

**IV. Used Uniform Sales Coordinator**

The Used Uniform Sales Coordinator shall:

- a. Promote and advertise the used uniform sales events.
- b. Collect, wash and arrange by size the donated articles of clothing.
- c. Transfer the proceeds to the school.
- d. The Used Uniform Sales Coordinator shall serve at least one year.

**V. Room Parent Coordinator**

The Room Parent Coordinator shall:

- a. Attend all Parent Association Board and Club meetings.
- b. Oversee coordination of Room Parent events and activities per Room Parent Manual.
- c. Support and guide the room parents who support classroom and school activities.
- d. The Room Parent Coordinator shall serve at least one year.

**VI. Variety Show Coordinator**

The Variety Show Coordinator shall:

- a. Promote and advertise the event.
- b. Conduct auditions of potential performers.
- c. Schedule and oversee a dress rehearsal and organize and plan the actual performance.
- d. The Variety Show Coordinator shall serve at least one year.

**VII. Summer Family Event Coordinator**

The Summer Family Event Coordinator shall:

- a. Plan and organize the event.
- b. Promote and advertise the event.
- c. Solicit volunteers to help serve the food and help with games.
- d. The Summer Family Event Coordinator shall serve at least one year.

**VIII. Wreath Sales Coordinator**

The Wreath Sales Coordinator shall:

- a. Plan and organize the event.
- b. Promote and advertise the event.
- c. Solicit volunteers to sell wreaths.
- d. Transfer proceeds to the Parent Association treasurer.
- e. Organize and plan the appropriate prizes to students for selling wreaths.
- f. The Wreath Sales Coordinator shall serve at least one year.

**IX. Book Fair Coordinators**

The Book Fair Coordinator shall:

- a. Plan and organize the event.
- b. Promote and advertise the event.
- c. Solicit volunteers to help sell books.
- d. Transfer proceeds to the Parent Association treasurer.
- e. The Book Fair Coordinator shall serve at least one year.

**Article IX—Parent Association Board Member Selection and Removal**

**I. Parent Association Board Member Selection**

- a. Vacancy in the office of President shall be filled by the Vice President.
- b. Vacancy in the office of SCRIP Chair shall be filled by the SCRIP Vice Chair.
- c. Vacancy in the office of Hospitality Chair shall be filled by the Hospitality Vice Chair.
- d. For all other vacancies, recruitment for open Parent Association Board positions shall begin in April.
- e. The vacant positions, job descriptions, and their respective terms shall be announced via the [day of week] communication envelope and the School's Website.
- f. A Parent Association Club member who is interested in becoming a Parent Association Board member can initiate the process of application by:
  - g. Nomination by another Parent Association Club member, or
  - h. Self-nomination.
- i. The Executive Board shall compile the list of candidates and vote qualified candidates into offices from the eligible pool by a simple majority of the Parent Association Board members present during the Parent Association Board meeting dedicated to the same.
- j. The eligibility criteria include the following Parent Association Club member:
  1. Is in good standing.
  2. Possess leadership skills.
  3. Possesses expertise and willingness.

**II. Parent Association Board Member Removal**

- a. The Executive Board members, principal, and vice principal are required to attend and participate in the monthly Parent Association Board meetings. Three unexcused absences may be deemed as non-performance and may serve as grounds for removal by the Executive Board. Executive Board members may be removed by the Executive Board for non-performance of their duties.

- b. The Advisory Board members are required to attend specific monthly Parent Association Board meetings as determined by the Parent Association Board as necessary for reporting and event planning and may only be removed by the Executive Board for non-performance of their respective duties.

**III. Continuity**

- a. The selected, incoming Parent Association Board members shall attend the June Parent Association Board meeting to meet the current Parent Association Board members, to familiarize themselves with Parent Association Board processes, to receive their respective Parent Association Board binder, and to obtain necessary training in the process of taking over certain functions from outgoing Parent Association Board members.
- b. The incoming members to the Executive Board shall not have voting powers until June 1<sup>st</sup>, which is the official start of the new school year.

**Article X – Committees**

**I. Ad Hoc Committees**

- a. The Parent Association Board may form ad hoc committees when necessary to further the objectives, goals, and purpose of the Parent Association Board or Parent Association Club.
- b. A committee shall consist of at least one member of the Parent Association Board with other Parent Association Club members participating.
- c. The President shall act as ex-official member of all such ad hoc committees and shall supervise each committee’s activities.

**Article XI – Parent Association Club Revenue, Budget, Revenue Allocations and Expense Reimbursement**

**I. Parent Association Club Revenue**

- a. All funds raised by the Parent Association Club (whether income, principal, gift, contribution, or otherwise) shall be recorded by the Treasurer.
- b. No part of the Parent Association Club revenue shall inure to the benefit of an individual Parent Association Club member or a private person except solely for reasonable compensation for services actually rendered or goods actually sold.

**II. Budget**

- a. The Parent Association Club Board shall tally the total funds raised during the current school year and establish an annual budget by June 15<sup>th</sup> for the following school year. This annual budget must be approved by the Executive Board and subsequently ratified by the School Commission and the Parent Association Club.
- b. The annual budget must be presented and explained to the incoming Parent Association Board members.
- c. Any extraordinary expenses, outside of the stated annual budget, must be approved by the School Commission and the Parent Association Club.

**III. Expense Reimbursement**

- a. The Treasurer shall prepare check or cash requests for reimbursement for Parent Association Club expenses within 5 business days of submission.
- b. All reimbursement requests for Parent Association Club expenses must be submitted to the treasurer via check request form within 14 days of expense or event.

**Article XII – Amendment to the Constitution and By-laws**

**I. Minor Changes**

- a. Minor changes, including but not limited to typographical errors, grammatical errors, clarifying clauses, changes to term limits, changes in the composition of the Advisory Members, changes

or substitution of fundraising programs, and the like, shall be made upon approval of the Executive Board.

- b. Upon Executive Board approval, the revised Constitution and By-laws shall supersede the prior Constitution and By-laws.
- c. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the Parent Association Board binders and school records.

**II. Material Changes**

- a. Material changes with significant impact to the School or Parish, including but not limited to procedural changes, changes to revenue allocations, changes related to quorum, changes in the composition of the Executive Board, and the like, shall be proposed to the School Commission and the Parish Finance Council by the Executive Board.
- b. Upon approval by the School Commission and the Parish Finance Council, the Executive Board shall seek the ratification of the changes by a simple majority of the Parent Association Club members and by the Pastoral leader.
- c. Only upon approval by the School Commission and the Parish Finance Council, and ratification of the Parent Association Club members and the Pastoral leader, shall the revised Constitution and By-laws supersede the prior Constitution and By-laws.
- d. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the Parent Association Board binders and School records.

**III. Compulsory Review**

- a. The Parent Association Board shall review the Constitution and By-laws every two years to determine whether changes are warranted.
- b. Such determination shall be noted and recorded in the meeting minutes

## BYLAWS OF SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

### **School Commission and Constitution and By-laws**

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school.

### **Article I: Name**

The name of this body shall be "St. John Catholic School Commission." Henceforth, the body will be referred to as the School Commission.

### **Article II: Purpose and Functions**

The School Commission is established by the principal, with the approval of the pastoral leader in accordance with the Archdiocesan policy to assist the principal in policy development and long-range planning for the school. When the School Commission meets and agrees on a policy matter, the decision is effective and binding on all. The School Commission will be consulted prior to decisions being made in its area of responsibility.

- I. Purpose: The purpose of the School Commission is to advise and support the principal/pastoral leader in the formation of policy and the continued development of the school.
- II. Governing Bodies: The consultative School Commission shall act in collaboration with the principal and pastoral leader within the guidelines provided by the Policy Handbook from the Archdiocese of Seattle.
- III. Responsibilities: The School Commission responsibilities are in the following areas:
- IV. Planning: The School Commission shall advise and support the development of a mission statement for the school, establish commission goals for the year, and establish future plans for the school.
- V. Policy Development: The School Commission shall formulate policies that give general direction to the principal and pastoral leader regarding the school.
- VI. Financing
  - a. The School Commission shall advise, and support plans and means to finance school programs including tuition, development, and fundraising.
  - b. The School Commission provides consensus on the annual school budget.

- c. The School Commission shall provide to the Parish Finance Council the annual school budget for review.
- VII. Communications**
  - a. The School Commission will communicate with the school families and the parish community about the school and listen to the needs and concerns through the appropriate forums set up for this purpose, such as a suggestion box.
  - b. The School Commission will also assist with recruitment of students and promote the school to St. John Evangelist Parish as well as other parishes and parents.
  - c. The School Commission will maintain regular communication with the parish pastoral leader/Finance Council about the direction, state and health of the school, and the future plans for the school.
- VIII. Evaluation:** The School Commission shall determine whether School Commission goals and plans are being met and evaluate the School Commission's own effectiveness.

**Article III: Relationship with Other Groups**

- I. Archdiocese Relationship** - The relationship between the School Commission and the Archdiocese is stated in the Archdiocese education policies, which are available for local commission members.
- II. Parish Finance Council Relationship** - The Parish Finance Council is responsible for assisting the pastoral leader/parochial minister with effective stewardship of the parish's financial resources.
- III. Parent Association**
  - a. The Parent Association is responsible for maintaining good communication between the home and school, providing a vehicle through which parents can provide service to the school, and offering a mechanism for parent education and greater opportunity for social interaction.
  - b. The School Commission works closely with the officers of the Parent Association in order to more fully understand parent needs and concerns.
  - c. The School Commission works with parent fundraising groups as part of coordinating the overall financing of programs for the school.
  - d. The School Commission uses the school newsletter and the Parent Association meetings to report to school families about School Commission activities and decisions.

**Article IV: Membership**

- I. General Organization** - The membership of the School Commission shall consist of at least nine current or former school parents/guardians, the pastoral leader, the principal, the vice-principal (who also acts as a liaison for the faculty), Parent Association, and the Development Director. One member of the School Commission will serve as a liaison between the School Commission and the St. John the Evangelist Parish Finance Council.
- II. Members**
  - a. All members of the School Commission are responsible for the following: Planning, Policy Development, Finance, Public Relations and Evaluation of goals and commission effectiveness. The commission serves as a consultative body and work on a consensus model.
  - b. The Vice-Principal and /or staff member represents the voice of the St. John Catholic School faculty and is allowed voting rights.
- III. Terms of Service**
  - a. The term for general members is three years. Members' terms will begin in June and end in June, three years later. Members are required to fulfill all obligations and duties.
  - b. Resignation - A member may resign at any time by submitting a written resignation to the Principal and the School Commission Chair.
  - c. Removal - A member may be removed by a two-thirds vote of the full voting commission whenever, in the School Commission's judgment, that member has become incapable or unfit to discharge the duties of their office or shall neglect or refuse to perform the same. Two or

more consecutive unexcused absences shall be construed as failure to perform duties. A member proposed to be removed is entitled to at least five days' notice in writing, before the removal meeting. The member will be entitled to address the School Commission prior to the removal vote. The meeting addressing the removal vote will be closed. The member may resign prior to this meeting.

d. Vacancies

- I. Vacancies created in positions other than the non-voting positions will be filled by a majority vote of the School Commission after discussion of the candidates.
- II. The selected candidate shall then serve the remaining portion of the term of the vacated position.

IV. Term Limits

General members are limited to serving two consecutive three-year terms. If a member has filled a vacancy in which less than one full year of a term has been served, that portion of the term shall not be counted in the two-term limit.

**Article V: Appointment of Members**

I. Selection Criteria

- a. A prospective School Commission member will complete an application with emphasis on the following criteria:
- b. Display an interest in/commitment to Catholic education and the school's philosophy and mission
- c. Be available to attend meetings and periodic in-service programs and to participate in committee work
- d. Ability to maintain a high level of integrity and confidentiality
- e. Deal with situations as they relate to the good of the entire school community
- f. Demonstrate public support of the school and parish and their leadership
- g. Capacity to be a credible witness to the Catholic faith of the school community and the other publics the school serves

- II. Appointments – The School Commission will recommend to the principal and pastoral leader new members using the criteria identified above.

**Article VI: Executive Officers**

The Executive board of the commission shall consist of three officers: the chair, the vice-chair, and the secretary.

- I. Nominations – The general commission shall present nominees for the position of chair, vice-chair, and secretary. A majority vote of the School Commission members present and voting shall be sufficient for election of officers.
- II. Duties
  - a. Chair
    - I. The chair shall preside at all regular and special meetings of the commission.
    - II. The Principal prepares the agenda for each meeting after consultation with the chair.
    - III. The chair is ultimately responsible for all commission business and should ensure commission goals are achieved.
  - b. Vice-Chair
    - I. The vice-chair shall perform all duties of the chair when chair is absent or unable to act.
    - II. The vice-chair will assume the duties of chair at the beginning of the next term.
  - c. Secretary
    - I. The secretary shall maintain a written record of all acts of the commission.
    - II. The secretary shall conduct, receive, and dispense all correspondence as directed.
    - III. The secretary shall preserve all reports and documents.

## **Article VII: Meeting**

- I. Structure
  - a. The full School Commission meets every month, as determined by the principal.
  - b. Standing committees meet at other times which best suit the members of the committee.
  - c. Executive School Commission meetings may be called at times other than the regularly scheduled meetings. These meetings will be scheduled with the approval of the School Commission Chair and the principal.
  - d. The agenda for each School Commission meeting will be constructed by the principal and the School Commission chair. An agenda shall normally be sent to all members of the School Commission one week prior to each regular meeting. Agendas will be sent to pastoral leader.
  - e. Complete minutes are available from the school office or from the School Commission secretary upon request.
  - f. Non-members may address the commission when approved for the agenda in advance of the meeting and shall leave after they have addressed the School Commission.
- II. Quorum
  - a. A majority of all voting members must be present for the purpose of conducting official business.
  - b. Business will be conducted by the consensus method; when a vote is required, a simple majority of those present and voting shall carry the motion.
- III. Implementation of Policies
  - a. In order to provide the best consultation, the consensus method of decision-making shall be used.
  - b. When the School Commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.
- IV. Meeting Record
  - a. A record of all acts of the School Commission, maintained by the secretary, shall be preserved in the archives in the school office.
  - b. This record is to contain the meeting minutes and any written reports or documents presented at the meeting.

## **Article VIII: Committee Structure**

- I. General Guidelines
  - a. The commission committees are divided into two groups: Standing Committees and Ad Hoc committees. The Standing Committees are continuous committees with specific duties.
  - b. These committees are described in Section 2. Ad Hoc committees are formed for short-term studies of issues and/or policies.
  - c. Each committee will have clearly defined goals, plans, and responsibilities.
  - d. Each committee will provide, as needed, a report of progress at each commission meeting.
- II. Standing Committees
  - a. Budget Committee - The function of the budget committee is to work with the principal and other designated school/parish leadership to develop the annual budget.
  - b. Endowment Committee - The function of the Endowment Committee is to oversee the financial development of the St. John Catholic School Endowment Fund (see Endowment Committee's by-laws)
  - c. Ad Hoc Committees
    - I. The Ad Hoc committees are generally formed as needed.

## **Article IX: Amendments**

These by-laws may be amended by two-thirds majority vote of the full voting School Commission.