

# Saint John School

## 2017-2018

### Parent/Student Handbook



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106 Military Street  
Georgetown, KY 40324  
(502) 863-2607**

**Message to Parents**

Welcome to St. John School! The purpose of this handbook is to acquaint you and your child with the philosophy, policies and procedures of St. John School. It is the hope of the faculty and administration that the information contained in this book will be one means of strengthening the bonds between the home and the school. Your attitude toward your school is most important. The respect you manifest for the school and individual teachers will be absorbed by your child. Only if your child respects the mutual authority of parents and teachers will he/she be able to make a success of his/her education.

Enrollment in St. John School is subject to the approval of the St. John School principal and pastor. In order to foster an environment that promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the school and comply with all policies and rules that are established by the diocese or school. The school retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the school, other students attending the school, or the fulfillment of the school's mission.

This is your copy of the Parent/Student Handbook containing the rules and regulations for the 2017-2018 school year. All policies are available to be read in the school office. Each St. John School family is required to sign a Handbook Receipt Acknowledgment Form to be filed in the school office. Failure to read the handbook or to sign or return the acknowledgment shall not relieve parents and students of the obligation to follow all rules and guides that the school and the diocese establish or in any way impede or prevent the school principal from operating the school consistent with those rules and guidelines. Students in grades 7 and 8 are also required to sign the acknowledgment.

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**SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK:**

**The principal retains the right to amend the Parent/Student Handbook for just cause at any time. Parents/Guardians will be given prompt notification in writing, if changes are made.**

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## **Mission**

Saint John Catholic School, as a mission of Ss. Francis and John Catholic Parish, provides Pre-school through 8th grade, Catholic education to assist parishioners in fulfilling their duty to educate children in the Catholic faith, and to form children of all denominations with strong Christian values in an exceptional academic environment.

## **Philosophy and Goals**

St. John School is a center of Catholic education that exists to help children grow as believers in God and assist parents who are their primary educators. Each child is a visible sign of God's love and a unique, complete individual endowed with many gifts of soul and body.

In light of the Gospel, with Jesus as the Model and with the grace of the Holy Spirit, the school's aim is to:

- Adapt the learning situation to meet the child's individual needs
- Provide the student with the skills required for academic achievement
- Encourage academic excellence

The school strives to help the child develop interpersonal relationships, a positive self-image, self-discipline, and personal responsibility, thus leading to the respect of the rights, feelings and opinions of others necessary to build a Christian community. Integral to this process are daily prayers, weekly Liturgies, opportunities to receive the sacraments, and involvement in Christian service projects.

The faculty and administration will work with the parents to achieve the above goals by providing opportunities for each parent to be involved in the school community.

## **Code of Conduct – Parents**

- Parents are encouraged and expected to demonstrate a polite and Christian attitude toward the teachers and staff of St. John School.
- Parents must cooperate with the principal, teachers, and the staff in the educational endeavors of the school.
- Parents must conduct themselves in a Christian manner while visiting school and at all school functions.
- Parents are expected to accept the corrections given to their children gracefully, realizing that discipline is an aid in the personal growth and development of a child.

## **History**

The formation of St. John School was approved by the Diocese of Covington in 1957. Construction began about 14 months later. The school began with an enrollment of 40 and was staffed by two Benedictine Sisters. Challenged by insufficient financial support and decreased enrollment, the Diocese closed St. John School in 1976. In 1985, Father Lee Trimbur, pastor of St. John and St. Francis, worked with parish committees to again establish support for the school. In August of 1986, the school opened with a pre-school and Kindergarten program and added a grade per year in subsequent years. In the late 1990's, Father John List and Principal Mary Anne Enoch helped St. John School expand to include 6<sup>th</sup> and 7<sup>th</sup> grades. In the year 2002-2003, the 8<sup>th</sup> grade was added and completed the formation of St. John Middle School.

## **Accreditation**

St. John School is accredited by the Kentucky Non-Public Schools Association. The process to reapply for accreditation occurs every five years and was last completed in the spring of 2016.

## **Non-Discriminatory Policy**

Diocesan Policy states "No one shall be refused admission to any formational (Religious, Education, Family Life Ministries or Youth Ministry) program within the jurisdiction of the Diocesan Board of Education on the grounds of race, color, sex or nationality." In keeping with this policy, the schools under the auspices of the Department of Catholic Education, Diocese of Lexington, do not discriminate on the basis of race, color or national or ethnic origin. Students of any race who meet the individual school's eligibility requirements are admitted to all the rights, privileges, programs and activities generally accorded to students at that school and that school does not discriminate on the basis of race in administration of its educational policies, admission policies, scholarships and loan programs, and other school-administered programs.

### **Children with Exceptional Educational Needs:**

Children with exceptional needs requiring special modifications and accommodations are accepted if their needs can be reasonably accommodated in the school. Initial enrollment is on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school within the first month of enrollment, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of the exceptional child.

## **School Board**

Our parish school is part of the educational mission of Ss. Francis and John Catholic Parish. The main responsibility of a Catholic school board is to help provide policy direction to the school. In the Diocese of Lexington, parish school boards are consultative in nature. A consultative board participates in the policy-making process by formulating and recommending, but never enacting policy. This type of board is in keeping with shared decision-making in the Catholic Church. Consultation implies that the administrator(s) (pastor/principal) will listen to the advice of the board in certain designated matters prior to a decision being made. The St. John School Board conducts monthly business meetings. All meetings are open to any member of the school/parish community. The meetings are held on the 2<sup>nd</sup> Monday of the month from 6:30-7:30pm at the school.

## **Grievance Procedures**

The Office of Catholic Education has established a grievance procedure to facilitate reconciliation and to maintain unity within each Parish/Mission and within the Diocese as a whole. The following summarizes the process. A detailed description of the procedure may be obtained from the school office.

- Within ten days of an incident, the aggrieved person (petitioner) should speak directly and privately with the person with whom he/she has the grievance (the respondent) and make every effort to reconcile differences.
- If efforts in item one (1) fail, the petitioner should next speak with the person to whom the respondent is directly accountable.
- If the petitioner needs to continue the process, it should involve those directly in the line of authority but should be pursued one step at a time.
- In the event that all attempts are unsatisfactory, the petitioner may appeal to the Office of Catholic Education, 1310 West Main Street, Lexington, KY 40508.

### **The grievance process hierarchy:**

**Parent → Teacher → Principal → Pastor → Office of Catholic Education**

## Tuition and Fees

The registration fee is due upon enrolling your child and is non-refundable. An annual fee, also non-refundable, is due by June 1 and is used toward the purchase of curriculum materials and books. Registration begins for current students and in-parish students during the months of January and February (See Registration and Enrollment Procedures and Policies below). Your child(ren) are not considered registered until all fees and any previous balances are paid.

The annual tuition rate schedule is set and approved by the Parish Finance Committee. We offer a parishioner and a non-parishioner tuition rate. You are considered a parishioner if you are: a Catholic in good standing, have completed the parish registration process, completed a Stewardship brochure, and participate regularly in the liturgical life of Ss. Francis and John Catholic Parish. The Tuition and Fee schedule may be obtained by contacting the school office at [office@stjohnschoolonline.org](mailto:office@stjohnschoolonline.org) or 502-863-2607 or can be found online at [www.stjohnschoolonline.org](http://www.stjohnschoolonline.org). The first tuition payment is due in July and the last payment is due in May. **Accounts must be up to date to register for the next school year.**

Families with multiple children: Your first child's tuition will be at the full rate, and a ten percent (10%) tuition discount is given to each subsequent child enrolled at St. John School. The discount applies to tuition only.

There will be an additional fee of \$20.00 for all returned checks. Any tuition payment account that reaches two months delinquent will be handled with personal contact from the Principal, to make arrangements to bring the account current. The school reserves the right to dismiss a student from the school due to nonpayment (of tuition or fees). **If arrangements cannot be made to bring your account up-to-date after two months past due, your child(ren) will be dismissed.** Tuition payments are handled through a tuition management company called FACTS Tuition. They offer several payment plans and options. All tuition payments will be handled through FACTS Tuition. Financial aid is available through our parish-sponsored Adopt-A-Student program. To apply, you must complete a confidential FACTS Tuition Aid form, as well as schedule a follow-up meeting with the school principal and/or pastor. **The deadline to apply for financial aid for returning students is March 31.**

## Registration and Enrollment

### **Procedures:**

1. These procedures and policies are adopted by the School Board to provide registration materials to all interested persons, whenever interest is expressed.
2. Occasionally, due to fluctuating enrollment numbers on an annual basis, grade configurations may change. Registrants in an affected grade will be given notice no later than April 15 of each school year in the event enrollment numbers require the elimination and/or combination of any two grades in order to assure serving the largest number of students while maximizing the total resources of St. John School.
3. **Prior to the first week of February**, parents of current students **will receive** applications for enrollment for the following year. **These will be sent home in office folders in January, and are due back to the school office by the end of the first full week in February.**
4. **During the second week of February**, enrollment opens to Ss. Francis and John parishioners with children not currently enrolled in St. John School.
5. **During the third week of February**, open enrollment will take place for all other families interested in St. John School.

### **Requirements (Conditions must be met before start of school):**

1. Registration and annual fees must be paid (total of \$300 per child).
2. Previous year tuition and fees must be up-to-date.
3. Student Immunization records must be updated.
4. A copy of the student's birth certificate must be on file.
5. **Baptism certificate (Catholic students only)**

### **Admissions Policy:**

1. Children must be three years old and toilet trained by August 1<sup>st</sup> for entrance into three-year-old preschool.
2. Children must be four years of age by August 1 for entrance into Pre-Kindergarten.
3. Children must be five years of age by August 1 for entrance into Kindergarten.

- All children must have attended a certified Kindergarten before they will be admitted to first grade and must be six years of age by August 1 of the current school year.

**Priority Policy:**

- Students currently enrolled in K-7.
- Siblings of those presently enrolled in K-8.
- Children of parents or guardians who are parishioners.
- Children attending St. John preschool.
- All others.

**Transfer and New Student Policy**

St. John School wants your child to have the best educational opportunity possible. In order to get a clear picture of your child's current educational performance, we will require the information below. After all of the information is reviewed, a decision will be made to determine acceptance.

- Review of your child's educational records.
- Review of behavior/conduct from previous school.
- A trial period of 30 days.

**\* New students will not be permitted to register for a grade they have previously, successfully completed.**

**Uniform Policy**

*Updated July 2013*

	<b>Girls</b>	<b>Boys</b>	
Shirts Must be long enough to stay tucked in when arms are raised above the head.	K-5	White or maroon polo shirts (short or long sleeve).	Same as girls.
	6-8	Navy polo shirts (short or long sleeve).	Same as girls.
	K-8	Uniform white dress shirt at all school Masses.	Same as girls, plus navy tie at Mass.
Undershirts	K-8	White undershirts with no lettering or anything showing through uniform shirts are permitted. Sleeves and waist of the undershirt must not be visible.	Same
Pants	K-5	Navy – you are encouraged to purchase at Parker, long pants with belt loops – no extra or outside pockets, no skinny legs and no flare legs.	Same
	6-8	Khaki. See requirements above.	Same
Shorts - Permitted during the months of Aug, Sept, Oct, Apr, May & June only	K-5	Navy – you are encouraged to purchase at Parker and be 2 inches above knee or longer. Khaki – See requirements above.	Same
	6-8		Same
Jumpers/Skirts Required on all Mass days, except during December, January & February	K-5	Navy or Plaid – box pleat, loose fitting and no shorter than 1 inch above the knee. Shorts or tights MUST be worn underneath.	None
	6-8	Khaki or Plaid – See requirements above.	
Sweatshirt/Sweater	K-8	- Sweatshirt with St. John School crest - Navy crew neck cardigan sweater - Navy sweater vest	Same
Belts	K-1	Optional – black, brown or navy	Same
	2-5	Required - black, brown or navy	
	6-8	Required – Khaki, black, brown or navy	
Socks, Tights & Leggings	K-5	White, navy or black – Socks must be easily visible. Full length Navy or white leggings are permitted (no capri).	Same
	6-8	Same as above, plus Khaki socks.	

Shoes	K-8	Closed toe and heel shoes that are sturdy and neat No heels over ½ inch, including boots	Same
Jewelry/Accessories	K-8	Simple and in good taste. None of the following are permitted: Dangling earrings, hair wraps, feathers, or hair tinsel	Boys must not wear earrings
Make-Up/Nail Polish	K-7 8	None Make-up must be natural-looking and conservative. None of the following are permitted: Eyeliner, bright eye shadow, sparkle make-up, heavy foundation or blush, lipstick (light lip gloss is allowed).	None
Hair	K-8	Neat, clean and worn out of the eyes. No extreme styles or unnatural colors are permitted.	Hair must be above eyebrows and ears. No facial hair, including sideburns, past the middle of the ears.
PE Uniforms	K-8	- PE T-shirt with St. John School crest - Sweatshirt with St. John School crest - Athletic shoes to be worn on PE days	Same

### **Preschool & Pre-K**

Uniforms are not required for Preschool students. (Please see the Pre-School handbook for recommendations on clothes, shoes, etc.)

### **More about Uniforms**

1. Uniform pants, shorts, skirts and shirts can be purchased through Parker located at 356 Longview Plaza #140 Lexington, KY 40503.
2. Used uniforms are available through the school. They are located in the school office to try on and purchase.
3. Sweatshirts and P.E. t-shirts with the St. John School crest are available **ONLY** by ordering through Parker. These must be worn with uniform compliant pants, shorts or skirts.
4. Spirit Wear items are sold through Athletics and may be worn only on days designated by the Principal.
5. For 8<sup>th</sup> Grade girls only: Light, natural-looking make-up is acceptable and is a privilege for 8<sup>th</sup> grade girls only. If the above guidelines are not followed, the principal reserves the right to revoke this privilege at any time. Any 8<sup>th</sup> grade girl wearing heavy make-up will be required to wash it off and will receive a uniform code violation (see Uniform Violation policy in the Parent/Student Handbook).

### **Exceptions to the Uniform**

- On special occasions, the principal may suspend the dress code.
- Boy Scouts, Girl Scouts, Daisies, Tiger Cubs, and Beta club members may wear their organizational uniforms on the days they have their meetings, whether the meetings are after school or in the evenings.

## **Curriculum**

St. John School complies with and follows curriculum guidelines established by the Diocese of Lexington and the Arch Diocese of Louisville. St. John School is fully accredited by the Commonwealth of Kentucky. All the faculty members are certified. St. John also provides art, music, physical education, Spanish and computer classes.

**\* Students will abide by the St. John Computer Policy. Students will receive a copy of the policy during the first week of school. It must be signed by a parent and the student, and returned to school to be kept on file.**



# Academic Policies

## **Religious Education**

St. John School provides Catholic students with sacramental preparation for First Reconciliation and First Holy Communion in second grade and offers the Sacrament of Reconciliation for grades 3 through 8. All students in grades K - 8 attend Mass or a prayer service each week. Pre-school will attend once per month. Every student is expected to attend. Parents are welcome and encouraged to attend.

As part of their religious education, students are given grade appropriate instruction in Catholic family life.

## **Grading**

The school year is divided into four nine-week grading periods. Report cards are issued one week after each quarter ends. Faculty will schedule conferences after the first quarter and parents are required to attend. Pre-school report cards are given two times per year.

Report cards may be supplemented by letters to parents, samples of your child's work, or requests for conferences. You may request a conference with your child's teacher by sending a note, email to the teacher, or calling the school office. The teachers are always willing to make appointments to talk with you regarding your child's progress at school. However, the teachers are not permitted to hold conferences during school hours due to their immediate obligation to classroom instruction and supervision, which begins at 7:30 a.m. An explanation of the grading system is found on the report card form. Emphasis is placed on progress according to the individual child's ability.

## **INTERNET and Technology Acceptable Use Agreement**

Use of computers and Internet access are important parts of St. John's curriculum. We believe that the Internet in particular provides vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

**As a user of the St. John School computer network, I hereby agree to comply with the stated rules, terms and conditions, honoring all relevant laws and restrictions.**

**I understand** that my use of the Internet connection in the school is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The school principal determines appropriate use in compliance with law enforcement agencies. Disciplinary actions for violations to the agreement are outlined in the Parent/Student Handbook. When applicable, law enforcement agencies may be involved after consultation with Diocesan legal counsel.

**I understand** that I am expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

### **Network Etiquette**

1. Be polite. Do not send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Keep your personal address and phone number private and do not reveal the phone numbers of students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Use the network in such a way that will not disrupt the use of the network by other users.
7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology facilitator of any security problem immediately.
9. Inform the technology facilitator of any unsolicited on-line contact immediately.

**I understand that the following are NOT permitted:**

1. Sending or displaying offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
2. Using violent, abusive, obscene or sexually explicit language.
3. Sending harassing, insulting, or threatening messages.
4. Damaging computers, computer systems, or computer networks, or attempting to harm or destroy data of another user.
5. Loading unauthorized software to any computer.
6. Violating copyright laws.
7. Unauthorized use of another's password.
8. Trespassing in other's folders, work or files.
9. Intentionally wasting resources.
10. Employing the network for commercial purposes.
11. Transmission of any material in violation of any U.S., state, or local law.
12. Obtaining software or data fraudulently or illegally.
13. Revealing one's own or another's personal address or phone number.

This is the home copy of the St. John School Internet and Technology User Agreement containing the rules and regulations for our 2017-2018 school year. Another copy will be sent home requesting a signature from parents and each student enrolled in the school. Students will not be allowed to use the Internet without parent permission and an agreement to comply with the school rules and regulations for using school technology.

**2017 – 2018 St. John School Computer/Technology Policy**

St. John School is pleased to offer students access to computers/technology for supervised assignment-related use. Students will also have limited access to the Internet. This access will enable students to explore online libraries, databases, museums, and other repositories of information. The purposes of using technology at school are two-fold: 1) to acquaint the students with the technology so they learn how to use it on their own, 2) to supplement core curriculum classes.

Students are responsible for good behavior on school computers just as they are in a classroom. All school rules regarding behavior and communications apply. Supervised access to the Internet is only given to students to conduct research pertinent to their assignments. Access to technology is a privilege, not a right. It may be revoked if misused or abused.

To avoid the loss of computer privileges at St. John School the following rules must be followed:

1. Network and computer storage disks and drives should be treated like school lockers. Teachers may review communications to maintain system integrity and to ensure that students are using the system responsibly. Students are not allowed to access files belonging to other students, faculty or staff.
2. Violation of copyright law and/or software licensing is prohibited.
3. No profane, inflammatory, or impolite language or pictures should be used to abuse, harass, or offend others. Should a student encounter such material unintentionally, he/she should report it to the teacher immediately.
4. Students are not allowed to alter software configurations or computer settings. This includes, but is not limited to, adding or deleting favorites or bookmarks, adding or deleting icons, and changing the appearance of the desktop, wallpaper, or screen-saver.
5. Students are not allowed to waste limited resources such as hard disk space.
6. Students are not allowed to print without an assignment specific permission.
7. Students are not allowed to access certain types of websites at school. These include but may not be limited to: non-educational social websites (i.e. myspace.com), chat rooms, media sharing sites (i.e. itunes.com), retail sites (i.e. amazon.com) and email sites (i.e. hotmail.com).
8. Students are not allowed to access the St. John School wireless network unless from a St. John School computer.
9. Students are not allowed to contact school faculty or staff via email or chat rooms as per Diocesan policy.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the St. John Computer Policy is violated. Financial restitution must be made for damages incurred (hardware or software).

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## School Day

School hours are 7:50 a.m. to 2:55 p.m. There is a 10 minute organizational period from 7:40 a.m. to 7:50 a.m. Parents that need to drop off students earlier than 7:30 a.m. must use Early Drop Off in the cafeteria. Early Drop Off is to help parents who have difficulty dropping their children at 7:30 a.m. because of a work situation or transporting other family members to schools outside the Georgetown area. Pre-school has a morning session (7:40 a.m. to 10:40 a.m.) and a full day session (7:40 a.m. to 2:40 p.m.) Pre-School children may not be dropped off earlier than 7:40 a.m. Children should report to their classrooms and quietly prepare for the day. Classes will begin promptly at 7:50 a.m. and dismiss at 2:55 p.m. Preschool and kindergarten students (and their siblings in grades 1-5) dismiss at 2:45 p.m. All middle school students will dismiss at 2:55 p.m. Parents are asked to pick-up their children immediately after school is dismissed unless your child is attending the after school program. **Students who are not picked up by 3:00 p.m. will be sent to after school care and parents will be billed the daily rate for afterschool.**

## Arrival

Children in grades Kindergarten through 2<sup>nd</sup> may be dropped off at the entrance of the main school building (doors facing the parking lot). For safety reasons, **please ensure your children exit the car from the door closest to the school building.** Students in grades 3 and 4 are dropped off at the back door of the Mary House. Students in grades 5 and 6 are dropped off in front of the mobile unit across from the main building (again, please ensure your children exit the car from the door closest to the school building). Students in grades 7 and 8 are dropped off at the end of the ramp of the back mobile unit. If your student attends Mrs. Wayman's preschool or Mrs. Francis' pre-K, please park in the school parking lot and walk your child to the classroom. Mrs. Wayman's class will enter through the back door of the Benedict House. Mrs. Francis' class will enter through the front door of the Benedict House. All cars should enter the driveway between the Mary and Benedict Houses, and exit out the two large gates by the main building. It is extremely important, for safety reasons, to proceed slowly in the parking lot. If you need to get things out of your car or help your child carry in objects, please park in the lot, not in the drop-off lanes. Parents are not to walk the students into their classrooms, with the exception of pre-school. This will not only allow the classrooms to have a consistent morning routine, it will help to foster independence, responsibility and self-reliance. Office staff will be available to communicate any messages to the teachers if necessary.

## Departure Schedule

1. 2:40 p.m. - Pre-school dismissal. Pre-school children going to After School are escorted to the Kindergarten classroom.
2. 2:45 p.m. – 1<sup>st</sup> Dismissal: Kindergarten students (and their siblings in grades 1-5) are released to Military Street. Students in grades K, 1 & 2 who attend After School are escorted to the Kindergarten classroom. All other students remain supervised by their classroom teachers.
3. 2:50 p.m. - Gates to parking lot open for cars to enter.
4. 2:55 pm – 2<sup>nd</sup> Dismissal: Students in grades 1-8 will be released to cars. Students in grades 3-8 who attend after school will walk to the Kindergarten classroom.
5. 3:00 p.m. – Cars are released from the parking lot once all students are safely in their cars.
6. **All students not picked up by 3:00 pm will be sent to the After School program, and After School costs will apply.**

## After School Care

St. John School offers an after school program on the premises from 3:00-6:00 p.m. daily when school is in session. It is staffed by two experienced child care providers. The children are grouped by age to offer them a quality and enriching program. In addition to having time to complete their homework, the children will have time to play outside (weather permitting), as well as other fun activities. Registration forms with fee information are available in the school office.

## Attendance

Parents should see that their child's attendance at school has priority over all other activities. Regular attendance is vital for successful progress. If a child is absent from class for illness or another legitimate reason, parents are asked to notify the school office between 8:00 a.m. and 9:30 a.m.

**Kentucky attendance laws require a written note from a parent or guardian stating dates and reasons for absence from school. This note is required upon the child's return to school. Vacation, doctor or dental appointments and all other commitments should be scheduled after school hours or during school holidays.** Vacations planned during school hours are especially discouraged due to the amount of instruction missed. Your student's grades will reflect the missed instructional time although they will be able to make up written work when they return to school. **If it becomes necessary to have your child excused from classes early, please send a written request to your child's teacher.** No teacher is permitted to dismiss a child from the classroom without prior approval. It is required that you sign your child out at the school office. PLEASE PICK-UP YOUR CHILD FROM THE OFFICE. If a student misses more than 15 days of school there will be serious question as to whether that student can be promoted to the next grade.

## Tardy Policy

The ten minute organizational period from 7:40 – 7:50 a.m. is a constructive part of the school day. Students must use this time to prepare for the day by putting away coats, backpacks, lunches, etc. Teachers expect students to be seated in their classrooms and ready to begin promptly at 7:50 a.m. Your child is considered tardy after 7:50 and must report to the school office to receive a tardy form. A tardy form must be presented to the teacher upon entering the classroom. After the third tardy (grades 4-8), a student will be given detention for thirty minutes after school is dismissed for the day. For each tardy thereafter, a detention will be assigned one-for-one unless there is a good excuse. Parents will be notified of detentions. Teachers may also assign detention for other disciplinary infractions. Failure to satisfy a detention requirement will lead to in-school suspension.

## Inclement Weather

St. John School will not always follow the decision of Scott County Public Schools with regard to the closing or delay of school due to hazardous weather conditions. We will announce decisions as soon as possible on Lexington television stations. **Please refrain from calling the office or faculty at home.**

Once the decision has been made and the school is open, we will not close early. Your children are safe. However, if you feel threatened by the weather or road conditions and want to pick up your children early, you may do so by coming to the office and signing them out. Please do not call the office to inform us you might come or that you are coming. We need to keep the phone lines open. Just come and sign them out. It will be an excused absence if your child has to leave early. If you want another parent to pick up your child they must be on your pick-up list. If they are not, you must call the office to give us permission to release your child. If the decision is made to close the Afternoon Preschool class or the After School program parents will be notified.

## Co-curricular/Extra-curricular Activities/Eligibility

St. John co-curricular activities include:

Computer lab, Art, Music, Spanish, 4-H, Junior Achievement (JA), use of Scott County Public Library Book Mobile, Accelerated Reader, and use of Georgetown College gymnasium for Physical Education (PE) classes. All of the above classes are taught during regular school hours.

St. John extra-curricular activities include:

Beta club (Grades 6-8), Art club (grades 6-8), Girls and Boys Basketball (Grades 4-8), Soccer (pre-K-8), Cross Country (1-8), Golf (K-8), Cheerleading (grades 2-8), Robotics and Scouts.

Students who participate in these activities are ambassadors of St. John School and should model excellent behavior here and in the community.

Students' GPA and school behavior will be monitored to determine eligibility for extra-curricular activities (please see Disciplinary Policies). **A student must be in school in order to participate in a sport or other activity on the same day.** Students must maintain a "C" average and may not hold a "D" or "F" average in any class to participate in these activities. If the student's grade drops below a "C" average anytime during the season, the teacher will notify the principal. Upon notice to the parents, the student will be placed on a one week suspension from the team. If the student's grade does not improve at the end of that week, the student will remain on suspension from the team until the grade is acceptable or for a total of three weeks. If after three

weeks, there has been no improvement in the grade in question, the student will be removed from the roster for the duration of that team season. An "Incomplete" also removes a student from extra-curricular activities for a two-week period including ten school days or until the "Incomplete" is complete. **Classes that are not graded with letter grades do not affect eligibility.**

Extra-curricular activities also include any school related activity that would remove a child from the classroom, such as Beta club.

Even if a child is ineligible, he/she may try-out for a sport, but may not participate on a team until he/she has become eligible through the eligibility process (see Athletic Handbook regarding eligibility).

## **Homework**

The purpose of homework is to help the child thoroughly grasp and master the work already presented. Repetition and reflection promote better understanding and retention. Parents can assist the student by providing a quiet place and a regular study time each evening, and by making sure that assignments are neat, complete and accurate. Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Daily homework assignments are due the following day and must be handed to the teacher. **If a student is absent, he/she will have the number of days absent to make up assignments. For example: if a student is absent three days, then three school days are given to turn in the missed assignments.**

**Students in grades 1 - 8 are required to use an assignment notebook. This can be purchased from the school at Orientation.**

## **Field Trips**

Field trips, which enhance educational experiences and classroom learning, are planned during the year. Field trips are a privilege, not a right given to students. Students can be denied this privilege due to behavior or academic concerns. Students must submit a signed "field trip permission" form before participating in a field trip. Telephone calls will not be accepted in lieu of this permission slip. Parents have the right to refuse to allow their child to participate. Children not attending will be left at school in the supervision of another teacher. Parents may be asked to help chaperone and private cars may be used. Parent drivers will need to have a current driver's license and insurance information on file in the office, and must have completed the Catholic Mutual Safe Haven training program, along with a background check (see p.18). The parent drivers are responsible for the conduct of his/her students until they are turned over to the teacher in charge. Then the parents should assist in supervision as required. Parents driving on field trips must be willing to transport several students to the destination.

### **Field Trip Rules**

Field trips are a valuable opportunity for our students at St. John School. Not only do they provide a unique educational experience for the children, but it will allow them to do something different and out-of-the-ordinary. Going on a field trip is a privilege and one that will have to be earned; therefore, we have instituted "The Strike System". The students have the opportunity to go on the field trip if they are able to do the following:

1. Get along with others.
2. Respect those in authority.
3. Complete assignments on time.
4. Follow directions.

\*These goals are taken from the report card section "Social Personal Development"

Within a two-week period prior to the field trip, if a student fails to adhere to one of the above, he or she will receive a "Strike". If a student receives three strikes, he or she is "out" and will not be able to go on the field trip. After the field trip, the slate will be wiped clean and the student may work toward the next field trip.

## **Standardized Testing**

The MAP (Measure of Academic Progress) test is an excellent source to determine your child's instructional level and to measure academic growth throughout the school year. Subjects covered on the MAP assessment are Reading, Language Arts, and Math. MAP tests are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. With the MAP test, we can administer shorter tests and use less class time while still receiving detailed, accurate information about your child's growth. The MAP assessment is completed three times per year by all students in grades K-8 on a computer in the lab. During each testing window your child will spend a total of approximately three hours completing these tests. This school year students will complete the

MAP assessment in the Fall, Winter, and Spring. Following each testing period, parents will receive a report showing your child's growth. Additionally, the ACRE religion assessment is administrated in the spring to students in grades 5 and 8.

## **Disciplinary Policies**

### **EXPECTED BEHAVIORS**

**Self-discipline, respect for others, and cheerful cooperation are considered basic behaviors for St. John School students, teachers and staff members through the graces given by the Holy Spirit. Those graces are granted to us through the Gifts and Fruit of the Holy Spirit.**

#### **Playground Rules**

1. Take turns on all playground equipment.
2. Be careful when equipment is wet.
3. Do not walk up or climb on slides.
4. Slide feet first, face forward, in a seated position, one at a time.
5. Do not run on, jump off, or dive off playground equipment.
6. Swing in a seated position and do not twist chains or jump out of swing.
7. Do not throw rocks, mulch or snowballs.
8. If a ball is thrown or kicked out of school property, only a teacher is allowed to retrieve the ball.

When disciplinary actions are necessary, those measures will be based on correcting inappropriate behaviors. They are intended to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change or reconcile the inappropriate behavior.

Teachers will handle all discipline situations that occur in their classrooms. They may also discipline students outside of the classroom if behavior warrants consequences. Teachers will communicate by email or telephone with parents and the principal concerning problems so they can work together to correct these. **It is our belief that when teachers and parents work together, students are free to direct their energy and attention to learning.** There will be times when the teacher feels the behavior merits a detention or attention from the principal.

The principal may find it necessary to speak with a child about something that the child has witnessed involving misbehaviors. **It is inappropriate for a parent to call other students or parents to ask for an accounting of a situation or looking for witnesses.**

**Refusal by a student to meet with the Principal for any reason will be an automatic suspension until a conference with the discipline team and parents can be arranged. The discipline team shall consist of the Principal, Teacher directly involved and Pastor when available.**

### **DETENTION PROCEDURE**

Misbehavior or disregard of school guidelines will be handled by the supervisory adult and/or homeroom teacher and may result in a detention or assignment of service work on school grounds. When a detention is given, the parent/guardian will be notified by a detention form sent home with the student and/or a telephone call from the student. The parent/guardian must sign the detention form and return it the next school day. **Refusal by a parent to sign the detention will not excuse the student from serving it.** It will require a conference by phone or by appointment between the parent/guardian and the principal. A detention will be served as soon as possible after the offense.

1. Students in grades 1 – 4 will serve a 30-minute detention after school from 3:00 – 3:30 p.m. Students in grades 5 – 8 will serve a 45-minute detention either before or after school.
2. Teachers will supervise students during detentions and provide some type of work – physical or schoolwork.
3. Students will be released only to their parent/guardian **from the classroom** at the end of the detention time.
4. Students must be picked up promptly at 3:30 or 3:45 p.m. (depending on the grade level) or the student will be escorted to After School Care, and parents will be assessed a fee.
5. Failure to serve a detention or to return a disciplinary form may lead to further disciplinary action.

A second (2) detention given for misbehavior will follow the same procedure.

A third detention (3) may require a conference held with the parent/guardian, principal, and the student as soon as possible. **A fourth detention (4) will require a conference held with the parent/guardian, principal, and the student as soon as possible and may be an automatic suspension. Students do not receive automatic suspensions or expulsions based solely on the number of detentions or in-school-suspensions.**

### **OFFENSES THAT MERIT DETENTIONS**

Detentions may be given to students for the following violations:

1. Deliberate disobedience, defiance or disrespect toward any person in authority, such as teachers, teacher assistants, parents, patrols, office staff, After School Care personnel, cafeteria and maintenance personnel, etc.
2. Disruptive behavior, such as inappropriately speaking out, excessive talking during class, causing deliberate distractions, horseplay and inappropriate behavior on school and parish property.
3. Use of profane or abusive language.
4. Ridiculing or teasing another person.

**From this point, a student may be assigned an in-school suspension if it is determined that one is warranted.** A conference may be held with the discipline team, parent/guardian, and the student as soon as possible. A final decision by the principal at this time may include but not be limited to the following:

1. Behavioral contract
2. Counseling
3. Pastoral intervention

**Habitual misbehavior or disregard of school rules will result in notification to parent/guardian that the student's behaviors do not conform to the standards of appropriate Christian behavior. The student may be asked to withdraw or may be expelled from St. John School if issues cannot be resolved through appropriate interventions within a reasonable time.** Habitual offenders may be defined as students who have received five (5) or more detentions or who have received two (2) or more in-school suspensions. School records in such a case will be prepared for the student's transfer to another school or home schooling. A conference will be held with the principal/pastor, parent/guardian, and the student as soon as possible.

**Immediate suspensions or expulsion may be given for more serious offenses (overriding the detention process).** Any act which is in complete disregard of the safety and health of said student, another student, staff, supervisor, and volunteer may be, as determined by the discipline team, subject to the penalties of suspension and/or expulsion. The principal and pastor will determine the consequences according to the severity of the violation.

### **OFFENSES THAT MAY MERIT AUTOMATIC SUSPENSIONS**

Automatic suspensions may be given for the following violations:

1. Fighting with another student or aggressive behavior toward another person such as hitting kicking, scratching, etc.
2. Retaliation against another student for an aggressive action.
3. Biting another person or spitting at another person.
4. Bringing to school or having on his/her person matches, lighters, fire crackers, or any other incendiary item such as shotgun shells.
5. Stealing belongings from any other person, another student, school employee, or school.
6. Racial or Sexual statements directed toward another person.
7. Bringing to school or having on his/her person any item that could be deemed dangerous to another person or self. For example: laser pointers, knives, toy guns with projectiles, etc.
8. Inappropriate text messages, MySpace pages, Facebook pages, You Tube videos, etc. that involve the school in any negative way or cause any disruption to the school or its purpose.

## **DISCIPLINE PROCEDURES**

St. John School uses a discipline team approach to address discipline behaviors that affect the school community. **Members of the Discipline team may include but are not limited to: Principal, Pastor, and Teacher directly involved.**

The Principal and Pastor decision is final. The consequences may include, but are not limited to:

1. Having to perform community service
2. Exclusion from school sponsored activities
3. Exclusion from extra curricular activities
4. Detention
5. Suspension
6. Expulsion

## **SUSPENSION PROCEDURES:**

1. Suspensions will be served as soon as possible following the offense.
2. In-school suspensions will be supervised by a hired substitute or designee. The principal may decide that it is necessary to assess fees for substitute teacher wages to the parent/guardian.
3. In-school suspension time will be served in academic pursuits and/or participation in community service. Students will not bring any non-school related items, such as CD players, hand held video games, radios, or tape players. If items are brought to the assigned in-school suspension room, they will be confiscated and returned to the parent/guardian.
4. Students must bring a book to read if assignments are completed before the school day is over.
5. The student will not be allowed to participate in any school sponsored activities including all extra-curricular events, during or after school on the day of the suspension or for a longer period as determined by the discipline team.
6. If suspension falls on Mass day, the student will attend 8:30 A.M. Mass, but will not sit with his/her class.
7. The student may bring his/her lunch or may participate in the hot lunch program, but will not sit with his/her class.

Out-of-school suspensions will be served in academic pursuits with work provided by the appropriate teaching staff members. Work must be returned within a reasonable period of time as designated by the principal. The following behaviors have more specified consequences because of the seriousness of their nature and their opposition to the teaching of the Catholic Christian faith:

## **CHEATING**

Cheating is any act of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, copying from another student, plagiarism and all other forms of academic dishonesty. (The consequences below are applied to singular students and singular offenses. Issues involving multiple students and offenses will be directed to the Discipline Team.)\*\*\*

1. **First offense** results in the student receiving a zero on the graded assignment, quiz, test, project, paper etc. on which the cheating occurred. The parent/guardian will be called by the student in the teacher's presence. **A detention will be given to any student breaking this rule.**
2. **Second offense** results in a zero on that particular graded assignment plus one day in-school suspension. Parents/Guardians will be notified and conference held.
3. **Third offense** results in the student being asked to withdraw or student expulsion as determined by the discipline team.

## **PORNOGRAPHY**

Students are prohibited from possessing or generating material or accessing material via computer or other electronic device that is lewd, suggestive or pornographic in nature. Students may not bring material from email or text messaging that fits this category. Students may be subject to discipline procedures if they forward to other students such material that fits this category, and it is brought to the attention of the school administrators.

1. **First offense** results in a one day in-school suspension and a meeting of the discipline team.
2. **Second offense** results in the student being asked to withdraw or student expulsion as determined by the discipline team.



## **HARASSMENT POLICY**

It is the policy of the Catholic schools of the Diocese of Lexington to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a harassing nature as defined in this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication. The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

In the case of suspected harassment, the employee or student who is identifying the behavior is encouraged to file a written report with the principal of St. John School.

## **STUDENT HARASSMENT**

In order to provide a Christian environment of mutual respect, tolerance and sensitivity, it is important that every member of the school community recognize certain guidelines for appropriate behavior. Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between any two individuals or groups of individuals. Parents will be contacted if a student is sent to the office for any type of harassment.

Listed are some examples but do not include all examples of inappropriate behavior:

- Obscene or suggestive remarks or jokes, verbal abuse, insults
- Display of explicit, offensive or demeaning materials
- Threats; intimidation
- Comments that are demeaning with respect to race, religion, ethnic origin, gender
- Threats or offensive material sent through email, by texting or posted to the internet that is deemed by teachers and/or principal as interfering with the educational setting.

Students should follow this procedure if they feel they have been harassed and be assured that the concern and response will be treated with appropriate confidentiality:

1. Let the offending person or persons know you want the behavior to stop. Say NO firmly! Look directly at them with a straight face to give a clear message about how you feel. Do not apologize.
2. Promptly contact someone at school about the situation: supervisor, teacher, or principal. The response will include an investigation into the concern and the facts of the situation, and appropriate remedial action if harassment is found to have occurred.

## **Miscellaneous Information**

### **Lunch Room Procedure**

The school provides a hot lunch program supported by federal funds. Drinks are also provided for those who wish to bring their lunch. Any child arriving to school later than 9:00am needs to bring their own lunch or they will only be served PBJ, PB or a salad, not a hot lunch. The cost for lunch is \$3.00 per day; the cost for an extra entree is \$1.50; extra drinks are .50 cents and visitors pay \$3.50.

### **Cafeteria Rules**

1. St. John School is a closed campus. You must either buy your lunch at school or bring a lunch from home.
2. No fast food, soft drinks, or energy drinks are allowed to be brought into the cafeteria.
3. Payment: You can pay for lunches online at [www.mySchoolBucks.com](http://www.mySchoolBucks.com) or by sending **checks only** to the school office. All checks must be made out to St. John School. Do NOT combine other charges/fees with lunch payments. Lunches may be paid for daily, weekly, or monthly.
4. Reduced and free lunches are available. This is completely confidential.
5. Parents are invited to eat lunch with their children at any time. You must inform the cafeteria manager in advance.
6. Classroom celebrations are not allowed in the cafeteria. This may be done in the classrooms with the teacher's approval.

7. All children with food allergies must have completed an allergy form.
8. Everyone must enter the cafeteria through the back entrance.
9. Everyone must stay in a single line while waiting to be served.
10. Everyone must get everything needed before sitting down.
11. Once you are seated, you must raise your hand for permission to leave the table.
12. You may talk to the students seated at your table with inside voices. You may not leave your table to visit other tables.
13. Toys, balls, etc. should not be brought to the lunch table.
14. Clean your table area and surrounding floor before leaving the cafeteria.
15. Leave the cafeteria quietly and in an orderly manner through the back entrance.
16. Always remember to have good table manners and be courteous to staff and parent volunteers.
17. Please remember that lunch times are on a very tight schedule. You must arrive at your scheduled time and leave at your scheduled time.

## **Lost and Found**

Lost clothing and articles are abundant! Please put your child's name on everything brought to school. We keep lost items in a storage area for one semester and then donate them to an appropriate charity. You are welcome to peruse the lost and found for missing items, before or after school hours. Two lost and found containers are located on the school premises; one is located in the main school building, and one is located in the school office.

## **Telephone**

Students may not use the telephone unless there is an emergency and only with the permission of the teacher and/or principal. All phone conversations must be kept short (1 – 3 minutes) in consideration of others. **Cell phones are not to be turned on or taken out of a student's backpack while at school. They will be taken away if a student is caught using them in school.**

## **Health/Medications**

It may sometimes be necessary for a child to take over-the-counter or prescribed medication during the school day. Written instructions must be made available to the office giving the following information **(without this information, medicines will not be given to your child):**

1. Time the medication needs to be taken.
2. Medicine must be properly labeled and in the **original** container.
3. Amount of medication to be given.
4. Parent's signature.

## **Do not send your child to school if they have had any of the following symptoms within the past 24 hours:**

- Fever
- Nausea or vomiting
- Earache
- Abdominal cramps
- Diarrhea
- A cold (when symptoms are not due to allergy)
- Sore throat
- Unidentified rash
- Conjunctivitis (pink eye)
- Any infectious disease your doctor has diagnosed
- Head lice

**If your child is sent to school with any of the above symptoms, you will be contacted to pick up your child. The student must be out of school for 24 hours, or may return sooner with a release from a doctor.**

## **Fire, Tornado and Earthquake Drills**

Throughout the school year, the principal conducts regularly scheduled fire, tornado and earthquake drills. Exit routes are posted in each classroom. Students should be aware of the exit plan and move rapidly and quietly to the designated area.

## **Asbestos Inspection**

This notice is to advise parents, teachers and all school employees that our school has been re-inspected as required by the AHERA federal legislation for the presence of asbestos in our school facility. Air-Source Technology, Inc., of Lexington, has performed the re-inspection and has developed a management plan for our school. The amount of asbestos is limited at St. John School and is non-friable. The management plan for our school requires that we review the conditions of the asbestos periodically and record that this has taken place.

## **Emergency Contact Numbers**

An emergency file is kept on each student so that you or someone of your choosing can be reached in the event of illness or emergency. You will be requested to update this information **each year**. Be sure to notify the office when this vital information changes. Hospitals will not treat children without parental permission; therefore, it is important for us to be able to reach you.

## **Records Policy**

To safeguard the privacy of our students and the integrity of our records, school records will be **transferred** only if a written request is made from the school where the child will be attending.

## **Saints In Action (SIA) - Parent Volunteer Organization**

Parents are encouraged to be part of the active Saints In Action (SIA) parent volunteer organization. Meetings are held monthly to keep parents informed of school activities. Elections are conducted at the beginning of each year.

## **School Volunteers**

A school volunteer is anyone who is willing to give time and talent to help out as a member of the educational team. Parents, retirees, business and professional people, college students, grandparents, as well as those who have a special talent or who can help as a resource person, may volunteer.

### **All volunteers must:**

1. **Have name checked against state register of Sex Offenders.**
2. **Read, understand, and sign the Diocesan Decree on a Pastoral Response to issues of Sexual Misconduct by Church Personnel.**
3. **Undergo a background check.**
4. **Complete Catholic Mutual "Safe Haven" training. To complete the training simply go to the Catholic Mutual link from the Diocesan webpage, create your own account/login and begin to walk through the pre-set steps. (Required by Diocese of Lexington)**

Volunteers should discuss a student's progress or behavior with the supervising teacher only. All parental questions related to performance or behavior should be directed to the supervising teacher. It is not the responsibility of the volunteer to contact parents concerning student progress or behavior. Volunteers should not contribute to the questioning of school policies either in the presence of students or outside of school. All school matters must be confidential.

Each job is important, therefore, planning your time to fit the schedule to which you agree is essential. Please contact your supervising teacher in advance if you cannot keep your scheduled time.

# Stewardship

## **St. John's Volunteer Policy**

Many volunteer opportunities are available for parents, students, parishioners, and extended family and friends to assist with the daily routine of the school. To participate in these volunteer opportunities is to take part in the stewardship of our community. By giving of one's time and talents to others, parents offer the best example of living Christian values to their children and help to foster a sense of giving in their children.

Several crucial volunteer opportunities are offered yearly which serve the mission of the school or raise necessary funds to offset the operating costs of the school and keep the overall tuition lower than most of the Catholic schools in our area. Participation in the following events/activities is greatly appreciated:

Bingo  
Head Coach for Sports Team  
Cafeteria Volunteers  
Office/Classroom Volunteers

Stewardship is a way of Christian life. An essential part of the Christian life is service to others and stewardship of the blessings God has bestowed on us. We must, as a school family, come together for the good of everyone. Our school is proud to offer lower tuition rates than others in the Diocese, and there is one resource that allows us to do so - Bingo. This crucial school fundraiser, which helps to keep tuition as low as it is, does not require your money but your time. We are asking every family to volunteer their time at Bingo in order to keep this fundraiser operating. If you have not worked Bingo in the past, it can be fun, and training will be provided.

We have implemented a "pull tab team" concept to assist with scheduling. Groups of eight families will comprise a team, and teams will be assigned to work eight nights of Bingo per year, which includes the summer months. Members of that team will be responsible to sell pull tabs. You will be given your assigned Bingo nights at Orientation. Additional Bingo volunteer opportunities are available, so please contact the school office for more information.

## **Contract Between Parent, Student(s) and School 2017-2018**

I have read the handbook IN ITS ENTIRETY and I understand that by enrolling my child/children in St. John School, I have agreed to follow all the policies contained in the school handbook. I accept the responsibility for fulfilling all policies, which concern me as a parent. I understand the responsibilities of my child as a student as set forth in this handbook and will see that they follow the regulations therein.

_____ <i>Signature of parent</i>	_____ <i>date</i>
_____ <i>Signature of student</i>	_____ <i>grade</i>
_____ <i>Signature of student</i>	_____ <i>grade</i>
_____ <i>Signature of student</i>	_____ <i>grade</i>
_____ <i>Signature of student</i>	_____ <i>grade</i>

I understand that fundraising is a vital activity for the operations of St. John School, and that Bingo teams have been established, and that our family will be responsible for participating on a team. Additionally, I would be happy to volunteer in the following areas (please check):

- \_\_\_\_\_ Classroom volunteer
- \_\_\_\_\_ SIA (Saints In Action – parent volunteer organization)
- \_\_\_\_\_ Cafeteria: Days available \_\_\_\_\_
- \_\_\_\_\_ Office Volunteer: Days Available \_\_\_\_\_
- \_\_\_\_\_ Buildings & Grounds team (help maintain interior and exterior of school)
- \_\_\_\_\_ Coaching
- \_\_\_\_\_ Other. Please explain: \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Please tear out this page and return it to the teacher of your youngest child on the first day of school.**

## St. John School Faculty and Staff

Fr. Linh Nguyen, Pastor	<a href="mailto:fr.linh@ssfrancisjohn.org">fr.linh@ssfrancisjohn.org</a>
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