



**PARENT – STUDENT
HANDBOOK**

2009 - 2010

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1. School Philosophy

St. John School, partnering with parents as primary educators, guides the spiritual, intellectual, emotional, physical, and cultural growth of our children. Each child is taught, encouraged, and expected to exhibit Catholic attitudes and behavior while realizing his/her individual academic potential. We encourage students, as unique individuals, to work cooperatively within a community, fostering mutual respect and appreciation for all.

1.1. Mission Statement

St. John School, a Christ-centered environment, empowers our children to gain a thorough understanding of the Catholic faith, achieve their highest academic potential, and share Christ's love through Christian action.

1.2 School Wide Learning Expectations (SLEs)

St. John's School Wide Learning Expectations have been developed by the St. John School staff and School Board. They describe the goals we have for all the students who graduate from our school:

A graduate of St. John School will be a spiritual and well-rounded

A. CHRIST-CENTERED PERSON who:

Follows the teachings of Jesus to love God and others.

Respects and protects everything that God has created.

Prays any time, any place.

Learns and understands the teachings and traditions of the Catholic Church

Takes part in the Mass, other liturgies, and sacraments.

Demonstrates thankfulness for the gift of faith

B. ACTIVE, LIFE-LONG LEARNER who:

Always tries to do his or her best.

Is excited to learn as much as possible.

Is a polite and careful listener and communicator.

Thinks carefully to plan and make decisions.

Learns from both mistakes and successes.

C. RESPONSIBLE CITIZEN who:

Accepts responsibility and consequences for actions.

Shares time and talent with others.

Respects self and others.

Makes healthy choices.

Is helpful and courteous.

Demonstrates good sportsmanship.

2. History of St. John School

The parish plays an integral part in the existence and growth of our school. St. John Parish was established in 1946 by Bishop Charles F. Buddy who sent Father Linneman to Encinitas to bring together Catholic families living in Cardiff, Encinitas, and Leucadia. These families had previously been attending St. James in Del Mar and St. Patrick in Carlsbad.

In 1946, St. John Parish had 15 families as parishioners. These families attended church at the Encinitas Mortuary on 2nd Street while preparations were being made for construction of a new church. An army chapel was procured from Camp Collan near La Jolla Junction. It was reconstructed on parish grounds in Leucadia. The church had the capacity for 200 families and by 1978 the parish had grown to 800 families. Monsignor Michael O'Connor located acreage in Encinitas to build a larger facility. Bishop Leo Maher blessed the grounds for the new church on September 9, 1984. Construction began in April, 1987 and the church was dedicated in 1988. The new Parish Center and office buildings were dedicated in 1991. The parish now has a population of over 1644 families. Monsignor Timothy Harnett was pastor from 1979 – 2006. Father Brian Corcoran is our current pastor.

St. John School first opened its doors on September 10, 1957 with 182 students. Benedictine Sisters from Oklahoma served as the teaching staff. The school then was under the direction of Father John Bradley. The buildings were purchased from government housing units at La Jolla Junction. The total cost of construction and additions was \$23,000. The Benedictine Sisters remained until 1959. The school was staffed and administered by lay teachers until 1961. From 1962 to 1992 the school was under the administration of the St. Claire sisters. In September 1990, the school moved to temporary modular facilities at the new site in Encinitas on Encinitas Blvd.

Since 1991 the school has been under the administration of a lay principal and staffed by lay teachers. During that time, the parishioners had a vision of what a new St. John School would be like with emphasis on service to the fast growing community. In the spring of 1998, grades 1 through 8 were moved from the temporary facilities across the driveway to the new site with kindergarten classes remaining in the parish hall. Following the success of the parish “Complete The Vision” campaign in the spring of 2004, after 10 years of temporary accommodations and many moves, the entire school was finally situated in our beautiful buildings surrounding a tree-ringed courtyard, completing the third phase of the vision (new administration buildings, two kindergarten classrooms, three additional classrooms, two pre-school classrooms, additional bathrooms, new ramp/stairway and revamping of the lower field.)

3. Administration and Faculty Phone List

Pastoral Administration		
Pastor	Father Brian Corcoran	753-6254
Associate Pastor	Father Burt Boudoin	753-6254

School Administration		944-8227
Principal	Barbara Picco	101
Vice-Principal Preschool Director	Daniel Schuh Diana Williams	137 634-1522
Faculty		944-8227
Kindergarten	Caroline Kirkpatrick Janice Stampfl	107 108
First Grade	Kelly Sondomowicz Erneschia Torricer	110 109
Second Grade	Lisa Palecek James Preston	118 111
Third Grade	Jill Burke Donna Marrero	113 114
Fourth Grade	Trista Raczyla Pamela Legault	116 115
Fifth Grade	Marianne Fisher Denise Peek	128 112
Sixth Grade	Feather Gentry Mary Ellen Courtney	121 120
Seventh Grade	Teresa Roberts Diana Castaldi	122 123
Eighth Grade	Jamie Schlehuder Jenae Labrie-Smith	125 124
Music/Choir	Margie Pini-Cohen Ann Heller	117 117
Computer Instructor	Valerie Thorpe	131
Spanish	Lupita Verdugo	126
Resource	Theresa Coyle (T, Th)	199
Athletic Director	Andrew Balelo	132
Physical Education	Andrew Balelo (5-8) Kelly Ramsay (K-4)	132 132
Library	Catherine Intoci	127

Support Staff / Other		944-8227
Office Manager	Marlene Cruz	105
Registrar	Mary Corrao	102
Receptionist	Judy Zinger-Weiss	100
Bookkeeper/HR	Kathy Osborne	103
Database Manager	Anne Kassman	133
St. John Extended Care	Larissa Cruz	760-855-8213

Absentee/Health	944-8227
Absentee Reporting	104
School Health Station	106

Instructional Aides (share phone with corresponding teacher)	
Erica O'Hair/Betty Maggio	Kindergarten Kirkpatrick
Claire Crilly/ Erica O'Hair	Kindergarten Stampfl
Ashley DeSanti	1 st Grade Torricer
Mona Casey	1 st Grade Sondo
Lela Mattera / Eliana Marsella	2 nd Grade
Darlene Cross	3 rd Grade
Monique Corrao / Larissa Cruz	4 th Grade
Ann Ream	5 th Grade
April Hancock / Pam Murrah	6 th , 7 th , and 8 th Grades

4. Board/Parent Group

4.1. School Parish Advisory Board

In an advisory capacity, the board supports the philosophy of St. John School, whose aim is to integrate the teaching of gospel values with the total curriculum, and then to create an environment where Christian community can be experienced through liturgy, sacraments, and social action.

4.1.2 Membership

The school board is made up of ten members. The Pastor, Principal, Vice-Principal, and Pre-school Director are Ex-Officio, non-voting members.

5. Eagle Parent Group

The *mission* of the Eagle Parent Group is to create opportunities for the entire St. John School community to come together and support the education of our children in a Catholic Christian environment. To assist in fulfilling this mission the Eagle Group will provide opportunities for all parents/guardians of St. John students to:

1. Improve communication throughout the St. John School and Parish communities.
2. Provide a forum for parents to exchange ideas and to be actively involved in improving the school.
3. Become involved in community outreach opportunities to help fulfill our Christian mission.
4. Welcome new families and provide social connections with other parents.
5. Support the strategic planning committee in fundraising areas of the school.
6. Sponsor various fundraising and community-building events during the year.

5.1. Volunteers

All parents are asked to volunteer 30 hours during the school year. This requirement may be met by working on Eagle Group projects (fundraisers, community/fun events, outreach activities, snack shop/hot lunch program) or by helping with classroom projects, tutoring, at-home projects, being a room parent, coaching a sports team, etc.).

Any volunteer, who works at the school, or directly with children, is required to receive a LIVE SCAN fingerprint clearance and a clear TB skin test. Contact the school office for details.

5.2. Hot Lunch Program

Lunches are provided by Define Foods. Define Foods offers nutritious meals at a reasonable price. They publish a monthly menu and handle the ordering and payment.

5.2.1 Forgotten Lunches

If your child has forgotten his/her lunch from home, it can be brought to school and should arrive no later than 9:30 a.m. Forgotten lunches should be placed on the table by the front gate. Students without lunches will be provided one by the school for a fee. Please avoid bringing fast food for your children.

6. Schedules and General Procedures

6.1. School Schedule

7:00 – 7:50 A.M.	Before school care provided by school FEE CHARGED before 7:30 A.M.
7:45 A.M.	School Begins for Grades 6-8

7:50 A.M.	School Begins for Grades K-5
9:30-9:45 A.M.	Recess Grades 1-2
9:45-10:00 A.M.	Recess Grades 3-5
10:20-10:30 A.M.	Recess Grades 6-8
11:10-11:40 A.M..	Lunch Grades K-4
11:45-12:15 P.M.	Lunch Grades 3-5
12:20-12:50 P.M.	Lunch Grades 5-8
2:35 P.M.	Dismissal K-5
2:45 P.M.	Dismissal 6-8
2:35-6:00 P.M.	Extended care (Students not picked up by 3 p.m. go to Extended Care) Minimum Days 12:00 P.M. – 6:00 P.M.

6.2. Drop-Off and Pick-Up

The procedure for drop-off and pick-up is detailed in the following subsections. Please make sure to read the newsletter, as that is the means whereby new policies and procedures will be announced.

6.2.1 Morning Drop-Off

School begins at 7:45 a.m. for grades 6-8, and 7:50 a.m. for students in grades K-5.

The main drop-off is in front of the large double gates that enter into the school. Parents may enter the school grounds from either Encinitas Blvd. or Balour Drive and should follow the respective car line (car lines merge) and drop their student(s) off in front of the school. Parents are requested to pull all the way forward to allow as many cars as possible to unload at one time. If parents are walking children in, they should park in the upper church parking lot.

A second drop-off area is available in front of the Church (upper parking lot) only for those families with at least one student who is in 4th grade or higher. The students from these families will need to walk down in front of the Church and cross over to the school area using the crosswalk, following the directions of the traffic guide. Please do not park in spaces directly in front of the church steps since elderly parishioners park there.

6.2.2 Afternoon Pick-up

Dismissal time for students in all grades K-5 is 2:35 p.m.

Dismissal time for students in all grades 6-8 is 2:45 p.m.

All children not picked up after school will be sent to our extended care program.

Children who walk or ride their bicycles must leave campus at dismissal time. A current written authorization from the parent or guardian must be on file with the school office.

6.2.3 Pick-up Procedure

There are TWO carpool pick-up locations:

Lower parking lot for grades K-5

Afternoon Pick Up:

- K-5 students will wait with their class for pick up at the circular drive at the bottom of the main parking lot. Cars should follow the designated path to drive to the pick-up area and pull forward as required.
- Students in grades K-5 who have siblings in middle school and those in a carpool will be walked up to the parish parking lot and supervised until pick up. K-5 students need to group with their older sibling or within their carpool group. Students must be ready for their ride; therefore they must remain sitting and attentive.
- Parents are requested to have their child or children's name displayed on their dash board to aid school staff.

LOWER CIRCLE: Enter the church/school property via Balour, or via Encinitas Blvd. Follow the driveway down toward the lower circle area. Drive around to the lower circle where students will walk or be escorted to your car. Drive on the right hand side of the driveway to allow room for cars to pass on your left. Always pull all the way forward. If the traffic is backed up exiting toward Encinitas Blvd., cars will be asked to exit toward Balour Avenue.

In front of the church for grades 6, 7, 8 and their siblings/carpools (only)

CHURCH PICK-UP AREA: Staff members will walk the siblings up to the area where they will meet with middle school brothers and sisters to await their carpool. The main pick-up area will be in front of the parish hall. Students will walk to your car. Always pull all the way forward. Drive on the right hand side of the driveway, to allow room for cars to pass on your left and to allow room for cars pulling out of parking spots.

6.2.3.1 General traffic rules

If you would like to park and walk to pick up your child, please park at the south end of the parish hall where there are two smaller lots. Please do not park in the main school parking lot if you are parking and walking to pick up your child. It disrupts the traffic flow and creates unsafe conditions for all.

6.2.4 After School Care

At the end of an active school day, St. John students can look forward to spending time at their "home away from home" with friends and classmates at Extended Care. Our intent is to create happy memories for students in this structured program which provides creative after-

school activities in a cooperative social atmosphere. The program is open to all children attending St. John School.

Students sign in immediately following school, and may be picked up anytime before 6:00 p.m. Following sign-in, students will have time to unwind with outdoor and indoor activities. Outdoor activities include organized sports such as four-square and jump rope. Indoor activities include board games and arts and crafts. A structured homework time follows. Healthy snacks are sold.

Any St. John Student not picked up by 3:00 p.m. will be automatically signed into the Extended Care program. Parents will be required to sign out students directly with the Extended Care staff. Billing for this service will also be handled by Extended Care staff. Students who are involved in after-school sports may utilize the drop-in schedule. Arrangements must be made in advance.

RATES FOR SCHOOL YEAR 2009-2010

5-day rate

	1 child	2 children	3 children	4 or more
4:00 p.m. pick-up....	\$90/month	\$170/mo.	\$240/mo.	\$300/mo.
5:00 p.m. pick-up....	\$180/month	\$350/mo.	\$510/mo.	\$660/mo.
6:00 p.m. pick-up...	\$270/month	\$530/mo.	\$780/mo.	\$1020/mo.
Drop-In.....	\$4.50/hour	\$9.00/hr.	\$13.50/hr.	\$18.00/hr.

3-day rate

	1 child	2 children	3 children	4 or more
4:00 p.m. pick-up....	\$54/month	\$98/mo.	\$132/mo.	\$156/mo.
5:00 p.m. pick-up....	\$108/month	\$206/mo.	\$294/mo.	\$372/mo.
6:00 p.m. pick-up...	\$162/month	\$314/mo.	\$456/mo.	\$588/mo.
Drop-In.....	\$4.50/hour	\$9.00/hr.	\$13.50/hr.	\$18.00/hr.

Please call Larissa Cruz, Extended Care Director, for more information.

6.3. Safety Regulations

Skateboards, rollerblades, scooters, etc., are not allowed on school grounds.

6.4. Insurance

The Diocese of San Diego requires student insurance for all students. A fee for insurance is included in the tuition. Injuries received during school, supervised activities, as well as

injuries sustained while going to and from school are covered. Parents who have children who are injured during school activities should obtain and fill out an accident insurance form available in the Office.

6.5. Office Hours

Office hours are Monday through Friday, when school is in session, from 7:30 a.m. to 3:30 p.m.

6.6 Conferences

Parents are expected to set up appointments for all conferences with teachers. If parents wish to confer with a teacher, they are asked to leave a message with the office or write a note. The teacher will contact the parent.

If an emergency arises, **call the School Office**. School staff will convey the message to the teacher.

6.7 Forgotten Articles

Any items left at home such as lunches and sports clothes, may be brought and left on the table outside the office.

School Visits: **Any adult, parent or guardian who enters our school campus must sign in and pick up a visitor badge**. This badge must be worn while on the school campus.

6.8. Lost and Found

We have a “Lost and Found” located outside the office where lost items can be claimed. All lost clothing articles not claimed by the 1st Friday of each month will be donated to the used uniform sale. All lunch boxes, etc. will be disposed of every Friday.

7. Admissions

All students are admitted to St. John School based on the expectation that they will be able to successfully complete the program of study. Parents must agree to abide by the philosophy, policies, and regulations of the school and Diocese.

7.1 Notice of Non-Discriminatory Policy

St. John School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and / or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. John School does not discriminate in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

7.2 Priorities for Acceptance

1. Students of families already enrolled at St. John School
2. Parishioners of St. John Parish

3. Catholic Non-Parishioners
4. Non-Catholics

7.3 General Procedures

Families will complete the necessary registration forms and provide the required documentation. The principal reserves the right to interview the parent(s) and/or the prospective student prior to a final decision regarding the admission of a new student to the school.

7.3.1 Kindergarten and First Grade

1. Follow priorities of acceptance criteria and procedures as indicated above.
2. Be 5 years old by September 1 of the academic year for Kindergarten and 6 years old by September 1 for first grade.
3. Be developmentally ready. School personnel will determine developmental readiness using a screening process.

7.3.2 Grades 2-8

1. Follow priorities of acceptance criteria as indicated above.
2. Submit all academic and disciplinary records for review by the principal.
3. Interview with the principal.

(Students entering school will have a probationary period.)

7.4 Health Requirements

California law requires specific health screening procedures for all children attending school. Students entering school for the first time in Kindergarten and all transfer students are obliged to present proper evidence of compliance before they will be admitted to school. No child will be admitted unless parents have complied with California immunization requirements.

8. Attendance

Students who are absent or tardy are responsible for any work they missed. Excessive absences or tardiness may affect a student's grades.

8.1. Tardiness

All students who are not in the classroom at starting time (7:45 for 6-8 and 7:50 for K-5) ***must be accompanied by a parent and signed in at the school office in order to be admitted into class.*** Upon receiving three tardies in any given quarter, students will be given a detention for that third tardy, and each subsequent tardy. This allows for two emergency tardies each quarter. Detention times will be determined by the teacher and parents will be notified in advance. Please remember that tardiness disrupts both the classroom and your child's learning. Students must be in their classrooms when school begins.

8.2. Absences

If the student must be absent from class, the parent or guardian must leave a message at the Absentee Message Line at x104 by 8:00 a.m. **A student absent 15 or more days in a quarter may not receive grades for the quarter.** Family trips are discouraged during the school year since students can not make up valuable class instruction time. A note must be sent in with the student explaining the reason for absence when he/she returns to class. Students who are absent may not participate in extracurricular activities on the day(s) they are absent from school.

8.3. Appointments

Please make medical or dental appointments after school. If a student must be absent for any part of a day, parents are requested to notify the classroom teacher at least a day in advance of the appointment. *Always sign your child out at the school office.*

8.4. Release During School Hours

Students are not allowed to leave the school grounds at any time during the school day without being signed out by the parent or guardian at the School Office. If someone other than the parent or guardian is picking up the student, a note signed by the parent or guardian must be presented before the student is released. The school assumes no liability if students leave the grounds in violation of the above policy.

8.5. Vacation

Neither the Principal nor the teachers will give permission to any student to be excused from school for any length of time for vacation. The decision to leave school is the responsibility of the parent. Parents must complete and sign a **Request for Extended Absence** if their child is going to miss 3 or more school days. This form (available from your child's teacher) must be approved by the principal, and therefore needs to be submitted at least one week prior to the departure date of the vacation. **Teachers are not required to provide work in advance for absent students. All tests and make-up work must be completed within the week that students return.**

8.6. Health Room Visits / Notification of Parents

If a student is ill or injured, first aid treatment will be provided as deemed appropriate by Health Station or office personnel. The student's parent/guardian will be notified if the student is unable to return to class as a result of his/her injury or illness. If the student's parent/guardian cannot be reached, an authorized person designated on the student emergency card will be contacted to pick up the student. If a student must leave the school due to an injury or illness, the student must be signed out at the school office by a parent/guardian prior to leaving the school grounds. All medications must be prescribed by a California licensed physician, dentist, nurse practitioner, or physician assistant and the appropriate form must be filled out to have medication dispensed at school.

8.7. Authorization for Treatment / Transfer for Medical Attention

If parents/guardians cannot be reached and the illness or injury is serious enough to require medical attention, the principal and Health Station personnel will review the emergency card

and arrange for medical treatment and/or possible transfer to a medical facility. Enrollment at St. John School confers upon the school the obligation to select and arrange for emergency medical care when the school is unable to reach the parent(s) and/or designated guardian. St. John School is not responsible for costs incurred for medical care.

8.8. Emergency Card

Each student must have an emergency card filed in the school office. It is the responsibility of parents/guardians to notify the office when there is a change of address, phone number, or contact person in case of an emergency.

8.9. Medication

Any student who requires the dispensing of medication at school must comply with the following requirements:

1. Medication must be prescribed by a California licensed physician, dentist, nurse practitioner, or physician assistant.
2. An “*Authorization for Medication Administration*” form must be completed and signed by the health care provider prescribing the medication and the student’s parent/legal guardian for all prescription and non-prescription medication. A new form is required each school year.
3. Prescription medication must be provided in the original container labeled by a California pharmacist, with the student’s name, medication name, prescriber’s name, and dosage/administration instructions.
4. Non-prescription medication must be provided in the original container, with the medication name, dosage, and instructions.
5. All prescription and non-prescription medication must be brought to the school office by a parent/legal guardian.
6. It is the parent’s responsibility to inform school personnel of possible side effects of the medication.
7. All medication will be stored in the Health Station.

8. Students who require inhalers or epinephrine (EPI PEN) for emergency management of medical conditions may choose to carry their medication with them. A signed “*Authorization for Medication Administration*” form must be on file in the Health Station.
9. Verbal phone orders to dispense medication will not be accepted.
10. Students are not permitted to use other student’s medication supply, even if they use the same prescription or non-prescription medication.
11. It is the responsibility of the parent/guardian to replace the medication when it expires.
12. At the end of the school year, all remaining medication will be returned to the parent/guardian. It is the responsibility of the parent/guardian to arrange for the pick up of the medication. The medication will be disposed of if it is not picked up within 30 days of the end of the school year.

8.10. Medical Status

It is the responsibility of parents/guardians to inform the school office in writing of a student’s allergies, hypersensitivity reactions (to bee stings, peanuts, foods, etc.), any physical limitations (hearing, vision, etc.), or chronic illnesses. This information must be indicated on the student emergency card, and communicated to the student’s teacher. It is also the responsibility of the parent/guardian to provide the school with any medication needed in the event of exposure to an allergen or any devices needed to assist the student while at school.

8.11. Communicable Disease

Parents are required to notify the school office when their child has been diagnosed with a communicable disease such as, but not limited to chicken pox, measles, mumps, streptococcal infections, scarlet fever, whooping cough, conjunctivitis (pinkeye), impetigo, ringworm, hepatitis, pinworms, head lice and mononucleosis. Parents of other students exposed to these illnesses will be notified. Certain reportable communicable diseases will require a permit issued by the Public Health Department, a physician, or a nurse, before the infected student may return to school.

Head Lice (Pediculosis) A strict policy of controlling head lice infestation has been established. When a student is identified as having head lice, that student shall be excluded from school attendance. Readmission to school is permitted only in compliance with the following requirements: *Student has been treated appropriately with the application of pediculicide and is free from active lice as well as nits on return to school.* If a student has head lice, all students in the classroom will receive a letter to insure that all parents check their children for head lice.

8.11.1 Vision and Hearing Screening

Students in grades kindergarten, 3rd, 5th, and 8th will participate in vision and hearing screening. Results of the testing shall be recorded in the student’s cumulative health record. Color vision screening shall be done once for male students, ordinarily before the end of first grade.

8.11.2 Scoliosis

Scoliosis screening is required for all seventh grade girls and eighth grade boys. When a problem is noted, the parent shall be notified.

8.12. Emergency Procedures

Fire drills and disaster drills are scheduled periodically according to Diocesan and city directives. An Emergency and Disaster Plan is on file in the school office, and is reviewed and updated each year by school personnel.

8.13. In Case of Earthquake or Natural Disaster

1. The school will follow its written Disaster Plan.
2. Students will not be dismissed from school unless signed out up by a parent, guardian, or designated individual on the student's Disaster / Emergency Card. There will be no exception.
3. All parents or designated individuals who are picking up a student must first go to the Student Control Station. School staff will direct parents or designated individuals to that station where the child may be signed out.
4. The school will communicate with local emergency services and will care for children in a critical situation.
5. **DO NOT CALL THE SCHOOL.** Lines must be kept open for emergency calls and communication with local emergency preparedness teams.

9. Student Records

9.1. Emergency Card Information

Each student at St. John School must have an emergency card on file. It is the parent's/guardian's responsibility to notify the school office if any information has changed.

9.2. Access

Student's parents or legal guardian have the right to review their child(ren)'s records in the presence of the principal or teacher.

9.3. Release of Information

When a student transfers to another school, a copy of the student's official transcript will be transferred upon written request. St. John transcripts include the scholastic record, some directory information, and the student's permanent health record. Transcripts are not given to parents to be delivered to the requesting school.

9.3.1 Parent Directory

Each year, a parent directory is published. The information included is confidential and is for official school purposes only. Solicitations of any kind via mail, telephone, or email are never allowed. Room parents use the email list for school business only and only in their individual grades.

10. Instructional Program

St. John's curriculum has been developed following guidelines set by the Diocese of San Diego, and is based on the state and national standards.

10.1. Curriculum Areas

Religion is an integral part of the educational program for all students at all grade levels. Religion is taught daily and includes prayer, scripture, as well as history, teachings and traditions of the Church. Additionally, faith development and Christ's Gospel message are interwoven throughout the curriculum. Parents, in their role as primary religious educators of their children, are expected to participate in home activity lessons and to participate with their children in weekly Sunday Mass.

All students, grades K-8, attend scheduled school Masses. Prayer services planned by teachers and students such as Stations of the Cross, the Rosary, and the Sacrament of Reconciliation are held throughout the year.

Sacramental preparation is an important part of the religion curriculum. Students celebrate the Sacraments of First Reconciliation in 2nd grade and First Eucharist in 3rd grade. Parental participation is integral to the child's preparation. Meetings are held to help parents in their role as the primary religious educators of their children. Attendance at these events is required.

Family Life is a component of the religion curriculum and is designed to teach children God's call to live as Christian families.

Language Arts includes reading, phonics, spelling, composition, grammar, literature, speaking, listening, and handwriting.

Mathematics teaches computation, problem solving, statistics, probability, patterns and functions, geometry, logic, measurement, and algebra.

Social Studies includes history, geography, economics, and current events.

Science includes physical, biological, and earth science.

Visual and Performing Arts covers music appreciation, history, performance, art history, production, drama and dance.

Physical Education includes improved physical fitness, knowledge of sports, development of coordination, growth in sportsmanship.

Computer Literacy is software and program study that teaches students how to use the computer as a tool to create and produce work and to research information.

The Internet Use Policy is distributed and collected by the computer teacher. Every student who uses the Internet must have a current Internet Use Policy signed by the student and the

parent. Any student who violates the Internet Use Policy will be restricted from using the Internet. Other consequences may also be imposed. Refer to the Internet Use Policy.

10.2. Promotion/Retention

Students who pass with satisfactory work in all basic skill areas shall be promoted to the next grade. In certain cases, remedial tutoring or summer school may be required to maintain academic standing.

10.3. Diocesan Policy 524 Retention

In case of delayed progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all facts related to the student's development (emotional, physical, social as well as intellectual and academic), documented throughout the year. Although the options of the teachers and parents are significant factors, the final determination regarding retention remains the responsibility of the principal.

10.4. Grading

Students are always encouraged to do their best in all areas. Grades should reflect a student's total performance in class, homework, tests, class participation, and special projects.

10.4.1 Grading System for Kindergarten

O	Outstanding
VG	Very Good
G	Good
S	Shows Effort and Growth
NI	Needs Improvement
U	Unsatisfactory
NE	Not Evaluated

10.4.2 Grading system for 1-3:

93-100	O	Outstanding
90-92	VG	Very Good
87-89	G+	Good and Improving
80-86	G	Good
70-79	S	Satisfactory
60-69	NI	Needs Improvement
0-59	U	Unsatisfactory
	NE	Not Evaluated

10.4.3 Grading System for 4-8

90-100	A	Outstanding
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80-90	B	Very Good
77-79	C+	High Average
73-76	C	Average
70-72	C-	Low Average
60-69	D	Grave Concern
0-59	F	Failing
	NE	Not Evaluated

10.5. Awards

Honor Roll (6-8) - The Honor Roll is designed to recognize outstanding achievement. Students with Gold and Silver Honors must have only A's and B's on their report card in **all subjects as well as behavior and study skills**. Gold Honor Roll: Students must achieve either all A's or one B in the core subjects of Religion, Math, Language Arts, Science, and Social Studies. Silver Honor Roll: Students achieve four A's and two B's in the core subjects.

10.6. Homework

Reasons for homework:

1. To reinforce concepts and skills presented in class.
2. To foster student self-discipline.
3. To foster good work habits.
4. To encourage accountability.

Suggested homework guidelines:

15 min. each day Gr. K	60 min. each day Gr. 4-5
30 min. each day Gr. 1-2	90 min. each day Gr. 6
45 min. each day Gr. 3	120 min. each day Gr. 7-8

Time spent on homework will vary from student to student.

10.6.1 Study Skills

Our students' development of good study skill habits is an important part of the educational process. Students are expected to always do their best work and complete all assignments on time. In grades 6-8, students receive Student/Parent Notification slips for missing work. Students will serve one detention for every three combined study skill infractions and subsequent infractions during a quarter. The student's "General Study Skills" grade on the report card will drop one letter grade for every three study skill slips issued in any quarter, although additional criteria may be used to determine their final grade. A Conduct Referral

will be received for six study skill infractions issued in a quarter. Two Conduct Referrals will result in a meeting with the school Discipline Board.

Student Study Team (SST)

In an effort to further assist students who are experiencing academic difficulties, we have formed a Student Study Team to develop strategies that will help students with the skills necessary for the successful completion of grade level work. The team consists of teachers and administrators who work in conjunction with parents to identify and implement those strategies.

10.6.2 Behavior

Saint John students are expected to exhibit responsible behavior at all times. They should be courteous and respectful to all staff members and fellow students. Parents, as primary educators of their children, agree to support and uphold the spiritual, academic, and disciplinary standards of the school. Besides the positive discipline methods utilized by teachers and staff, recognition cards are distributed to students for going above and beyond the call of duty. In grades 1-8, students are given Student/Parent Notifications for behavior infractions. Students will serve one detention for every three combined behavior infractions and subsequent infractions that occur in a quarter. The student's Responsible Behavior grade will drop one letter grade for every three behavior infractions issued in a quarter. A Conduct Referral will be received for six behavior infractions during the quarter. This will also result in a grade of "C" in Responsible Behavior and a conference with the principal. Two Conduct Referrals will result in a meeting with the school Discipline Board.

10.7. Textbooks

Textbooks will be furnished for students. Middle School students will be required to purchase approximately three novels per year for "active reading." Students need to take care of their books and return them at the end of the school year in the best possible condition. Students are required to have covers on their books at all times. When covering books, tape or contact paper should not be used. **Books that are damaged, mutilated, or lost will be paid for by the students.**

10.8. WASC Accreditation

Accreditation is a process required by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). Through the process, the staff, with input from student, parent, parish and community stakeholders, develops a Self Study, wherein we analyze our school's programs according to various criteria set by WCEA/WASC. A Visiting Committee spends time at our school, reflecting on our program and the Self Study we have written. At the end of this 3-day visit, the Committee will submit a report with "Areas of Strength" and "Areas for Growth" noted in all criteria. An action plan is developed as a result of this report. This plan will guide the development of our school over the next 3-5 years, when it is time to write the Self Study, once again. St. John School underwent a WASC Accreditation visit in February 2005 and received a full 6 year period of accreditation.

10.9. Testing

Student progress is assessed in a variety of ways including tests provided through textbook series, teacher prepared tests, informal assessments, and portfolio analysis.

Individual student progress and achievement is also assessed for students in grades 2-8 using the ITBS, the Iowa Test of Basic Skills, an achievement test that is used by Catholic schools throughout the state of California.

11. Other Programs

11.1. Special School Assemblies

Assemblies in areas of fine arts, science, religion or social studies are provided throughout the year to enrich the curriculum.

11.2. Library

The library program is under the direction of the librarian. Class activities, which enrich the grade level curriculum, are conducted and students may check out library books. Damaged or lost books must be replaced or paid for by the student who checked them out.

Accelerated Reader Program - This program provides for an initial reading level assessment after which students read books at their appropriate reading level. After each book that is read, the student takes a comprehension test in the computer lab. Reading progress is monitored quarterly. Students in grades K-5 participate in the Accelerated Reader Program.

11.3. Student Council

The Student Council is comprised of students from grades 6-8 with representatives from each grade. Elections are held in the spring. Those running for office must meet the requirements as stated in the Student Council Constitution.

Student Council provides an excellent opportunity for training in leadership and principles of democratic government. To be eligible, students must maintain a C average, have no Fs and have a Satisfactory conduct grade, with no conduct referrals at the end of each quarter.

Faculty advisors oversee various Student Council activities.

11.4. Field Trips

Field trips that enhance and support the curriculum are planned by the teacher with administration approval. Parent-sponsored St. John field trips are not allowed. Parents are required to pay for any costs incurred for the field trip. The cost may include bus transportation.

Permission slips must be signed and returned to the teacher before any student may leave the school grounds to go on a field trip. Students who do not have permission to participate in a specific field trip are expected to attend school during the regular school hours that day and will be given appropriate assignments. Verbal or telephone permission by parents or

guardians is *not* acceptable. A faxed permission slip is permitted. Students are required to wear the school uniforms on most field trips.

11.5. Altar Servers

Students in grades 4-8 are invited to serve St. John Parish as Altar Servers. After initial training, students are scheduled to serve for various parish Masses on the weekends and at the school Masses. Parents may contact the parish altar server coordinator with questions.

11.6 After School Sports Program

The sports program offers competitive team experiences that contribute significantly to the development of character and integrity. Sportsmanship and fair play are the most important components of the sports program.

The Athletic Director supervises the program. Volunteer coaches and referees are under the direction of the Athletic Director and abide by the Athletic Director's Handbook. All volunteer coaches must receive a LIVE SCAN finger print clearance and must have a clear TB Skin test on file.

11.6.1 Participation

The school provides an after school interscholastic sports program as part of the North County Parochial League. Students participate on a voluntary basis in grades 5-8 (Junior Varsity grades 5-6, Varsity grades 7-8). Those who participate pay an individual sport fee that pays for the athletic league fees, field rental, team and field equipment, uniforms, tournament dues, referee costs, and other costs as determined by the Athletic Director. The Athletic Director may deny participation in practice or games if a player has not turned in the fees and proper forms as noted on the athletic webpage for each sports team.

A student athlete is *eligible* to participate in a team sport if:

1. His/her quarter or semester report card is equal to a 2.0 GPA or better and there are no F's as calculated for honor roll.
2. The student maintains the required GPA between the grading periods indicated above.

Ineligibility consequences are as follows:

1. Failure to earn a 2.0 GPA or earning a grade of F in any class will result in the student being ineligible, excluding tryouts, until the next grading period.
2. Any ineligible player participating during a NCPL game will cause St. John to forfeit the game or event, no exceptions.
3. Conduct referral ineligibility will be for the duration of 10 school days beginning with the date of referral. Tryouts and/or team sign-ups are permissible within the 10 school days, but practice and games are not.

11.6.2 Sports Programs

The following table lists the sports programs offered by St. John School. *However, volunteer coaches are needed in order to run the sports programs. If the school does not obtain a volunteer coach for a particular sport, that sports team will not be offered.*

Fall	Boys' Varsity/JV Flag Football Girls' Varsity/JV Volleyball
Winter	Boys' Varsity/JV Basketball Girls' Varsity/JV Soccer
Spring	Boys' Varsity/JV Soccer/Volleyball Girls' Varsity/JV Basketball

11.7. Harassment

The Diocese of San Diego and St. John School affirm the Christian dignity of every student. It is the policy of the school to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subject to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by any other student is prohibited and will not be tolerated.

11.8. Lunch

Each class walks to the lunch tables. Students may be dismissed from the lunch table after 10 minutes. No throwing or wasting food. Each student is responsible for throwing away his/her own trash. No student is to leave the lunch area during lunchtime without permission from yard duty supervisors. When the first bell rings, ALL PLAYING STOPS. At the second bell, students (grades 1-5) are to line up in class order and walk back to their classrooms escorted by the yard duty personnel / classroom teacher. Students in grades 5-8 may walk to class without lining up first.

11.9 Off Campus

No student is to leave campus at any time during the school day without written notification from parents to the teacher. The student's parent or guardian must check the student out and check the student back in with the front office. If a student is to go home daily for lunch, the parent must send written communication to the classroom teacher.

11.10. Class Celebrations

Occasionally during the school year, in conjunction with a religious or cultural holiday, a simple class celebration may be held. Celebrations are at the request of the classroom teacher who will provide guidelines appropriate for the grade level.

11.10.1 Birthday Celebrations

Please make arrangements in advance with the teacher if you want to bring in birthday treats for your child's class. If you are handing out invitations to parties, every child in the class must be included (or all girls or all boys).

11.10.12 Gum

Gum and gum chewing are not allowed at anytime on school campus.

11.11. Cell phones

Student cell phones must be turned off and stored in backpacks. They may be used to contact a parent/guardian only after 3:00 P.M. If a student is seen in possession of a cell phone at any other time, the phone will be confiscated, taken to the office, and a parent must come to claim the phone. Additionally, the student will receive a detention notice.

12. Communication with Parents

12.1. Orientation Meetings

At the beginning of each school year, a Parent-Back-to-School-Night is held for teachers to explain policies, rules, curriculum, grading practices, homework expectations and other important issues pertaining to each classroom.

12.2. Parent-Student Handbook and Calendar

The Handbook explains policies, rules, curriculum, and various school programs and organizations. The Handbook and Calendar are available on our school website. The Principal reserves the right to amend the Handbook at any time. Parents will be notified of any changes via the weekly newsletter.

12.3. Parent Newsletter and Envelope

The Newsletter, an essential means of communicating with parents, is sent home every Wednesday in the white family envelope with the youngest child or only child. The contents are to be read carefully and the envelope signed and returned the following day. The white envelope should be reviewed weekly. A replacement fee of \$1.00 will be charged if the envelope is lost. The Newsletter is also posted on the school website.

12.4. School Web Site

The St. John School web site is located at www.saintjohnschool.com. The calendar, Handbook, and newsletters are posted for your reference.

12.5. Parent Meetings

Parents are expected to attend meetings, conferences, and activities held throughout the school year, including Back-to-School Night in September. Additionally, parents are welcome to attend monthly School Board meetings.

12.6. Counseling

The clergy, principal and faculty members are available for guidance. A school counselor will be available on campus once a week. A parent permission slip must be signed before the student visits the school counselor.

12.7. Reporting To Parents

12.7.1 Report Cards

Report Cards are distributed at the end of each quarter and should be signed and returned to school before the following Friday. *First Quarter Report Cards are normally distributed at*

the parent conference.

12.7.2 Progress Reports

Progress Reports are issued to all students midway through the reporting period. If a teacher has a concern about a child's performance or conduct, a progress report may be issued at any time. The progress reports must be signed and returned to the teacher. Progress reports do not replace report cards.

12.7.3 Conferences

Formal parent / teacher conferences are required at the First Quarter Report Card. Other conferences may be scheduled, as needed, throughout the year. Parents are required to set up an appointment for any conference. Parents may call the school office to leave a message for the teacher. The faculty welcomes informal communication by note, telephone or a scheduled visit. Since teachers have required supervision assignments immediately after school, they are not able to confer with parents at that time without a pre-scheduled appointment.

13. Concerns

Any student having academic or personal difficulties should first speak with the teacher. Parents with concerns should first speak with the teacher. If there is still a concern, contact the principal.

14. Parental Role

In keeping with the philosophy of St. John School, the role of the parents is crucial. Faculty and staff maintain the role of professional educators, whose training and experience provide critical skills, techniques and knowledge. Working together with the professional educators, parents, as the primary educators of their children, have an important role which includes the following:

1. Comply with education policies and regulations of the Diocese of San Diego.
2. Support and follow through regarding all school regulations and policies as described in the Parent-Student Handbook, and weekly bulletins.
3. Read, sign, and respond to all notices, including the Wednesday Envelopes containing school news and important information.
4. Attend all school meetings, functions, special activities, and parent-teacher conferences.
5. Work with the teachers and principal in everything relating to their child's progress and performance.

14.1. Diocesan Policy #130

Parents have the primary responsibility for the education of their children which includes the following responsibilities:

1. To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based.

2. To make a wise and informed choice of school for their children, keeping in mind that each school has its own unique character, tone, and strengths.
3. To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.

15. Finances / Tuition Policy

15.1 Tuition

The tuition structure for the **2008-2009** school year is as follows.

Families with membership at St. John Parish (\$500 yearly donation)			Families of other parishes			Non Catholic Families		
Number Of Children	Annual Family Rate	Monthly Rate (12 months)	Number Of Children	Annual Family Rate	Monthly Rate (12 months)	Number Of Children	Annual Family Rate	Monthly Rate (12 months)
1	\$4550	\$379.17	1	\$5050	\$420.83	1	\$6250	\$520.83
2	\$8250	\$687.50	2	\$8750	\$729.17	2	\$11,250	\$937.50
3 or more	\$11,750	\$979.17	3 or more	\$12,250	\$1020.83	3 or more	\$15,750	\$1312.50

15.1.1 Tuition Payment

Tuition is paid through FACTS Tuition Management automatic payment program. It is paid over 12 months beginning in July and ending in June. Please visit www.factsmgmt.com for information regarding the FACTS program.

15.1.2 Tuition Assistance

St. John School and Parish have a limited tuition assistance program that is available by formal application to families with severe financial needs. Contact the office for further information.

15.2 Registration Fee

There is a non-refundable registration fee of \$400.00 per child.

15.3 Scrip

In addition to tuition, each family is asked to participate in the Scrip program as part of their financial responsibility to keep tuition down. The Scrip committee, composed of parent volunteers within the Parent Eagle Group, is responsible for managing the Scrip program. The committee communicates with the parents in the weekly newsletter. Scrip is available daily at the school.

Ways to Participate:

1. Sign up and make purchases through eScrip (electronic Scrip).
2. Purchase gift cards in the school office.

3. Order gift cards either online or through the office.

15.3.1 Volunteer Obligation

Each family is asked to contribute 30 hours per school year, which needs to be completed no later than the last working day in June. These hours can be performed by the father, mother, guardian or grandparent. Each family member who contributes service is responsible for reporting the hours on their Wednesday Envelope.

This volunteer obligation may be met by working on Eagle Group projects (fundraisers, community/fun events, outreach activities, snack shop/hot lunch program, or by helping with classroom projects, tutoring, at-home projects, being a room parent, coaching a sports team, etc.)

15.4 Refunds

If your child is withdrawn from school during the academic year, a refund for any tuition amount that has been pre-paid will be made less a \$200.00 withdrawal fee. Registration fees are not refundable.

16. Uniform Policy / Dress Code

The following are the school uniform requirements. Your children must wear the proper school uniform at all times. Uniforms must be neat and clean, must be sized appropriately and not altered from their original appearance. There are no substitutions or changes allowed. Students who are not in uniform will receive a uniform infraction. **Students who do not receive a uniform infraction during the quarter will have a free dress day.** Students will receive one detention for every third and subsequent uniform infraction per quarter. Students who receive three (3) skirt/jumper uniform infractions in a quarter will be required to wear pants/shorts for the remainder of the school year. A student who receives six uniform infractions will get a Conduct Referral and will have a conference with the principal.

True Grits Uniform Shop will be selling uniforms and accessories all year. Please visit their website at www.truegrits.com for more information.

16.1 General Rules

Hair: Hair must be the student's natural color. Hair may not be dyed, bleached, streaked, or spiked. *Boys'* hair must be no longer than the bottom of the ear lobes (no tails). For *girls*, hair bows, ribbons, scrunchies, barrettes or headbands must be made out of *uniform* material or *solid* in color – navy, maroon, gray, or white.

Jewelry: One "cause" rubber bracelet may be worn. Only one simple religious charm/medallion on a chain is allowed as a necklace. Watches must be for telling time only-no games, etc. For *boys*, no earrings of any kind. For *girls*, no dangling or hoop earrings. Only stud earrings are allowed.

Makeup/Nails: Makeup of any kind is not allowed at school. This includes nail polish (including clear) and lip gloss. Tattoos and marker/pen writing on body and clothing are also prohibited.

Sweater: Maroon sweater or vest with school logo from True Grits. The sweater/vest may be worn on regular or P.E. days. **The sweater or vest is required for Mass.**

Jackets: St. John School jackets are the only jackets allowed to be worn (purchased through True Grits).

Socks: Solid white crew or tube socks (no logos). **No ankle sport socks.** In addition, *girls* may wear white, navy or maroon turn cuff socks, knee-highs or dress tights.

16.2 Regular (non-P.E.) Uniform for Boys and Girls

Polo shirts: Short or long sleeve white or maroon polo shirt with logo, both from True Grits.

Shorts/pants: Long navy blue or khaki twill pants and navy blue or khaki walking shorts from True Grits. No rolled shorts. Shorts may be no more than 3 inches above top of knee cap. *Boys* must wear a plain black belt. No metal spikes or studs.

Girls may wear **jumpers (K-5), skorts (K-8), or skirts (6-8)** according to their grade level instead of shorts or pants. Jumpers/skirts may be no more than 3 inches above the middle of the kneecap and may NOT be rolled up. Navy stretch shorts may be worn underneath skirts. These cannot show below the jumper/skirt hemline.

Shoes: Solid black shoes only – dress or athletic

Dress Uniform (Mass days)

Boys (K-8): Short or long sleeve white or maroon polo shirt with school logo. Navy blue or khaki pants (**no shorts**). Maroon sweater or vest with school logo. Solid black shoes- dress or athletic.

Girls (K-8): Short or long sleeve white or maroon polo shirt with school logo. Maroon sweater or vest with school logo. Jumpers (K-5), Skirts (6-8), or Skorts (K-8). **Solid black shoes – dress or athletic.**

16.3 P.E. Uniform for Boys and Girls

The P.E. uniform may be worn only on P.E. days.

T-shirt: Gray P.E. T-shirt with school logo from True Grits.

Sweatshirt: Navy blue sweatshirt (crew or hooded) with school logo from True Grits.

Shorts: Navy blue or khaki walking shorts from True Grits. No rolled shorts. Shorts may be no more than 3 inches above top of knee cap. No skirts allowed for middle school P.E.

Sweatpants: Navy P.E. sweatpants with school logo from True Grits.

Shoes: All purpose laced athletic shoe which will stay on securely during P.E. (no flat skateboard shoes). High tops are permitted. Shoes must be **solid black, white, or gray** in color. White crew or tube socks. **No ankle sport socks.**

16.4 Spirit Dress Day

On scheduled Spirit Days (usually the last Thursday of the month) students may choose to wear their school spirit T-shirts and jeans. P.E. shirts are not a substitute for spirit shirts.

16.5 Free Dress Day

Non-uniform dress is a privilege given for special reasons and may be revoked at any time. Students who do not follow Non-uniform Dress Guidelines will be required to call their parents to bring appropriate clothing and will lose the free dress privilege the next time it is offered. *Administration reserves the authority to determine if clothes are appropriate.* The general Non-uniform Dress Guidelines are as follows:

1. **Pants** must be worn appropriately. No sagging allowed.
2. **Messages** of any kind on clothing must be appropriate.
3. **Belts** must be plain. No metal spikes or studs are allowed.
4. **Shoes** must be regular uniform black shoes or athletic shoes. Shoes must be worn and tied appropriately. No sandals, flip flops, open-toed shoes, Uggs, etc.
5. **For girls**, tops shall be modest with no midriff showing. No tank tops, halter-tops or spaghetti straps will be allowed. Skirts and shorts must be the same length as uniform skirts and shorts (no shorter than 3” from the knee cap.)

16.6. Sports Teams on Game Day

Sports teams may wear their team jersey on game days. Regular school uniform pants, shorts or skirts will be worn.

16.7 Uniform Resale

As inventory permits, a used uniform sale is planned twice a year. The first sale is in August at the Ice Cream Social, and again in January after the winter break. Exact dates will be determined. Families are asked to donate clean, gently used uniform items throughout the year. Uniform items needed throughout the year can be purchased new at the True Grits store or online at www.truegrits.com.

17. Detention

Before-school and after-school detention may be used for repeated tardiness, conduct referrals, and behavior, study skill, or uniform infractions. The detention policy is applied based on age and grade level appropriateness. Middle school detention will last 60 minutes (1 hour). Failure to serve detention will result in additional detentions and/or lower grade in “Responsible Behavior”.

18. Conduct Referrals

Conduct Referrals (though infrequent) are given for serious and/or repeated infractions of school rules. These include: Cheating, defiance, fighting, sexual harassment, unsafe actions that jeopardize students, teachers, and staff, on-campus or off-campus truancy, gambling,

vandalism, repeated unexcused absences, obscenity, profanity and/or vulgarity in words or gestures, and blatant disrespect for self, staff members, or fellow students.

Students receiving conduct referrals will be referred to the principal for a conference. Each conduct referral results in an automatic detention, suspension from extra-curricular activities for 10 school days, and a grade no greater than "C" in "Responsible Behavior". Any student attaining two or more Conduct Referrals in any quarter may receive a grade no greater than "D" in "Responsible Behavior" for that quarter and will meet with the school Discipline Board.

18.1. Suspension or Expulsion

Violation of the following rules will result in immediate suspension or expulsion:

1. Use, possession, sale or distribution of any medications, illegal drugs, alcohol, or drug paraphernalia.
2. Violence towards any other students or school personnel.
3. Stealing.
4. Possession of any type of weapons, real or look-a-like.
5. Any action that directly puts students, teachers or staff in jeopardy.
6. Threats of harm to self or others

18.2 Discipline Board

A school Discipline Board has been established with members of the administration and teaching staff to address serious and/or repeated infractions of school rules. Students receiving two Conduct Referrals are required to meet with the Discipline Board.

The administration reserves the right to amend the handbook for just cause.

19. Internet Acceptable Use Policy

Bringing the Internet into the classroom provides new learning opportunities. Connecting students to the "Net" encourages them to consult online references, obtain timely news updates, and take advantage of information available for research and other assignments. Thanks to electronic communications, youngsters can collaborate and share ideas, asking questions of peers, scientists, authors, and professional "experts" all over the world.

The benefits obtained from going online are many. To ensure a happy, healthy, and productive Internet experience for St. John School students, while blocking access to inappropriate online information and preventing children from becoming the victims of predatory Internet users, St. John School recognizes the importance of online supervision and common sense advice. To this end, we have set certain guidelines for Internet use. Students at St. John School are *not* permitted to:

- Go online without adult supervision;

- Give out identifying information (such as home address, school name or telephone numbers) in public message areas, chat rooms, or bulletin boards;
- Arrange face-to-face meetings with other computer users; or
- Respond to messages that are suggestive, threatening, and otherwise inappropriate.

Currently, youngsters go online to visit only those sites deemed appropriate by teachers and staff. Smooth operation of the network depends upon proper conduct of users. Students must adhere to strict Internet Use. These guidelines are outlined in computer class so there will be no misunderstanding of the responsibilities associated with proper Internet behavior. Any student who violates these responsibilities will no longer be given permission to go online and future access to the Internet might also be denied.

Internet-Terms and Conditions of Use

Acceptable Use:

The purpose of the school Internet program is to support research and education by providing access to unique resources and the opportunity for collaborative work. Your Internet behavior must be consistent with these educational objectives.

Privileges:

Internet access is a privilege, not a right. Inappropriate use will result in cancellation of those privileges.

Vandalism:

Any attempt to harm or destroy another user's Internet files or computer data will result in cancellation of Internet access privileges.