

St. John Catholic School

A Faith-Filled Future

**Middle School Student Handbook
2026-2027**



**ST. JOHN CATHOLIC
SCHOOL**

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St. John School Mission Statement, Philosophy, and Schoolwide Learning Expectations, 2026-2027

Mission Statement

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.

School Philosophy

St. John School is committed to:

Providing an excellent Catholic 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



Faculty

Mrs. Hazel Brumback	Grade Six
Ms. Margaret Sullivan	Grade Six
Ms. Gwynedd Rzegocki	Grade Seven
Mr. Sven Tice	Grade Seven
Mrs. Maria Arruela	Grade Eight and Spanish
Mr. Stephen Bretz	Grade Eight
Mrs. Sue Pierce	Grade Eight ELA
Mr. Brent Stinebrickner	Math and Physical Education
Mrs. Sarah Olsen	Math Specialist
Mr. Erik Skipper	Math
Ms. Chloe Shaw	Counselor
Mrs. Kyoungmi (Kay) Jang	Art
Mrs. Meghan Villanueva	Music

Administration

Fr. Colin Parrish	Pastor
Ms. Abby Mansfield	Principal
Mr. Paul Kelley	Assistant Principal
Mrs. Jonna Skokan	Director of Development/Admissions
Mrs. Andrea Marquez	Business Manager
Mrs. Melanie Munoz-Solomon	Administrative/Development Assistant
Mrs. Stephanie Wade	Administrative Assistant
Ms. Di Tran	Administrative Assistant



August 2026

Dear Middle School Students,

Welcome to the Middle School Handbook. Please read through this handbook carefully; these are the standards to which you will be held accountable. As members of the St. John Community, you are called to celebrate diversity, inspire moral development, strive for academic excellence, and act with courage for the common good. This handbook is a roadmap to help you achieve these goals and live your life as Jesus commanded - loving God and loving your neighbor as yourself.

Be courageous and use your gifts to positively impact this community - *"You are rooted in God's love, called to make a difference,"* Colossians 2:6-7.

Blessings,

A handwritten signature in black ink that reads "Abby E. Mansfield". The signature is written in a cursive, flowing style.

Abby Mansfield
Principal



August 2026

Dear Middle School Students,

As we embark on a new academic year, we pause to thank God for this amazing, faith-filled academic community. This year's school theme reminds us that you are an integral part of this community, encouraged to use your gifts to make this world a better place: *"You are rooted in God's love, called to make a difference,"* Colossians 2:6-7.

As Catholics, we commit to sharing our love for the betterment of the community and the common good. The goal of Middle School is to provide our students with a structured environment committed to fostering spiritual and academic growth in any given situation. I encourage you to take advantage of the opportunities that are available to you this year.

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

Sincerely,

Señor Pablo
Assistant Principal

St. John School Expectations

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

Middle School students and families, along with the rest of our community, are expected to abide by the guidelines and rules laid out in the Family Handbook. The Family Handbook provides a comprehensive explanation of Archdiocesan and school policies that govern St. John School. Middle School students, as young adults and student-leaders of St. John, have additional expectations, which are highlighted in the Middle School Handbook.

If you are ever unsure of what you should do given any situation, look to the school's mission to help you make the right decision: are you being inclusive; are your actions moral and just; are you striving for academic excellence; are you acting for the common good? At St. John, our mission permeates the School Wide Learning Expectations, culture and community. We can always look to our mission to guide our actions.

School Policies

At St. John School, every student has the right to a safe and enriching environment. St. John is committed to each student's success in learning in a caring, responsive, and safe environment that is free of discrimination, violence and bullying. Our school strives to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Academic Policies

At St. John, academic excellence is not an end product of grades or test scores. It is the belief that every student has the capacity to learn and the opportunity to enjoy the experience of scholarship. The faculty and staff at St. John take a holistic approach to academic excellence: it is engagement with the student through lectures, discussions, homework, and projects. It is mutual respect among faculty, staff, students and families. The following policies are integral to a positive educational environment.

Academic Integrity

Teachers expect students to present their own work. Cheating and/or plagiarism will not be tolerated and will result in a failing grade and a detention. This includes copying homework, classwork, test answers, talking during a test or quiz, allowing someone to copy your work, and plagiarism - trying to pass off someone else's work as your own and/or using technology/AI to create or generate content that is not produced specifically by you. If you feel the need to cheat, speak with a teacher about getting help with the material. St. John teachers want you to

succeed and will help you do so if you let them.

Arrival and Dismissal

There is no supervision on the playground prior to doors opening at 8:05am. Please plan for your children to arrive after 8:05am unless they are participating in before school programs. Students arriving by 8:20am are to report directly to their classrooms. After 8:20am, students must stop by the Front Office to receive a tardy slip. Middle School students are not allowed in the building after 3:05pm unless they have made specific arrangements with a teacher or administration. Unless students remain after school for a supervised activity, they are expected to leave school grounds immediately after dismissal.

- **Tardiness:** Students must be seated and on-task by 8:20am. Students who are tardy three times within one trimester may be assigned detention. Tardiness is reported on permanent records. Three tardies equal ½-day absence.
- **Illness:** Do not come to school if you are feeling sick. [Report all absences to the school](#) (illness, appointments, out of town).

Assignment Notebook

Students are required to use the assignment notebook. Teachers review these notebooks, and students must take them to every class daily.

Field Trips

Field trips are designed to augment and provide opportunity for learning. All students are expected to participate in field trips unless specifically released by the administration. Field trips are a privilege afforded to the student. Individuals can be denied participation if they fail to meet academic or behavioral requirements or are on probation plans.

An optional trip to the Southeast, if offered, takes place during grade eight. It is an enrichment opportunity for those families interested.

Grades/Promotion

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

A student may be required to repeat the work of a grade if, in the judgment of the administration and teachers, 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, their parents must be advised of this situation at least three months prior to the end of the school year.

Generally, the following 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 their rated areas in a trimester is in danger of being placed on **probation**. Probation requires notification of the parents in order to plan for improvement of the student's academic performance. Students on probation cannot be promoted until they have satisfactorily mastered the

goals of this performance plan.

- A student on probation for any reason is in jeopardy of not attending field trips (Camp Hamilton, Southeast tour, etc.).

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

Grading Scale

A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: Below 59%

Homework

The amount of homework per night usually falls within the range of 60 to 90 minutes. Failure to turn in missing work will negatively impact a student's evaluation and may result in disciplinary action. Students and families have the responsibility to monitor the grades/student work online on [PowerSchool](#) and/or Google Classroom.

- **Missed Assignments Due to Absences:** It is the student's responsibility to communicate with teachers regarding any missed schoolwork during absences.

Retest

Prior to retaking a test, students will be required to submit a retest plan (see Request to Retest form). Retests are scheduled after school on a case-by-case basis, and students are responsible for initiating and undertaking the retest process. Quizzes and small assessments are ineligible for retests, and students may retake a larger test only once.

Electronic/Technology Use Policy

The use of technology 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. St. John Catholic School families must adhere to and submit the St. John Catholic School Back to School Parent Authorization form. Whether occurring within or outside of St. John Catholic School, when a student's use of electronic communication, including social media, 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, google slides, shared documents 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.

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 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.
- Students must not share their passwords with anyone or try to learn others' passwords.
- Students may access only their own files.
- Using technology/AI to create or generate content that is not produced specifically by you is considered plagiarism; it will not be tolerated and will result in a failing grade and detention.
- Students may not access personal email accounts without the teacher's permission.
- St. John Catholic School provides students in grades 6, 7 and 8 with email accounts for the purpose of school-related communication. Students are expected to communicate with the same appropriate, safe, mindful, and 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. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or untrusted origins; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only. Emails can only be exchanged with users in the @st-johnschool.org domain.

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.
- 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

Social Media

Participation and engagement in social media may result in disciplinary actions if the content of the student's entries includes pictures without permission, student's personal information and/or defamatory comments regarding the school, the faculty, other students, the parish, or members thereof. Falsely representing St. John Parish, School, staff and/or students on social media platforms is grounds for administrative disciplinary action. Privacy tools do not guarantee that messages and information intended solely for private use will not become public. Activities on social media should reflect an understanding that they may become public even when they are intended to be private. Social media activities contradictory to Catholic teaching will be subject to disciplinary action. Because of confidentiality, we respectfully ask that parents not post comments related to classrooms, students, teachers, or staff on social media websites.

Cell Phones/Smart Watches

Cell phone/smart watch etiquette is essential to maintaining a successful academic environment. Students may not access their cell phones/smart watches during the course of the academic day; they may use cell phones/smart watches after 3:05pm. Students and parents must review and submit the Back to School Parent Authorization form. Only through the submission of this form may students bring cell phones/smart watches to school. Cell phones/smart watches must be checked in with the homeroom teachers each morning by 8:20am. 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/smart watch is needed, the parent needs to contact the principal directly before the cell phone/smart watch is brought to school.

Should a student be observed using a cell phone/smart watch, or a cell phone/smart watch rings during the school day, disciplinary action will include, but is not limited to, an administrative referral and confiscation of the cell phone/smart watch. Should confiscation occur, the cell phone/smart watch 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/smart watch permanently or for a period of time as determined by an administrator.

If a particular electronic communication device is to be used for educational purposes, 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.

Personal Conduct

Whether you are new to Middle School or this is your last year, younger students look to you as, and faculty and staff expect you to be, good role models. Your actions matter. Your words

matter. Your behavior matters. You are examples of Christ-Centered People, Active Learners and Empowered Disciples. Your conduct reflects upon you, your family, and your school. The following are expectations regarding your personal conduct.

Behavior Choices

When a student's behavior, attitude and/or actions harm another person, the community or the reputation of the school, the student becomes subject to any or all of the following, as determined at the discretion of the principal or assistant principal.

Consequences for behavior infractions range from the loss of a privilege to expulsion, depending on the infraction, choice, or behavior. See the Family Handbook for a comprehensive list of choices subject to disciplinary action, the possible consequences and additional information related to St. John School's discipline policy.

Bullying

St. John Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of bullying in any form, including online harassment via email or social media. It is our policy to prohibit harassment, bullying, or intimidation of any kind. The school will promptly respond to allegations of harassment and bullying and investigate such matters in a professional and timely manner.

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.

Care of School Property and Personal Property

Care of school property portrays pride and stewardship. Students are to take care of the school property that they use. Fines equal to repair or replacement costs are imposed for loss or damage to school property resulting from carelessness, negligence, accidents, or disregard for school regulations.

Students are to maintain their personal property used at school, as they are required to maintain school property.

Closed Campus

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

Dress Code

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 the values of personal respect and dignity. Adherence to the dress code helps 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. Refer to the Family Handbook for comprehensive information about the St. John Dress Code.

Additional Guidelines:

- Makeup and nail polish: very light makeup is permitted in grades 6-8. Acrylic nails and/or extensions are not allowed.
- Jewelry: small stud earrings, necklace
- Hairstyle: must be moderate and appropriate for school, which rules out extremes in style and color (non-natural hair color). Hair should be trim and clean, styled so as not to be in the student's eyes.
- Body markings: tattoos, if allowed by the family, must be covered while at school, in class, and at school-sponsored events. Body markings with pen or ink are prohibited.

All school staff assist in monitoring student appearance. 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 their appearance.

Drugs, Alcohol, and Related Substances

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

If a student possesses, transmits, uses, or is suspected of, or found with, or under the influence of drugs, alcohol, any illegal substances, and/or drug paraphernalia, the procedures described in the Family Handbook will be followed. The student may be expelled.

If school staff suspect that a student has consumed any harmful substance, the situation will be treated as a medical emergency. This means the appropriate first aid, including calling 911, if judgment indicates.

If staff members are satisfied that the student has not consumed any harmful substances, the student will be retained in the office. In both of the above circumstances, any drugs, alcohol, etc., will be confiscated and held by the school pending a decision as to their disposition. Parents will be called and informed of the student's medical condition and asked to come to school to take the student home.

The student will be on suspension from school at least until a conference with the parents is arranged and held. The purpose of the conference will be:

- To decide the student's immediate future status as a student at St. John;

- To identify appropriate interventions to deal with the student's harmful involvement with any substance;
- To decide on future consequences for any similar behavior.

If school officials have reasonable cause to suspect that a student is harmfully involved with drugs, alcohol, or other illegal substances, administration will contact the student's parents and share the information that has led to this concern. In such circumstances, administration may ask the student's parents to have the student submit to a drug test and to share the results with the administrator as a condition of continued enrollment at St. John. Refusal or failure to comply with this request will be considered grounds for the student's expulsion from St. John School. If the results of the drug test are positive for any illegal substance, a conference, as outlined above, will be arranged.

Lunchroom Expectations

Students are expected to practice their best table manners during lunch.

Medication at School

Only trained and designated personnel will administer medications to students. We make no distinction between prescription, naturopathic and non-prescription medication in this regard. Students are not to keep medicine of any kind with them. Medications must come to the office in the original pharmacy container listing the proper dosage. Neither the faculty nor the staff at St. John School will administer medication to students except in compliance with our policy. Forms for the authorization for administration of oral medication at school are available through the school office.

Exception: In situations where it is in the best interest of a student, such as a student with asthma, that they self-administer oral medication, a special authorization is required. Medication at School forms are available through the school office or the school nurse.

School Dances

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

Discipline Policy

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

Discipline Interventions

Rewards:

- Praise (daily)
- Positive affirmations communicated to family (as appropriate)
- Various other positive perks (throughout the year)
- The joy of learning in a constructive, positive, safe environment (each day of the school year)

If My Choices Detract from the Common Good:

- Step One: Warning issued and documented.
- Step Two: Student will be asked to leave the room, fill out a Restorative Practices Behavior Reflection form and return when they are ready.
- Step Three: At a minimum, an after-school detention will be administered. Depending on the disruptive nature of the offense, the student may be asked to leave the classroom for the remainder of the class period.

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

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

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



Middle School Behavioral Expectations Agreement

The expectation is that students demonstrate the courage to act for the common good. Students, through cooperation, attentiveness, and behavior in class, will:

- Allow teachers to teach
- Respect their own and others' right to learn
- Behave in ways that support the best interests of the class, school and common good

If My Choices Detract from the Common Good:

Step One:	Warning issued and documented.
Step Two:	Student will be asked to leave the room, fill out a conduct referral form (Restorative Practices Behavior Reflection), and return when they are ready, on their own.
Step Three:	At a minimum, an after-school detention will be administered. Depending on the disruptive nature of the offense, the student may be asked to leave the classroom for the remainder of the class period.
Repeated Infractions:	At a minimum, an after-school detention will be administered, and a parent conference will be requested. Further consequences such as in-school suspension, probation, out-of-school suspension, and expulsion may be administered.
Severe Infractions:	Student will be sent immediately to the office and/or will be asked to call home. Further consequences such as in-school suspension, probation, out-of-school suspension, and expulsion may be administered. (Refer to the Family Handbook for specific details.)

Rewards:

- Praise (daily)
- Positive affirmations communicated to family (as appropriate) Various other positive perks (throughout the year)
- The joy of learning in a constructive, positive, safe environment (each day of the school year)

STUDENT: I have read this behavioral plan and understand it. I will honor it daily.

Signature_____Date_____

PARENT(S): My child has discussed the behavioral plan with me. I understand it and will support it.

Signature_____Date_____

TEACHER: I will be fair and consistent in administering the behavioral plan for St. John School.

Signature_____Date_____

IMPORTANT: KEEP THIS PLAN IN YOUR BINDER AT ALL TIMES

IMPORTANT: KEEP THIS PLAN IN YOUR BINDER AT ALL TIMES



Restorative Practices Behavior Reflection Sheet

Student Name:

What happened:

1. Briefly describe the incident that occurred (e.g., what choices did you make?)

Reasons for my choice:

1. How were you feeling?

2. What were you thinking?

3. What did you want?

4. Is there anything going on in or outside of school (unrelated to this incident) that is impacting your behavior and/or performance at school?

Consequences of my choice:

1. *How are you feeling now?*

2. *How did your behavior impact others?*

3. *How were you impacted by your behavior?*

Making amends:

1. *What are two ways you could fix this?*

1)

2)

2. *What will you do differently next time?*

3. *How would this choice have a more positive outcome?*

Restorative actions taken by the student and staff:

Date: _____ Staff name: _____



Request to Retest

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

Name: _____

Date: _____

Homeroom Teacher: _____

Name of the test you wish to retake: _____ Previous Score: _____

Reflect: Why?

Action Plan: Three activities I will complete to improve my understanding of this concept.

Activities Completed

1. _____

2. _____

3. _____

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

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

Request

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

Student Signature _____ Date _____

Parent Signature _____ Date _____