

SAINT JOHN CATHOLIC SCHOOL
Family Handbook

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Our Mission Statement

Saint John Catholic School is a ministry of Saint John Catholic Church in North Charleston. We serve a diverse population Grade K4 – Grade 8 from our parish and other Catholic parishes in the Tri-County area. We welcome students from other faiths desiring a Christian education.

Guided by the person and message of Jesus and Catholic Tradition, we are committed to providing a comprehensive education in a safe, caring and inclusive environment. Here, faith formation, personal responsibility and a strong academic foundation can flourish. Our small classes foster continuous progress through individualized instruction. The curriculum includes a variety of teaching techniques and levels that emphasize basic as well as critical thinking skills in an accepting, non-competitive environment.

OUR PHILOSOPHY

The heart of Saint John Catholic School is Christian Community. Our primary focus is the children under our care. Our commitment is to provide a safe, secure and caring environment where faith formation, gospel values and a strong academic foundation can flourish. In such an environment, we strive to guide each child to grow and develop to full potential. Daily prayer, service to others, self-discipline, and a sense of social justice, personal responsibility and conflict resolution skills are vital components of our entire school program.

Our school community recognizes and embraces the cultural, social, economic and religious differences that exist in our school and in the world. We strive to instill in each child an inherent self worth and respect for all people.

The faculty and staff of Saint John Catholic School recognize the uniqueness of each child, acknowledging that children learn in different ways and at a different pace. Therefore, our curriculum includes a variety of learning levels and techniques, teaching basic skills as well as critical thinking and problem solving. We accept and support the needs of individual students and strive to meet these needs whenever possible. Our goal is to encourage every student to do their best to develop their God given abilities in a caring, supportive and non-competitive environment.

GOALS AND OBJECTIVES

To Nourish Spiritual Growth through:

- Daily Community Prayer.
- Sequential Religion Curriculum.
- Opportunities to plan and participate in Liturgical Celebrations.
- Celebration of seasonal Church feast and Catholic traditions.

To Nourish Moral Growth through:

- Personal Responsibility for one's actions.
Decision Making Skills.
- Instilling Gospel Values as the Basis for making choices.
- Emphasis on Social Justice Issues.
- Opportunities for outreach and service projects.

To Nourish Academic Growth through:

- Positive learning experiences that meet the individual needs of each child.
- A curriculum, which provides for sequential development of skills.
- Focus on the Basics to provide a strong foundation for on going learning success.
- Varied teaching models and techniques that provide for accelerated and remedial learning

To Nourish Social Growth through:

- A lived experience of community.
- Embracing our multicultural heritage.
- Focusing on conflict resolution and peace making skills.

ADMISSION'S POLICY & PROCEDURES

Saint John Catholic School is a school serving the Catholic Community of St. John Parish in the North Charleston and outlying areas. In addition, Saint John Catholic School welcomes all others who are interested in a Christian education, regardless of sex, race, creed, national or ethnic origins.

In accordance with Diocesan Policy and South Carolina State Law:

- Pre-Kindergarten children must be 4 years old by September 1st of the school year.
- Kindergarten children must be 5 years old by September 1st of the school year.
- First grade children must have attended Kindergarten and must be 6 years old by September 1st of the school year.

Admission is not final until all of the following steps are completed and accepted by the school.

1. A Birth Certificate
2. A South Carolina Immunization Certificate
3. A Baptismal Certificate (Catholics only)
4. Parish Verification (Catholics only)
5. Previous school records, including appropriate testing (if applicable)
6. Completed Registration forms and fees
7. Declarations of student's special educational needs (if any) by parents

Saint John Catholic School is aware that some children have been diagnosed to have special needs. It is the parents' responsibility to provide documentation and information to the Principal, prior to Registration, regarding personal conditions, which may require special services by the school. In these cases, each situation will be evaluated from the following perspective: the educational standards of the school, and the school's ability to provide the service.

Registration will be held in the Spring. Registration is open first to families presently enrolled and then to new families.

ATTENDANCE

Regular attendance is expected. We will abide by the requirements established by South Carolina Educational Improvement Act of 1984, which states:

1. Students absences may be excused only under the following conditions:
 - A. Illness - If absences exceed 3 consecutive days, a doctor's verification is required.
 - B. Serious illness or death in immediate family.
 - C. Recognized religious holidays of their faith.
2. 170 days is the minimum attendance requirement per South Carolina laws.
Absences exceeding 10 days could result in failure for the year.

Absences are defined as lawful (excused, unexcused) or unlawful. When an absence is excused and lawful, a student will be permitted to make up work missed during the absence. If the absence is unexcused or unlawful, the student will not be allowed to submit makeup work for the time absent. Only the Principal may allow an exception.

Lawful absences include: student illness, emergency medical appointments, serious illness or death in immediate family, participation in an activity representing the school (this must be pre-approved).

A written note from a parent or guardian is required the first day a student reports back to class after an absence from school. This note should contain the following information:

1. Child's full name
2. Date(s) of absence
3. Reason for absence
4. Signature of parent or guardian

All notes should be written on a full sheet of paper stationary or note card. All notes are filed in the school office.

If a note is not received on the second day of the child's return, the absence will be considered unexcused.

If a student is absent for a prolonged period of time, the school office should be notified. In addition, any communicable disease should also be reported to the school.

A student is responsible for all work missed during absence (excused and non-excused absence). It is his/her responsibility to make-up work and arrange for make-up test. Tests must be made up after school within three (3) days of returning to school.

Please **do not** request that a teacher provide work for your child to do when your family takes a vacation while school is in session. Written make-up work cannot compensate for educational experience of a different type. Do not expect a child to do both while traveling. It will be the child's responsibility, not the teacher's, to "catch up" as much as possible when he/she returns.

Vacations are not considered legitimate absences.

BUCKLEY AMENDMENT

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

CHANGE OF ADDRESS / PHONE NUMBERS

It is vital that school records are kept updated at all times. Therefore, please report any change of address and/or telephone number as soon as possible to the school office.

COMMUNICATION

Communication on every level is key to the success of our school community. Surveys show that this is true in most organizations. At Saint John Catholic School we will work consistently to improve communications between home and school. If this is to be successful, both parties must make the effort. The following are our established policies for which we ask your complete cooperation.

Appointments

Administration has an open door policy and seeks to keep communication flowing in all directions. Please follow these steps:

1. Unless it is an emergency, an appointment should be made through the main office (744-3901). This will insure more quality time for meeting, than a drop in visit would do.
2. If the issue or need involves a teacher, you are asked to talk first to the teacher. The principal will meet with parents only after the first communication has taken place. This policy will always be honored in fairness to the teacher.
3. To make an appointment with a teacher, please call the main office and leave the request with the secretary. A time will be set up at the convenience of all parties. Please note, if you do not receive confirmation of your requested appointment please call back and the secretary will inform the principal. Unless there is an emergency, please do not call the teacher at home.
4. Appointments may be made with the Middle School Team if requested. Since more than a single teacher is involved it may take more than a day to set up a meeting.

Home and School Association (H.S.A.)

The Home School Association (H.S.A.) is an organization, which serves to foster unity and support for families within the school. The members work closely with the principal and teachers, serving as a channel for communication between home and school. The organization sponsors fund-raising activities for the benefit of the school, assists in volunteer services and promotes the school to the general public. All parents and guardians are expected to attend four to five meetings annually and to participate in Home School projects.

Monthly Prayer Chats

Once a month, parents are invited to share in a meeting with the principal. The meeting will begin with special prayers of petitions for the school and needs of school families. This will be followed by time for discussion and questions of concerns. Dates will be posted on monthly calendar.

Weekly Newsletter

The principal's newsletter is sent home once a week (on Wednesday's) to keep families abreast of what is happening at Saint John Catholic. A monthly calendar is included in the first of the month's newsletter.

Curriculum

Saint John Catholic School has an educational program, which meets both the requirement of curriculum set by the Diocese of Charleston and South Carolina State Department of Education. Religion is essential to our core curriculum. Classes are held daily and integrated into the total curriculum. As an extension of our religion curriculum, our students participate in outreach projects and service opportunities within the school and local community.

Strong emphasis is placed on the basic skills of reading, writing, language, math, science and social studies. Additionally, music, art, physical education, and computer are offered.

Students who meet the requirement in 8th grade are offered high school credits in Algebra.

GRADING SYSTEM - GRADES 3 - 8

A+ 98-100	B+ 89-91	C+ 80-82	D 70-73
A 95-97	B 86-88	C 77-79	F Below 70
A- 92-94	B- 83-85	C- 74-76	

GRADING SYSTEM – GRADES K - 2

E – Excellent Progress **G** – Good Progress **S** – Minimum Satisfactory Progress

W – Weak or Serious Lack Progress

Adjusted Curriculum is used where appropriate

HOMEWORK

Homework is given daily to reinforce learning that has taken place. Homework also serves as a means of developing personal responsibility. Please note that it is the child's responsibility. A parent's role is to provide a suitable time and place. A parent should stay close by to act as a resource but not so close that the child becomes dependent on help. After a reasonable amount of time, the homework session should be ended - finished or not. If homework is frequently not completed in the allotted time, the parent needs to talk with the teacher.

Suggested time allotments are:

Kindergarten	15 minutes daily
Grades 1 - 3	30 minutes daily
Grades 4 - 5	45 to 60 minutes daily
Middle School (6-8)	60 to 90 minutes daily

If a child comes in without homework, he/she will call parent or guardian informing them that He/she must stay after school that day. Repeated lack of homework will be looked upon as defiance of school rules and will be treated as a serious discipline problem. If a child fails to complete homework 10 times during any marking, he/she will be assigned Saturday School. A \$25 fee will be assessed for Saturday School.

CLASS WORK AND TEST PAPERS

Papers will be sent home in a folder designed for this purpose. The folders will be sent home each Wednesday. You are asked to go through the folder with your child, sign the folder in the appropriate space and return the folder to school no later than Friday of the same week. Your signature indicates that you have shared the contents of the folder. This is a sure way to keep up with your child's progress. A folder not returned within 2 days will result in a detention for your child.

DAILY TIME SCHEDULE

School begins promptly at 8:00 a.m. and ends at 3:00 p.m. for all grades. A child who arrives after the bell rings is late and must report to the office for a late pass. The time between the first bell and the prayer bell is valuable time for organizing and preparing for the day. A late student disrupts the class routine and sets him / her up for being behind or playing catch-up all

day. This is a serious responsibility of the parents or guardian so serious, in fact, that DSS lists frequent tardiness and absences as a sign to watch for parental neglect.

DISCIPLINE

Discipline plays an important role in the education of the whole person. If effective learning is to take place, there must be an atmosphere for study. We believe that self-discipline develops through an inner change in attitude. Our discipline policies are based on respect for one self and others and are set within the framework of our **“Circle of Peace Program.”** Policies are in accord with those of the Diocese of Charleston.

Teachers will handle classroom discipline. It is our expectation that parents will be contacted before discipline problems get out of hand. Persistent misconduct will be referred to the principal. Guidelines for classroom behavior are as follows :

Classroom Behavioral Expectations

Come to class on time and be ready to work with pen, paper, notebooks and assignments.
Enter the classroom in an orderly way and settle down prepared to work as soon as the first directive is given.
Refrain from calling out or talking across the room.
Keep on task for teacher directed learning and individual assignments at seat
Avoid unnecessary conversations that interrupt and interfere with individualized instruction.
Speak with respect and in a non-argumentative tone to all authority figures and peers
Follow directions given whether they meet your approval or not. You do not choose to do according to personal likes or dislikes
Refrain from passing notes, throwing paper or any other objects, roughhousing or horseplay.

In addition to classroom expectations students are expected to display conduct based on Christian morals and Gospel values at all times. Rules are necessary for the common good. School rules are reinforced by daily opportunity for Behavior Modification through detentions, probations and Saturday school.

DETENTIONS

The number of detentions assigned is based on the final judgement of the principal. . Accumulation of detentions will result in further disciplinary action.(i.e Saturday school, probation..)

The following list is not meant to be exhaustive. Any behavior or action that interrupt the education process or school environment will be dealt with according to the Philosophy and Discipline Section of School Handbook.

INFRACTIONS

- Any deliberate action that might endanger another
- Cheating / stealing / lying
- Disrespect/ talking back / attitude
- Dress Code Violation* (for each offense)
- Failure to report to Teacher
- Fighting of any kind
- Insubordination or major disturbance
- Inappropriate show of affection
- Leaving School Grounds without permission

Notes-writing, passing or receiving notes in class or on school grounds
Obscene language or gestures
Possessing, trading, or using CD players or related items on school grounds (also video games, game boys and the like)
Repeated classroom violations
Tardiness
Truancy
Vandalism of school property

PROBATION

Should any child's progress, effort, or conduct not be consistent with his/her ability, or upon the accumulation of 10 detentions, the child will be put on probation. This probation will include the following steps:

1. A letter sent home to the parent(s) or guardian, notifying them of the probation.
2. A conference with parents
3. Saturday School.
4. Daily accounting of effort, progress and conduct done by teachers (Blue Card). This is to be signed by teacher, principal and parent or guardian.
5. Re-evaluation meeting (three weeks from beginning of probation.)

According to **Diocesan Policy**, automatic expulsion is possible in the following situations:

1. Possession, selling, sharing, and consuming drugs, alcohol or tobacco
2. Hitting or striking a teacher
3. Possession of a weapon

These are two specific situations, which may call for immediate expulsion:

1. When the moral/physical well being of the student body or faculty is endangered.
2. When there is any positive promotion against religion or faith.

DRESS CODE

All students are required to wear the school uniform beginning the first day of school. The school uniform should be kept neat and clean at all times. The children should report to school well groomed. Torn, frayed or faded clothing is not permitted. Make-up, nail polish, or excessive accessories are not allowed. Fad hairstyles, hair that hangs in the face or eyes are not allowed. Boy's hair must not hang below the top of their shirt collar. All hairstyles are to be neat and clean. Dyed hair is not allowed. Students will be told to correct any hairstyle or cut that does not meet with Saint John Catholic School standards.

Girl's jewelry is to be limited to a ring, watch, and bracelet, and necklace, small studded or pinned earrings. No dangling or loop earrings are permitted.

Boys' jewelry is limited to a watch, ring and a necklace. Earrings are not permitted.

Please note: Dress code violations will result in detentions

Boys' Uniforms

- Plain navy blue school uniform slacks, of non-fade quality. Slacks must be sold as uniform slacks. (Purchased from Shahid's, Belk, Penny, Wal-Mart or other stores that sell specifically uniform slacks.) Pants must fit properly. Non-compliance with this directive will result in a uniform infraction.
- A black, brown or navy blue belt must be worn and must be visible unless a sweatshirt is worn.

- Solid white shirt with collar or knit shirt, tucked in at all times. Oversize or big shirts are not permitted. No designs or logos. Must be plain broadcloth.
- Solid white or navy blue turtleneck, tucked in at all times. No designs or logos.
- T-shirts worn under shirt must be plain white - no logos or designs
- Saint John Catholic School sweatshirt.
- Solid Navy Blue sweatshirt
- Oversized or hooded sweatshirts are not permitted.

Girls' Uniforms

- Plaid jumper (grades 4K-5) or skirt (grades 6-8). Jumper or skirt can be no shorter than knee length.
- White blouse or knit shirt with a plain collar, tucked in at all times. (Skirt waistband must be visible.) No designs or logos.
- Solid white or navy blue turtleneck under jumpers for grades 4K-5. No designs or logos.
- Solid white or navy blue turtleneck under uniform blouse for grades 6 - 8. Both shirts must be tucked in at all times. No designs or logos.
- T-shirts worn under blouse must be plain white - no logos or designs
- Saint John Catholic School sweatshirt. Solid blue or gray. No oversized sweatshirts.

SHOES

- Brown, Black, or Navy Blue dress shoes
- **Predominately Black** or **Predominately White** sneakers or walking shoe. This eliminates all other Sports shoes, Aerobic shoes, High-top shoes, spiked soles and the like. If white shoes are worn, they must be kept cleaned; if they are not, the student will be required to choose another option.
- Boots, sandals, open-back, clogs and high heels are not permitted. Anything over 1 inch is considered a high heel.
- Socks are to be worn at all times. The uniform socks are white or navy **CREW** socks for boys. Girls may wear either white or navy **CREW** socks or white or navy knee highs.

Please note: A medical excuse is required if a student needs to wear any special shoes for medical purposes.

Optional: Solid navy blue knee length uniform shorts or skorts (for girls) are permitted before November 1 and after April 1 only. Shorts must be worn with a black, brown or navy blue belt. Solid navy blue slacks may be worn in place of the jumper or skirt during cold weather. A black, brown or navy blue belt must be worn if the slacks have belt loops.

Physical Education Uniform

- Saint John Catholic School (Grey with Circle Logo) T-shirt worn in place of uniform shirt or blouse.
 - Navy blue gym shorts may be purchased from Shahid's.
- Optional: In cold weather, navy blue sweatpants may be worn during P.E.

TAG DAY

On the designated day of each month, students are allowed to wear their own clothing in place of their uniform, for the cost of \$1.00. Each student should bring in \$1.00 the day before the designated tag day in order to participate. Shorts must conform to length of uniform shorts, and comply with the November 1 and after April 1 policy. **STUDENTS ARE EXPECTED TO DISPLAY GOOD JUDGEMENT WHEN CHOOSING THEIR CLOTHING FOR TAG DAYS.** If clothing is deemed inappropriate, students will be required to call home for a change of clothing before being admitted to school. All money raised from Tag Day is donated to a charitable cause.

EARLY DISMISSAL POLICY

Ordinarily, parents are expected to make medical and personal appointments after school hours. If a child must be excused from school early, a note must be presented to the office on the morning of the appointment. Legally, we cannot allow any child to leave the school premises unless the parent or guardian gives written permission. Therefore, in the note requesting early dismissal, please include the following:

1. The reason for the early dismissal.
2. The name of the person that will pick up the child.
3. The time of dismissal.
4. A telephone number.

If a child is leaving school early, he/she will be sent to the office. The adult picking up the child is to report to the office and sign the student out.

EMERGENCY INFORMATION CARDS

Emergency cards are to be filled out completely for each student at the beginning of each school year. It is extremely important that the information on these cards be current and accurate. If there is any change in the information, the office should be notified immediately.

PLEASE NOTE: These cards must be turned in no later than the second day of school. A student will not be admitted to school beyond the second day without the card! Names of other people permitted to pick up your child must be in writing - if not included on your Emergency Card.

EXTENDED SCHOOL PROGRAM

Saint John Catholic School offers an Extended School Program as a service to working parents and their children. The program is under the sponsorship of Saint John Catholic School and is guided by the philosophy and policies of the school administration. In addition, the Extended School Program has a "Drop-In" service for those parents needing the services on an occasional basis. Parents needing "drop-in" ESP services must complete the Emergency Information Form, found in the school office. (In an emergency, information may be taken over the phone). This form provides emergency information for ESP Group Leader should the need arise. The "Drop-In" fees are the same as regular ESP rates. Please note that payment is due when services are rendered.

FIELD TRIPS

A letter containing all necessary information, as well as a permission slip, will be sent home prior to all field trips. Only if the permission slip is signed by a parent/guardian and returned to the school by the specified date will the student be permitted to take the trip. Any student who repeatedly misbehaves in school may be denied the privilege of going on a field trip with the rest of the class.

Parents who act as chaperones for field trips are not permitted to bring siblings who are not of school age. This must be adhered to because of insurance regulations. It also allows for special time with the child in school.

FIRE/SAFETY DRILLS

Fire drills are held monthly as required by law and diocesan policy. Each grade is assigned to a safe area and the rules for quiet, order, and safety are strictly enforced. Tornado and Earthquake drills are held as recommended.

LUNCH AND RECESS

We encourage parents to send in nutritious lunches without "junk" foods or sweets. No glass bottles permitted. No "fast foods" are to be brought in at lunchtime. If a child forgets a lunch do not attempt to bring in Burger King, McDonald's or even Subway's. Rather stop by a grocery store for a lunchable or some other ordinary lunch. **Sodas are not allowed as part of a healthy lunch program.**

Hot lunch is available 2 days per week. Specific instructions for ordering and payment will be sent home in Wednesday folders.

Lunch/Recess Time

1. Students will remain seated until dismissed for recess.
2. Each class will be responsible for maintaining a litter free area around, on, and under eating areas.
3. All uneaten food will remain in lunch boxes and will be taken home.
4. Students must obey and show respect to parent or teacher on duty.
5. Students must play in designated areas and be in plain view of adults at all times.

Consequences

- | | |
|---------------------|-----------------------------|
| 1. Verbal Reprimand | 3. Time-out with Supervisor |
| 2. Redirection | 4. Office Referral |

MEDICATION AT SCHOOL (DIOCESAN POLICY)

Only **necessary prescription medicines** (such as for epileptics, asthmatics, diabetics, or ADD/ADHD) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, the medication permit form must be completed by the parent/guardian, signed by the physician and returned with the medication to the school office.
2. All medicine, including over-the-counter, must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. Medications sent in baggies or unlabeled containers will not be given.
3. The **parent/guardian** is responsible to bring all medications to the clinic/office and to pick up unused medicine or it will be destroyed.
4. Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
5. All medications must be kept in a locked cabinet/drawer in the school office/clinic.

6. High School students whose doctor's written instructions require them to carry an inhaler or on their person may do so. A second inhaler must also be kept in the clinic/office for use as needed. If a student allows another person to use the inhaler, the privilege of carrying one's inhaler may be revoked for both parties involved.
7. Only those students in the High School may transport their medication from home to the school office/clinic, and return unused medication from home.
8. Only the school nurse or authorized school representative and/or the parent may perform nebulizer treatment in school.
(Note: Saint John Catholic School will permit the classroom teacher to keep a Student's prescribed inhaler in the classroom for immediate, necessary treatment.)

PARTIES

If an "out-of-school" party is planned (birthday, pool, etc...), invitations may not be given out at school unless the entire class is invited. If an attempt to do so is made, the invitations will be confiscated.

PERSONAL BELONGINGS

Lost articles and clothing may be claimed from the box in the *office*. All clothing, lunch boxes, books, and any other personal belongings must be marked with the student's name.

Parents are asked to take some responsibility for lost articles. Children will not bother to look for lost items if parents show no interest in locating them.

PROGRESS REPORTS

Progress Reports are sent home midway through the marking period. Dates are listed on the school calendar so that parents can anticipate their arrival. These reports are sent to each child to indicate progress in each subject area. Parents are expected to sign the report and send it back to school the next day.

PROMOTIONAL REQUIREMENTS

Failure in one major subject requires summer school Failure in two major subjects required repetition of the grade.

Major Subjects - Grades 1-3: Religion, Reading, English, Math, and Spelling

Major Subjects - Grades 4-8: Religion, Reading, English, Math, and Spelling
Science, Social Studies

PRAYER

Prayer is an integral part of the daily life of Saint John Catholic School. Our day begins and ends with prayer. Regular participation in liturgical and para-liturgical celebrations is provided. All students, regardless of religious affiliations are expected to take part in religious services.

REPORT CARDS AND CONFERENCES

Report cards are distributed four times per year. Conferences will be scheduled following the first and third report card. All other conferences should be arranged by calling the school office, 744- 3901.

Revised 2007-2008

SCHOOL BOARD

The School Board acts as a consultative and advisory group to the pastoral administrator and the principal in the development of school policy and as a liaison between the school and parish community.

TARDINESS

As stated earlier in this handbook, tardiness is a serious problem. The responsibility lies with the parents/guardians. If a problem persists, a parent conference will be required. A lack of effort to remedy the situation can be viewed as failure to comply with school rules. This could jeopardize attendance. Detentions will be assigned for three consecutive tardies each time they occur.

TESTING

The Iowa Tests of Basic Skills has been adopted by the Diocesan Department of Education as the formal testing program. This test will be administered to the students in October. Results of test will be given to the parents for review.

TRANSFERS

Parents expecting to move and/or transfer a student out of Saint John Catholic School must contact the school office not less than one week in advance of the student's last date at school so that necessary clerical work may be completed and ready to pick up. In addition, the parent or guardian must sign a "Release of Records" form before any records can be transferred. All books and library books must be returned and all fees and tuition payments paid in full before records can be transferred.

USE OF TELEPHONE

Students are not permitted to use the school telephone, except in the case of a true emergency. On such occasions, students are to use the phone in the main office only after receiving permission from the principal or teacher who will supervise the call. Forgotten books or homework are not considered "emergencies." Please note that parents are asked not to bring forgotten items to school to be delivered to children. Such items will not be accepted by any school personnel or volunteer. Please cooperate with your school in this manner.

Students are not allowed to have or use cell phones on school grounds. If a student is caught with one, the phone will be confiscated.

If a parent deems it necessary for a child to have a phone a written note must be sent in. The phone will be kept in the principal's office throughout the school day.

VISITORS

All visitors to the school, no matter what the purpose of the visit must sign in at the office and obtain a visitor's pass. This is essential for security reasons. Parents are welcome to visit the classrooms but should do so only after making an appointment with the teacher through the school office.

VOLUNTEER PROGRAM

Parents are encouraged to volunteer their services to the school as a means of being involved in the education process. Opportunities for service include: homeroom parents, lunchtime helpers, teacher aides, clerical help, library assistants, computer instructors, and other services as the needs arise. We are grateful to anyone who can donate their time and energy to our school. Upon arrival, please be certain to report to the main office to sign in and receive your volunteer identification badge. Please return to the office at departure time to sign out.

WEATHER CLOSING POLICY

The decision to close school or dismiss early because of inclement weather is not a decision made by the school administration. We follow the decision of Charleston County, as announced on your television or radio station. If Charleston County announces "no school" or an early dismissal because of weather conditions, we will follow their lead. Please listen for these Charleston County announcements.

RIGHT TO AMEND HANDBOOK

The school retains the right to amend the school for just cause. Parents/Guardians will be given prompt notification in writing if changes are made.

St. John Catholic School Computer Network Acceptable Use Policy

The Administration and staff of St. John Catholic School is pleased to be able to provide a school wide network and Internet access to our learning community. Students may have access to Internet Web information resources through their classroom, library, or school computer lab. Below you will find our Acceptable Use Policy. Strict adherence to this policy will be enforced. Failure to comply with any part of this policy may result in the loss of use of our computer network and/or other disciplinary action.

Educational Purpose

This network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.

This network has not been established as a public access service or a public forum. The Administration has the right to place reasonable restrictions on the material you access or post through our system. You are also expected to follow the rules set forth in our disciplinary policy and the law in your use of our network.

You may not use our network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

Student Internet Access

Students will have access only under their teacher's direct supervision.

You and your parent must sign an Account Agreement to be granted an individual Account on our network. This Agreement must be renewed on an annual basis. Your Parent can withdraw their approval at any time.

Unacceptable Uses

You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, and school address, work address. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.

You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

You will not attempt to gain unauthorized access to our network or to any other computer system through our computers or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

You will not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means. These actions are illegal.

You will not use our network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

System Security

You are responsible for your individual actions while on our computer network.

You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

You will avoid the inadvertent spread of computer viruses by following virus protection procedures if you download software.

Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

You will not post information that could cause damage or a danger of disruption.

You will not engage in personal attacks, including prejudicial or discriminatory attacks.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

You will not repost a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

Respecting Resource Limits.

You will use the system only for educational and career development activities and limited, high-quality, personal research.

You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer after completion of the assignment.

You will "take notes" rather than print large numbers of pages to print wasting time, paper and other resources.

Final drafts of papers that are to be turned in may be printed at school.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should *follow* the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

Inappropriate Access to Material

You will not use our network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.

*If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.

Your parents should instruct you if there were additional material that they think it would be inappropriate for you to access. The school fully expects that you *will follow* your parent's instructions in this matter.

Your Rights-Free Speech

Your right to free speech, as set forth in our discipline policy, applies also to your communication on the Internet. The network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict your speech for valid educational reasons.

Search and Seizure.

You should expect only limited privacy in the contents of your personal files on our network and records of your online activity.

The situation is similar to the rights you have in the privacy of your locker or cubby.

Routine maintenance and monitoring of our computers may lead to discovery that you have violated this Policy, the discipline policy, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the discipline policy, or the law. The investigation will be reasonable and related to the suspected violation.

Your parents have the right at any time to request to see the contents of your saved and/or e-mail files.

Due Process

Revised 2007-2008

The Administration will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through our network.

In the event there is a claim that you have violated this Policy or in your use of our network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the principal.

If the violation also involves a violation of other provisions of the discipline policy, it will be handled in a manner described in our policy. Additional restrictions may be placed on your use of your Internet account.

When using the Internet for class activities, teachers will:

*Select material that is appropriate in light of the age of the students and that is the relevant to the course objectives.

*Preview the materials and sites they require student's access to determine the appropriateness of the material contained on or accessed through the site.

*Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.

*Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Limitation of Liability

St. John Catholic School makes no guarantee that the functions or the services provided by or through our network will be error-free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school will not be responsible for financial obligations arising through the unauthorized use of our network. Your parents can be held financially responsible for any harm to the computer network as a result of intentional misuse.