

St. John Catholic School

Parent/Student  
**HANDBOOK**



ST. JOHN CATHOLIC SCHOOL  
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ACCREDITED BY

Arkansas Nonpublic School Accrediting Association, Inc.

Updated - July, 2023



Dear Parents, Students, and Families,

Welcome to St. John Catholic School. Together we share the important task of educating your children.

The Parent/Student Handbook reflects the policies of St. John Catholic School for the 2023-24 school year. This handbook is not all-inclusive and serves as a guideline for school policy.

Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. John Catholic School during the 2023-2024 school year.

The faculty and staff look forward to working with you to promote academic excellence in a Christian atmosphere. We are committed to the concept that in a caring, disciplined environment each student can grow spiritually, socially, and intellectually. We believe that the school and church community, working with parents, can prepare our students to meet the challenges of today's world and to live by the values and beliefs of our Catholic Doctrine.

Together, let us ***engage, evangelize, and empower*** our students and each other to grow closer to Jesus Christ through our words, deeds, and actions.

God Bless,

Vivian Fox, Principal

## **CONTRACT/AGREEMENT**

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

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

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## HISTORY OF ST. JOHN CATHOLIC SCHOOL

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

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

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

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

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

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

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

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



the parishioners of both parishes. As a result of this meeting, St. Augustine's School in Dardanelle was replaced with St. John Catholic School in Russellville in the fall of 1956.

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

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

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

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

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

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

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

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

St. John Catholic School has an active School Board made up of qualified and caring individuals whose main role is to support the pastor and principal in providing a quality and effective Catholic education for the students of St. John Catholic School. These individuals accept membership on the board as a mission and bring to that mission their talents, wisdom, experience, faith, life and good will. They work to develop and adopt policies that are compatible with Diocesan policies under the leadership of the

principal and approval of the pastor. They also help formulate the annual budget and help determine sources of funding for it, and they represent the school's constituency.

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

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

## **GENERAL STATEMENTS**

### **Belief Statement**

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

### **Mission Statement**

St. John Catholic School is committed to providing students a high quality Catholic education rooted in the life of Christ, and to foster the pursuit of academic excellence and the development of the whole person.

### **Motto**

Engage - Evangelize - Empower

### **Goals and Objectives**

The goals and objectives of St. John School are:

- Develop the whole child, academically, spiritually, physically, morally, and socially.
- Work closely with the parents of St. John Catholic School in providing quality education for a full Christian life.
- Prepare students to become respectful, caring, and to lead a life of service and responsibility.
- Teach students Catholic religious principles and values appropriate to their age.
- Encourage students to observe Christian community in action modeled by teachers, staff, parishioners and parents.
- Help students grasp, employ and utilize their God given talents to their best advantage.
- Instill love of country, encouraging them to be informed and active citizens.
- Challenge each child to become self-motivated and achieve their highest potential.
- Provide a strong challenging, yet basic, academic curriculum for each student regardless of ability.

## **DECLARATION ON CHRISTIAN EDUCATION**

### ***VATICAN COUNCIL II--UNIVERSAL RIGHT TO AN EDUCATION***

"All men of every race, condition, and age, since they enjoy the dignity of a human being, have an inalienable right to an education that is in keeping with their ultimate goal, their ability, their sex and the culture and tradition of their country, and also in harmony with their fraternal association with other peoples in the fostering of true unity and peace on earth. For a true education aims at the human person in the pursuit of his ultimate end and of the good of the societies of which, as a man, he is a member, and in whose obligations, as an adult, he will share." *Diocesan Policy and Regulations Manual Section 1.01*

### **Non-Discrimination Policy**

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs.

*Diocesan Policy and Regulations Manual Section 4.01*

## **ADMISSIONS**

Enrollment in a Catholic school is a privilege and every Catholic child has a right to religious instruction and formation in the Catholic faith. No child of a parishioner will be denied the opportunity to attend his/her parish school due solely to the inability to pay full tuition. Students of other faiths are welcome upon space availability.

*Diocesan Policy & Regulations Manual Section 4.03*

### **Admission Priority**

- Catholic families registered in the church and tithing
- Catholic families in neighboring parishes
- Other families

*Diocesan Policy & Regulations Manual Section 4.03*

### **Entrance Age**

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

### **Voluntary Withdrawal**

Families who voluntarily withdraw their child from St. John School during the school year jeopardizes re-admittance at a later time.

### **Special Circumstances**

The education of a student is a partnership between the parents and the school. Just as the parents have the right to withdraw a child, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irreparable.

### **Registration**

Registration for the upcoming school year begins in January. For current families a \$100.00 non-refundable deposit per child is due with registration. This will guarantee a place for your child/children for the following school year and will be applied toward your registration fee of \$350.00 per child (K-5) or \$190.00 per child (Pre-k). A \$25 year book fee will also be charged to each family.

## **TUITION AND SCHOOL FEES**

### **Tuition**

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

### **Tuition Assistance**

Need based tuition assistance is available for some students and is based on the availability of funds. Financial need will be calculated by FACTS Tuition Management Company. Active/tithing St. John Families apply online through FACTS.

### **Scholarships**

St. John Catholic School is fortunate to be able to partner with ACE, the Kremer Foundation, and Growing Catholic Education to provide scholarships for qualifying students. Families must apply online through FACTS.

### **Fees/Deadlines**

Registration will be due in the spring for the following school year. For current families a \$100.00 non-refundable deposit per child is due with re-registration. For new families, an additional non-refundable registration fee is the first month's tuition. This will guarantee a place for your child/children for the following school year and will be applied toward your registration fee of \$350.00 per child (K-5) or \$190.00 per child (Pre-k).

### **Tuition Payment Policies**

Tuition is paid on an annual, semester, or monthly basis. Monthly tuition is paid through ACH (automatic bank withdrawal) on the 10th of each month. Monthly tuition can be paid in 10 monthly installments from August through May. There will be a \$30 fee for any returned automatic draft payments. You will be notified if a payment is returned. You will be required to bring the amount owed in cash plus a \$30.00 returned payment fee collected by FACTS.

Annual tuition is due by August 10 and semester tuition is due by August 1 and January 1. If monthly or semester payment is the choice and payment is not made on time a late fee of \$25.00 will be assessed. The school depends upon your timely payment of fees.

If tuition and fee balances are not paid by June 30th, the school reserves the right not to re-admit your child for the next school year.

## **SCHOOL LIFE**

### **Daily Scheduled Classes**

Excluding recess and lunch, daily scheduled classes are in session for 5 hours and 30 minutes each day. Students in grades K-5 attend Holy Mass twice a week; PreK attend once a week beginning in October.

### **Lunch/Recess Schedule**

Lunch is from 11:00 - 11:30 each day. Recess follows from 11:30 - 12:00 noon. All students are required to bring lunch from home. Fast food brought in for the students is strongly discouraged. Sodas are not permitted. Parents/guests eating with their child will sit at a designated table. Classmates are not allowed to leave their assigned seats to eat with classmates and their parents unless arranged with the principal.

### **School Hours**

The official school day begins at 8:00 a.m. and continues through 3:00 p.m. The parish hall doors will open at 7:45. Children are to arrive at school between 7:45 and 7:55 a.m. and should be seated in the parish hall when school begins at 8:00 a.m. Students not seated by 8:00 a.m. will be counted tardy.

### **School Drop Off**

We strongly urge you to drop off and pick up your K-5 students in the car line. This limits the number of children and parents walking through the parking lot and lessens the possibility of accidents. Students are to go directly to the designated area upon arrival. PreK parents may drop off in front of the Parish Hall, in the car-line alongside the hall. PreK students must be signed in each day. Please watch for cars in the drop off line.

### **Student Pick Up**

School dismisses at 3:00 p.m. each day except early out days. Students remaining at 3:15 will be sent to ESC (extended school care) and will be charged the hourly rate beginning at 3:15. *See ESC section for more information.*

### **Early Dismissal**

Occasionally during the year school will dismiss at 1:30. Usual times for early dismissal will be on parent/teacher conference days and the day before Thanksgiving and Christmas break.

### **Wireless Telephone Use (Ark. Code Ann. §27-51-1609)**

Restrictions in school zones – (a) Except as provided under subsection (b) of this section, a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building. (b) A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose (Effective October 1, 2011).

***\*Do not use handheld cell phones in our school carpool lines during drop-off and dismissal. Help keep our children safe.\****

## **ATTENDANCE**

### **Arrival and Dismissal**

All students must enter and exit the school building through the east door. (The door just off the parking lot). Students will not be allowed to enter the school building prior to 7:45 a.m. Students arriving prior to 7:45 a.m. must be checked into extended school care (ESC). **No child will be allowed to wait in the parking lot unattended.** All students remaining after school fifteen (15) minutes after dismissal will be sent to extended school care (ESC). Parents will be billed for esc usage.

## **ABSENTEEISM AND TARDINESS**

### **General Policy**

Regular attendance is basic to the forming of good work habits, developing a sense of responsibility and successfully keeping up with class work. When school is in session students are expected to be in attendance at all times, unless prevented by an emergency or sickness.

### **Reporting an Absence**

If a student is to be absent, the parents should call the school office by 8:15 a.m. or send a note to the office via a brother or sister. When calling to report the absence, you may also request homework to be left in the office or sent home with a brother/sister or friend. The work may not be picked up in the office until after 2:30 p.m.

### **Twenty-Five Days of Absence**

Every parent(s) and/or guardian(s) or other person residing in the State of Arkansas and having the custody or charge of any child or children between the ages of five (5) through seventeen (17) (both inclusive) will send such children to a public, private, or parochial school, or home school. (Ark. Code Ann. § 6-18-207) In cases of excessive absences, the principal will confer with the parent(s) and/or guardian(s).

Generally, a student who has accumulated twenty-five (25) days of absences during the school year may be required to attend summer school to make up the work missed or to repeat the grade.

*Diocesan Policy and Regulations Manual 4.08*

### **Tardiness**

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

Students are expected to be in their classroom when the tardy bell rings at 8:00 a.m. **Any students arriving after 8:00 a.m. must enter the school with their parent/driver and be signed in by the parent/guardian.**

### **Perfect Attendance**

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

### **Absences Due to Covid-19**

If a student tests positive for Covid-19 or is deemed by the local health department to be a close contact of an individual who has tested positive, the school will follow the most up-to-date CDC Guidelines for student and faculty attendance. In addition, students will be expected to complete all work and assessments.

A student who is absent due to a positive Covid-19 test or named as a close contact, will be marked absent and coded as C19 to denote the reason for absence.

### **Vacations/Trips**

When parents take children out of school for vacations or trips, the **principal and the teacher** must be notified in writing (email is acceptable) in advance. Parents assume responsibility for the education of the child/children during the time they are absent from school. Teachers are not required to write out lessons in advance or to make-up tests when the child returns.

### **Make-up work**

It is the responsibility of the student to ask for any make-up work incurred by an absence. Upon returning to school from an absence, a student is to ask his/her teachers for those assignments and tests that he/she needs to make up. For every day absent, a student shall have one school day to complete any missed work. For example: 1 day absent = 1 school day to complete assignments after the student returns; 5 days absent = 5 school days to complete assignments after the student returns.

## **EMERGENCY CLOSING**

### **Inclement Weather**

If school is closed due to inclement weather this information will be announced on the Facebook Parent Page and a message sent out through Parent Alert. ESC will not be open when school is closed due to bad weather.

### **Threatening Weather**

If the school remains open and the weather is threatening, each family will have to decide whether to send their children to school.

### **Early Dismissal for Inclement Weather**

If school is in session and the weather conditions deteriorate, listen for a parent alert of early dismissal. Make sure you have made arrangements to get your child home safely.

### **Miscellaneous Emergencies - Crisis Plan**

When a situation necessitates shelter in place, lock down, or other emergency protocol of the school, St. John School will abide by the decisions made by the teachers under the leadership of the principal and will be announced to parents when the principal deems appropriate.

## **CURRICULUM**

All Catholic schools will follow the Diocesan requirements regarding basic materials, specific courses, and time allotments.

- Each school will have a period of instruction in the Catholic religion and follow curriculum established by the Diocesan guidelines.
- Each school will offer a balanced curriculum as outlined in the suggested time allotment charts. The In Spirit and Truth curriculum guide will be the curriculum utilized in each of the elementary schools.

### **Spiritual Growth**

Opportunities will be provided to enable the student's faith to become living, conscious and active through experience and instruction. The faculty will work together to provide a religious program for the students that will become a powerful force in the development of personal sanctity and in the building of community.

### **Mass**

All K-5 students attend Mass twice a week. PreK students attend Mass once a week beginning in October.

### **Religion**

In addition to attending Mass twice a week, students in grades K-5 receive 30 minutes of religion instruction 2 times a week.

### **Educational Curriculum**

**Language Arts** – Literature, Vocabulary, Phonemic Awareness, Phonics, Creative Writing, Handwriting, Spelling, Grammar, Writing Process, Typing

**Mathematics** – Geometry, Measurement and Data, Operations and Algebraic Thinking, Number and Operations

**Science** – Life Science, Earth and Space, Physical Science, Engineering Processes, STEM Labs

**Social Studies** – History, Geography, Economics, AR History, Current Events

### **Special Enrichment Classes**

**Art, Music, PE** – Students receive 45 minutes of instruction in Art, Music, and Physical Education each week.

**Library, Technology, Spanish** – Students receive 30 minutes of instruction in Library, Technology and Spanish each week.

**Robotics** – K-5 students receive robotics instruction in technology classes using age appropriate Vex Robots.

## **EDUCATION ENRICHMENT**

### **Library**

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

- Circulation Policy: Books circulate for 1 week. Magazines and reference books remain in the library.
- Students may have two (2) books checked out at the same time. If after circulation time of one (1) week books are not returned, students may not check out another book.
- Overdue books will be returned directly to the librarian.



- Lost materials must be reported immediately. Students will be charged replacement costs for lost books.

### **Computers**

K-5 classrooms have 1:1 student computers available for use. Children only use computers with the teacher's supervision. All parents in K-5 must sign a technology agreement each school year.

### **Music, Art, Spanish**

Music, Art and Spanish are taught on a regular schedule. Students participate in 2 musical performances each year – Christmas Program and Spring Program

### **Physical Education**

All children are expected to participate in Physical Education. The only exception made is if the child brings a written excuse from a doctor.

### **All Kids Bike**

Kindergarten students participate in the All Kids Bike program during Physical Education class. This program, funded through a grant, teaches students balance and coordination that leads to learning to ride a bike without training wheels.

### **Field Trips**

Educational field trips may be planned to enhance or complement the curriculum by the Classroom teacher. Field trips are a privilege afforded to the students. Students can be denied this privilege if they fail to meet academic or behavioral requirements. Parents have the right to deny their child permission to participate in a field trip. Students failing to submit proper signed, parental permission forms **will not be allowed** to participate in the field trip. **Hand scribed notes or telephone calls will not be accepted in lieu of proper permission forms.**

### **Homework**

In order to assimilate the academic skills acquired in school, it is essential that good study habits be fostered in the home. A definite time and quiet place for study should be established in the home. Homework assignments are those assignments by the classroom teacher which are specifically intended to be completed outside the regular school day. (Homework is different from unfinished daily classroom assignments.) It is the responsibility of the students to promptly complete all homework assignments. Homework grades are averaged into that subject's grade. Ordinarily homework assignments should require a half-hour of work. It is impossible for the teacher to assign work that will take everyone the same amount of time. Homework assignments will reinforce skills taught in the classroom as well as help students develop necessary skills.

## **GRADING**

Uniformity of grading will be conscientiously maintained throughout the school. That is, work of similar quality will receive about the same mark from all teachers. Academic marks are to be based on an academic achievement and not on conduct, as behavior is to be graded separately. When failure seems unavoidable, parents will be notified in advance. *Diocesan Policy and Regulations Manual Section 2.06*

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

### **First - Fifth**

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

### **Kindergarten**

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

### **Conduct Grades**

A parent/guardian will be contacted before an unsatisfactory grade is issued in conduct.

### **Modified Grading**

A modified grading scale may be used in academic areas affected by a student's diagnosed learning disability or other diagnosed handicapping condition. On the report card and permanent report card, an asterisk will be placed beside the modified subject area. The description of the subject modification(s) will be placed in the student's file. Letter grades given in the modified area(s) will be based on the academic performance as defined in the student's modified academic plan.

*Diocesan Policy and Regulations Manual Section 4.11.2*

### **Diagnosed Disability**

A diagnosed disability is a condition that has been evaluated by a psychiatrist, psychologist, psychological examiner, or physician and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational modifications and/or an academic plan must be filed in the school office.

*Diocesan Policy and Regulations Manual Section 4.11.2*

### **Retention**

When failure seems unavoidable, parent(s) and/or guardian(s) will be properly notified well in advance of the probable failure of the child. Two subject failures in the elementary schools constitute a grade failure unless they are made up during summer classes approved by the principal. Proof of attendance at summer school and passing grades will be presented to the principal before the child is promoted. High schools will follow their own policies regarding student failure. In the event of retention, documentation will be recorded on the permanent record of the student.

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

### **Honor Roll**

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

\*To be eligible for any honor, students must have A's in conduct.

### **Report Cards**

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

## **Student Promotion**

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

*Diocesan Policy and Regulations Manual Section 4.11.7*

- Promotion will be based on the passing mark of 60%.
- Failure of any two (2) subjects, excluding Fine Arts and Physical Education, constitutes a failure of that grade unless the subjects are made up during summer school classes approved by the principal.
- Proof of attendance at summer school and passing marks will be presented to the principal before the child is permitted promotion.
- Generally, a pupil who has accumulated **twenty-five days of absences** during the school year will be required to attend summer school, make up missed work, or repeat the grade.

## **Testing and Evaluations**

Students in the elementary schools are given standardized tests, as directed by the Office of Catholic Schools. The results will be included in the student's permanent record. For a student to receive a Modified Academic Plan, the proper evaluation and testing stating their disability, must be on file with the school.

*Diocesan Policy and Regulations Manual Section 4.19*

## **COMMUNICATION**

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

It is recommended by the Diocese of Little Rock that teachers do **not** give out their personal phone numbers to parents. Please use the school office number or email to contact your child's teacher.

## **Parent-Teacher Conferences**

Parents are encouraged to visit with their child's teacher about the progress of the child. Teachers will attempt to meet with the parents or guardians of each child at least once a semester through scheduled Parent-Teacher Conferences. Parent-Teacher Conferences will be held twice a year at the end of the 1st quarter and the end of the 3rd quarter. Teachers are not permitted and will not conference during instruction times.

## **Take Home Folders**

- The yellow Take Home folder will be sent home on Tuesday. The folder will include important information from the school office or your child's teacher. Please check your child's folder and return it the next day in your child's backpack.
- Your child's teacher may send home a work folder separate from the yellow Take Home folder. This folder will contain homework, graded work, assignment etc.

## **Telephone Usage**

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

## **FACTS Parent Portal**

FACTS is a web-based program used as a means of communication with families regarding St. John School news and grades. The Parent-Alert system within FACTS is used for email and text messages that go out to parents. Parents can log in to their family portal to see student grades.

## **TECHNOLOGY**

### **Student Agreement/Parent Permission Letter**

All students and parent(s) and/or guardian(s) must read and sign that they agree to comply with stated rules regarding communication and usage of technology and social media while honoring all relevant laws and procedures as outlined by the Diocese of Little Rock.

*Diocesan Policy and Regulations Manual Section 4.20*

To gain access to e-mail and the Internet, all students must sign and return this form. (A copy of the signature page will be given to all parents on the first day of school.)

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Though preventive and filtration measures may be in place, families should be warned that material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The intent is to make Internet access available to further educational goals and objectives. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media information sources. The school supports and respects each family's right to decide whether or not to apply for access.

### **School Internet and E-mail Rules**

Students are responsible for behavior on school computer networks just as they are in a classroom or school hallways.

The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required for students under the age of 18. Access is a privilege – not a right and entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communication over the networks. It is presumed that users will comply with school standards and will honor the agreement that they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect that files stored on school servers would always be private. There should be no expectations of privacy when using the school computers, computer network or computer system.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

As outlined in the school policy and procedures the following guidelines must be followed:

## **Computer Access**

- The administration or teacher has the right to access information stored in any student file on any student screen, or student electronic mail.
- Hardware or software shall not be damaged, modified or abused.
- Intentionally altering the files, data or software on the school computers will be viewed as vandalism.
- Loading software on any computer without authorization of the technology coordinator is forbidden.
- Making copies of licensed or copyrighted software is illegal and therefore prohibited.
- Using or sharing another's password is not allowed.

## **Internet Access**

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

## **Social Media**

The same principles and guidelines found in this policy apply to students' personal activities online. Ultimately you are solely responsible for what you post online. Before creating online content consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects employees, students, or families of the parish or school may result in disciplinary action up to and including expulsion from the school and/or legal action.

The following are not permitted:

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

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

## **DISCIPLINARY PROCEDURES**

### **Behavior On/Off Campus**

Since a St. John student represents the school at all times, both on and off campus, it should be understood that any conduct which brings discredit to the student or to the reputation of St. John School and its community may result in disciplinary action by the school.

### **Conduct and Discipline**

Since a Catholic school student represents the school at all times, both on and off the school campus, it should be understood that any conduct which brings discredit to the student or to the reputation of the school and its community may result in disciplinary action by the school, including expulsion.

Good order by students is expected in every school. Rules and expectations, together with the

consequences for infractions, are to be established by the local administration and published in the school's student handbook.

### **General Rules of Conduct**

Students will be mannerly, courteous, and respectful. The learning environment will be orderly and conducive to study. Students will respect school property and the property of others. Students will WALK and remain quiet while being respectful when moving through the building.

The following regulations are to be met in the formulation of such policies:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control. All individuals should be treated with dignity and respect.
- Emphasis is placed on positive values rather than negative. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.
- Means of coping with problem situations are to deny privileges to misbehaving students, to talk to the student in private, to inform parent(s) and/or guardian(s), and/or to seek positive help for the student from the counselor.
- Serious or continuous disciplinary problems will be referred to the principal. Parent(s) and/or guardian(s) will be notified of the infractions and of the disciplinary action taken.
- If a student cannot be helped through any of the above means, the principal will follow the procedure for suspension or expulsion as outlined in the policy.

*Diocesan Policy and Regulations Manual Section 4.2*

### **Conduct Not Tolerated**

Conduct that is not tolerated and that could result in detention, suspension or expulsion includes the following but is not limited to:

- Fighting
- Defiance of school authority (principal, teacher or staff member)
- Cruelty to others
- Willful destruction/defacing of school or church property\*
- Consistent lack of cooperation within or outside of the classroom
- Profanity (including inappropriate slang), verbal abuse, obscene gestures, language or conduct
- Leaving classroom or designated area without permission
- Cheating, Plagiarism
- Possession, use, distribution, or purchase of any drug, tobacco in any form, electronic cigarette/vape or alcoholic beverages in the school, on the school grounds, or any school function. (See Diocesan Policy on pages 29 – 30)
- Bringing pocket knives, firearms, or any type of weapon on the school or church grounds
- Any other offense deemed major by the administration

### **Threats or Acts of Violence**

Any threat by students to inflict harm to themselves or others must be taken seriously and addressed immediately.

- Whoever hears a threat should report it immediately to the principal.
- The parent(s) and/or guardian(s) of the student who has made the threat should be notified. The principal and/or pastor will decide if any proper authorities need to be notified.
- Any parent(s) and/or guardian(s) of a student who has been threatened either verbally or in writing as a potential victim shall be notified.

The student victimizer may be suspended or expelled. If the student is placed on a suspension, the student must see a mental health professional who is a psychiatrist/psychologist. An

evaluation report must be provided with recommendations before the student may return to school.

Any threats made by the parent(s) and/or guardian(s) of a student will result in that family being made probationary for the remainder of the school year or the following school year.

If an adult threatens the safety of the principal or any other member of the school staff, the principal or threatened member of the school staff may take legal action by calling the police or seeking a restraining order.

If a student threatens or commits an act of violence, he/she will immediately be suspended with possible expulsion to follow. In the case of expulsion, the student's permanent record will reflect the expulsion.

Diocesan Policy and Regulations Manual Section 4.24

### **Property Damage**

When school property is damaged, the person responsible for such damage will promptly report it and pay for the damage. Any time a student is guilty of vandalism, either during school or non-school hours, he/she will be subject to disciplinary action in addition to restitution.

### **Bullying**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion.

Diocesan Policy and Regulations Manual Section 4.25

### **Harassment**

Harassment is verbal or physical conduct toward an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, political ideology, or that of his/her relatives, friends, or associates. The principal should be notified immediately and the student will be disciplined with a possible suspension or expulsion.

Diocesan Policy and Regulations Manual Section 4.26

### **Cheating**

Cheating will not be tolerated. A student who cheats or plagiarizes will fail the assignment or test. Parents will be notified of the cheating and may be required to meet with the classroom teacher to discuss the behavior.

### **Gum**

Students are not allowed to chew gum on the school campus.

### **Suspension**

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

### **Expulsion**

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

decision, they will contact the President of the School Board who will arrange a hearing with an arbitration committee

## **Diocesan Manual of Policies and Regulations**

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

### **Possession of a Weapon**

The Catholic schools of Arkansas have a no-tolerance policy involving possession of weapon(s). If a student brings a weapon to school or to a school function, or has a weapon on his/her person, the school will immediately suspend and possibly expel the student.

Any object used to intimidate, threaten, or cause bodily harm must be considered a weapon. If the principal determines that a weapon falls into the category of dangerous weapons that require expulsion, he/she shall promptly notify law enforcement and the student's parent(s) and/or guardian(s) regarding any allegation or indication of such a violation.

In the case of expulsion, it will be noted in the student's permanent record that he/she was expelled for possession of a weapon.

### **Alcohol/Drugs**

The possession, use, or distribution of illegal drugs or alcoholic beverages is not permitted in the school, on the school grounds, or at any student function.

- If any student brings to school or has in his/her possession any drug or alcohol during school hours or at any school function, regardless of time or place, he/she is liable for suspension and/or expulsion. (Ark. Code Ann. §6-21-608)
- Return to school will be contingent upon the student being actively involved in professional counseling and/or therapy if chemical dependency is evident.
- A second offense will result in automatic expulsion.
- When a student is involved in the distribution of alcohol/drugs to other students, which is a felony in the State of Arkansas, he/she will automatically be expelled from school and the appropriate authorities will be contacted.

### **Search of Properties**

All property on the school campus, including but not limited to lockers, backpacks, purses, and technology devices, together with their contents, may be searched by authorized school personnel. Such action may also be taken when the principal has reason to believe that they contain certain illegal or forbidden substances or other items that would be harmful to others in the school community.

### **Photograph & Video Consent**

For all students under the age of 18, parent(s) and/or guardian(s) are required to give consent allowing photographs and videos of their child to be utilized on Diocesan websites and/or other publications. Photographs and videos of those students, without consent, will not be used on the website, social media and in other publications.



## UNIFORM POLICY

Uniforms are required for all students attending St. John Catholic School. Students not following the uniform policy will be given a uniform infraction notice and will be required to change into a proper uniform from the uniform closet. If no uniform is available in the uniform closet-parents will be notified to bring a proper uniform.

### **UNIFORMS MUST FIT APPROPRIATELY AND BE IN GOOD CONDITION (no holes or faded)**

The main vendor for school uniforms is **The Toggery** Little Rock. Navy pants may be purchased elsewhere as long as they are of dressy uniform style with belt loops. (Cannot be jeggings or skinny jeans or cargo pants.)

#### **Girls**

Socks	Red, white, or navy without designs
Tights/Leggings	Red, white, or navy under skirts, skorts or shorts <b>(May not wear leggings/jeggings for pants.)</b>
Shoes	Athletic Shoes only
Shirt	Red Polo Shirt with St. John Logo (purchased from The Toggery)
Spirit Shirt	Spirit shirts are shirts sold by the school (usually as fundraisers) May be worn on most Fridays (unless stated otherwise)
Jumper	Plaid or navy (no shorter than 2" above knee) with white "Peter Pan" blouse
Skirt	Plaid or navy pleated skirt (no shorter than 2' above knee with modesty shorts)
Skorts	Plaid or navy pleated skort (no shorter than 2" above knee)
Shorts	Plaid or navy shorts (no shorter than 2 inches above knee) with belt loops (1st - 5th)
Pants	Navy dress pants with belt loops (1st - 5th) <b>No jeggings, leggings, or tight pants</b>
Sweaters/Fleece	Red sweaters/sweatshirts with logo from The Toggery
Sweatshirts	With school emblem sold by the school or The Toggery
Belts	Brown, black or navy worn with pants and shorts (Skorts and skirts generally do not have belt loops; therefore no belts needed.)

## Boys

Socks	Red, white, or navy without designs
Shoes	Athletic Shoes only – no flashing lights
Shirt	Red Polo Shirt with St. John Logo (purchased from The Toggery Spirit shirts may be worn on most Fridays (tshirts made for CSW, field day, harvest fest, etc.)
Shorts	Navy shorts – (no shorter than 2 inches above knee) 1st - 5th must have belt loops
Pants	Navy dress pants -- 1st - 5th must have belt loops <b>No drawstrings, tight pants or cargo pants with pockets on the legs</b>
Sweaters/Fleece	Red sweaters/fleece with logo from The Toggery
Sweatshirts	With school emblem sold by the school or The Toggery
Belts – (1st - 5th grades)	<b>Brown or black worn with pants and shorts</b> (Skorts and skirts generally do not have belt loops; therefore no belts needed.)

### Spirit Shirts

Spirit shirts are T-shirts made and sold by the school for Catholic Schools Week, Field Day, etc. Uniform bottoms are still required on Spirit Days.

### Sweaters

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

### Sweatshirts

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

### Jackets

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

### Shoe Requirement

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

### Makeup and Jewelry

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

### Hair

Hairstyles and haircuts should be traditional and not be a distraction.

- Hair carvings and unusual colors will not be permitted.
- For both boys and girls, hairstyles shall be worn in appropriate manner and never extreme.
- Boys are expected to maintain a hairstyle with no less than one-half of the forehead and all the ears visible. The hair in the back should never drape over the collar.
- Girl's hairstyles must be so arranged as to be off the face and out of the eyes. Hair should be of a natural color.

The final decision for appropriate hairstyle will rest with the principal. If any of the above rules are violated, a note will be sent home to the parent to remedy the violation.

### **Free Dress Days**

Free dress should be in good taste and appropriate. The final decision for appropriate attire will rest with the principal.

- No bicycle shorts/pants .
- No short-shorts or Spandex-like shorts; shorts must fall at or below the fingertips when children are standing with arms at their sides.
- If leggings are worn, a shirt that falls below the child's bottom should be worn with them.
- No spaghetti strap or tank tops. (girls and boys)
- No t-shirts with inappropriate wording or advertising are allowed.
- Athletic shoes recommended. **(Sandals, open-toed or open back shoes, boots or booties, jellies, clogs, shoes with wheels, or heels over an inch are not allowed.)**

### **FIFTH GRADE GRADUATION**

All graduates are expected to dress with respect and modesty. They represent St. John Catholic School at graduation Mass. The boys must wear dress shirts, dress pants and ties. The girls must wear a dress suitable for Mass and shoes with low heels. **(ONE INCH OR LESS)** Make-up in general is discouraged. Jewelry should be simple and non-distractive. Non-traditional haircuts and hair styles will not be permitted. Hair carvings and unusual hair colors will not be permitted.

### **PLAYGROUND SUPERVISION**

Students will go outside for recess unless it is raining or the temperature is below 32 degrees or a wind chill below 32 degrees. Students are not to enter the school buildings during recess periods without permission from the playground supervisor. Please be sure your child is dressed appropriately for the weather.

***Injury is a certain way to end fun. In an effort to keep all children safe and injury free, students are expected to follow all playground rules and obey the on-duty teachers or volunteers at all times.***

### **POSSESSIONS BROUGHT TO SCHOOL**

All items brought to school should be marked with the student's name (sweaters, jackets, raincoats, etc.) If a student loses articles at school, he/she should check the lost and found box in the office.

Electronic devices, such as cell phones, smart watches, ipads, tablets, video games, etc., **should not** be brought to school without special permission from the principal.

Student's toys or any other such personal items are to remain at home. Teachers may grant special permission for items brought for Show And Tell or other special occasions. These items must be kept in the backpack. *(If teachers allow a stuffed animal, it must be brought to school in the backpack and only taken out of the backpack in the classroom.)* **\*The school is not responsible for lost items.**

## **ILLNESS GUIDELINES**

Students should be healthy and free of contagious illness when arriving at school. A student who becomes ill at school or develops a temperature of 100.4° or greater will be sent home. A child **must be free** of a temperature or any other illness for twenty-four (24) hours before they will be allowed back into school. If a child is taking medication for a fever they have a temperature and should remain at home.

### **Accident Policy**

If a child is hurt and the injury is thought to require attention, every effort will be made to notify parents. If the parents cannot be contacted, the injured child will be taken to the hospital immediately.

### **Medication at School**

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

**Prescription medications will only be administered with written permission from a physician and a completed Authorization for Administration of Student Medication form.**

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

**ALL MEDICATION IS KEPT IN THE SCHOOL OFFICE. NO MEDICATION IS ALLOWED IN CLASSROOMS, BACKPACKS.**

### **Communicable Diseases**

Any student having or suspected of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations Pertaining to Reportable Disease will be excluded from school for the period of time designated in these regulations.

Parent(s) and/or guardian(s) must report any communicable diseases to the principal.

The identity of the infected student, as well as all health and other pertinent records, shall be kept confidential, and the number of people who are aware of the student's condition will be kept at a minimum.

Before returning to school, the student must be past the period of communicability; that is, free of fever, vomiting, and/or diarrhea for 24 hours, and able to participate in normal classroom activities.

*Diocesan Policy and Regulations Manual Section 4.34.2*

### **Immunizations**

All students attending Catholic schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas, which can be found on the Arkansas Health Department website. (Ark. Code Ann. §6-18-702) A school may temporarily admit a child provided that the child becomes appropriately immunized, is in-process of receiving the needed doses of vaccine, or shows proof that he/she has applied for an exemption for those vaccines they have not received within thirty (30) calendar days after the child's original admission. An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health. All schools will use the either Health Appraisal Record obtained through the Office of Catholic Schools or FACTS Medical as a standard form for recording immunization information. An accurate and current list of all exempt and deficient students must be maintained at the school.

*Diocesan Policy and Regulations Manual Section 4.34.3*

## **OFFICE POLICY**

### **School Visitors**

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

### **Use of the Phone**

Student use of the office telephone shall be limited to Emergency Calls. Neither teachers nor students are called to the telephone during class hours unless it is an emergency. Your child should know arrangements for after-school transportation before he/she comes to school.

### **Flowers, Balloons, or Gifts Delivered to School**

Students are **NOT** allowed to receive balloons, flowers, or gifts delivered to the school. Home is the appropriate place for birthday or other holiday gifts, flowers, etc.

### **Birthday Parties**

Invitations to private parties may be distributed at school **only if the entire class is invited to the party**. Individual birthday parties are not allowed, but students may bring a treat for their classmates to enjoy at lunch or snack time.

### **Classroom Parties**

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

## **GRIEVANCES/COMPLAINTS**

Before contacting anyone from St. John, remember that we have your child's best interest at heart. We are a partnership and will work through the issues that arise together. Use these steps to guide your conversations:

- Pray to the Holy Spirit for the gift of good counsel and piety.
- Take the time to organize your thoughts and the information that you have received.
- Start all conversations with a respectful, non-accusatory tone.
- Have an open mind and take time to process new information as needed.
- Remember to trust our processes- we are committed to nurturing each child's faith, education, and social development through Christ.

### **Grievance Procedures**

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

- If a person has a grievance with a teacher, the individual should go to that teacher to seek a solution.
- If the matter cannot be resolved satisfactorily, the aggrieved person should contact the principal for an appointment.
- If the matter is not resolved, a meeting with the Pastor will be scheduled for all parties to discuss the situation.
- If no solution is found, the matter will be referred to the Superintendent.

***It is not in the responsibility or authority of School Board members or PTO officers to resolve school matters. If board members or PTO officers are approached with complaints, they are to refer the aggrieved person to the above procedure.***

## **SCHOOL SERVICES**

### **Health Services**

Vision and hearing screening will be conducted once a year. Parents will be notified if a problem is detected.

### **Parent-Teacher Organization**

The objective of the PTO is to coordinate the educational activities of the Parent-Teacher Organization and St. John Catholic School by developing and deepening a mutual understanding of Catholic education. Membership in the Parent-Teacher Organization consists of parents/guardians of students enrolled in St. John Catholic School, as well as, the faculty of the school.

### **Required Participation**

All parents/guardians are expected to participate in the Parent-Teacher Organization. All families are required to work Bingo, Harvest Fest(fall fundraiser) , Hispanic Food Fair (spring fundraiser) and 2 other PTO events. St. John Catholic School Service Hour Policy requires 30 service hours.

Volunteer hours must be logged by signing in and out at the event. Other volunteer hours must be documented by signing in and out in the school office.

Any family who does not have 30 service hours logged by the school office will be charged \$20 per hour less than 30 hours and billed in May.

### **School Board**

School boards are to follow the guidelines approved by the Diocesan Board of Education and endorsed by the Bishop. Each parish with a Catholic school shall establish a school board as a consultative body to advise and support the pastor and principal. The responsibilities of the school board, in cooperation with the pastor and principal include: recommending a mission statement grounded in Catholic faith traditions; recommending policy; setting long-range goals for the school; developing means to finance the school; (including tuition structures, financial development, and fundraising); promoting communication and public relations; and evaluating the school's goals and plans. The school board will promote the school within the larger community Diocesan Policy and Regulations Manual Section 2.09

Consultative school board members will be appointed and serve three year terms with terms expiring in May.

### **Volunteers**

- Volunteers and parents are required to check in and out through the school office before going to any classroom. All visitors are asked to wear volunteer identification while on the school grounds or in the school building.
- All volunteers are required to complete the CMG Connect-Safe Environment program before volunteering. <http://www.dolr.org/safe-environment> or <https://littlerock.cmgconnect.org/>

### **Extended School Care**

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

### **ESC Fees**

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

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

Parents/guardians will be billed monthly for ESC services.

- There is a \$5.00/per minute charge for any student left beyond 5:30 p.m.
- ESC charges will be sent home in the take home folder at the beginning of each month for hourly or weekly usage the previous month. Parents will be entitled to the monthly discounted rate if they have arranged a monthly bank draft through the bookkeeper or have paid for the semester in advance, and signed a commitment sheet. Payments must be paid in the school office.
- For non-payment (30 days past due) children **will not be allowed** to use ESC until payment has been made. A courtesy reminder will be sent in the interim so that the account can be brought current prior to termination of use.
- We do not intend to charge a late fee for money owed, but reserve the right to do so in the future if need be.

### **ESC Operational Procedures**

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

## **OPERATIONAL PROCEDURES**

### **Hours of Operation**

St. John Catholic School operates from 8:00 a.m. through 3:00 p.m., Monday through Friday. On days students attend Mass they will leave the classroom ten(10) minutes before Mass. Once a month we have a Faculty Professional Development with school dismissing at 1:30 p.m. **Please note: A written note should be sent to your child's teacher when you deviate from your normal "pick-up" routine.**

### **Supervision Structure**

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

### **Open Door Policy**

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

### **Traffic Flow Procedures**

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

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

## **Confidential Records**

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

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

- The transferring student's educational records will be forwarded to another school upon receipt of a written request from the receiving school.
- Permanent records may be withheld by the school in the event a student has not completed the withdrawal process or has not cleared accounts.
- Diplomas, transcripts, school records, and any other official documents of the school ("official school documents") shall be issued in conformity with the student's biological sex as based upon physical differences at birth and at the time of enrollment.

Official school documents are also historical documents, and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the official school documents may be issued in the following format: "Original Name, a.k.a. New Legal Name."

## **Non-custodial Parent**

Non-Custodial Parents are not to use the school as a meeting place to visit with their child/children. In the case of divorce, it is the responsibility of the parents to provide the office with a copy of the divorce decree that includes the court order stating custody and visitation rights. The principal will allow a non-custodial parent to take a child from school only as specified by the court order unless other arrangements have been authorized by the custodial parent. If the court order is not on file in the office, it will be assumed that both parents have equal rights. Upon request, a copy of the child's report card will be provided to the non-custodial parent.

## **Transfer Acceptance**

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

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

## **Classroom Size**

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

## **Immunizations**

All students attending Catholic schools in the Diocese of Little Rock are subject to the immunization laws of the State of Arkansas, which can be found on the Arkansas Health Department website. (Ark. Code Ann. §6-18-702)

- A school may temporarily admit a child provided that the child becomes appropriately immunized, is in-process of receiving the needed doses of vaccine, or shows proof that he/she has applied for an exemption for those vaccines they have not received within thirty (30) calendar days after the child's original admission.
- An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health.

The Arkansas Department of Health requires that a child receives by school age, 5 doses of DTaP, 4 doses of Oral or Inactivated Polio, 3 or 4 doses of HIB, 3 doses of Hepatitis B, 2 doses of Measles/Mumps/Rubella, and 1 dose of Varicella vaccine. A vaccination record must be presented at time of admission. If a vaccination record is not presented, the school will use the Arkansas Immunization Information System, named WebIZ, to obtain the vaccination record. St. John follows all requirements from the Arkansas Department of Health. Any change in requirements is immediately enforced.



## **Accident Policy**

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

## **Disaster Preparedness and Evacuation**

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

## **Lunch/Snacks/Milk**

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

## **Snacks**

Children are offered a milk break during morning snack time. Parents are asked to supply healthy snacks for their child/children. Suggested healthy snacks are crackers, fruit, pretzels, etc. Candy, cookies, etc. are discouraged as snacks.

## **Milk**

Students may request milk at morning snack and at lunch. Milk is .50 each and billed monthly.

## **PARENTAL ROLES**

The Church's vision of the parent's role in educating their child/children is put forth in the following passage from the Declaration on Christian Education, Vatican Council II. "Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. "It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor. "While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children." The parents will promote the school within the larger community. *Diocesan Policy and Regulations Manual Section 2.1p*

## **Participation**

All parents/guardians are expected to participate in the Parent/Teacher Organization (PTO) and all fundraisers for the school.

## **Service Hours**

All families are required to complete 30 service hours. Required fundraisers include the following:

- Bingo (held weekly) – usually once a month (Each family needs to choose **one** of the following positions to serve – setup, caller, team captain, helper, cleanup)
- Fall Event (Harvest Feast) - at least 2 hours
- Hispanic Food Fair – at least 2 hours
- Spring Event (Monte Carlo) – at least 2 hours

Parents/guardians must sign in & out at each fundraising event. Other service hours will need to be logged in & out through the school office. Service hours will be tracked and reported monthly. Service hours are worth \$20 each. Any hours less than 30 will be billed to the parent at \$20 per hour at the beginning of May. In lieu of service hours, families may pay **\$600** at the beginning of the school year. A service hour policy will be signed by parents each year.

### **Volunteering in the Classroom**

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

### **Social Media**

As a parent of a Catholic School you have a responsibility to partner with the school and to promote our school and speak well of others. Ultimately you are solely responsible for what you post online. Before creating online content consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects employees, students, or families of the parish or school may result in disciplinary action up to and including withdrawal of your child from the school and/or legal action.

### **Parent/Teacher Conferences**

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

### **Classroom Activities**

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

### **Holiday/Religious Activities**

The children participate in various religious activities that follow the liturgical calendar. It is the parents responsibility to discuss these activities with their children to extend the experience in the home.

### **Transportation**

Parents will be asked during the year to drive for a field trip with their child's class. All parents must sign a DRIVER'S LIABILITY FORM at the beginning of the school year and driver information to the office. They must also complete the on-line CMG connect Safe Environment driving course.

### **Safe Environment**

All volunteers are required to complete a Diocesan Safe Environment for Children training session on-line through CMG Connect.

## **PRE KINDERGARTEN**

### **Age Requirements**

A child will be admitted to PreK when he/she has reached 3 years of age by September 1<sup>st</sup>. The child must also be fully toilet trained and able to take care of their hygiene needs.

### **Arrival and Dismissal**

Parents of pre-k children are required to walk their children to the classroom and sign them in. All pre-K students must enter through the outside door of the classroom. Doors open at 7:45. We ask that all students are here by 7:55 at which time they will proceed to the Parish Hall for the morning assembly. Please arrive on time, as learning begins promptly at 8:00 a.m.

Students dismiss at 3:00 p.m. from the outside door of Pre K. Park and walk up to get your child or use the appropriate car line. **You must sign your child out before leaving with your child.** Students remaining after 3:15 will be sent to ESC and the parents will be billed.

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

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

### **General Health Requirements**

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

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

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

### **Adjustment to School**

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

### **Accessibility to Children by Parents**

The pre-K classroom will follow an "Open Door" policy regarding the accessibility to children by their parents or legal guardian. Please use the outside door of the PreK classroom when coming to check your child out. Outside doors will remain locked for safety. If someone different is picking the child up, please send a signed note to the office or the classroom teachers. If you would like to conference with the teacher, please make an appointment.

**Prayer**

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

**Mass**

Pre-K students will attend the whole school Mass each Wednesday.

**Enrichment Classes**

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

**Tuesday Folders**

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

**Talents**

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

**Unusual Family Circumstances**

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

**Clothing**

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

**Personal Hygiene**

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

**Snack**

A calendar will be posted during the last week of each month for the following month. Sign your child up and on that day you will bring snacks and your child will be the "leader." Leaders hold the flag, pass out snacks, and carry out other important duties. Healthy snacks and 100 % juice are preferred.

**Show and Tell**

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

**Birthdays**

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

## **Reporting of Child Maltreatment**

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

## **MONTESSORI CLASSROOM**

### **Organization**

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

### **Practical Life**

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

### **Sensorial**

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

### **Language**

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

### **Math**

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

### **Science, Nature, Geography and History**

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

### **Freedom and Discipline**

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

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

### **Interviewing of Children**

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

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

## **DIOCESAN HUMAN SEXUALITY POLICY**

### **HUMAN SEXUALITY**

St. John Catholic School has fully adopted the Diocese of Little Rock’s Human Sexuality policy. The diocesan human sexuality policy is a part of the diocesan Manual of Policies and Regulations for Catholic schools, and is located in subsection 4.42 of the section titled “4.0 Students.” It can be viewed on the Catholic Schools Office website at <http://www.dolr.org/schools/policy-manual>.

## **CONTRACT/AGREEMENT**

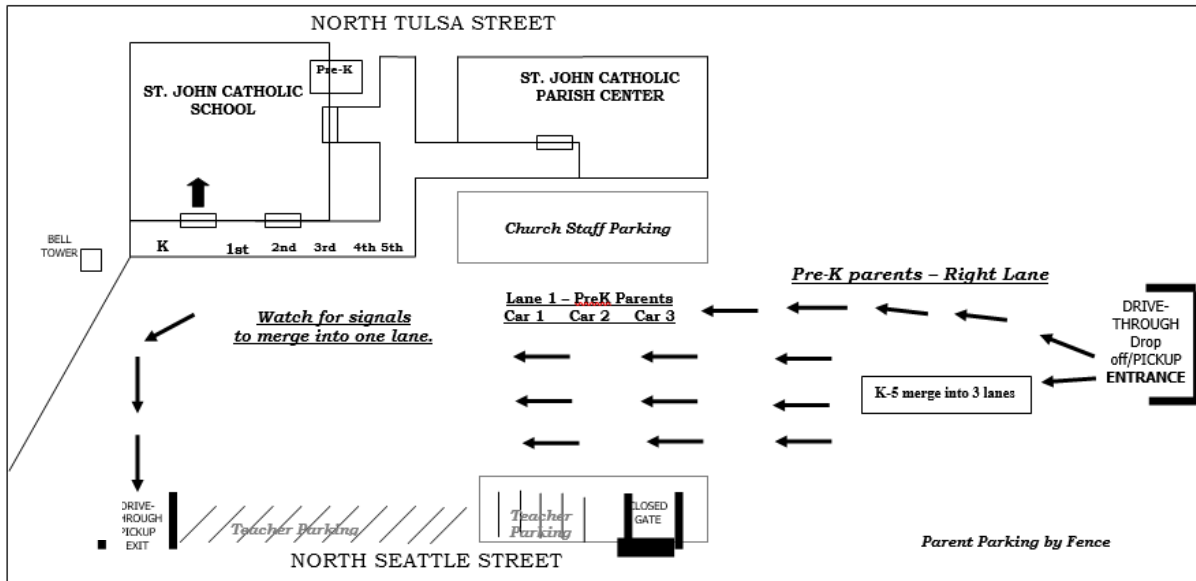
THE DIOCESAN MANUAL OF POLICIES AND REGULATIONS will govern all Catholic Schools in the Diocese of Little Rock.

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

# LOADING ZONE

(Pick-Up and Drop-Off)

## Afternoon Pickup





# ST. JOHN CATHOLIC SCHOOL

*Christ is the reason for this school*

## HANDBOOK SIGNATURE PAGE

Student & Parent Handbook Acceptance Form The statement below must be signed and returned to the school office by August 25th . My child/children and I have read the St. John Catholic School Student & Parent Handbook, and although we may not agree with all the regulations, we understand that student(s) must adhere to them while enrolled at St. John Catholic School. In the event that we are not entirely certain of some aspects of school policy, we will contact the principal for clarification within one week of receiving the policy.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

As a student at St. John Catholic School, I accept responsibility for my behavior and agree to follow all rules and regulations that are included in this policy manual.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date

\*Please sign an individual sheet for each student. The student signature is not required for students in Pre-Kindergarten and Kindergarten.

updated 07-01-2023