



*Saint John the Baptist
Catholic School*

*2304 Church Street
Johnsburg, Illinois 60051
815-385-3959
www.stjohnschool.com*

**PARENT / STUDENT HANDBOOK
2011-2012**

MISSION STATEMENT

We are called to develop lifelong attitudes and beliefs that will enable students to be active Christians and practicing Catholics while assisting them to acquire the knowledge and skills necessary to be successful individuals.

SCHOOL PHILOSOPHY

St. John the Baptist Catholic School gives children an education stressing Catholic principles and scholastic excellence. We offer an opportunity for growth as a Christian community in which the dignity and uniqueness of each person as a child of God is respected.

- We believe in the need for all children to possess a positive self-image and to experience success.
- We believe parents are the primary caregivers and educators of their children.
- We believe that the Catholic school system is the educational system of choice for Catholic children, therefore, the faculty and administration of the school are secondary caregivers and educators of their students.
- We believe that the religious and academic education of the children is a shared responsibility of the parents, staff and students.
- We believe that St. John the Baptist Catholic School in Johnsbury, Illinois, provides an excellent and well-balanced curriculum aiding in the development of each student's spiritual, moral, intellectual, physical and social nature.
- We believe that this school is vital to the life of the parish community.

St. John the Baptist Catholic School Faculty and Staff

Rev. Jacek Junak C.R. Pastor
Mrs. Pamela Dvonch Principal
Mrs. Alice Hoffmann Pre-School
Sr. Ruth Gengler O.S.F. Kindergarten
Mrs. Barbara Rysso First Grade
Mrs. Mary Schmitt Second Grade
Mrs. Terri Hildreth Third Grade
Mrs. Lindsay Pederson Fourth Grade
Miss Amy Billings Fifth Grade
Mrs. Mary Decman Junior High
Mrs. Catherine Mergen..... Junior High
Miss Katie Travis Junior High
Mrs. Debbie Wells Technology Coordinator/Computer Instr.
Miss Deb Mauzer Physical Education
Mr. Mark Honeycutt Music

Mrs. Karen Diedrich .. Resource/Classroom Aiding Coordinator
Mrs. Dina Moczalla Classroom Aide
Mrs. Dawn Rouse Administrative Assistant
Mrs. Angela Landon .. Pre-School Aide/Administrative Assistant
Dave Hiller School/Parish Custodian

Transportation

Mrs. Robbin Pierce, Dist. #12 815-385-5767

ADMISSION

To enter Kindergarten at St. John the Baptist School, it is necessary that a child be five years of age on or before **September 1st**. (This is a requirement of the State of Illinois.) Each pupil who enters St. John the Baptist must have a physical examination and required immunizations before entering Preschool, Kindergarten or Sixth Grade. A physical and required immunizations are required for all students transferring from out of state or country. A **dental examination** is required for all students entering grade **K, 2 & 6**. All students entering **Kindergarten** are required to have an **eye examination** by an optometrist or qualified physician. *St. John's admits students of any race, gender, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students.* A Baptismal Certificate and an official Birth Certificate must be presented at the time of registration. Catholic students should be baptized by the beginning of First Grade.

SJS SCHOOL CALENDAR 2011-2012 SCHOOL YEAR

July 1st	First Tuition Payment/Material Fees due for 12 month payment plan (to be mailed - envelope provided)
August 1st	First Tuition Payment/Material Fees due for: 10 month, quarter, semester, year payment plans (to be mailed - envelope provided)
August 16th	Forms and File Day - final process for enrollment between 9:00 AM-12:00 PM or 4:30 PM-7:00 PM)
August 23rd	Gr. 1-8 First Day of School – 1/2 day-11:30 dismissal - parent pick up Kindergarten child & parent visit anytime between 8:30 and 11:00
August 24th	Full day of school Grades K-8
August 25th	Pre T/TH session-child & parent visit anytime between 8:45-10:00
August 26th	Pre MWF session-child & parent visit anytime between 8:45-10:00
September 5th	Labor Day - no school
September 19th -30th	Gr. 1-8 ITBS Testing
October 7th	Institute Day - No student attendance for SJS
October 10th	Columbus Day – No school
November 3rd	1/2 day student attendance NO BUSSES ; Parent-Teacher Confs. in PM
November 4th	1/2 day student attendance NO BUSSES ; Parent Teacher Confs. in PM
November 23rd	No school
November 24th	Thanksgiving Day - No school
November 25th	No school
December 2nd	Inservice - 1/2 day - No student attendance in PM – Dist. #12 busses provided
Dec. 21st - Jan. 3rd	Christmas Break
January 4th	Classes resume
January 13th	Institute Day – No student attendance
January 16th	Martin Luther King Jr.'s Birthday - no school
Jan. 29th-Feb 4th	Catholic Schools Week
February 16th	SJS in attendance – No District #12 busses
February 17th	Inservice - no student attendance
February 20th	President's Day- no school
March 26th-30th	Spring Break
April 2nd	Classes resume
April 6th	Good Friday - No school
May 4th	Inservice - 1/2 day - No student attendance in PM – Dist. #12 busses provided
May 28th	Memorial Day - No school
May 31st	Last day of school if no emergency days are needed; 11:30 dismissal parent-pick-up

Dismissal times for 1/2 days when Dist. #12 provides busses: Pre 11:00; 6th-8th 11:05; K-5 11:30

Dismissal times for 1/2 day parent pick up days: Preschool 11:00 K-8 11:30.

This calendar is subject to change, you will be notified in advance if any changes are necessary

www.StJohnSchool.com

ADMISSION POLICY

I. Qualifications for Admission

- A. Catholic families must be properly registered with parish.
- B. Any families who are non-Catholics, and want to send a student to St. John the Baptist Catholic School, must pay a non-participating rate.
- C. Prior to the first day of school all fees, insurance and at least one-month tuition must be paid in full, unless prior arrangements have been made and approved by the Principal.
- D. Each family is required to fill out a tuition payment commitment. They are required to follow the plan of payment chosen in the commitment, unless prior arrangements have been made and approved by the Principal..
- E. A student transferring from another K through 8 educational system is subject to the review and approval of the Principal. Incoming transfer students understand that temporary grade placement will be made until records are received by the Principal. Permanent records and grade placement will be made after the review of all records and an evaluation of academic performance has been made.

II. Continuing Enrollment

- A. Each family agrees to keep tuition and fee payment current.
- B. Each family is expected to volunteer their time in various activities at School and fully participate in fundraising efforts. The level of fundraising efforts will be determined annually prior to orientation.
- C. Families agree to abide by the provisions stated in the Parent/Student Handbook.

III. Ramifications

- A. Any student's tuition not paid in full by the the end of May will not have the final report card and/or diploma issued.
- B. Eighth grade students with unpaid balances will not be able to participate in the Graduation exercises.
- C. **All fees and tuition must be current by the end of the semester in order for a student to attend classes the following semester.**
- D. Any family with an unpaid tuition and/or fees from any previous school year will not be permitted to enroll for the new school year.
- E. Variance of any of the above policies may be authorized only by the pastor only after consultation with the principal. Any such arrangement is subject to periodic review. Any variance granted expires at the end of each school year.

ALUMNI

For further information contact school office.

ARRIVAL/DEPARTURE

Please read the handout on Arrival/Departure Procedures that was distributed on Orientation Day.

Children in grades K-8 are not to arrive at school before 7:45 A.M.

On arrival at school, children remain in the designated area unless the supervisor directs otherwise. Loitering around the school building or in the halls is not permitted.

The departure procedure is as follows:

- A. Children walking home leave the building quietly.
- B. Bus riders wait until their bus number is announced.
- C. Students who are participating in scouting programs will be called down to the school office for dismissal when the scout leaders have arrived. **Scout leaders are asked to provide the office with a list of all of the students who are going to be leaving with them as well as the regular meeting date.**
- D. **Students participating in the school Athletic Programs who have practice immediately after dismissal will be called down to the multipurpose room when the coach or designated supervisor arrives.**

Children picked-up by parents or authorized adults and children who participate in carpools wait in the classroom until the designated driver has arrived and they are called. **All car riders must be picked up no later than 3:30 P.M. (unless an emergency situation arises and the school is notified). There is no scheduled supervision after this time.**

In order to assure the safety of the children all dismissals are to be done in a quiet manner. **Once students have been dismissed they may not return to their rooms or the building.**

ATHLETICS

Children in Grades 5-8 have an opportunity to join the St. John the Baptist Athletic Association program. Games and practices for basketball, volleyball, cheerleading, and track are held outside of school hours and are supervised and sponsored by the Athletic Association. Students involved in all activities must have yearly sports physical before he or she is able to participate. This will be monitored by the Athletic Association. **Students are also required to have a signed Sports Eligibility Form as well as a Sport Insurance Waiver on file in the school office.**

Sports Eligibility Policy

A student will be considered eligible to participate, unless he or she receives an interim grade (per school's schedule) of one

F in any of the core subjects. Students must also average a “satisfactory” in conduct and effort in all subject areas. There is, however, a limit on how many times a child can be declared ineligible during a particular sports season. If a student receives a third ineligible notice during any particular sports season he or she will no longer be allowed to participate in that sport for the remainder of the sport season (a sport season is defined as pre-season practice and games).

A list will be compiled of students who fall in either category / classification and will be sent to the Athletic Director. The Athletic Director is to notify the coaches on the same day the information is received. The school will also send notification to the parents of their child’s ineligibility to play.

ATTENDANCE

Since even occasional absence constitutes a disruption to the pupil’s progress, we expect cooperation in keeping absence at a minimum. **A written excuse from the parent or guardian should be submitted upon return of an absentee.** Excessive absences may require a truancy report be made. Parents are requested to report absentees by calling the school office (385-3959) before 9:00 a.m. If absentees are not called in, the parents will be contacted.

When students are absent from school, they are responsible to make up the school work and homework missed. Arrangements should be made to keep up with assignments while out of school. Work should be requested when absentee is called in and can only be picked up at the end of the school day (e.g. 3:00). Teachers will determine what makeup work is necessary when students take a vacation during the school year. Ideas for enrichment, while gone, can be requested.

If a student is absent from school he/she may not participate in any after school or evening activity or Athletic event (e.g. basketball game, Junior High Dance, etc.)

No child is excused before the regular time, unless a written notice from the parent is turned in to the office or in case of an emergency the parent calls the office. The parent should come in to the main school building and pick up their child at the office. Any child who leaves the school grounds without permission automatically suspends him/herself from school.

Dental and doctor appointments **should not** usually be made at a time that would take the child from his class work. **Requests for such appointments during school hours are to be presented in writing to the office.**

Tardiness

The arrival of a pupil after the time scheduled for the opening of classes constitutes tardiness. Tardiness interferes with a pupil’s progress, and is also an injustice to the other pupils of the class who are disturbed by the tardy member. Reasonable explanations are always acceptable; however, habitual tardiness will not be tolerated.

Students in grades 6-8 who arrive at school after 8:05, and students in grades K-5 who arrive after 8:20, must report to the school office for an admittance pass. Students whose tardiness is due to bus scheduling or having served Mass will not be marked tardy.

BAND PROGRAM

The band program is contracted through Music Education. Students in Grades 4-8 will be allowed to join the band and actively participate. Band lessons, fees and rental of instruments are handled by Music Education.

BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS

Bicycles are permitted as a mode of transportation to and from school. **For safety’s sake: 1) only students in Grades 3-8 may ride their bikes to school, 2) double riding is prohibited, 3) children may not ride bicycles on the playground and/or parking lot at any time, 4) children are to park bicycles in the bike rack and lock them. Scooters, skateboards and roller blades are not allowed.**

BIRTHDAYS

- Birthdays of all students are recognized during the morning announcements.
- Special dress provisions are explained under **Dress Code**.
- In order to be sensitive to the feelings of others, students are asked not to distribute party invitations at school unless they are for the entire class.
- If you are sending a birthday treat for your child to share, a treat for his/her classmates and teacher is sufficient.
- For health reasons students are asked to bring store bought or commercially made **treats**. **Treats** such as fruit, crackers and cheese, vegetables, etc. are also acceptable. Birthday celebrations which provide a student’s entire class with meal (e.g. pizza, sub sandwiches) are not permitted.

BULLYING

Any action, word or behavior which intimidates, harasses, or causes physical, emotional or psychological harm to another person is strictly prohibited. This prohibited conduct also extends to the use of technology (cyber bullying) as a tool to harass or cause harm.

“Bullying” is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the school.

Intimidation/harassment/bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (cyber bullying), directed toward another person that has or can be reasonably predicted to have the effect of one or

more of the following:

- 1) placing the person in reasonable fear of harm to his/her person or property;
- 2) causing a substantially detrimental effect on the person's physical or mental health;
- 3) substantially interfering with another student's or students' academic performance; or
- 4) substantially interfering with another student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Bullying" may take various forms, including without limitation one or more of the following: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of cyber bullying include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos and social media (i.e. Face Book, Twitter, My Space, etc.) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Such intimidation/harassment/bullying actions are contrary to the philosophy of the school and will NOT be tolerated in any form. Engaging in such an action will result in disciplinary consequences including detention, suspension, or expulsion at the school's discretion depending upon the severity of the act or repeated acts.

BUS REGULATIONS

Free transportation is provided for public and parochial students by District #12. Each child is assigned a route and will ride on that bus route unless other arrangements are made by the parents with the **transportation department in advance. Students may not go home on a bus other than the one assigned without prior permission from the transportation department. Students who are not assigned a bus (walker, out-of-district #12) may not ride home on a school bus. Parents must provide transportation for social situations.**

The school reserves the right to deny the use of the bus to students whose conduct places the other riders in jeopardy. The following rules must be followed:

1. Students must be on time at the designated place for their bus pickups.
2. Upon entering the bus, students must be seated and remain seated until their destination is reached. No changing seats is permitted.
3. Students must avoid loud or boisterous conduct, teasing, scuffling, eating and chewing gum.
4. Bus drivers are requested to maintain discipline on the bus. They have no authority to put a child off the bus; but they will write up a "bus referral" which is given to the principal if misbehavior occurs.
1st referral - student and principal meet to work out situation.
2nd referral - student, parent and principal meet.
3rd referral - student may not ride bus for a designated time.
5. If a storm or blizzard should arise during the school day making it impossible to get the children home, they will be returned to school and kept there.
6. **Please do not call the school or school personnel for Emergency Closing information (check Emergency Closing section for information).**

CARS

During school hours use the designated visitor's area in the parking lot or you may park in the designated area at the South end of the building. Additional parking is available at the Community Club or on the cemetery side of the Church. **Do not park in the loop during arrival or dismissal times.**

COMMUNICATIONS

For your convenience, SJS has a web page: www.StJohnSchool.com which is updated regularly.

Change of Address

Please notify the school office in writing immediately concerning any change of address, emergency contacts, or phone numbers, including business phone numbers. This is imperative for the well-being of your child(ren).

Concerns

- A. Any concerns regarding school operations or student performance must be addressed within the content of the Parent Cooperation Expectation statement defined in this handbook under Parent Cooperation.
- B. Concerns regarding your child(ren)'s performance must be addressed in the following sequence:
 1. Call the school office or send a note requesting to speak with the teacher(s) involved. (**Teachers are not to be called at home.**)
 2. The teacher(s) will then communicate with you regarding the concern.
 3. If the concern is not resolved after contact with the teacher, make an appointment with the Principal.
 4. Finally, a conference involving parent(s), teacher(s) and Principal will be scheduled, if necessary.
- C. Concerns regarding school policies and procedures are to be addressed in the following sequence:
 1. Principal
 2. Education Commission

3. Pastor
- D. Concerns regarding school personnel are to be addressed to:
 1. Principal
 2. Pastor

Conferences

Parent-Teacher conferences are usually held once a year, but additional conferences can be arranged upon the request of parents or teachers. The progress report and/or report card will be sent home to the parents prior to the conference.

Family Envelopes

The parent newsletter and other bulletins are sent home with the oldest child every Thursday, except before a holiday. Materials in the envelope are to be read, returned if necessary and the envelope signed and returned to school the next day (Friday-AM). It is very important that the students realize **their responsibilities** in this manner.

Non-Custodial Parents

St. John the Baptist Catholic School abides by the provision of the *Buckley Amendment* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide (upon request) the non-custodial parents with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Regardless of custody, both parents have the right to receive a copy of quarterly progress reports in the absence of a court order. A non-custodial parent who wants to receive copies of progress reports and financial statements is asked to inform the school office in writing of their address and phone number. **Self-addressed stamped envelopes should also be provided.**

Parental/Office Communications

Notes are required from parent(s)/guardian(s) in the following instances.

1. *Return to school after illness* (see attendance). A doctor's note is required if a child has had an infectious or contagious disease with the exception of chicken pox - they are then admitted after checking in at the office). A student who is absent three or more days may be requested to bring a doctor's note.
2. *Permission to be transported home other than in the usual manner.* Please send in the day of change and date the note.
3. *Early release for appointments.* Remind your student to be ready at the appropriate time, especially if it is a time for a special class in another building.
4. *Written request from a doctor for a child to be released from P.E. and date of return to class.*
5. *Updated emergency contacts, phone numbers, changes in employment as soon as change occurs.*
6. *A phone call or a note when your tuition payment will be late or when there is a change in the tuition plan being used.*
7. **When parent(s)/guardians are going to be out of town, a note is needed stating the following: the dates you will be gone, the responsible party/parties who will be acting in your absence - his/her name, address and phone numbers (home/work); who may transport your child(ren) in your absence if other than the responsible party listed.**

CONDUCT

It is our desire that our school community live, learn and grow in the atmosphere of Christian love with behavior that is fitting for a community of God's people.

This requires that students and faculty have mutual respect for each other and for each other's property. While each person is to be treated as an individual, behavior which is discourteous and lacking in respect for another person will not be tolerated.

Students are expected to move throughout the building in a quiet manner. Toys, personal audio and other electronic equipment such as radios, beepers, telephones, cameras and the like may not be brought to school unless permission has been given by a faculty or staff member. Violations are subject to school detentions, and the equipment will be held in the office for parental pick-up.

Discipline

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities - whether during regular school hours, on school premises, in connection with school activities or otherwise. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to demerits, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis in the school's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record and other similar such criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the school's policy on gang-related activities;
2. Violation of the school's policy on drugs and alcohol;
3. Violation of the school's policy on weapons;
4. Violation of the school's rules and regulations.
5. Any other conduct considered by the school to be contrary to the best interests of the school, its faculty, and/or to the school mission.

School-Wide Discipline Procedures

The ultimate goal of our school-wide disciplinary policy is for students to develop positive behavior patterns. A variety of consequences for inappropriate student behavior are used ranging from reminders, reprimands, loss of privileges, detentions, suspension and expulsion. The following is a non-exhaustive listing of infractions.

Classification One

Infractions: inappropriate behavior in school, on the playground or at other school activities, repeated misconduct, neglect of homework, dress code violation, unauthorized consumption of food and candy, gum chewing.

Consequences may result in, but are not limited to reminders, reprimands, loss of recess, detention.

Classification Two

Infractions: disrespect, insubordination or refusal to obey adults in authority, fighting, lying, cheating, theft, endangering others, disrupting others, inappropriate language, vandalism, threatening intimidation of others (written, verbal, physical).

Consequences may result in, but are not limited to detention.

Classification Three

Infractions: weapons (possession of anything which could be construed as such), use and/or possession of alcohol, drugs, tobacco, gang-related activity.

Consequences may result in suspension or expulsion.

Discipline Notices

Discipline notices issued for inappropriate behavior require parent signature. Six discipline notices in the same semester will result in a review of the student's ability to continue at St. John.

CURRICULUM

St. John the Baptist Catholic School offers a curriculum consisting of religion, core academics, physical education, computer literacy, art, music, and band. This curriculum follows the **Diocese of Rockford Curriculum Guidelines**.

Students in Grades 6-8 work in a departmental system.

CURRICULUM ENRICHMENT PROGRAMS

Curriculum enrichment programs in the form of field trips, school assemblies, or classroom speakers are meant to broaden the interests of the students and to supplement the curriculum.

Field trips are planned with educational objectives in the forefront. Transportation is usually secured through District #12. The transportation or other fees for field trips are paid by the parents. Home & School helps defray the cost of at least one trip per year.

A signed permission slip from a parent or guardian is required for each field trip. No student will be permitted to leave the school property without this slip.

Proper etiquette is expected of all students involved in any enrichment programs. The Principal reserves the right to refuse a student permission to participate in a field trip if his/her behavior is inappropriate or could jeopardize the personal safety of self or that of the group.

Due to liability factors, St. John the Baptist does not sponsor overnight trips for any students.

DAILY SCHEDULES

Children in grades K-8 are not to arrive at school before 7:45 A.M.

Preschool times are listed in the Preschool Handbook.

A.M.	8:00	Morning session begins Grades 6-8	P.M.	12:00	Lunch break begins for 5-8
	8:15	Morning session begins Grades K-5		12:00	Recess - K-4
	11:40	Lunch begins for K-4		12:20	Bell rings for end of lunch for 5-8
	11:40	Recess - 5-8		12:30	Bell rings for end of recess for K-4
				2:55	Students in Grades 6-8 are dismissed
				3:10	Final dismissal for remaining students K-5

THE OFFICE WILL BE CLOSED FROM 12 NOON TO 1:00 P.M. DAILY All car riders are to be picked up by 3:30 P.M.

If you are planning to come in to help a teacher or pick up a student for an appointment during 12:00-1:00 please make arrangements with the teacher for entry procedure.

DRESS CODE

Parent cooperation is expected in following dress code regulations.

Students should come appropriately dressed for recess during the winter. Students in Grades K-8 are required to wear uniforms. All items must be marked with the student's name. The SJS uniform will consist of the following:

GIRLS

Dress Uniform

- K-4 Uniform plaid jumper (princess style or drop waist style) with round collar, long or short sleeve white blouse (white turtle neck option Oct. 1st - May 1st)

- 4-8 Uniform plaid culottes are no longer available from the uniform company. If you have a pair and they are no more than 2" above the knee they may be worn with white oxford blouse or plain white polo, long or short sleeved.
- 4-8 Uniform plaid skirt (no more than 2" above the knee) is to be worn with white oxford blouse or plain white polo - long or short sleeved.
- White turtleneck option Oct. 1st - May 1st.

All students are required to wear the dress uniform on Mass days and other specified times throughout the school year.

Shorts are not a component of the dress uniform and therefore are not to be worn on Mass Day.

Uniform OPTIONS

At times other than stated above black dress slacks (or khaki slacks for students in 7th & 8th grade)* or black dress shorts (or khaki for students in 7th & 8th grade)* may be worn with the uniform red polo (turtleneck option Oct. 1st - May 1st) as specified in the handbook.

Sweaters: red or black cardigan, pullover or sweater vest (purchased from SJS designated company)

SJS Sweatshirts: red or black with either school logo

BOYS

Dress Uniform

- K-8 White long or short sleeve dress/oxford style shirt with solid white undershirt (no logos)
- K-8 Black dress slacks* (or khaki slacks for students in 7th & 8th grade)*
- K-5 Uniform plaid tie
- 6-8 Uniform plaid or solid black tie (no designs)

All students are required to wear the dress uniform on Mass days and other specified times throughout the school year.

Shorts are not a component of the dress uniform and therefore are not to be worn on Mass Day.

Uniform OPTIONS

At times other than stated above, red long or short sleeve polo shirts (red turtleneck option Oct. 1st - May 1st) may be worn with black dress slacks* or black shorts* (khaki slacks* or shorts for students in 7th & 8th grade)*

Shorts may be worn May 1st - Oct. 1st.

Sweaters: black or red cardigan, pullover or sweater vest (purchased from SJS designated company)

SJS Sweatshirts: red or black with school logo

- **Jumpers, culottes, skirts, red polos, sweaters, plaid ties must be purchased from a school designated uniform company.**
- **Other uniform components, such as walking shorts dress pants or slacks, black ties, if not purchased from the school designated uniform company must be the same style and color as the uniform company provides.**
- **Uniform sweatshirts are to be purchased from the SJS distributor.**

* **Slacks** must be black twill with belt loops (or khaki for students in 7th & 8th grade). Uniform slacks **do not include** jeans, pants of denim-like material, baggy or oversized pants, pants with a draw string waist, rivets, bell bottoms, etc.; sweat pants, pants with pockets below the hips, painter pants, stretch pants, stirrup or sweater pants.

Shorts must be **black twill walking shorts with belt loops** (or khaki for students in 7th & 8th grade)*. **Short-shorts, baggy oversized shorts that go below the knee, corduroy shorts, and shorts with a draw string are not allowed.**

The rest of the dress code is as follows:

- **Belts - solid dark color, are to be worn with slacks and shorts and must be sized appropriately.**
- **Socks - must be solid black or white and above the ankle; girls may wear solid black or white tights.**
- **Undershirts worn with uniform are to be solid white.**
- **Shoes - oxford, loafer or deck shoe style in dark brown, black, cordovan, navy blue or black & white saddle shoes of leather, suede or synthetic leather composition which are dark edged and have dark laces. **Boots, shoe boots, dress boots, sandals, clogs, platform and any other open toe shoes are not allowed with uniforms. These are also a safety concern on non-uniform days.****

If a child is involved in a scouting program and their scheduled meeting date is on a school day immediately after school, they may wear the scout dress uniform.

If you have any questions regarding an article of clothing or shoes, please feel free to contact the Principal before purchasing it.

If there are any changes in this dress code for the 2012-2013 school year, you will be notified in the summer mailing.

General Provisions

1. **Clothing must always be clean, in good repair and fit appropriately.**
2. Personal cleanliness/hygiene and good grooming is expected of all students at all times.
3. Jewelry appropriate for school includes simple post earrings on uniform days (one pair in the lobe only), religious medals, watches, and rings (only one per hand may be worn). **Boys are not permitted** to wear ear jewelry.
4. Hairstyles should be neat, attractive and hygienic for all students. Extreme hair styles, stripes and designs in hair, bleaching, dying, 2-tone hair, hairpieces are not allowed. Boy's hair should not be longer than the shirt collar, ear lobes & eyebrows. Facial hair such as mustaches, sideburns etc. is not allowed.
5. Only clear nail polish may be worn. Make up is not permitted.

6. Uniform shirts and blouses are to be tucked in. **Shoelaces should be an appropriate length and tied at all times.**
7. **Students are expected to arrive and depart in their school uniforms.**
8. T-shirts with alcohol beverage, drug advertising and other inappropriate messages are not permissible.

Non-Uniform Days

Dress-Up Attire - 1st day, Fall picture day, and other specified days - **Girls:** dresses, skirts, culottes, dress slacks, Capris, blouses and sweaters. **Boys:** dress slacks, dress or polo shirts, sweaters. Dress shorts may be worn from May 1st - Oct 1st,

Free Dress Days - will be announced - Students can wear neat, clean jeans (jean shorts/other walking shorts - May 1st - Oct. 1st), T-shirts, sweatshirts, casual slacks, Capris, dresses, skirts, blouses. Sweatpants are not allowed.

Spirit Days - same as Free Dress days except student should wear solid white or red shirt, sweatshirt, school team shirts, or other SJS apparel and jeans.

Birthdays - student may wear "Dress-Up" or "Free Dress Days" attire on their birthday. If their birthday falls on a Saturday, Sunday or School Mass day he/she may have an "Out-Of Uniform Day" the Friday before, the Monday after or as determined with teacher. Students with summer birthdays should select a day, which has been agreed upon with their teacher, for "Birthday Attire".

Preschoolers do not wear uniforms but must follow the general school dress code provisions.

The Principal reserves the right to determine what is appropriate and acceptable.

DRUG & ALCOHOL POLICY

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions set forth in this Policy are the following:

- Use, possession, manufacture, distribution dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities
- Storing in a locker, desk, automobile or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities

St. John's School reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy. A student's failure to cooperate in testing required by this Policy or other violations of this Policy may result in disciplinary action up to and including expulsion from school.

EMERGENCY CLOSINGS

When school is closed due to inclement weather or other situations that deem it necessary to close the school, all athletic events, both home and away, will be cancelled. All evening meetings and other school activities will also be cancelled. **To find the Emergency Closing information you may proceed with any of the choices listed below:**

- Call 847-238-1234
- Go to the website of any of the radio or TV stations listed in your school calendar or go to www.EmergencyClosings.com to search for your facility by name and city or by phone number
- Sign up for personalized E-mail notification for your facility's status at www.EmergencyClosings.com

Tune to channels 2 or 32 on your television or the following radio stations: WIVS, WIND, WMAQ, WBBM-FM (B-96), WCLR-FM (102), WFYR-FM (103.5) for information concerning St. John the Baptist Catholic School / Johnsburg, District #12. **Please do not call the school or school personnel.**

GANG AND GANG-RELATED ACTIVITIES POLICY

St. John's School is a gang-free environment. Gangs, as defined by this Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or the SJS rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes and practices which may endanger the health, safety and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership
2. Participating in and/or inciting physical violence
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society
6. Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with

a gang or secret society

7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to “represent” or act like a member of a gang or secret society
8. Any other activity that violates any law or policy of SJS or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society

For purposes of this Policy, SJS may also consider gang or gang-related activities in which a student engages outside the School and/or separate from School-related activities due to the potential repercussions on SJS and other students of such conduct.

Violations of this Policy may result in the School’s discretion in discipline up to and including dismissal from SJS.

GRADING SCALE

Standard report cards from the Rockford Diocese Catholic Education Office are used. The scales are as follows:

Grades K-2 Achievement Code: 3 = Proficient in Skill; 2 = Developing Skill; 1 = Needs to Develop Skill

Grades 3-8 Achievement Code: A = Excellent (93-100%); B = Very Good (86-92%); C = Average (76-85%);
D = Below Average (70-75%); F = Failure (Below 70%); P = Pass

All students are also marked for effort and conduct.

HEALTH

It is recommended that for the best performance in school, a child should have adequate rest and healthful food habits.

Preschoolers, Kindergartners, Sixth graders, and all students transferring from another state or out-of-district students must also present the same physical records to St. John the Baptist Catholic School. All students participating in sports must have a yearly physical. This will be monitored by the Athletic Association. **Dental examinations are required for students entering K, 2 & 6. Annual dental examinations are encouraged for all students. All students entering Kindergarten are required to have an eye examination by an optometrist or qualified physician. In the Fall, as directed by the State of Illinois, Vision and Hearing Screenings are administered to students in the appropriate grade levels.**

Parents must use the health record, dental and eye forms provided by the school. All health records must be completed and in the school office by the first day of school or your child will not be allowed to attend. Only original copies of physical forms will be accepted

HOMEWORK

One of the chief means of communication between parents and the school is homework. Homework assignments give the parents the chance to learn the general theme of the child’s courses and also enables them to see the type of work their child is producing.

Written work is not the only type of homework; study of oral assignments are also given. Whatever type is assigned, the child must realize early the homework is his personal responsibility and must be done consistently and with emphasis on completeness, accuracy, and neatness. Primary Grade children will often need the assistance of their parents to complete assigned projects.

Homework is not only a preparation for the next day’s class it is intended to be a review and reinforcement of a completion of the lessons learned that day in school. Parents can help by providing the child with a quiet place to study and by seeing that telephone calls and television programs are barred during the homework period.

Courtesy demands that if homework is requested, it be picked up at dismissal time.

ILLNESS / INJURY

No injured child will be allowed to go home be taken to his/her home unless a parent/guardian or other responsible adult is at home. If a parent/guardian cannot be reached, the emergency numbers designated by the parent/guardian will be called. **Current emergency numbers of designated persons who can fill-in for parents when unavailable are mandatory for each student.**

We urge each family to inquire about the medical emergency forms at Centegra. This card will authorize any necessary medical treatment for your child if he/she is taken there. The card must be filled out and signed prior to the emergency.

- Injuries - Simple first aid is provided at school; the parent is notified if the injury appears to be serious. All accidents occurring on the playground or on the way to or from school should be reported immediately to a teacher or to the school office.
- Illness - A child who is sick cannot remain at school. If your child has a fever he/she **may not remain in school**. Arrangements must be made for the child to be picked up in an expedient manner. **No child with a fever of 100 degrees or more should be sent to school. He/she may not return to school until he/she has been fever-free for 24 hours. If a child is too ill to go outside for recess** it is usually a sign that the child is not well enough to be in school. (Refer to Medicine, Attendance & Parental Notes for pertinent information).
- **Please inform us if your child is taking prescription medication given at home.**

INSURANCE

All students PS through grade 8 are covered with the economy plan of **Student Plans, Inc.** The school time coverage protects your students the entire school year, during regular schools session, as well as participating in other school-sponsored activities requiring the attendance of the student. Protects your students while traveling directly to or from the student’s home premises and school to attend or participate in any of the aforementioned activities. Payment for this insurance coverage is included in your “book material” fee.

LIBRARY

Students will have the opportunity to choose library books once a week for enrichment and pleasure.

Kindergarteners can checkout one book per week. Students in grades 1-8 can checkout two books per week. All books are due the following week. If books are consistently past due or lost, students will not be allowed to checkout any more books (this will be at the discretion of the Principal after consultation with the librarians).

The student who **checks out a book** will be held responsible for returning the book(s) (the ideal) or paying the cost of the book.

LITURGICAL CELEBRATIONS

All school Masses are celebrated once a week. Family and friends are invited to join in these celebrations.

Students participate in Reconciliation services during the year as well as Benediction and Stations of the Cross.

LOST AND FOUND

The best assurance against loss and confusion is to mark clothing and books with the student's name. The loss of an article of value should be reported to the teacher and the school office. Students are also encouraged to check the lost and found for any lost items.

LUNCH

- Milk is available every full day of school. It can be purchased **once a year at Orientation**.
- In order to save you time, any late lunches may be placed in the *lunch mobile* outside the front doors. **ALL LUNCHES MUST BE DELIVERED BY 11:40 A.M.**
- The H & S Association sponsor a Hot Lunch Program. The *Hot Lunch Committee* is a not-for-profit committee that serves lunch to SJS students (K-8) and staff members for a reasonable price. Order forms are sent home in your family envelope with the serving dates and menu. Timely return of order form with **payment check** is necessary. You may pay for the entire year at Orientation.
- **Healthy snacks are encouraged. Candy, carbonated beverages or drinks in glass bottles are not permitted.**

MEDICINE

The policy for administration of medicine during the school day is as follows: It is our policy that no medication is administered except by the school principal or her designee. Such medication will only be administered provided the child's parent or legal guardian submits in advance such documentation as is required by an administrative regulation issued under this policy. Parents may be required to come in and administer medication if the personnel designated for this are unavailable.

Exceptions to the above policy may be made with doctor's directive and permission from the principal for medications necessary to sustain life such as asthma inhalers, bee sting kits, etc. In these specific cases, a student will be permitted to have the medication in his/her possession.

All unused medication must be picked up by the parent (whether during the school year or at the end of the school year). Medications not picked up by the parent will be discarded.

Procedure

1. The parents or the guardian shall provide the school with the physician's orders/prescriptions detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the date of initiation and the date of discontinuance, the desired benefits of the medication, the side effects, and an emergency number where the physician can be reached.
2. The student's parents or guardian shall provide to the school administrator a written request authorizing the administration of the prescribed medication at school.
3. Medication shall be brought to the school in a container appropriately labeled by pharmacy or physician. The name of the student and the names of the physician, pharmacy, and pharmacy phone number shall be indicated on the container.
4. The school shall provide a locked space for safe storage of the medication.
5. The school administrator shall keep a written record of all drug administration. This record shall include the following information: What medication was given, to whom it was given, when it was given (date and time), who administered the medication, the date of initiation of drug therapy in school, if and when a medication is not administered and why, and the drug discontinuance date. This information shall be placed in the student's health file.

No medication will be given by school personnel unless these regulations are followed.

Parent is always welcome to come in and administer their own child's medication.

MILK MONEY

(See Lunch)

ORGANIZATIONS

The following is a list of the organizations which are an integral part of St. John the Baptist Catholic School:

Athletic Association

The Athletic Association for St. John's was formed in the early 1960's to provide support, both financial and volunteer, for the

athletic program at St. John's school, working in cooperation with the administration and the staff of the school.

The Association's philosophy is an extension of the school's philosophy aimed primarily at the development of the student's Christian attitudes, physical skills, teamwork and sportsmanship on and off the field of competition.

Education Commission

The St. John the Baptist Catholic School Education Commission consists of a maximum of seven (7) lay members of the parish, the Pastor (ex-officio, non-voting), and the Administrator/Principal (ex-officio, non-voting). The Commission members are appointed. The Commission acts as an advisory group for the Pastor and the Principal regarding school policies and other pertinent matters.

The Education Commission's meetings are held the second Tuesday of the month, the exact date is published in the parish bulletin. To get on the agenda, please send a detailed note to school addressed *Education Commission President* a week prior to the meeting.

Father Blitsch Education Foundation

Affiliated with St. John the Baptist Catholic School. The major fundraiser is the annual Playday Golf Outing held each year in May.

St. John the Baptist Home & School Association

The Home & School Association offers open membership to all teachers, parents and guardians of children attending St. John the Baptist Catholic School. There are yearly elections for officers. Open meetings are held a minimum of four times a year.

The purpose of this organization is: 1) to promote a broader appreciation of the ideals of Catholic Education; 2) to enlist education and social resources of home and school to provide the best Catholic Education possible; 3) to provide communication between parents and teachers; 4) to foster the integration of families into the life of the school community; 5) to provide a solid organization to improve the school's fund raising efforts.

For further information regarding any of these organizations, please call the school office.

PARENT COOPERATION EXPECTATION

As members of the community of St. John the Baptist Catholic School, we have a moral and ethical obligation to foster and promote the Christian values our faith represents. We recognize that concerns may arise during the course of the school year. The manner in which we address these concerns must demonstrate the Christian values we are all striving to live. Failure to meet these expectations will be addressed in accordance with the applicable school policies (refer to Communications).

PAYMENT OF MISCELLANEOUS EXPENSES

Payments for fluoride, milk, book orders, field trips, and yearbooks are to be **made by check or money order**.

PHONE CALLS

It is inappropriate for a teacher to leave a class to answer the telephone or to confer with parents during the school day. Please wait until after school to call. Teachers are to be contacted after school hours between 3:15 - 3:45 P.M. **If an emergency arises and you need to change your child's mode of transportation home you should call the office as soon as possible. You are asked to make these changes no later than 2:15 P.M. in order to allow messages to be delivered in a timely manner.**

Unless a family emergency arises, students are not permitted to accept phone calls during the school day.

PHYSICAL EDUCATION

A physical education program is provided at St. John the Baptist Catholic School for all students in Grades K-8.

Students in grades 4-8 wear a physical education uniform, available from our uniform distributor, plus athletic socks and shoes. Sweats may be worn on cool weather days. Non-aerosol deodorant is recommended. PE uniforms should be marked with the student's name. All students will need a plastic drawstring bag sufficient in size to hold uniform and shoes and marked with the student's name. Students in grades K-3 may wear the following: Girls may wear shorts under their jumpers and remove their jumpers for gym class. Boys may wear lightweight sports shorts under their school pants, remove the pants for gym, and wear just the sports shorts with their shirt. After gym, they will put their school pants back on over their sports shorts.

PLAYGROUND

The playground is a place for children to socialize with one another. Students are accountable to obey the rules which have been reviewed and explained to them and to the supervisors. **Children are not allowed to bring toys to school for playground use.** Students also use the Community Club grounds at times. Both areas are supervised.

POSSESSION OF WEAPONS POLICY

It is a violation of St. John's School's policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered a weapon.

Violations of this Policy may result, at the school's discretion, in disciplinary action up to, and including, expulsion from school.

PRESCHOOL

The preschool is part of the total educational program at St. John the Baptist School. As such, it will set aside time to teach the values of Jesus through simple methods such as bible stories, film strips or other appropriate methods conducive to that age level. A preschool handbook is available for more information on the total curriculum.

RELEASE PERMISSIONS

In compliance with the Diocesan Office request there must be on file a signed copy by each parent or guardian containing a statement as to whom the child may be released to either for dismissal or in case of illness.

REPORT CARDS

Interim Reports are sent out at the halfway point in the quarter. Report cards are distributed three times a year sometime shortly after the quarter ends. The last day for each quarter is as follows:

First Quarter - October 21, 2011

Third Quarter - March 16, 2012

Second Quarter - January 12, 2012

Fourth Quarter - May 31, 2012

RETENTION POLICY

If students do not maintain satisfactory performance, they may be required to repeat their current grade. If a student in Grades 4-8 gets 2 F's on their report card in the **same** academic subject (Religion, Language Arts, Social Studies, Science or Math) in a school year, they must attend summer school, professional tutoring, or independent work study approved by St. John the Baptist Catholic School and successfully complete the requirements to enable them to advance to the next grade.

RIGHT TO CONDUCT INSPECTIONS POLICY

In the interests of the health and safety of St. John's School, its students and faculty and in furtherance of its educational mission, SJS reserves the right to conduct inspections of all areas of its property and objects that are brought onto its premises. SJS reserves the right to conduct these inspections on its own or to request the assistance of a third party in the inspection process.

This right to conduct inspections includes, but is not limited to, the following:

1. Lockers (including those that bear a student-provided lock)
2. Desks
3. Bags, purses, briefcases, "totes", or other carrying devices brought onto School property
4. Vehicles located on School property
5. Any other equipment, device or property to which the use or access is allowed by the School
6. Any other items or property brought onto the School's premises by a student or others

The failure to cooperate with, or other interference with, an inspection allowed by this policy shall be grounds for disciplinary action as determined appropriate by SJS. Further, should an inspection identify weapons, illegal substances, other contraband or other material that is inappropriate for possession on SJS's premises (as determined by SJS), SJS reserves the right to notify appropriate law enforcement and/or other authorities as well as the involved student's parent/guardian.

In conducting inspections under this policy, SJS shall, to the extent possible, attempt to minimize the scope of the intrusion upon the involved student's privacy. Nonetheless, SJS reserves the right to determine the scope and extent of such an inspection. SJS further reserves the right to require the assistance of other individuals, outside agencies and/or third party contractors in conducting such inspections.

SACRAMENTAL PREPARATION

We believe that the Sacraments of Holy Eucharist and Reconciliation are appropriately celebrated by a child with his/her family. St. John's School teaches the theology, history, tradition, ceremonies and prayers associated with the sacraments. St. John's staff will help parents do their part in preparing their children. St. John's Confirmation program begins in 8th grade..

SCHOOL PICTURES

Traditional school pictures will be taken in early fall. *Spring Fling - Fun Pictures* will be taken in the Spring. First Communion pictures and Graduation pictures are also taken in the Spring.

SCHOOL UNIFORMS

School uniforms can be purchased from Land's End and Hi Point Embroidery in McHenry.

TESTING PROGRAM

The Diocese of Rockford uses the Iowa Tests of Basic Skills and the Cognitive Ability Test for its testing program. The Diocese requires testing in the fall in grades 3, 5, and 7. At St. John the Baptist we administer the Iowa Basic Skills Tests to students in grades 1-8.

Other testing includes: the *School Readiness Test* administered to Kindergarten in the Spring; the *Algebra Aptitude Test* in Gr. 7 for Algebra placement in Gr. 8; the *ACT Explore Test* in Gr. 8 for high school planning.

All Kindergarten and preschool students are **expected** to participate in their local school district's prescreening and have the results sent to St. John's. An additional assessment is made at the end of Kindergarten. Vision & Hearing screening is also done.

TEXT BOOKS

Since textbooks are provided on a rental basis, each student is responsible for their care. **All student textbooks are to be covered** and should be carried to and from school in either bookbags or back packs. Students must report and pay for any books which are seriously damaged.

TUITIONS AND FEES

You are asked to save your brown tuition envelope as your receipt for tax purposes.

Each family is required to fill out an appropriate Tuition Payment Commitment Form. Families are expected to follow the plan of payment that was chosen on the commitment.

Any family who needs special assistance with their tuition/fee is asked to contact the Principal before the August 5th payment due date. Unless arrangements have been made, families whose financial responsibilities are not current by the end of the first semester are not allowed to continue at St. John the Baptist Catholic School for the following semester. Families who have not paid tuition and other outstanding book, sacramental, graduation, and library fees or made arrangements with the Principal by the end of May will be ineligible to attend St. John's School the following year and the final report card and/or diploma will not be issued.

Our parish community continues to support **Catholic education** with a parish subsidy each year. **Church support through using parish envelopes** is an important part of sending your child(ren) to Catholic School. At SJS we have two sets of tuition rates: *Participating Parishioner Rate* and *Non-Participation Rate*. To receive the *participating parishioner rate* a family must meet the following criteria.

1. That the family is registered at St. John the Baptist Catholic Church or their local Catholic parish; and
2. The Catholic members of the family participate in the active stewardship life of the Parish by consistently participating at Sunday Mass in a discernible way, such as through the use of envelopes, and that the family participates in Parish activities.

Tuition rates are as follows:

Grades K-8:

# of children	1	2	3	4
Participating Parishioner Rate	\$3455	\$5746	\$7995	\$9870

The following plans are offered for families with students in grades K-8: Year, semester, quarter, 10-month or 12-month. All payments are expected when due (for those on the 12-month plan the last payment is due before the last day of school)

School Fees K-8: \$50.00 per student registration fee (**non-refundable**)
\$175.00 per student book/material fee (**non-refundable**)
\$40.00 graduation fee (8th graders) (**non-refundable**)
\$15.00 sacramental fee (2nd graders receiving Reconciliation/First Eucharist) (**non-refundable**)

Preschool Tuition and Fees:

Three Day \$1545
Two Day \$1120
\$50.00 registration fee (non-refundable)
\$50.00 material fee (non-refundable)

ALL RETURNED CHECKS ARE SUBJECT TO A \$20.00 FEE.

VISITORS TO SCHOOL

All visitors, including parents, must **STOP AT THE MAIN SCHOOL OFFICE AND SIGN IN.**

VOLUNTEERS

The volunteer program is an integral part of our school. The volunteers are recruited through the H & S Volunteer Survey and periodically through the year. Volunteers are not limited to parents. Grandparents, aunts, uncles or other interested people are also welcome to inquire about volunteering at SJS.

Volunteers serving in a Catholic school are expected to support the teachings of the Catholic Church and to live in a manner consistent with them. Volunteers at SJS are expected to support the school's principles, policies and procedures.

If you would like further information please call the school office or an officer from any of our school support organizations.

WITHDRAWALS

Parents should notify the school as soon as they know that they are leaving the SJS community. Whenever possible, they are asked to give the name of the school that the student will be attending. It is also necessary that parents come to the office to sign their child's transcript release so that records may be sent to the new school upon request.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

The Principal reserves the right to amend the contents of this handbook at anytime during the school year. Parents and students will be notified regarding any changes.

