

St. John Catholic School  
2016-17

Parent/Student

# HANDBOOK



ST. JOHN CATHOLIC SCHOOL  
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Any and all revisions to the school handbook will be sent home in the Take Home Folders

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## **BELIEF STATEMENT**

WE BELIEVE each child is entitled to a quality academic education fused with traditional Catholic theology, doctrine and values appropriate to their age and maturity, preparing them for today's life in church and society.

## **MISSION STATEMENT**

ST. JOHN'S CATHOLIC SCHOOL MISSION is to provide students a high quality Catholic education rooted in the life of Christ and to foster the pursuit of academic excellence and the development of the whole person.

## **ROLE OF THE PARENT**

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children should be taught, according to the faith received in baptism, to have knowledge of God, to worship him, and to love their neighbor.

While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the council calls to mind their duty to entrust their children to Catholic Schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children.

## **Declaration on Christian Education VATICAN COUNCIL II**

### **UNIVERSAL RIGHT TO AN EDUCATION**

“All men of every race, condition, and age, since they enjoy the dignity of a human being, have an inalienable right to an education that is in keeping with their ultimate goal, their ability, their sex and the culture and tradition of their country, and also in harmony with their fraternal association with other peoples in the fostering of true unity and peace on earth. For a true education aims at the human person in the pursuit of his ultimate end and of the good of the societies of which, as a man, he is a member, and in whose obligations, as an adult, he will share.”

### **GOALS AND OBJECTIVES**

The goals and objectives of St. John School are:

to work closely with the parents of St. John Catholic School in providing quality education for a full Christian life

to prepare students to become respectful, caring and to lead a life of service and responsibility

to teach students Catholic religious principles and values appropriate to their age

to encourage students to observe Christian community in action modeled by teachers, staff, parishioners and parents

to help students grasp, employ and utilize their God given talents to their best advantage

to develop the whole child, academically, spiritually, physically, morally, and socially

to instill love of country, encouraging them to be informed and active citizens

to challenge each child to become self-motivated and achieve their highest potential  
to provide strong challenging yet basic academic curriculum for each student regardless of ability

### **MISCELLANEOUS**

THE DIOCESAN MANUAL OF POLICIES AND REGULATIONS will govern all Catholic Schools in the Diocese of Little Rock.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK - This handbook is printed in an effort to inform students and parents of the general operational procedures at St. John Catholic School. We make no claims that this is all inclusive. The Principal retains the right to amend or extend this handbook for just cause at any time during the school year. Parents and students will be given prompt notification when changes are made.

## HISTORY OF ST. JOHN CATHOLIC SCHOOL

St. John Catholic School is a member of the Diocesan School System of Little Rock, Arkansas. St. John Catholic School is a parochial school located at 1912 West Main in Russellville, Arkansas. The school was built in 1956 and is maintained and operated by St. John's Parish. The school has a unique and interesting history.

In the late 1890's about 80 Bohemian families moved into the vicinity of Dardanelle and Father Matthew Saettele, a missionary priest, built a Catholic Church in their midst. Unfortunately, priests were scarce as were regular visits of a missionary priest to an almost inaccessible place. Over the course of time, some of the people lost contact with the priest and church.

Seeing a need for a resident priest, in 1908, Father Charles Trefney, a Bohemian priest, came to minister to the people at the Bohemian settlement. Wanting to make St. Wenceslaus Church, as it was called then, more accessible, Father Trefney decided to move the church into Dardanelle. This move did not improve conditions between the people and the church, so on August 28, 1924 on the feast of St. Augustine, the church was returned to the Bohemian settlement. After this move, the church became known as St. Augustine's.

In the summer of 1913 – Father Boniface of New Subiaco Abbey was the first to put the church on wagon wheels and set out on his evangelistic campaign to the rural areas in Arkansas. The “Gospel Wagon” made two missions at Sunny Point. On the last of these two missions, Father Boniface parked his wagon on the property of Matt Gillespie. This laid the foundation of the St. Ann's Mission Church which would eventually be St. John Catholic Church of Russellville.

In 1914 a small frame structure was erected 1 ½ miles south of Russellville on a lot donated by the Gillespie family. St. Ann's Church was dedicated by Bishop John B. Morris in late 1914. Rev. Joseph Feldkamp celebrated Mass bimonthly at St. Ann's in 1924. With a growing population, a plan for the future was made. Each family is asked to contribute \$1 per month; this was called “pew rent”. In the early 1930's, St. Vincent's Infirmary of Little Rock donated a beautiful Gothic style altar to St. Ann's. Then in 1938 through the efforts of Dr. R.L. Smith, owner of St. Mary's Hospital, in cooperation with the Russellville Chamber of Commerce, a building site was purchased to be the home of the Catholic Church in Russellville. In 1942, records showed 31 families with a total yearly “pew rent” of \$216. Under the leadership of Father Rudolph Maus, ground was broken for a combination church and rectory to be built by Mr. John Zakes at the cost of \$40,000. On October 29, 1950, Bishop Albert Fletcher dedicated St. John's Catholic Church.

Father Rudolph Maus, resident pastor of St. John Church in Russellville, again moved St. Augustine's into Dardanelle. He then renovated it and purchased a near-by house, which was converted into a convent and a school. He also requested and received Benedictine Sisters from St. Scholastica Convent in Fort Smith to staff the school in 1947-48. The first teachers were Sister Francis Teresa Adams, Sister Jeanette Yaeger, and Sister Pierre Vorster.

Since the Bohemian children numbered less than twenty, Father Maus recruited children from St. John's in Russellville. The first year, Father Maus transported seven to eight children to and from St. Augustine's School himself. The enrollment for the first two years in grade 1 - 8 was less than thirty.

By 1955, more than thirty-six children were being transported from Russellville to St. Augustine's. Mrs. Junior Bailey Vega, one of our current teachers was one of the students Father Maus transported. With an increase in enrollment, St. Augustine's soon became too small to accommodate the amount of students enrolled. Since the majority of students came from Russellville, which was rapidly growing, Father Thomas Reynolds, then pastor at both St. John's and St. Augustine's suggested building of a

school, rectory, and convent adjoining St. John Church. Bishop Albert L. Fletcher met with Father Reynolds and the parishioners of both parishes. As a result of this meeting, St. Augustine's School in Dardanelle was replaced with St. John Catholic School in Russellville in the fall of 1956.

St. John Catholic School in Russellville began with two classrooms. In 1959, Father Joseph Lauro added two additional classrooms to meet the growing enrollment as well as a large hall to help meet the social needs of all parishioners. This building project completed the hall and school. On October 27, 1960, Archbishop William O'Brien dedicated a new parish hall and classroom. The \$35,000 school building and hall was named for Archbishop O'Brien, who was president of the Catholic Church Extension Society in gratitude for its financial aide to the Russellville parish.

In the 1960's Father Lauro obtained the Italian marble for the altar, sanctuary wall, the communion rail, and the beautiful Italian mosaic depicting the crucifixion. These remain in our Blessed Sacrament Chapel today.

While Father Louis Stemac was pastor in the 1970's the parish grew to 180 families. Through the efforts and vision of Father Thomas Sebaugh, a new St. John Catholic Church was dedicated with Father Joseph Correnti, pastor, in attendance. The new church was built alongside the old church, which was converted into a chapel and rectory.

In 1989, Father David Jacobs, pastor dedicated a new Parish Hall named after Msgr. Rudolph Maus. In 1995 St. John was accredited by the Arkansas Non-Public School Accrediting Association. Two new classrooms were added to the school. The church and school administrative offices were renovated in 2000 while Father Ernest Hardesty was pastor.

Since 1956, St. John Catholic School has operated to meet the varying demands for religious parochial education. It presently serves students in Pre-Kindergarten through grade five from Russellville and neighboring communities in the River Valley under the pastoral leadership and administration of Father Jack Sidler. Mrs. Vernell Bowen is the Superintendent of the Diocesan School System. Principal, Mark Tyler, administers the academic and religious education program of the school. Under the guidance of Father Sidler, Mrs. Patricia Joselin coordinates the religious education for St. John Catholic School.

With high expectations and a devout dedication to the teaching profession, highly qualified instructors strive to assist parents in educating their children towards arriving at the fullness of Christian life which is the fundamental goal of St. John Catholic School. To accomplish this goal, Catholic doctrine is specifically taught and nothing is taught which is contradictory to the official teachings of the Catholic Church. With the direction and inspiration of Father Sidler, students have added opportunities to prepare for, participate in, and worship our Lord at Mass twice a week and on special days as part of their spiritual growth in the Christian community. Christian values are also interwoven in the teaching of academic skills needed for an active and constructive participation in society.

Community awareness is developed through the students' participation in activities held within and outside the school, as well as through instructional presentations made by various community organizations and trained professionals.

Tuition, which is set by the School Board's Finance Committee, is payable on a ten-month basis beginning on registration day in August of each school year, unless other arrangements are made with the Pastor and/or Principal.

St. John Catholic School has an active School Board made up of qualified and caring individuals whose main role is to support the pastor and principal in providing a quality and effective Catholic education for the students of St. John Catholic School. These individuals accept membership on the board as a mission

and bring to that mission their talents, wisdom, experience, faith life and good will. They work to develop and adopt policies that are compatible with Diocesan policies under the leadership of the principal and approval of the pastor. They also help formulate the annual budget and help determine sources of funding it, and they represent the school's constituency.

St. John Catholic School also has an involved Parent-Teacher Organization whose purpose is to coordinate the educational activities of the Parent-Teacher Organization and St. John's Catholic School by developing and deepening a mutual understanding of Catholic education. The organization functions in accordance with the Diocesan regulations. Membership in the Parent-Teacher Organization consists of parents/guardian of students enrolled in St. John Catholic School as well as the faculty of the school. All parents of students enrolled in St. John Catholic School and faculty are eligible to vote on issues that necessitate such action.

Overall, St. John Catholic School provides an effective, well-rounded, and positive learning situation due to constant challenges and high expectations of diligent and dedicated teachers. The high percentage of parental involvement and the moral and active support of the area's Catholic parishes is best exemplified by the reputations and achievements of the school's former students and graduates.

## **SCHOOL**

### **PHILOSOPHY STATEMENT**

The philosophy of St. John Catholic School is to provide a program of academic excellence in a Christian atmosphere. We are committed to the concept that in a caring, disciplined environment each student can grow spiritually, socially, and intellectually. We respect the worth and dignity of each student. We believe that the school and church community, working with parents, can prepare our students to meet the challenges of today's world and to live by the values and beliefs of our Catholic Doctrine.

### **SPIRITUAL GROWTH**

Opportunities will be provided to enable the student's faith to become living, conscious and active through experience and instruction. The faculty will work together to provide a religious program for the students that will become a powerful force in the development of personal sanctity and in the building of community. St. John Catholic School provides a religion religious instruction. Students also attend Mass two days per week.

### **MASS**

Daily Mass is scheduled each day at 8:00 a.m. Students will leave the classroom ten minutes before Mass. The classrooms will be locked during this time. If a student arrives after the doors are locked, the parents are responsible for seeing that their child arrives at the church/chapel. The following is the scheduled Masses for the students:

- Tuesday - Grades Kindergarten and First – 8:00 a.m.
- Wednesday - Grades Kindergarten through Fifth – 8:30 a.m. (2nd semester Pre-K-Fifth)
- Thursday - Grades Second through Fifth – 8:00 a.m.

The schedule for Holy Days of Obligation will be announced.

### **CLASSROOM LESSONS**

Basic academic timelines are followed according to State and Diocesan requirements for each subject. Our curriculum guide, *In Spirit and Truth* can be accessed at [dolr.org](http://dolr.org)

### **EXTRACURRICULAR ACTIVITIES**

We strive to train students to be productive members of their community who spread the Gospel message by serving others. To accomplish this, students have the opportunity to perform various service projects throughout the year.

### **I. TUITION**

Catholic tuition is traditionally lower than Non-Catholic tuition because we believe that our tithing members are assisting in the support of our school. With this in mind, a child is only eligible for the Catholic tuition rate if the child has a certificate of Catholic baptism filed with the school and if the family is a registered tithing member of St. John Catholic Church. The baptismal certificate must be filed at the school office and you must be registered at the church office before August.

**A. RATES:**

**Kindergarten – 5<sup>th</sup> grade**  
Rates for Catholics

	Monthly	Semester	Annual
1 <sup>st</sup> Child	\$300	\$1470	\$2840
2 <sup>nd</sup> Child	\$225	\$1103	\$2205
Additional Children	\$75	\$367	\$735

Rates for Non-Catholics

	Monthly	Semester	Annual
1 <sup>st</sup> Child	\$420	\$2058	\$4116
2 <sup>nd</sup> Child	\$315	\$1544	\$3087
Additional Children	\$105	\$514	\$1029

**Montessori Pre-Kindergarten**  
**Tuition Rates**

	Monthly	Semester	Annual
Half Day 7:45 a.m.- 3:00 p.m. (only offered after 32 full/ext. day)	\$245	\$1201	\$2401
Full Day 7:45 a.m.- 3:00 p.m.	\$410	\$2009	\$4018
<b>Extended Day</b> 7:00 a.m.- 5:30 p.m.	\$475	\$2328	\$4655

**B. SCHOLARSHIPS**

Scholarships are available on a limited basis. FACTS Management System is used, and information may be obtained in the school office. Applications will be reviewed by the principal and pastor. Applicants will be notified by the principal when a decision has been made.

**C. FEES/DEADLINES**

Pre-Registration will be due in **the spring** for the following school year. For current families a \$100.00 non-refundable deposit per child is due with pre-registration. For new families, an additional non-refundable registration fee is the first month's tuition. This will guarantee a place for your child/children for the following school year and will be applied toward your registration fee of \$340.00 per child (K-5) or \$180.00 per child (Pre-k).

Tuition may be paid by monthly bank draft, or by semester in August and in December, or annually. Any alternative method of payment is subject to the approval of the Principal and Pastor. If monthly or semester payment is the choice and payment is not made on time a late fee of \$25.00 will be accessed.

All fees must be paid before the closing of school. If a balance is due, your child's records will be held until the accounts are paid in full.

There will be a **\$25.00** fee for returned checks. You will be notified if a check is returned. You may pick the check up in the office by bringing the amount owed in cash plus a \$25.00 returned check fee.

## II. DISCIPLINARY PROCEDURES

### SCHOOL RULES

In order for each child to achieve their maximum potential, it is necessary for all students to develop good work habits and follow school rules which are:

#### 1. **Respect yourself and others as children of God.**

**LOOKS/SOUNDS LIKE:**

- \* Neat and clean appearance
- \* Prayerfulness at Mass
- \* Attention at assemblies
- \* Common courtesies

**DOESN'T LOOK/SOUND LIKE:**

- \* Borrowing without permission or stealing
- \* Getting into others desks, backpacks, or other personal belongings
- \* Unsportsmanlike behavior
- \* Fighting, pushing, name-calling

#### 2. **Contribute to the learning environment.**

**LOOKS/SOUNDS LIKE:**

- \* Attend school promptly and regularly
- \* Walk quietly in the halls and in line
- \* Participate in learning activities
- \* Complete homework
- \* Safety on the playground

**DOESN'T LOOK/SOUND LIKE:**

- \* Distracting the teacher or classmates
- \* Running or yelling in hall or line
- \* Forgetting materials or supplies
- \* Talking while another is talking
- \* Laughing at the mistake of another

#### 3. **Follow school and classroom procedures.**

**LOOKS/SOUNDS LIKE:**

- \* Parents calling the office if a student will be absent
- \* Reporting to the office if tardy
- \* Following lunchroom and playground procedures
- \* Leaving from the office for any early dismissal
- \* Uniforms conforming to policy
- \* Listening to school closing on KARV or KCJC radio
- \* Practicing fire and tornado drills
- \* Completing field trip permission forms
- \* Keeping all medications in the office

**DOESN'T LOOK/SOUND LIKE:**

- \* Using the phone without permission
- \* Chewing gum or eating during or between classes
- \* Bringing electronic devices or any toys to school
- \* Being in unsupervised area
- \* Entering or staying in the building beyond school hours without permission

## **SKILLS**

Good order and self-discipline by the student is expected. Emphasis is placed on positive values. When behavior violations do occur, each case will be dealt with patiently, respecting the personal dignity of the student, the teacher, and all who have been offended by the misconduct.

A goal of St. John Catholic School is to successfully guide students to achieve self-discipline in the following areas:

### **Basic Skills**

- Listening
- Following Instructions
- Questioning
- Sharing time, space, people, and things
- Interacting socially

### **Constructive Skills**

- Cooperating with others
- Understanding rules
- Accomplishing a task
- Exhibiting leadership
- Communicating effectively

### **Generative Skills**

- Organizing time
- Resolving mutual problems
- Taking the initiative in problem solving
- Distinguishing fact from feeling
- Sacrificing from a motive of love

These fifteen skills as listed are grouped developmentally. They are used as an objective standard for making decisions about a student's behavior and growth in self-discipline.

Basic Skills are those skills a child needs to develop in order to get along in school/institutional settings. These skills are taught and used appropriately as the criteria in making decisions about a child's behavior during the period of kindergarten through third grade.

The Constructive Skills are those a child needs to get along in a democratic environment. These skills are taught and used as a decision making criteria concerning a child's behavior in grades three through six.

Generative Skills are needed to transform the institutional and democratic environment. Although they are generally taught in grades seven through twelfth, many of our students display mastery of some of these skills.

The following regulations from the Diocesan Handbook form a basis for the discipline policy of St. John Catholic School:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Corporal punishment is contrary to Diocesan Policy and is not to be used as a means of student control.

- Emphasis is placed on positive values rather than punishment. When violations do occur, each case will be dealt with patiently respecting the personal dignity of the student, teacher, and all who have been offended by the student's misconduct.
- Students will be held accountable for any disorderly conduct or destruction of property. Students will pay for any damage to school, parish, or private property.
- Serious or continuous disciplinary problems will be referred to the Principal.
- In serious cases, if a student's behavior does not improve through any other means the Principal will follow the procedures for suspension or expulsion, as outlined below.
- The following conduct is not tolerated and will be considered serious upon the first occurrence:
  - Disorderly conduct
  - Damage of property
  - Disrespect or abuse of school staff or students
  - Theft
  - Possession or use of alcohol, tobacco, or drugs
  - Involvement in or possession of occult or satanic games, cards or other paraphernalia
  - Possession of guns, knives, or other weapons
  - Continuous disciplinary problems

### **SUSPENSION**

Suspension is defined as the temporary exclusion of a student for disciplinary reasons. Suspension from school will be the decision of the Principal in consultation with the Pastor. Students may be suspended by the Principal for serious reasons for a period of time not to exceed ten (10) days. The Principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, and the requirements for reinstatement.

### **EXPULSION**

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the Principal in consultation with the Pastor. Notification of the expulsion will be sent to the School Board President. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s) and to the Diocesan Superintendent. If a parent wishes to appeal the decision, they will contact the President of the School Board who will arrange a hearing with an arbitration committee.

## **III. DRESS CODE**

### **A. UNIFORMS**

All students are required to wear uniforms. The main vendor for school uniforms is the **Toggery** in Little Rock. Navy blue shorts and pants may also be purchased through Lands End, Old Navy and JC Penney. Plaid jumpers and skorts may also be purchased from Lands End. However, they **MUST** be the exact style as The Toggery. **STUDENTS MAY WEAR A "SPIRIT" SHIRT ON SPIRIT DAYS. Spirit shirts are T-shirts made for Catholic Schools Week, Field Day, etc.** Uniform bottoms are still required on Spirit Days.

**All new class, activity, or spirit shirts will need to have the school name and logo.**

#### **GIRLS:**

- Option 1:** Plaid jumper with white "Peter Pan" blouse and some type of modesty shorts.
- Option 2:** Plaid shorts, skort, or skirt with red polo shirt.
- Option 3:** Navy blue long pants, shorts, skort or skirt with red polo shirt. Girls may wear white, red or navy socks or footed tights (without designs).
- Option 4:** Plaid or navy blue pleated skirt with red polo shirt and some type of modesty shorts.

**BOYS:**

**Option 1:** Navy blue long pants with red polo shirt.

**Option 2:** Navy blue shorts with red polo shirt. Boys may wear red, white or navy blue socks. (without designs)

**SWEATER:**

If students (boy or girl) choose to wear a cardigan, it **must** be a **red** cardigan purchased from the **Toggery**. Students are not allowed to wear sweaters or coats in the classroom except one purchased from the Toggery.

**SWEATSHIRTS:**

Red sweatshirts with school logo purchased from the **Toggery** may be worn at school. Students are not allowed to wear sweatshirts or coats in the classroom except one purchased from the Toggery.

**JACKETS:**

Red Jackets with school emblem may be purchased from the **Toggery**. Only the Red School Jackets are permitted to be worn in the classroom.

**SHOE REQUIREMENTS:**

Shoes may not have flashing lights. **Sandals, jellies, flip-flops, clogs, boots, any shoe without a back on it, a heel over an inch, or shoes with wheels are not allowed.**

**BELT REQUIREMENTS:**

Students are to wear their shirts tucked in and wear a belt in the loops of the pants or shorts. Pre Kindergarten and Kindergarten students are not required to wear a belt. 1<sup>st</sup> through 5<sup>th</sup> grade students are required to wear a belt. The Toggery, our uniform provider, sells belts, however, it is not required that students wear a belt from the Toggery. A plain brown, black, or navy blue belt is all that is necessary and it may be purchased anywhere you like. Please do not alter pants/shorts by removing the belt loops. Clothing is to be worn appropriately, as purchased.

**MAKE-UP AND JEWELRY:**

**Make-up is not permitted.** No blush, eye make-up, lipstick or nail polish (clear polish is the only allowable polish). Jewelry, if worn, should be simple and non-distractive. For safety reasons, girls who wear earrings are required to wear studs no larger than the ear lobe. Hoop earrings of any size are not allowed.

**There are no exceptions to the rules.** If your child is out of uniform, the child will be told that he/she is out of uniform and may not wear that article of clothing again. If he/she comes to school out of uniform a second time the parent will be called. If the problem persists, the parent will be called and will be asked to take the child home so that he/she can get dressed according to the correct dress code. Only then will your child be allowed to return to school.

**B. FIFTH GRADE GRADUATION**

All graduates are expected to dress with respect and modesty. They represent St. John's Catholic School at graduation Mass. The boys must wear dress shirts, dress pants and ties. The girls must wear a dress suitable for Mass and shoes with low heels. **(ONE INCH OR LESS)** Make-up in general is discouraged. Jewelry should be simple and non-distractive.

#### IV. OPERATIONAL PROCEDURES

##### A. HOURS OF OPERATION

St. John Catholic School operates from 8:00 a.m. through 3:00 p.m., Monday through Friday. On days students attend Mass they will leave the classroom ten(10) minutes before Mass. Once a month we have a Faculty Meeting with school dismissing at 1:00 p.m. Several times during the year, school will dismiss early (1:00 p.m.) for holidays. For your convenience ESC (Extended School Care) will be available when school dismisses. (Please check ESC procedures in handbook.) At registration parents should let the school office know who is responsible for picking up your child. **Please note: A written note should be sent to your child's teacher when you deviate from your normal "pick-up" routine.**

##### B. SUPERVISION STRUCTURE

The school assumes the supervision of the students no longer than fifteen (15) minutes before and fifteen (15) minutes after the scheduled school day. Beyond that time, the safety of the student is the responsibility of the parent or guardian. If student is not picked up by fifteen (15) minutes after the scheduled school day the student will be sent to Extended School Care until signed out by parent or guardian.

##### C. COMMUNICATION

Open communication is the strength of St. John Catholic School. Parents are encouraged to conference with teachers about their child/children's progress and activities. Please remember to schedule a conference time in advance. Teachers are not permitted and will not conference during instruction times. Classroom visitations must be scheduled with the principal and/or classroom teacher in advance. Students will be the greatest benefactors of frequent and open communication between parents and teachers

###### 1. CONFERENCES:

Parents are encouraged to visit with their child's teacher about the progress of the child. Teachers will attempt to meet with the parents or guardians of each child at least once a semester through scheduled Parent-Teacher Conferences. Parent-Teacher Conferences will be held twice a year. Please remember to schedule a conference time. Teachers are not permitted and will not conference during instruction times.

###### 2. TAKE-HOME FOLDERS:

The yellow Take Home folder will be sent home on Tuesday. The folder will include letters and other important information from the school office or your child's teacher. Please check your child's folder and return it the next day in your child's backpack. Any information (flyers, notes, PTO minutes, birthday invitations, etc.) must be handed in to the school office on the Monday of the week they are to be sent home in the Take Home folder for approval before being sent home in Tuesday folders. Your child's teacher may send home a work folder separate from the yellow Take Home folder. This folder will contain homework, graded work, assignment etc.

###### 3. REPORT CARDS/PROGRESS REPORTS:

Report cards will go home four times a year. (Every nine weeks). Quarterly Report cards must be signed and returned to your child's teacher. The final Report card is for your records. Progress reports will go home approximately five weeks into the nine-week period. Progress reports are to be signed and returned to the teacher.

###### 4. GRIEVANCES/COMPLAINTS:

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned instead of discussing the matter with other people.

- a. If a person has a grievance with a teacher, the individual should go to that teacher to seek a solution.

- b. If the matter cannot be resolved satisfactorily, the aggrieved person should contact the principal for an appointment.
- c. If the matter is not resolved, a meeting with the Pastor will be scheduled for all parties to discuss the situation.
- d. If no solution is found, the matter will be referred to the Superintendent.

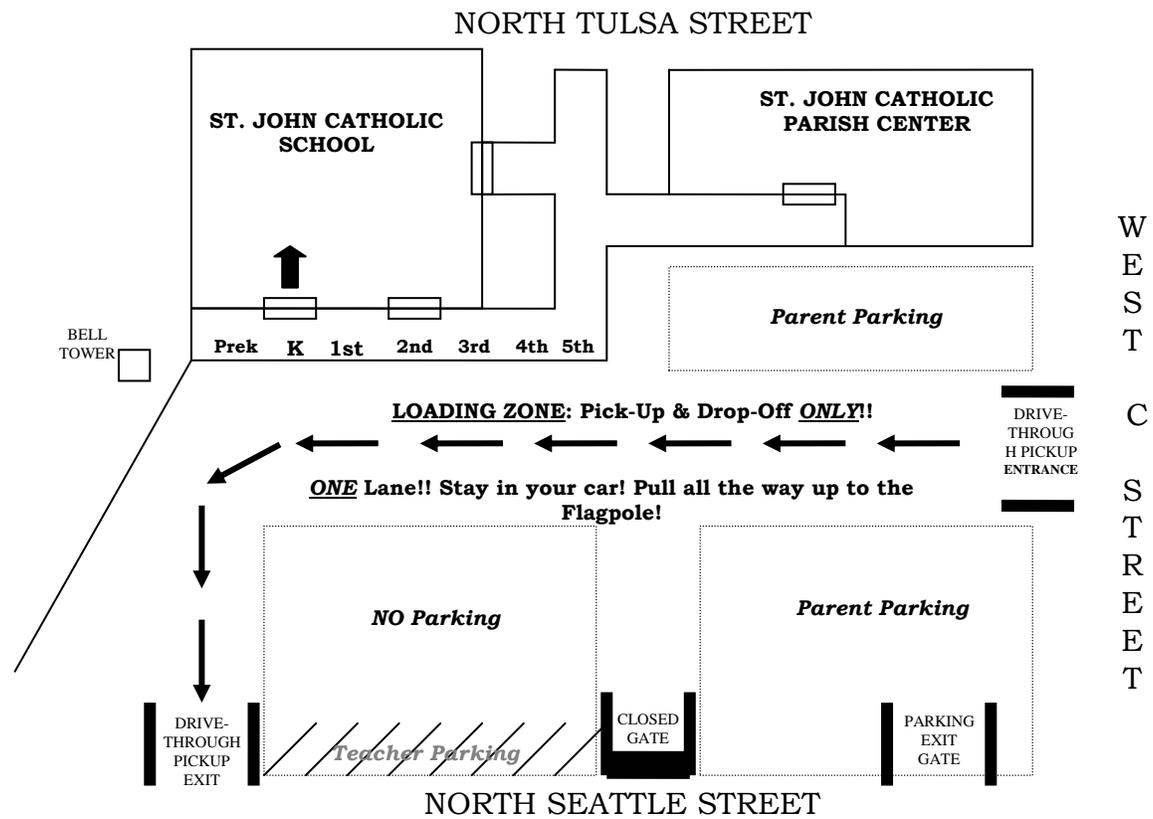
**5. OPEN DOOR POLICY:**

If you have a question or a problem, please do not hesitate to contact the principal. Classroom visitations must be scheduled with the principal and/or classroom teacher in advance.

**D. TRAFFIC FLOW PROCEDURES**

This information is for the safety of your children, please read carefully:

- If you are having someone else pick your child up (friend, grandparent, etc.) please inform them how to pick up or drop off your child. Please call the school office and notify the school as to who will be picking up your child.
- Please pull up **even** with the bell tower if you are first in line.
- Remain in a single file and stay in your vehicle.
- Students need to enter/exit the vehicle on the passenger side.
- Please, if you need to go to the school, park in the area designated for parent parking. You can then walk your child/children across the parking area. You must enter from C Street.
- Refer to map below (also on page 38).



**E. RECORDS**

**1. ADMISSION:**

St. John Catholic School will admit students of any race, handicap, national or ethnic origin. St. John School is committed to meeting the needs of all students, in so far as

possible. There are some conditions, however, for which the school cannot provide the necessary resources. Every Catholic child has a right to religious instruction and formation in the Catholic faith. Enrollment in a Catholic School is a privilege.

**2. ADMISSION PRIORITIES FOR ST. JOHN CATHOLIC SCHOOL:**

- a. Catholic families registered in the church and tithing
- b. Catholic families in neighboring parishes
- c. Non-Catholic families

When space is limited, the date of pre-registration will become the determining factor.

**3. CONFIDENTIAL RECORDS:**

According to the Family Education Rights and Privacy Act of 1988, a student's records are confidential and will be open only to members of the professional staff and to the student's parents or guardians, or to the student if that student has reached the age of eighteen, at times prearranged with the principal.

Parents wishing to view their child's confidential records should submit a written request to the principal at least twenty-four (24) hours prior to the viewing of said records.

- a. The transferring student's educational records will be forwarded to another school upon receipt of a written request from the receiving school.
- b. Permanent records may be withheld by the school in the event a student has not completed the withdrawal process or has not cleared accounts.

**4. ENTRANCE AGE:**

A child will be admitted to Kindergarten when he/she has attained the age of five (5) years on or before September 1st of said school year. Documentation of the state required immunizations plus a birth certificate are to be presented at the time of registration of all beginning pupils and transfer students. SJCS follows the standards for kindergarten age admission set forth by ANSAA and the Diocese of Little Rock.

**5. NON-CUSTODIAL PARENT:**

St. John's Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**6. TRANSFER ACCEPTANCE:**

New students to St. John's Catholic School are accepted on both academic and social probation. The administration reserves the right to dismiss a student at any time that does not conform to the standards of Catholic Schools.

Academic records and a recommendation from the previous school(s) are a prerequisite for admission.

**F. GRADES**

**1. GRADING SCALE:**

Diocesan Policy and Regulations Manual Section 2.06

Uniformity of grading will be conscientiously maintained throughout the school. That is, work of similar quality will receive about the same mark from all teachers. Academic marks are to be based on an academic achievement and not on conduct, as behavior is to be graded separately.

a. Grading

The letter system or percentage system will be used for reports to parents/guardians, while either percentages or letters will be used for permanent record files. In either case, the following interpretation will be maintained in the elementary school.

**First - Fifth**

A = Superior Achievement	90-100%
B = Above Average	80-89%
C = Average	70-79%
D = Below Expectations	60-69% (Passing)
F = Failure	
Below 60%	

**Kindergarten**

O – Outstanding	Above Expectations
S – Satisfactory	Meets developmentally appropriate expectations
N – Needs Improvement	Below developmentally appropriate expectations

Interim kindergarten grades are S or N only.

Please note pluses and minuses (+-) are not part of the grading system.

**Conduct Grades**

Before issuing an unsatisfactory grade in conduct teachers will contact a parent/guardian.

**Modified Curriculum**

Modified Curriculum will be noted on the report card.

**Retention**

Is a team decision; team members include the principal, classroom teacher, and non-classroom teacher. Retention will only be discussed with parents after retention team has met and discussed the issues and concerns.

b. Honor Roll

- All A Honor Roll - A's in core academics - Math, Literacy, Science, Social Studies, Religion, Conduct - and an S in enrichment classes.
- Honor Roll – A's and B's in core academics – Math, Literacy, Science, Social Studies, Religion, and Conduct - and enrichment classes.

To be eligible for any honor you must have A's in conduct.

**2. HOME STUDY/HOMEWORK:**

In order to assimilate the academic skills acquired in school, it is essential that good study habits be fostered in the home. A definite time and quiet place for study should be established in the home. Homework assignments are those assignments by the classroom

teacher, which are specifically intended to be completed outside the regular school day. (Homework is different from unfinished daily classroom assignments.) It is the responsibility of the students to promptly complete all homework assignments. Homework grades are averaged into that subject's grade. Ordinarily homework assignments should require a half-hour of work. It is impossible for the teacher to assign work that will take everyone the same amount of time. Homework assignments will reinforce skills taught in the classroom as well as help students develop necessary skills. Some of the skills students will acquire will be:

- **Following Instructions**
- **Sharing**
- **Completing A Task**
- **Setting Time Limits**
- **Initiating Solutions.**

#### **G. CLASSROOM SIZE**

Kindergarten's maximum is 20 students. (More may be allowed with an aide). First through Third Grades maximum is 25 students per classroom. Fourth and Fifth Grades maximum is 28 students per classroom.

#### **H. STUDENT PROMOTION/ATTENDANCE**

A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student's academic progress, the teacher will consider the social, emotional, physical, and moral development of the student, which at times should be given preference over academic performance.

1. Promotion will be based on the passing mark of 60%.
2. Failure of any two (2) subjects, excluding Fine Arts and Physical Education, constitutes a failure of that grade unless the subjects are made up during summer school classes approved by the principal.
3. Proof of attendance at summer school and passing marks will be presented to the principal before the child is permitted promotion.
4. Generally, a pupil who has accumulated twenty-five days of absences during the school year will be required to attend summer school, make up work missed, or repeat the grade.
5. The teacher and principal will make the decision to allow the student to make up the work based on the consideration of these factors:
  - Student has a physician's excuse for the days missed.
  - The parent contacts the school for each incident of absence before missing two consecutive days.
  - The parent works with the teacher to allow her/him advance notice for reviewing the lesson plans, and gathering appropriate work for the student to make up.
  - The parent follows through with picking up the work, and ensuring that it is completed by the student and returned to the teacher.
  - The student is able to recover, academically, from an absence.
  - Exams must be made up at school.
  - Some activities that are done in class may not be re-created for the student who has missed the event. Examples are science experiments, field trips, and special group activities/events.
  - The principal reserves the right to decline permission for students to take trips and receive an excused absence.

**I. TELEPHONE USAGE**

All necessary calls will be placed by school personnel, in the school office. Students do not have access to the phone in the school office or Parish Center. Cell phones are to be turned off and remain in backpacks and/or book bags.

**V. ATTENDANCE****A. GENERAL POLICY**

Regular attendance is basic to the forming of good work habits, developing a sense of responsibility and successfully keeping up with class work. When school is in session students are expected to be in attendance at all times, unless prevented by an emergency or sickness. If a student is to be absent, the parents should call the school office by 8:00 A.M. A WRITTEN EXCUSE explaining the reason for the absence MUST BE PRESENTED TO THE CLASSROOM TEACHER on the day the student returns to class.

**B. PERFECT ATTENDANCE**

Perfect attendance is described as being in attendance all day each day of school year and not having more than two (2) tardy slips. A student must be in school five and half (5 ½) hours a day. Any student arriving after 9:45 a.m. or leaving before 1:30 p.m. will be considered absent half a day. Any student out of school for an appointment for longer than one and half (1 ½) hours will be marked absent half a day. If a student leaves early they must be checked out in the school office.

**C. TARDINESS**

For a student to make satisfactory improvement, it is necessary that they be present on a daily basis. Tardiness interferes with a student's progress and constitutes a disturbance for all members of the class.

Students are expected to be in their classrooms or Mass as applicable when the tardy bell rings at 8:00 a.m. **Any students arriving after 8:00 a.m. must enter the school with their parent (or driver) and sign in at the school office.**

Three tardies will be equivalent to one absence your and will affect attendance record.

**D. ARRIVAL AND DISMISSAL**

All students must enter and exit the school building through the east door. (The door just off the parking lot). **STUDENTS WILL NOT BE ALLOWED TO ENTER THE SCHOOL BUILDING PRIOR TO 7:45 A.M. STUDENTS ARRIVING PRIOR TO 7:45 A.M. MUST BE CHECKED INTO EXTENDED SCHOOL CARE (ESC). NO CHILD WILL BE ALLOWED TO WAIT IN THE PARKING LOT UNATTENDED.** ALL STUDENTS REMAINING AFTER SCHOOL FIFTEEN (15) MINUTES AFTER DISMISSAL WILL BE SENT TO EXTENDED SCHOOL CARE (ESC). PARENTS WILL BE BILLED FOR ESC USAGE.

**E. INCLEMENT WEATHER**

If school is closed due to inclement weather this information will be announced on local radio and television stations. Look for St. John's Catholic School - Russellville to appear on Channel 4, 5, 7, and 11 for a school closing. ESC will not be open when school is closed due to bad weather.

## VI. STUDENT HEALTH AND SAFETY

### A. HEALTH SCREENING

VISION AND HEARING screening will be conducted once a year. Parents will be notified if a problem is detected.

HEIGHT AND WEIGHT of students will be charted once a year. Parents will be notified if a problem is detected.

### B. VACCINATIONS

Healthy minds and bodies are necessary for students to function properly in the classroom. **ALL STUDENTS ATTENDING CATHOLIC SCHOOLS IN THE DIOCESE OF LITTLE ROCK ARE SUBJECT TO THE IMMUNIZATION LAWS OF THE STATE OF ARKANSAS.**

Official proof of immunization is required before a student can be admitted into school. A maximum of thirty (30) days shall be given for any student to produce documentation of immunization or be expelled from school.

### C. ILLNESS GUIDELINES

Students should be healthy and free of contagious illness when arriving at school. A student who becomes ill at school or develops a temperature of 101° or greater will be sent home. A child **must be free** of a temperature or any other illness for twenty-four (24) hours before they will be allowed back into school. If a child is taking medication for a fever they have a temperature and should remain at home.

<b>CHICKEN POX:</b>	Excluded from school until sores have healed.
<b>MUMPS:</b>	Excluded from school until swelling has subsided.
<b>MEASLES:</b>	Excluded from school until sores have healed or disappeared.
<b>STREP THROAT: INCL / SCARLET FEVER</b>	Excluded from school until child has been taking antibiotics for twenty-four (24) hours and is free of temperature (fever) for twenty-four hours.
<b>VIRAL (VIRUS) INFECTION:</b>	Excluded from school for three (3) days or until child is free of fever (no fever) for twenty-four 24 hours.
<b>LICE / NITS:</b>	Children who are infected with head lice or nits (eggs) <b>will not be allowed</b> to return to class until they are treated and free of lice and nits. The student <b>will not</b> be readmitted to class until checked by school personnel.
<b>FUNGUS:</b>	When fungus is suspected or diagnosed, student will be excluded from school until appropriate treatment is started. Area or lesions must be covered until completely healed.
<b>SCABIES:</b>	Students having a rash which appears to be scabies will be excluded from school. A doctor's statement must accompany the student stating he/she is not contagious when he/she returns to school.
<b>IMPETIGO:</b>	If Impetigo is suspected or diagnosed, the student will be excluded from school until appropriate treatment is started.
<b>PINK EYE:</b>	If pink eye (conjunctivitis) is suspected the child will be sent home and parents are to be notified to seek treatment for the child. A doctor's statement is required for readmission as long as there is redness in the eye.
<b>STAPH:</b>	If a STAPH infection is suspected the child will be sent home and parents will be notified to seek treatment for the child. A doctor's statement is required for readmission.

**D. MEDICATIONS**

The use of medicine at school is discouraged. When it becomes necessary for medications to be administered at school the following procedure must be followed.

1. **Prescription medications will only be administered with written permission from a physician and a completed Authorization for Administration of Student Medication form.**
2. All forms **must** be on file in the school office and must include specific directions for administration of medicine. These are available from the school office.
3. All medications **must** be in the original container.
4. The prescription must be in the name of the student receiving the medicine.
5. If your child is going to require medication for several days, it would be helpful if you had your pharmacist prepare a separate bottle for school which does not need to be sent home daily.
6. If the medication your child is taking is a liquid, a disposable spoon in a plastic bag needs to be sent to school with his/her prescription.
7. Use of non-prescription medicines at school are discouraged. If use becomes necessary, the school must have written permission from a parent. These medications must be left in the school office.

**E. SCHOOL SAFETY**

Proper measures will be taken to insure the maximum protection of the students against injuries which may occur in or on any part of the school campus. Parents and students are asked to report any compromise to safety.

**F. PLAYGROUND SAFETY**

INJURY IS A CERTAIN WAY TO END FUN. IN AN EFFORT TO KEEP ALL CHILDREN SAFE AND INJURY FREE, PLEASE MAKE SURE YOUR CHILD/CHILDREN UNDERSTAND AND FOLLOW THESE RULES.

**PLEASE REPORT ANY BROKEN OR OTHERWISE UNSAFE EQUIPMENT TO THE SCHOOL OFFICE IMMEDIATELY. NOTIFY ALL CHILDREN OF THE UNSAFE CONDITION AND CAUTION THEM TO STAY AWAY FROM THE EQUIPMENT UNTIL IT HAS BEEN REPAIRED.**

- a. Students will walk quietly and orderly to and from the playground. Students should avoid any apparatus they cannot mount and dismount without assistance.
- b. Running games (kickball, chase etc.) should be done on the designated areas.
- c. **STUDENTS REMAIN INSIDE THE FENCED AREAS AT ALL TIMES.** If a ball or other equipment goes out of the fenced area, the item will remain there until an adult retrieves it. Students will avoid kicking the ball over the fence and onto the top of the building.
- d. Students are not allowed to throw anything at each other or over the fence, i.e. at cars or people passing by on foot or on bike.
- e. **HORIZONTAL LADDER:** Students should move in one direction only. Hand over hand, with legs extended downward, with only one student on the ladder at a time. No one should be touching or holding onto the person who is on the ladder. **STUDENTS MUST BE ABLE**

**TO REACH THE FIRST CROSS BAR WHILE STANDING ON THE TOP LADDER RUNG IN ORDER TO BE ON THE LADDER.**

- f. **Tower:** Four students in the tower at a time and two in the tire.
- g. Students are to sit in swing; students will stop the swing before leaving the seat.
- h. Students are to respect teacher's instructions at all times.
- i. Students are to keep body parts to themselves.

**PLAYGROUND RULES**

At school there is a possibility that all grade levels may be present from time to time. Therefore students need to be reminded that how they play with their own age group may be dangerous with younger children present.

- Sliding is to be feet first and on your bottom. Climbing up the slide is not permitted.
- Climbing on the outside of the playground equipment is dangerous and not permitted.
- Sitting on top of the monkey bars or on the top of the beams of the playground equipment is not permitted.
- Tree branches or sticks are to be left on the ground.
- Kicking or throwing of the balls onto the buildings disturbs people inside and is not permitted.
- Throwing of any object to the head of any student is painful and not permitted.
- The entire group must stay together. Students may return to the buildings only with a teacher's permission and accompanied by another student.
- Bullying is not permitted. Examples of bullying include fighting, name calling, hurting others feelings, etc.
- Students should present any problems they may have to the duty teacher.

**RESTRICTED AREAS – Adults only (students are not permitted in restricted area)**

- On the air conditioners
- Outside the fenced area
- Any area where students are not visible by the duty teacher

**G. INSURANCE AVAILABILITY**

Student Insurance is available at the beginning of the school year. Pamphlets will be sent home in Take Home folders.

**H. ACCIDENT POLICY**

If a child is hurt and the injury is thought to require attention, every effort will be made to notify parents.

**I. DISASTER PREPARATION AND EVACUATION**

Arrangements for evacuation in the event of a disaster are in the school office. Those in charge of transportation also have a copy of the plan. We will follow the procedures outlined by the Arkansas Department of Health, Nuclear Planning and Response Program and Entergy. All students and teachers will evacuate by personal automobile to our designated care sight which is **MORRILTON HIGH SCHOOL.**

**J. PERSONAL HYGIENE**

All students at St. John School are required to be completely bathroom trained. If an accident occurs, parents will be notified and expected to clean up and provide a clean uniform. Following one (1) month "grace period", students will be subject to dismissal from school after three (3) incidents.

## VII. EDUCATIONAL ENRICHMENT

### A. TEXTBOOKS

The textbooks are selected for our school by the teaching staff and approved by the principal. Textbooks are chosen to meet the academic and moral needs of the students. A fee is charged each student to defray the expenses of textbooks, workbooks, testing materials, magazines, library fees, and audio-visual materials. The hard bound textbooks are issued on a rental basis which is included in the fee. All textbooks are the property of the school and must be handled carefully. If a book is lost or damaged, the student will be expected to pay the cost of its replacement (damage includes writing in text books).

### B. LIBRARY

Library books and media materials will be selected which support the mission and philosophy of St. John Catholic School.

1. Circulation Policy: Books circulate for 1 week. Magazines and reference books remain in the library.
2. Student may have two (2) books checked out at the same time. If after circulation time of one (1) week, books are not returned, students may not check out another book.
3. Overdue books will be returned directly to the librarian.
4. Lost materials must be reported immediately. Students will be charged replacement costs for lost books.
5. Librarian will handle all audio-visual media and equipment in the Library.

### C. COMPUTER

Every class has student computers available for use. Children only use computers with the teacher's supervision.

### D. MUSIC, ART & SPANISH

Music and Art are taught on a regular schedule

### E. PHYSICAL EDUCATION

All children are expected to participate in Physical Education. The only exception made is if the child brings a written excuse from a doctor.. Students are required to wear appropriate shoes for P.E.

## VIII. EXTRACURRICULAR ACTIVITIES

### A. FIELD TRIPS

Educational field trips may be planned to enhance or complement the curriculum by the Classroom teacher. Field trips are a privilege afforded to the students. Students can be denied this privilege if they fail to meet academic or behavioral requirements. Parents have the right to deny their child permission to participate in a field trip. Students failing to submit proper signed, parental permission forms **WILL NOT BE ALLOWED** to participate in the field trip. **HAND SCRIBED NOTES OR TELEPHONE CALLS WILL NOT BE ACCEPTED IN LIEU OF PROPER PERMISSION FORMS.**

### B. CLASSROOM PARTIES

Christmas and Valentine parties are allowed each year. Room coordinators will be asked by the teacher to assist. No parties of any kind will be held during Holy Week. Invitations to private parties may be distributed at school **ONLY IF THE ENTIRE CLASS IS INVITED TO THE PARTY.** Individual birthday parties are not allowed, but student may bring a treat for their classmates to enjoy at lunch or snack time.

**C. COMBINED PTO-CLASSROOM PARTIES**

On Christmas and Valentine's Day, PTO provides supplies for the children's parties. When a class wins a contest, PTO provides the materials for the party.

**D. SNACKS**

Parents are asked to help supply healthy snacks for the whole class. Suggested healthy snacks are crackers, fruit, pretzels, etc. Candy, cookies, etc. are discouraged as snacks.

**IX. LUNCH/SNACK/MILK****A. LUNCH/DRINKS**

Lunch is from 11:45 a.m. to 12:15 p.m. for Pre-K and 11:00 to 11:30 p.m. daily for K-5. All students will eat in the parish hall. Students will bring a lunch from home. If a parent plans to bring their child/children's lunch to school it **must be delivered to the school office by 10:00 a.m.** Failure to bring a lunch by 10:00 am or notify the office that a parent will be dining with their child, will result in a **\$10.00** charge for the lunch provided by the school. Lunches brought **after 10:00 am will not be accepted. Sodas are not permitted** at school (no exceptions – not in thermos, cups from home). Kid's meals may **not** include a toy. They will be removed.

**B. SNACKS**

Children will get a milk break during morning snack time.

**C. MILK**

Students may receive milk at morning snack and at lunch. Milk is billed monthly.

**X. STUDENT PERSONAL BELONGINGS**

Student's toys or any other such personal items are to remain at home. Teachers may grant special permission for items brought for Show And Tell or other special occasions.

**XI. SCHOOL VISITORS**

All visitors to the school **MUST SIGN IN** at the school office and receive a visitor's pass. The hours are 8:00 a.m. and 3:00 p.m.

**XII. EXTRACURRICULAR ACTIVITIES:****A. PARENTAL ROLE(S)****1. INVOLVEMENT/PARTICIPATION**

Cooperation between home and school is the strong foundation on which a quality education is built. In working together, parents and staff model many skills for the students. Some of these skills are: Sharing, Social Skills, Cooperation, Leadership, Communication and Making Sacrifices. There are several opportunities for parents to volunteer their services to the school. Please contact your child's teacher or the principal if you would like to volunteer.

**2. PARENT/TEACHER CONFERENCES**

Parents are encouraged to visit with their child's teacher about the progress of their child. Parent/Teacher Conferences will be scheduled twice a year. The first one will be after the first nine weeks and the second one will be after the third nine weeks. We encourage all parents to attend these conferences.

**3. CLASSROOM ACTIVITIES**

During the school year the teacher may be working on a special project that requires help. If you are willing to volunteer in your child/children's classroom(s) please let the teacher know.

**4. HOLIDAY/RELIGIOUS ACTIVITIES**

The children participate in various religious activities that follow the liturgical calendar.

**5. TRANSPORTATION**

Parents will be asked during the year to drive for a field trip with their child's class. All parents must sign a DRIVER'S LIABILITY FORM at the beginning of the school year and driver information to the office.

**6. VIRTUS**

All volunteers are required to complete a Diocesan Safe Environment for Children training session. Go to [virtus.org](http://virtus.org) to register.

**B. PARENT/ TEACHER ORGANIZATION (PTO)**

**1. MISSION/ORGANIZATIONAL DESCRIPTION**

The objective of the PTO is to coordinate the educational activities of the Parent-Teacher Organization and St. John Catholic School by developing and deepening a mutual understanding of Catholic education.

**2. MEMBERSHIP**

Membership in the Parent-Teacher Organization consists of parents/guardians of students enrolled in St. John Catholic School, as well as the faculty of the school.

**3. COMMITTEES**

PTO Committees will be set up by the executive board at the beginning of the school year as needed.

**4. EXECUTIVE BOARD**

PTO Executive Board will be elected by the PTO members each Spring for the following academic year.

**5. REQUIRED PARTICIPATION**

All parents/guardians are expected to participate in Parent-Teacher Organization. All families are expected to work the Harvest Fest and two other PTO events.

**C. SCHOOL BOARD**

**1. MISSION**

Each Catholic school in the Diocese of Little Rock will have a consultative school board in accordance with the policies and regulations adopted by the diocesan board of education and approved by the Bishop. Consultative school board members will be appointed.

**2. RESPONSIBILITIES**

- With the leadership of the principal and the approval of the pastor, the board formulates and recommends policies that are compatible with diocesan policies.
- The Finance Committee formulates the annual budget and determines sources of funding.
- The board recommends to the pastor the person the board feels should be hired as principal.
- The board represents its constituency when it considers the patrons' views while formulating policies and helping to determine the budget, especially tuition rates and fund raising activities. Individual complaints are not the responsibility of board members and should not be discussed at board meetings.
- The daily administration of the school is the responsibility of the principal. Therefore, when a complaint is received by a board member, they should not attempt to solve the problem. Instead, the board member should refer the individual to the appropriate person.

### 3. MEMBERS

School Board Members are appointed in the Spring of each year.

## XIII. PRE KINDERGARTEN

### A. PARENT INFORMATION

#### ARRIVAL AND DISMISSAL:

Parents of pre-k children are required to walk their children to the classroom and sign them in. All pre-K students must enter through the main door to St. John School and follow the hall down to the Pre-K room. Doors open at 7:45. The children are considered tardy after 8:00 a.m. Please arrive on time, as learning begins promptly at 8:00 a.m.

Half-day students will dismiss at 11:30 a.m. Please come to the classroom to pick up half day students. Full day students dismiss at 3:00 p.m. on the sidewalk in front of the school. Please park and walk up to get your child. **You must sign your child out before leaving with your child.** Students remaining after 3:15 will be sent to ESC and the parents will be billed.

When you arrive, a teacher will be at the door to greet your child and help them put away backpacks. It is best to say goodbye at the door and go. Always sign your child in and out.

If someone other than your usual pick-up person will be at dismissal, please let us know in writing, or call the school office. **YOUR CHILD WILL NOT BE DISMISSED TO ANYONE NOT ON THE PICK UP LIST!** Other persons must have written permission from the parent or guardian.

#### MEDICAL:

Please refer to Section VI of STUDENT HEALTH AND SAFETY. Students must be free of a temperature or any other illness for twenty-four (24) hours WITHOUT use of medicine before returning to school. If a child is taking medication for a fever, they have a temperature and should stay home.

#### ADJUSTMENT TO SCHOOL:

The Montessori classroom works wonderfully for most children. We will work with you to ensure that your child adjusts to the rules and procedures of the classroom. If your child experiences difficulties, we will ask you to come in for a conference with the principal and director to discuss options for your child.

**ACCESSIBILITY TO CHILDREN BY PARENTS:**

The pre-K classroom will follow an "Open Door" policy regarding the accessibility to children by their parents or legal guardian. Please use the main door of the school when coming to check your child out. All visitors must enter through this door at all times. No one will be allowed to enter through the outside doors in the classroom. Outside doors will remain locked for safety. The office will only release your child if you are known to them or can provide the proper I.D. If someone different is picking the child up, please send a signed note to the office. If you would like to conference with the teacher, please make an appointment.

**PRAYER:**

The children will begin and end the day with prayer. They will learn to pray for each other, our school families, and sick and needful people from our parish and community. They will learn to stop and pray when we hear an ambulance or helicopter going to St. Mary's hospital. Prayer is an essential part of our daily school life here at St. John's.

**MASS:**

Pre-K students will attend Mass as announced.

**ENRICHMENT CLASSES:**

Pre-K students will participate in Art, Library, Music, Religion, and Spanish. A schedule of these class times will be sent home on the first day of school.

**TUESDAY FOLDERS:**

Most communication from the school office and the classroom will come home in a yellow folder on Tuesday. Please check your child's backpack on that day, and return folder to the teacher the following day.

**FIELD TRIPS:**

We will take numerous field trips throughout the year. All children must have a booster seat. Permission slips must be signed before students will be allowed to attend. We will ask for volunteer drivers as needed.

**TALENTS:**

If anyone has a special talent or interesting occupation, let us know and don't be shy. We are always looking to expose the children to new things. Their minds are like little sponges ready to soak up knowledge.

**UNUSUAL FAMILY CIRCUMSTANCES:**

If your family experiences unusual circumstances, please let us know as soon as possible. Such things as a death in the family, divorce, separation, or a move to a new house will affect your child's behavior or mood. Even an out-of-town or absent parent for a few days should be mentioned to the staff so that we may better deal with your child.

**CLOTHING:**

Pre-K students must wear uniforms according to the St. John Uniform Policy. Please label all items of clothing, even socks and underwear. Children should have a complete change of clothes in their backpack in case of an accident. Put the change of clothes in a large zip lock bag. Tennis shoes are recommended. Shoes may not have flashing lights or neon colors on them. Sandals, flip-flops, clogs, boots or any shoe without a back, or with a heel over an inch, are not allowed.

**SNACK:**

A calendar will be posted during the last week of each month for the following month. Just sign your child up and on that day, you will bring snack and your child will be the “leader.” Leaders hold the flag, pass out snack, and carry out other important duties. Juice and crackers are preferred.

**SHOW AND TELL:**

On the day that your child is the leader, he or she may bring Show and Tell. This should be an item of special interest such as flowers, seeds, books, pictures, shells or any item your child has or finds that is special. Pictures of items are great to send. Toys are not permitted. Only the leader will show and tell on their day.

**BIRTHDAYS:**

Birthdays are special to us. Special treats may be sent, but be sure to sign up on the calendar for that day. The children prefer rice krispy treats or cookies. Plates or napkins are not necessary, but add to the atmosphere.

**REPORTING OF CHILD MALTREATMENT:**

To report suspicion of child maltreatment or violations of minimum licensing requirements for Child Care centers, call 1-800-482-5964 (Child Maltreatment Hot Line) or 501-682-8590 (Child Care Licensing Central Office.)

**B. MONTESSORI CLASSROOM:****ORGANIZATION:**

Our Montessori classroom is non-graded, and the children within the environment range in age from 3 – 6 years of age. A child can work with older children in one subject and with younger children in another and still have the social interaction with children their own age. The program in the Montessori environment is divided into the categories of practical life, sensorial, language, math, history, geography, nature, science, and music. SJCS Pre-K follows age requirements set forth by DHS licensure

**PRACTICAL LIFE:**

The exercises of practical life occupy a very important position in the classroom. These are the suitable activities for a child of 3- 6 years of age. These are of great importance to the complete and harmonious development of the child physically, mentally and morally. These exercises consist mainly of two groups; those which have to do with the care of the person and those which have to do with the care of the environment. The first group includes activities such as combing hair, washing hands and face, polishing shoes, etc. The second group includes things like sweeping, dusting, pouring, washing, arranging, setting the table, food preparation, and moving things from place to place. These activities lead toward physical independence, give the child a real sense of achievement and provide a therapeutic, soothing outlet for energies and frustrations. In addition, they build concentration, develop large and fine muscles, and give the child a sense of order, precision, and sequence. These activities are limited only by the imagination of the children and teachers, and their ability to think of new ideas.

**SENSORIAL:**

The sensorial materials train the child to know what he/she is seeing, hearing, feeling or tasting. These exercises enlarge the child’s perceptions, and they learn to perceive minimal differences in sound, smell, taste, and weight.

**LANGUAGE:**

Exercises in language include both direct and indirect preparation for reading. Through singing and nursery rhymes, the children learn about the way words sound. This is called phonemic awareness. The sounds are taught through the sandpaper letters. Other pre-reading and writing activities might include matching, sequencing, puzzles, art, and insets for design. After the child learns many sounds, and when they are ready, they may learn to spell and read simple words.

**MATH:**

Children will learn to count, write numbers, use one-to-one correspondence, and learn about the base ten system. When children are ready, they may learn to write to 100 and add and subtract. They will also learn about fractions.

**SCIENCE, NATURE, GEOGRAPHY AND HISTORY:**

These concepts are taught in the Montessori classroom using a variety of concrete examples to teach such things as map skills, parts of the plant, and all about animals.

**FREEDOM AND DISCIPLINE:**

The discipline in the Montessori classroom is inner discipline or self-discipline, not punishment. This concept is often misunderstood. When we speak of discipline, we are talking about freedom within limits. This means that we have certain ground rules for the room that must be followed for the good of all and in order to earn free choice of activities. The children are taught to respect God, themselves, others, and the materials in their environment. They quickly learn that they must have a lesson with a piece of work before they choose it, that they must sit quietly during a lesson and watch, and they also learn patience and taking turns.

We work with children to teach them inner discipline. Some children need more assistance in this area than others. If a child continually breaks the rules, the teacher directs him/her to a new activity. She may have them stay by her side for a little while, helping her with her duties. She might place the child in "time out" so that they have a chance to think about their behavior. We never refer to the child as being bad or getting in trouble. Instead, we use a more positive approach such as telling the child to use their self-discipline skills. After the classroom is normalized, usually the first few weeks of school, discipline is generally not a problem. The internally disciplined child becomes a free child. Freedom therefore is a point of arrival, not a point of departure. Children must be helped to reach the point where they can function independently.

**C. INTERVIEWING OF CHILDREN**

All child care facilities are subject to unannounced visits and inspections by state licensing specialists. Children may be subject to interview by Child Care Licensing, D.C.E.S., special investigators or law enforcement officers for investigative purposes and/or for determining if this facility complies with licensing regulations. Parent and staff member signature verifying that they have been informed of this policy will be kept on file.

Children may only be interviewed after valid ID credentials have been shown to the director and/or staff member on duty verifying that they have the proper authority to conduct a formal or informal interview. A staff member will inform the parents of any child who has been interviewed unless it is advised by the investigating authorities that such information would pose a threat to the safety and well-being of the child. Parents do not have to be notified prior to an interview unless advised by authorities to do so. All staff members shall give their full cooperation.

## D. GENERAL HEALTH REQUIREMENTS

No Child or staff shall be admitted who has a contagious or infectious disease. Parents and guardians shall be notified to pick up the child if the child exhibits any of the symptoms listed below:

- a. **Fever:** A body temperature of 101 degrees Fahrenheit or greater
- b. **Diarrhea:** three (3) or more watery stools in a 24 hour period
- c. **Vomiting:** Vomiting on two or more occasions within the past 24 hour period
- d. **Rash:** Body rashes, not obviously associated with heat or allergic reactions to medications
- e. **Sore Throat:** if associated with fever or swollen glands in the neck
- f. **Severe Coughing:** Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing
- g. **Pink Eye:** Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
- h. **Untreated Scabies, Head Lice or the presence of nits:** May return after treatment and removal of nits
- i. **Multiple Sores inside mouth with drooling:** unless health care provider determines the condition is non-infectious
- j. **Ring Worm:** a fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider
- k. **Impetigo:** may return 24 hours after treatment is initiated

## XIV. EXTENDED SCHOOL CARE

St. John Catholic School has established an Extended School Care (ESC) program for the convenience of the parents. ESC is offered as a service in conjunction with the school to the parents, and is available to students enrolled in St. John Catholic School. Families using ESC will be charged a fee separate from tuition.

### A. FEES

The fees listed are for **REGULAR** ESC users only. A regular ESC user is a child that uses ESC five (5) days a week and the only exception to this is two (2) weeks at Christmas and one (1) week for Spring Break.

ESC using the hourly rate is considered a drop-in. A drop-in utilizes the hourly rates in after school care for less than one (1) hour per day and less than four days a week.

- Parents/guardians will be billed monthly for ESC services.

Number of Children	Before School Care		After School Care		Before & After Care		Hourly
	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly	
1 Child	\$16.00	\$48.00	\$40.00	\$120.00	\$48.00	\$143.00	\$8.80
2 Children	\$27.00	\$81.00	\$68.00	\$203.00	\$81.00	\$243.00	\$15.00
3 Children	\$37.00	\$110.00	\$91.00	\$275.00	\$110.00	\$329.00	\$20.25

If you have more than three (3) children please contact the office for rates.

There is a \$5.00/per minute charge for any student left beyond 5:30 p.m.

ESC charges will be sent home in the take home folder at the beginning of each month for hourly or weekly usage the previous month. Parents will be entitled to the monthly discounted rate if they have arranged a monthly bank draft through the bookkeeper or have paid for the semester in advance, and signed a commitment sheet. Payments must be paid in the school office.

For non-payment (30 days past due) children **will not be allowed** to use ESC until payment has been made. A courtesy reminder will be sent in the interim so that the account can be brought current prior to termination of use.

We do not intend to charge a late fee for money owed, but reserve the right to do so in the future if need be.

## **B. OPERATIONAL PROCEDURES**

ESC IS PROVIDED Monday – Friday, before and after school. ESC will be cancelled in the event that the school is closed.

Students arriving to school prior to 7:45 a.m. must report to the ESC room. Children are to be supervised at all times.

Students will report to ESC 15 minutes after school has been dismissed.

Only students attending St. John's Catholic School can attend ESC.

Only students from St. John's Catholic School are permitted on the school grounds after school hours. The only exceptions are for Boy Scouts and Girl Scouts that have permission from the office.

Students will be received by an ESC worker from the school staff. ESC begins at 3:15 p.m. on full days and 1:45 p.m. on early release days. ESC is available until 5:30 p.m. All students remaining on school property must report to ESC. Any student whose parent/guardian is an employee my remain under the care of their parent/guardian.

Students are dismissed from the ESC room by the ESC worker. A parent is required to sign the student out to release the student. A student enrollment form is to be filled out by the parent each year. This form includes the student name, parent/guardian name, address, phone numbers, emergency care, contact person, and who is allowed to pick up the student. Updates are required when changes take place, i.e. phone changed, move, or permission given from someone different to pick up the student.

## **C. POLICY**

- Sick children will be sent home and are not accepted at ESC.
- Student enrollment forms must be filled out and current.
- Parent must sign their child out of ESC.
- Children can do homework while at ESC, however the worker is there for all students and therefore homework will be unassisted.
- Students who are present after school hours, must report to ESC and cannot remain in their classrooms. (Only exception is for teachers whose own children are present).
- Students are not allowed to bring any toys from home.
- Students are not allowed to return to their classrooms after they have reported to ESC.
- Students are required to be in school uniform at ESC and when on school property.

- Disciplinary problems will follow the procedures followed by St. John Catholic School. Please see the discipline sections.

#### **D. DISCIPLINARY POLICY**

Students at ESC are to follow all school rules and show respect to everyone. When a student fails to follow a rule he/she will:

- Talk with the caretaker about the incident.
- Make apologies when necessary.
- Be placed in “Time Out” and a Behavior Report is completed. The report contains their name, date, and description of the incident.
- The form is filled out at ESC.
- After three forms, the student and ESC worker will conference with parent(s). However the ESC worker may choose to inform the parent of each incident. A form is filled out and the parents sign. The classroom teacher is informed about the behavior.
- If the student’s behavior continues there, will be a written report to the parent which is signed by the parent. This form is filled out in the office with the principal.
- In the event that a student has caused deliberate injury to another student, that student will have Time Out consequences and reports are given to the parent and principal immediately.
- In the case that a student is disrespectful to the ESC care worker, the student will receive Time Out consequences and immediately report to the parent, classroom teacher, and the office.
- In the event that a student's behavior is chronic and does not improve, the student will not be allowed to return to ESC.

#### **E. INCLEMENT WEATHER**

In the event of heavy rain the parent can park close to the front door of the school and receive their child from inside the building.

#### **F. DISASTER PREPARATION AND EVACUATION**

Should a disaster occur during the ESC hours, the ESC workers will evacuate the students. Shortly after the beginning of each year a parent volunteer list will be formed to transport the students to safety. Only these parents are expected to report to the school immediately in the event of a disaster. A call will go to the school’s principal. The evacuation will be under the supervision of the ESC workers at all times. The procedure outlined in the Arkansas Department of Health, Nuclear Planning and Response Program and Entergy will be followed. The evacuation site is Morrilton High School. Parents will report to Morrilton to get their children, not St. John.

#### **G. COMPLAINT PROCEDURE**

Should you as a parent/guardian have a concern about a student or the ESC workers please bring it to the attention of the ESC Director. If you feel that your needs have not been resolved, please take it to the principal.

#### **H. PLAYGROUND RULES**

Injury is a certain way to end fun. At ESC there are all age groups present. Therefore, students need to be reminded that how they play with their own age group may be dangerous with younger children present.

Listed below are some of the playground rules:

- Students will walk quietly and orderly to and from the playground. Students will avoid any apparatus they cannot mount and dismount without assistance.
- Running games (kickball, chase, etc.) should be done on the grassy area. Walking on the blacktop only.

- Students remain inside the fenced areas only. If a ball or other equipment goes out of the fenced area, the item will remain there until a teacher retrieves it. Students will avoid kicking a ball over the fence and onto the top of buildings.
- Personal belongings should remain at home.
- Horizontal Ladder: Students should move in one direction only, hand over hand, with legs extended downward, with only one on the ladder at a time. No one should be touching or holding onto the person who is on the ladder. Students must be able to reach the first cross bar while standing on the top ladder rung in order to be on the ladder.
- Tower: Four students in the tower at a time and two on the tire.
- Students are to sit in the swing. Students will stop the swing before leaving the seat.
- Students are not allowed to throw anything at each other or over the fence, i.e. at cars.
- Students are to respect teacher's instructions at all times.
- Students are to keep body parts to themselves.
- Throwing of objects is not permitted (except balls).
- Slide: is to be feet first and on your bottom. No climbing up the slide
- Climbing on the outside of the playground equipment is dangerous.
- Sitting on top of the monkey bars or on the top of the beams of the playground equipment is not permitted.
- Tree branches or sticks are to be left on the ground.
- Bottoms only on the swings, and jumping out is not permitted.
- Stay off and away from the air conditioner and the steps by the Parish Hall.
- Kicking or throwing of the balls onto the buildings disturbs people inside and is not permitted.
- Throwing of any object to the head of any student is painful and therefore is not allowed.
- Students will remain within the fenced area at all times. Adults will retrieve items that go outside the fence.
- The entire group must stay together. Students may return to the building only with an adult in attendance.
- Students remain with the ESC staff at all times; returning to the classroom or running in the hallway is not permitted. Students may get water and use the bathroom by the 1<sup>st</sup> and 2<sup>nd</sup> grade rooms only, with ESC staff approval.
- Phone calls home will only be for any emergency of injury or uncontrollable behavior.
- Name calling, is a form of bullying. Examples of bullying are fighting, name calling, hurting others feelings, etc.
- Students may present a problem they have to an ESC worker. Allow others to present their problems.
- Students who attend piano or other events are signed out by that adult and returned to ESC. After the lesson the students must return to ESC.

## **XV. TECHNOLOGY USE POLICY**

### Computer Access

- The administration or teacher has the right to access information stored in any student file on any screen, or student electronic mail.
- Hardware or software shall not be damaged, modified or abused.
- Intentionally altering the files, data, or software on the school computers will be viewed as vandalism.
  - Loading software on any computer without authorization of the technology coordinator is forbidden.

- Making copies of licensed or copyrighted software is illegal and therefore prohibited.
- Using of or sharing another's password is not allowed.

#### Internet Access

- Before accessing the internet, each student will receive instruction in the proper use of the On-line tools.
- Students must notify teacher immediately of inappropriate material
- Use of internet without the knowledge and permission of a teacher or administrator is prohibited.
- Students may not download programs.
- Use of the internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
- Students will use polite language; obscene languages, harassing, insulting, or attacking language will not be tolerated.
- Transmission or downloading materials in violation of copyright laws is prohibited.

The following are not permitted:

- Sending and displaying offensive messages or pictures.
- Damaging computer, computer system, or computer networks
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Students are not to reveal any personal information

Violation may result in loss of access as well as other disciplinary or legal actions.

## **XVI. MISCELLANEOUS**

### **A. THE DIOCESAN MANUAL OF POLICIES AND REGULATIONS**

THE DIOCESAN MANUAL OF POLICIES AND REGULATIONS will govern all Catholic schools in the Diocese of Little Rock. The complete Diocesan Policy Manual can be found at [dolr.org](http://dolr.org).

### **B. PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

The handbook is printed in an effort to inform students and parents of the general operational procedures at St. John Catholic School. We make no claims that this is all inclusive. The principal retains the right to amend or extend this handbook for just cause at any time during the school year. Parents and students will be given prompt notification when changes are made.

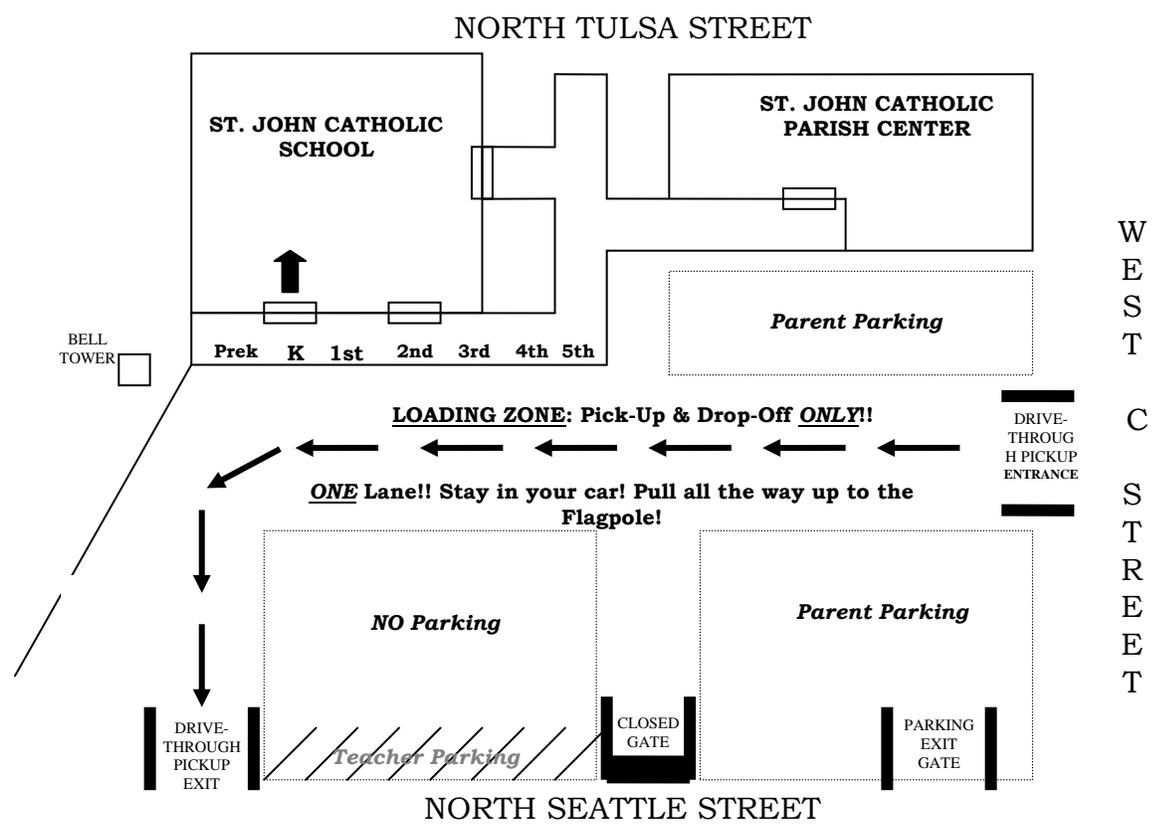
### **C. SUPPORT HOURS**

All families are required to complete support hours. Please see the Support Hours Policy given to each family.

### **D. SOCIAL MEDIA**

The use of social media or other forms of electronic communication to publicly air grievances about the school, other parents, students, or staff members is strictly prohibited. Parents are asked to utilize the grievance procedure that is outlined in this handbook.

# LOADING ZONE (Pick-Up and Drop-Off)



**SIGNATURE PAGE**

I have read the St. John Catholic School handbook and agree to follow the policies and procedures herein and direct my child(ren) to do the same. I also agree to place any updated policy items that may be issued during the school year in this handbook and place them into effect as they are issued.

\_\_\_\_\_

Print Family Name

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE SIGN, DATE AND RETURN THIS PAGE TO THE SCHOOL OFFICE. THANK YOU.