

St. John School Handbook

The Parent/Student Handbook is designed as a reference for concerns that may arise during the school year. If you have any questions please don't hesitate to call the school office at (860) 347-3202.

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Accidents and Personal Injuries

Children are required to report all injuries sustained during school time to the teacher, the school nurse, and, in the nurse's absence, to the school office. The home will be notified if the injury is more than minor. All head injuries are reported to parents. All home telephone and emergency numbers should be updated with the school.

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Admissions

If St. John's is to serve its students well, it is recommended that students enter the school at the earliest grade level possible.

While students are generally admitted to any of the grades up to and including 6th, admissions to grades 7 and 8 are based upon individual circumstances. Special consideration may be given to

children who have recently moved into the area or to children from other parochial schools who have the same general academic background.

The following priorities are observed in the admissions policy:

1st: Brothers and sisters of students already enrolled.

2nd: Students from St. John's Parish.

3rd: Children from other Catholic parishes.

4th: Students who are not Catholic.

Classes are ordinarily limited to 30 children.

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Assessment

A yearly family assessment is charged in addition to tuition. The assessment goal can be met by participating in the HSA fundraisers, the Fund-It program, and volunteering. Each family must have paid off their assessment before the end of the school year. Final report cards are withheld until payment is up-to-date.

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Attendance

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Automobile Parking

In the morning children should be dropped off in the North Main Street parking lot, not in the school yard, not on St. John Street, and not in front of the school. Parents may drop off their children parallel to the school on North Main Street. However, please be sure to park past the fire hydrant.

Parking in the rear (back) school yard during the school day is not permitted.

In the afternoon children should be picked up in the North Main Street parking lot. Students K-8 must wait in a specially marked area until a parent picks them up. They are not allowed to cross the parking lot unattended.

If relatives or friends will be picking up at times, please inform them of our school pick-up/drop-off policy.

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Bus Information

St. John students riding the bus are expected to show respect to one another and the driver. Bus riders, while waiting for the bus and while riding it, are subject to school regulations and discipline.

1. Students should be on time at their designated school bus stops and should wait until the bus comes to a complete stop before attempting to board.
2. Students should always remain seated. Hands and heads should be kept inside the bus at all times.
3. Horseplay is not permitted.
4. Students should not leave books, lunches, or other articles on the bus.
5. Students should not throw anything out of the bus windows.
6. Bus riders are expected to be courteous.
7. Students are not permitted to leave the school yard area at dismissal time, but must go directly to the bus line.
8. Students should show respect for drivers and obey their directions.
9. Smoking, eating, swearing, and obscene gestures while on the school bus are unacceptable and are cause for disciplinary action.

Any changes of bus for the day or change of status (i.e. bus person to be a walker) for the day or week, etc. must be cleared by a note signed by the parent and initialed by the teacher and principal. A phone call is ordinarily not sufficient. Flagrant violations of bus policy may result in the loss, temporarily or permanently, of bus privileges.

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Discipline

Student Guidelines: Students at St. John School are expected to conduct themselves in a manner that is consistent with Christian values and with a concern for others in the school environment. Students whose behavior is not guided by these norms will find their continued presence at St. John School being called into question. A disciplined and orderly atmosphere which fosters a growing respect for others must be maintained to insure maximum learning and safety of all students.

Disciplinary Sanctions: Students who have not adhered to school regulations set forth by the teachers and administration will be detained after school or during recess for at least one half hour. Students will be given a 24-hour notice of detention in order to inform their parents. It is the parents' responsibility to arrange for transportation home on a day their child is detained. A student whose behavior has resulted in more than three detentions during a marking term may be liable to suspension.

Suspension: This means a student is excluded from classes for a given period of time. Suspension will be assigned for a varying number of days and will include immediate parental contact from the school, separation from the school, and a parental conference at the end of the suspension before re-admittance to school. The student is responsible for work covered but will not receive credit. Students are not allowed to participate in any school athletic or extracurricular functions while under suspension.

The following offenses warrant serious disciplinary action:

1. Truancy
2. Vandalism: defacing, or destruction of school property
3. Cheating
4. Disruptive or defiant behavior
5. Profane, abusive, or obscene language
6. Teasing and bullying
7. Fighting or threatening another, endangering the welfare of others
8. Persistent tardiness (3 or more times)
9. Dress Code violation
10. Disrespect to teachers and others

11. Leaving school grounds during school hours
12. Possession of knives, matches, firecrackers, guns, etc. in school, on school property, or at school-related functions
13. Use of drugs or alcohol, or possession of such in school, on school property, or at school-related functions
14. Cigarette smoking in school, on school property, or at school-related functions
15. Refusal to do school work/lack of cooperation
16. Sexual harassment

Minor offenses will be dealt with in the classroom by the teacher and may warrant loss of privileges, extra work, etc. More serious offenses and repeated offenses require detention.

Parents are financially responsible for any destruction of school property done by their children.

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Dress and Appearance Code

In an effort to foster a sense of pride in themselves and their school, St. John students are to adhere to certain standards of grooming and dress.

The standard of dress is our traditional uniform as described. To ensure a "uniform" appearance for all students, school clothes should be purchased from the Flynn and O'Hara. Contact information is available through the school office. This rule applies especially to blouses and white and yellow turtlenecks which should all be made of the same material and color.

Neatness is a rule of thumb, thus a disheveled appearance will not be tolerated. Shirts must be tucked in; skirts will be at knee length. Clothes should be clean, pressed, and free from rips or tears.

Outer jackets are not to be worn to class. They must be kept in the students' locker area during the school day. A student who is out of uniform will be referred to the office. Any judgment concerning the acceptability of the uniform will be made by the administration.

Repeated violations could lead to:

1. Student remaining out of class until a proper uniform is brought in.
2. Deficiency notice.

3. out-of-school suspension.

Boys Grades K-5

- * Navy uniform pants
- * Yellow oxford shirt (long or short sleeves) - No logos
- * Navy tie
- * Navy sweaters (if desired) - No hoods, no zippers, no collars, no belts, no trim, no contrasting colors. May be cardigans, pullovers, or vests. No personal monograms.
- * Belt (black, navy blue, or brown)
- * Shoes (black or brown) with rubber soles. No athletic footwear, boots, or heavy work shoes.
- * Navy or white socks (socks should cover ankles)

Boys Grades 6-8

- * Navy uniform pants
- * Yellow, blue, or white oxford shirt (long or short sleeves) - No logos
- * Tie of one's choice
- * Navy sweaters (if desired) - No hoods, no zippers, no collars, no belts, no trim, no contrasting colors. May be cardigans, pullovers, or vests. No personal monograms.
- * Belt (black, navy blue, or brown)
- * Shoes (black or brown) with rubber soles. No athletic footwear, boots, or heavy work shoes.
- * Navy or white socks (socks should cover ankles)

Girls Grades K-5

- * Plaid jumper with SJS patch
- * Yellow blouse (long or short sleeves, round collar), white or yellow turtleneck
- * Plaid tie
- * Navy or white socks (no ruffles, socks should cover ankles), navy knee socks, or navy tights

* Navy sweaters (if desired) - No hoods, no zippers, no collars, no belts, no trim, no contrasting colors. May be cardigans, pullovers, or vests. No personal monograms.

* Shoes (black, brown, or navy blue) with rubber soles. No athletic footwear, boots, heavy work shoes, gel shoes, plastic or canvas shoes, no sandals, platforms, slides, or clogs.

* Makeup is not permitted.

Girls Grades 6-8

* Plaid skirt - knee length

* White polo over blouse (long or short sleeves) with SJS logo

* Navy or white socks (socks should cover ankles), navy knee socks, or navy tights

* Navy sweaters (if desired) - No hoods, no zippers, no collars, no belts, no trim, no contrasting colors. May be cardigans, pullovers, or vests. No personal monograms.

* Shoes (black, brown, or navy blue) with rubber soles. No athletic footwear, boots, heavy work shoes, gel shoes, plastic or canvas shoes, no sandals, platforms, slides, or clogs.

* No heavy makeup.

Jewelry - Boys

* No earrings or studs are permitted.

* Casual styles of necklaces, including, but not limited to studded dog collars and sea shell necklaces, are not permitted.

Jewelry - Girls

* Dangling earrings are not acceptable. Dime-size hoops are allowed.

* Jewelry worn in excess is not tolerated, e.g. many rings, multiple earrings, excessive chains, leather/chain collars, etc. Tattoo necklaces are not allowed.

Again, the administration reserves the right to determine the appropriateness of any article of clothing or jewelry.

Grooming/Hairstyles

Boys - hair must be neatly kept and well-groomed. Hair will be trimmed to a length not to exceed the collar. Extreme or trendy styles will not be permitted. The coloration of hair is not allowed.

Girls - the following are deemed inappropriate hairstyles and are not allowed: bizarre coloring of hair, spiked hair, and designs in hair.

The administration reserves the right to determine the appropriateness of a student's hairstyle. Students with hairstyles that are deemed inappropriate will not be allowed to attend school until the hair is appropriately styled.

Summer Uniform K-8

The summer uniform may be worn between May 1st and October 31st and is the same for boys and girls in all grades as follows:

- * Navy uniform shorts
- * White polo shirt with St. John's logo
- * Belt (black, navy blue, or brown - no designs)
- * Navy or white crew socks (socks should cover ankles)
- * Shoes (black, brown, or navy blue) with rubber soles. No athletic footwear, heavy work shoes, gel shoes, plastic or canvas shoes, no sandals, platforms, slides, or clogs.

Gym Uniform

The gym uniform is required for gym class and is the same for both boys and girls. Students may wear their gym uniform all day long on gym days.

- * Navy sweatpants (no jogging or wind pants)
- * Navy shorts (summer gym uniform)
- * Navy T-shirt with St. John logo (no plain or designed T-shirts are allowed)
- * Navy blue sweatshirt with St. John logo or gray St. John sweatshirt
- * 7th and 8th students who have graduated from the D.A.R.E. program may wear their D.A.R.E. T-shirts
- * Sneakers with white crew socks (socks should cover ankles)

Students who come to school out of uniform are given a deficiency notice. Upon receipt of three deficiency notices, a detention must be served.

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Expulsion

Expulsion is the most serious action that can be taken. Expulsion means that a student is permanently dismissed from St. John School. Chronic indifference toward studies, repeated suspensions, or other serious infractions of school rules may result in the dismissal of a student from St. John School. A student will be subject to expulsion for any conduct in or out of school that is detrimental to or which is harmful or offensive to any member of the school community.

The decision to expel a student is made by the principal after consultation with the Diocesan school office, teachers, priest-director, and parents.

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Extended Day Program

St. John School administers an Extended Day Program to help working parents and their children. Students in Grades K-8 who exhibit good behavior may apply for the program which is limited in the number of students who can attend. The program remains open until 5:30 p.m. each day and ordinarily provides snacks, homework time, and games, etc. The program is closed when school is closed (vacations, holidays). If school is cancelled due to bad weather, the EDP is closed as well. If the weather becomes very poor by mid-afternoon, we encourage an early pickup so that all may return home safely.

An hourly fee is charged for the EDP. Fees need to be paid weekly or bi-weekly. Balances beyond two weeks may prevent the child from attending the program. Payment should be made on Fridays in the EDP room. There is a \$5.00 late fee for pick-up after 5:30 p.m. and an additional charge of \$2.00 for every minute after that.

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Field Trips

Each class is encouraged to take one or more trips of an educational nature each year. Parental permission for such trips is required.

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Homework

Homework is meant to reinforce work done in class and is to be done at home. The amount of time a student is expected to spend daily varies with the grade, the abilities, and the needs of the students. Generally the time should not exceed:

- * 15 minutes per night in Grade 1
- * 30 minutes per night in Grades 2 and 3
- * 1 hour per night in Grades 4, 5, and 6
- * 2 hours per night in Grades 7 and 8

Long-range projects should be done over weekends when possible. Understandably, assignments requiring research and experimentation will take more than the time mentioned above. The length of time is dependent upon the depth of the project and the ability of the student.

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Honor Roll

Students in Grades 6, 7, and 8 are eligible for the Honor Roll. Students who maintain an average of 93+ in six major subjects (Religion, Reading, Math, English, Social Studies, and Science) receive High Honors.

Students with an average of 87+ in six major subjects (Religion, Reading, Math, English, Social Studies, and Science) receive Honors.

Names are sent to the Middletown Press for publication each term.

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Jean Day Dress Code

On those special occasions when jeans are worn, students are to use the following guidelines: Only plain BLUE denim jean pants are to be worn. No other color jeans are permitted. Jeans should be free of designs and embroidery. Jeans are to be neat and not torn or dirty. Capri-style jeans are acceptable. Jean skirts or jumpers if worn at knee-length are allowed.

At no time may students wear T-shirts which display vulgar, violent, obscene, or suggestive words and/or pictures, or T-shirts imprinted with drug, alcohol or cigarette logos. This dress code also applies to after-school activities. No shirt may display a bare midriff. This includes halters, tank tops, and other shortened shirts. Sneakers are permitted on jean days. Socks which cover the ankles are to be worn with sneakers.

Students should dress with an awareness of his or her self-respect. If parents are in doubt about the suitability of what their child should wear, they should check with the office. The administration makes all final judgments regarding the propriety of the student's appearance.

A student wearing inappropriate clothes has to wait in the office until the parent has brought in acceptable clothes.

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Library

The school library is a pleasant place in which to read and study. Books are checked out for one week and may be renewed for another week. Lost or damaged books must be paid for. There is a fine of ten cents per week for overdue books. Reference books and magazines are to be used only in the library.

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Lost and Found

St. John's cannot be responsible for personal property which is brought to school. Students are not allowed to bring cell phones, Walkman's, radios, CD players, electronic games, trading cards, etc. to school. If they do, these items will be confiscated and only returned when a parent comes to the office. These and other valuable items such as expensive jackets, watches, etc., should be left at home.

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Lunch

Students bring their own lunch to school each day. Milk may be ordered through the school. Good manners and cleanliness are most important to a pleasant eating environment. All lunch litter will be deposited in waste containers. Each student is responsible for cleaning his/her desk or table and the area around the desk or table. Students should bring napkins and any needed utensils with their lunch. For the safety of the students glass containers and flip top cans are prohibited. Behavior during lunch periods is expected to be orderly. Failure to live up to the expected responsibilities may result in the suspension of a student's lunch privileges.

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Medicines

When medication must be administered in school the following guidelines must be followed:

1. A written statement specifying the dosage is required from the family physician prescribing the medication. A form for this purpose is available at the school office.
2. The parent of the child must assume the responsibility for any reaction to the medication.
3. The medication must be brought to the office by the parent labeled with the child's name, type of medication, and physician's name.
4. Medication will be administered ordinarily by the school nurse or the principal.
5. No child is to self-administer medication of any kind.
6. Any medication that can be scheduled to be taken at home before or after school should be so scheduled.

This policy on medication is in compliance with state laws regarding the distribution of medications in schools.

Any child with a severe cough or cold should be kept at home until the condition has cleared.

Students should remain home for 24 hours after a fever, after the end of a stomach illness (vomiting, diarrhea), or after beginning antibiotics.

If your child does not feel well enough to eat breakfast in the morning, please keep him/her at home on that day. Please spare your child the embarrassment of vomiting on the bus or in school. Also, in consideration for other students, teachers, and staff, and to keep communicable diseases to a minimum, please err on the side of caution!

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Money

All money sent in to the school for any reason should be in a sealed envelope and labeled with the child's name. The exact amount must be sent in as the school office does not have cash available for change.

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No Smoking Policy

We ask parents to respect the NO SMOKING environment of our school. Smoking is not allowed in the building at any time or in any place, including meetings, etc.

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Parent Conferences/Appointments

Parents who wish to see a particular member of the faculty or administration are asked to phone for an appointment (347-3202). Every effort will be made to plan a time convenient for the parent and teacher. Parent/teacher conferences are ordinarily scheduled at the time of the first report card of the year.

Parents are asked to refrain from conferencing with the teacher during school hours as teachers are not permitted to leave the children to confer with parents during class time.

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Parties

School parties are not permitted except at some holiday times at the discretion of the teacher and with the permission of the principal. Parents may be asked to assist the teacher in serving, directing activities, etc. However, the responsibility rests with the teacher whose presence, authority, and wishes are not to be disregarded.

If children are having a party at home and wish to invite classmates, invitations may be distributed at school only if all girls or all boys or all classmates are invited. Otherwise, parents need to find another way to distribute invitations. Addresses and phone numbers cannot be given out from the school office without parental permission.

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Physical Education

Physical education is required unless excused by a written request of the family doctor. (See section on "Dress Code" for proper gym attire).

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Report Cards

Report cards are distributed three times per year. Progress Reports are given in the middle of each marking term for Grades 4-8. Parents should feel free to request conferences if they have questions or concerns about their child's progress.

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Requirements - Promotion/Graduation

Promotion is based upon the satisfactory completion of the prescribed curriculum. The decision to promote or retain a student rests with the teacher and principal. Ordinarily, a student who fails two or more subjects for the year will be required to repeat the grade. Students in lower grades who have not satisfactorily mastered the skills to go on will be required to repeat that grade. Grade 8 students

who fail two or more subjects for the year will not graduate, but will be required to repeat the 8th Grade.

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Safety Procedures

Please follow these procedures to insure the safety of all:

1. Crossing Main Street or North Main Street must be done with the assistance of the crossing guards or police officers only.
2. Crossing along North Main Street except at the crosswalk is not permitted.
3. Students are not to be picked up until they have safely crossed the street and are in the parking lot.
4. K-8 students must be escorted to their carpool by an adult.

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School Closings and Emergencies

In September, emergency numbers are requested for all students. Should your phone number or address change during the school year, please notify the school office.

St. John follows the Middletown Public Schools in matters of snow delays, early dismissals, and cancellations.

If the weather during the school day becomes poor, an early dismissal may be called. The exact time will be announced over the radio. Please listen to your radio when the weather looks threatening, as we cannot call all parents. We are usually given very short notice. Announcements are made on: WRCH (FM 100.5), WTIC (AM 1080), WTIC (FM 96.5), WZMY (FM 93.7). If the Middletown public schools are closed due to bad weather, the parochial schools are also closed.

In the past, when we had a late entry or no school, children have been dropped off anyway. Without adults to supervise, this situation is dangerous. Please check before you drop your child off and listen to your radio. Another dangerous situation can occur during an early dismissal when a bus student

is left off at a stop and no one is at home. The child is then left to his/her own resources. Please plan ahead.

1. Check with radio and television announcements made on: WRCH (FM 100.5), WTIC (AM 1080), WTIC (FM 96.5), WZMY (FM 93.7), WFSB, WTNH, and WVIT.
2. Advise your child of what to do in case of an early dismissal.
3. Check to be sure that school is in session before you drop your child off on snowy or icy mornings.

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School Insurance

All students are covered by school accident insurance. A low cost insurance is offered as a school service. The school insurance covers students for 24 hours during the school day. Should an accident occur in school, an accident report should be obtained from the school office and completed and returned to the office.

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School Property

Children are expected to take pride in their school and to cooperate in keeping the building and the grounds neat and orderly. Marking desks, walls, windows, or littering the floor or grounds with refuse are not in keeping with the respect children should have for school property. Any child who destroys school property or mutilates or loses books will be required to pay for the damages or loss, or they must work off the cost of replacement. This also applies to any or all sports equipment, balls, uniforms, bats, etc.

Textbooks are expensive, and it is imperative that they be handled carefully. Textbooks, whether hard or paperback, are to be kept covered at all times and should be carried to school in a backpack or book bag. Book covers are not supplied by the school. Reading books are not to be removed from the building at any time.

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Service Program

Requirements: 10 hours of community service each year for Grades 7 and 8

Recommendation: 5 hours to parish/school

5 hours to the community at large

The Religion teacher is in charge of administering the Service Program and keeping track of the students' service hours.

At least 5 hours of service are required to the school or parish, however, the remaining 5 hours may be a combination of community/school/parish service. (NOT FAMILY)

Included in the 5 hours of service to the parish/school:

- * Bottle drives
- * Picnics
- * Parish or school dinners
- * Assistance to EDP
- * Cleaning projects
- * Other school/parish projects

Included in the 5 hours of service to the community:

- * Visits to convalescent homes and hospitals
- * Helping at soup kitchen
- * Helping with yard work, snow shoveling for a person in need
- * Assistance in clothing, food, or toy drives

All service is performed outside of school hours and does not include monetary reimbursement.

Not included in service:

- * Babysitting
- * Family services which are part of family responsibility

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Sexual Harassment

Since respect is at the basis of our relationships, sexually inappropriate comments, gestures, and touches are not tolerated and could lead to suspension and/or expulsion.

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Sports

Members of the St. John's basketball teams represent St. John Parish and School on the court. Their behavior should demonstrate respect for persons and property, especially for coaches, players, referees and players/coaches from other teams, as well as respect for the rules of the game.

Participation in the sports program depends on acceptable academic performance and appropriate school behavior and attitude.

A student who is absent from school cannot participate in practice or games that night. A student who is suspended from school may not participate in practices or games until the suspension time is fulfilled.

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Student Aid

Some financial aid is available for students. Interested persons may consult with the principal for further information.

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Student Council

Student Council members are elected by the students in Grades 5-8. Each of these grades will have two representatives. The eight Student Council members represent all other grades. They have a faculty moderator and meet on a regular basis. All members are expected to exhibit fine moral character and pursue the good and welfare of the student body and St. John School.

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Telephone Calls

Calls to the school to give messages to children are limited to cases of emergency. Calls from students in school to parents may not be made except in case of emergency. Forgotten books, assignments, lunches, gym clothes, etc. are not sufficient reason for such calls. Telephone calls do not suffice for changes in transportation home or destination. A note must be handed in by the student first thing in the morning on the day of the change.

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Transfers

If you are moving and intend to transfer your child to another school, the school office should be informed of the date of departure, your new address, and the school your child will enter.

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Tuition

Tuition payments are due and payable on or before the dates specified in the payment schedule unless arrangements have been made with the principal.

Tuition that is not received on the due date is considered delinquent. Persons who will be late with payments should contact the principal or the pastor who will note the information on the tuition statement.

Parents or guardians who are experiencing financial difficulty should contact the principal.

Persons who are 30 days late in paying and from whom no communication is received will be charged a \$5 late fee for the monthly plan. They will also be required to enroll in a tuition finance plan.

Families that run seriously in arrears (i.e. 60 days late or more) with no explanation will be subject to the following:

1. Late charges

2. Report cards will be withheld until payment is made or a parent communicates with the principal or pastor.

If payments are 90 days late, the principal, in consultation with the pastor, may prohibit a child whose tuition is outstanding from attending classes. Parents are to be notified in writing two weeks prior to the date of no admission.

If a check cannot be cashed because of insufficient funds, there will be a returned check charge. If it happens a second time, further payments will only be accepted in cash or by bank check.

Tuition payments are made directly to the school office if you choose the option of one payment. Payments are due before July 1 prior to the beginning of the school year.

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Visitors

All visitors to the school are expected to report to the school office to sign in and out.

For our students' safety and well-being and in an effort to keep classroom interruptions to a minimum, we ask that parents not visit classrooms during school hours. Appointments with teachers should be made after school hours.

Parents are asked not to wait in the school corridors for their children as it interferes with the orderly dismissal of the students.

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