

INTRODUCTION TO THE SCHOOL

HISTORY

St. John's Church was built in 1915 under the pastorate of Reverend Thomas O'Donohue. Later, it was enlarged by Monsignor Michael Boland who opened the Catholic school in 1926, providing classrooms at the rear of the church for grades one through eight. Kindergarten was taught at St. John's Children's Home, which is now Woodland Hills. Children from the orphanage joined parish youth at the school and were instructed by Benedictine Sisters from St. Scholastica Priory.

A new church was constructed west of the original church in 1951. The original church became a two-story school housing grades one through eight in 1954, and the original school, became the gymnasium. In the late 1960's, grades seven and eight were moved to Sacred Heart School in downtown Duluth to initiate a Catholic Junior High School. In 1975, the kindergarten moved into one of the vacant rooms, and the remaining room was designated for the CCD program and as a multi-purpose room for the school. A preschool was added in 1991, which operated during the afternoon in kindergarten room.

Due to a growing shortage of sisters, lay teachers were introduced in the 1950's to accommodate growing enrollments. The role of principal/teacher was held by sisters until 1976, when a lay teacher was hired to fill that position. Today, the school has a full-time lay principal, seven full-time teachers, and three part-time teachers including a specialist in music and physical education, an office manager, three teacher aids, one computer aid, a development aid, and a maintenance engineer.

The School Commission, the governing body of the school, was organized in 1984 under the direction of Richard Burke from Catholic School Management. It has been instrumental in governing and long-range planning for quality Catholic education geared toward excellence in a Christian environment. Due to the parish capital fund campaign, United for our Future, a multipurpose gymnasium was built in 1999, followed by new windows and exterior doors.

The religious aspect of St. John's School permeates all that the community members do. Students attend weekly Mass, plan and attend prayer services, experience daily religion classes, are taught to treat one another as Jesus would want, and are active in community outreach.

Students enjoy a challenging academic program designed to meet the needs of all students. The primary grades (K, 1, 2, and 3) are self-contained classrooms with specialized teachers in physical education and music. The intermediate grades (4, 5, and 6) are departmentalized with specialized teaching in science, math, social studies, and computer science, as well as physical education and music.

Accreditation through the Minnesota Nonpublic Schools Accrediting Association was accomplished in 1997 and was renewed in 2003. The accreditation includes preschool through grade six.

MISSION

Diocese of Duluth: Mission of Our Catholic Schools

Our Catholic schools exist to advance the religious education, formation and service ministries of the Catholic Church. We welcome children into loving Catholic faith communities where religious instruction and faith formation are integrated into all our programs.

We value each student as a special and cherished child of God. Our curriculum, classroom instruction and school activities challenge the children to achieve academic excellence, embrace and actively live the Gospel message and make a positive contribution to our Church and society.

The Catholic schools maximize the children's potential for future success. More importantly, we foster motivated life-long Christian disciples to lead and serve our parishes, communities and world.

MISSION OF ST. JOHN THE EVANGELIST CATHOLIC SCHOOL

St. John the Evangelist Catholic School is a community of faith-filled people dedicated to providing educational excellence for the mind, body, and spirit.

PHILOSOPHY

St. John's School is dedicated to providing a quality Catholic education geared towards academic excellence within the structure of a supportive, disciplined, and Christ-oriented environment. It strives to prepare learners for active, responsible, and faith-guided participation in the church, civic, economic, and global communities.

By experiencing community at St. John's School, the learners acquire: attitudes and practices of respect for themselves and of others; recognition that one's actions affect the total community; responsibility for one's actions; and compassion and tolerance when confronted with differences among people.

The strength of any society lies in the quality of its individuals. Therefore, St. John's School is dedicated to meeting the needs of individual learners in preparation for the church, civic, economic, and global communities in which they live.

OBJECTIVES

1. To provide a spiritual environment where the Word of the Gospel is joined with the Spirit of the Gospel, Word and Spirit given further meaning through living of the Catholic faith in daily activities, community and service.
2. To promote the intellectual, spiritual, emotional, social and physical development of all students to the extent of their ability.
3. To provide an opportunity for creative and critical thinking in an environment where joy and eagerness in learning as well as basic concepts and specific skills are taught.
4. To encourage clergy, parishioners and parents to educate children at the parish school, and to invite them to active participation in the education process.
5. To provide a highly professional and Christian administration and teaching staff to serve as a model of Christian living for students.
6. To encourage students to experience success so as to develop a positive feeling of self-worth.
7. To provide a safe and wholesome environment for student growth spiritually, emotionally, academically, aesthetically, socially and physically.
8. To offer students the use of facilities, materials and technology that encourages and enhances learning.
9. To promote an awareness of and concern for social justice.
10. To encourage the use of the school facility as a center for family activities that strengthens the bond between the Woodland community and the school's administration, clergy, parish, parents, teachers, and students.

11. To promote on-going educational growth by enriching the staff's professional skills and by refining existing programs.

THE ST. JOHN'S GRADUATE

Upon graduation from sixth grade at St. John's School, each student will be prepared for middle school. Graduates have received the information and experienced the Catholic values which will assist them as they grow and become involved in the Duluth community, their church community and the middle school experience.

Students at St. John's School will graduate with the following standards:

- ◆ An understanding of the principles and doctrines of the Roman Catholic Church and of the obligation to act upon them.
- ◆ A strong moral and responsible character, attitude, and lifestyle that will exemplify the values of Christian life.
- ◆ A strong foundation in reading, writing and mathematical skills; an appreciation for the fine arts; and an understanding of the importance of science, geography and history in shaping the world of today and the future.
- ◆ The ability to problem-solve and to think critically, using previous experiences and knowledge in seeking answers to questions that each will face.
- ◆ An understanding that freedoms, rights, and privileges come with a responsibility as a member of society.
- ◆ A heightened curiosity and the discovery that learning is a life-long process.
- ◆ A respect and appreciation for the diverse heritage's comprising our society.
- ◆ The knowledge and skills needed to make healthful choices for physical and emotional development.
- ◆ The ability to access and use information in a technological era.

RELIGIOUS EDUCATIONAL PROGRAM AND POLICIES

LITURGIES AND PRAYER

Our school exists to transmit the values, principles, teachings, and traditions of the Catholic Church. Therefore, all students in our school are required to participate actively in all religious activities and services.

Special efforts are made to teach the liturgical seasons and feasts of the Catholic Church, especially Advent and Lent.

A school liturgy, which is planned by students and teachers working with the parish priest and liturgical musician, is celebrated each week. Para liturgies are planned and celebrated both on the class and the school level. Parents are encouraged to attend and participate in all school religious celebrations.

RELIGIOUS ACTIVITIES

Prayer begins each day as students and teachers direct their minds and hearts to God and offer Him their daily activities. Students as well as other persons are encouraged to lead the opening prayers. Students may compose prayers, sing songs and lead the prayer of the day. Teachers help students by witnessing God in their lives by prayer, example and an awareness of God's presence during the day.

Religion class is held every day except Mass day, since the homily and scriptures are the instruction for the day. Teachers are expected to spend quality time on the preparation of the lessons, use their manuals as needed, and clearly present a love of their faith to the children.

Bible services, May Crowning, Stations of the Cross, celebration of religious feasts and praying the Rosary are planned by the teacher or by the faculty as a whole.

When Mass or liturgical celebrations are held for the whole school, students should be reminded of appropriate conduct. Respect for the Blessed Sacrament and the sacredness of the altar and sanctuary as well as the church being a place of prayer and worship should be carefully fostered.

The classroom environment should reflect Catholicity. A crucifix, statue or picture of Mary, a bulletin board depicting a message of religious significance and/or a prayer corner with the Bible enthroned in a meaningful, prominent manner are all ways to accomplish this. Holy Water is available from the pastor and may be kept in the prayer corner for student and staff use. Great care should be taken that all of the above are kept neat, clean and treated with the utmost respect and reverence.

RELIGIOUS EDUCATION – CURRICULUM

The Religious Education Program of our school develops in each student an attitude of prayer, respect for the sanctity of all life, and awareness of the presence of God in our world. The program fosters the knowledge and appreciation of the Gospel of Jesus Christ and the richness of Catholic teachings and traditions. The primary objective of the Religious Education Program is to bring the child closer to Jesus Christ through traditional and spontaneous prayer experiences, modeled attitudes and behaviors supportive of Church teaching and belief, daily religious instruction classes, Eucharistic liturgies, and para-liturgical services. Peace and justice issues, mission awareness, and Christian/community service projects are an extension of the Religious Education Program.

All schools are expected to implement the Diocese of Duluth Curriculum Guidelines for Catechesis. The guidelines are available at each school and on the diocesan website: www.dioceseduluth.org.

SACRAMENTAL PROGRAMS *(Diocesan Policy)*

Preparation for the reception of the Sacraments is the primary responsibility of the parents/guardians in cooperation with the parish director of religious education. Students in second grade receive information and insights about the Sacraments of Holy Eucharist and Reconciliation. The reception of these Sacraments is determined by the parents/guardians, the parish director of religious education, and the pastor of the family's home parish. First Penance and Communion preparation should be provided within the parish religious education program. Diocesan policies on the reception of First Penance and Communion can be found in the Diocese of Duluth Curriculum Guidelines for Catechesis. Stated guidelines for the reception of these Sacraments must be followed.

In the Diocese of Duluth, the Sacrament of Confirmation is received when students are in either tenth, eleventh, or twelfth grade. Diocesan guidelines for the reception of this Sacrament must be followed. See the Diocese of Duluth Curriculum Guidelines for Catechesis for policies regarding the Sacrament of Confirmation.

EDUCATIONAL PROGRAM AND POLICIES

ACADEMIC PROGRESS

Throughout the school year, progress is evaluated on an on-going basis through assignments and projects, teacher observation, subject area testing, standardized test scores, and report cards. Communication with parents/guardians is on-going throughout the school year by means of progress reports, conduct referrals, mid-term reports, phone calls, e-mail and conferences.

The teachers keep parents/guardians informed of progress, achievements, and problems. If problems occur, the parents/guardians are notified and become part of the process of strategizing for a positive solution.

Also see sections in this handbook: Conferences; Report Cards/Progress Reports; and Communication to Parents/Guardians.

BOOKS

All books are to be stamped with the school stamp unless already done so by the local school district.

If books are kept in students' desks or cubbies, student names must be entered in each book the first week of school. Books used infrequently and kept on a shelf must be signed out by students when taking them home. Books taken home for homework should be carried to and from school in some type of backpack or book bag.

If students damage or lose a book during the year, they will be fined or asked to replace the text. The above procedure applies to library and supplementary books as well as basic texts. Consult the office about replacement costs.

CULTURAL ARTS

A cultural arts program is offered to all students. This program provides the arts, music, and drama to enhance student appreciation in these areas.

CURRICULUM

See Diocese of Duluth School Policy: IVSCH.CUR.

The Catholic schools in the Diocese of Duluth have a written curriculum.

The following information should be included in this section but may be adapted to reflect each particular school:

Curriculum is the plan for learning which identifies the student's interaction with content, materials, resources, other learners, and procedures for assessing the attainment of educational outcomes.

The curriculum reflects the mission and goals of the school community, needs of the learners, and positive educational practices that enable all students to be confident and competent learners and citizens.

The curriculum reflects an awareness and appreciation of the cultural diversity found in the local community, the state, the nation, and the world. It reflects current research on learning, learning styles, and the stages of human development.

Instruction is the process of delivering the school's curriculum to students. Teachers help students learn and enable them to develop and meaningfully use concepts and skills. The teachers also foster the development of attitudes, understanding, and values by students. The teachers establish an environment, the accessibility to resources, and the facilitation of experiences that support all learners in constructing and exhibiting knowledge.

The curriculum has been developed through the guidelines of the Diocese of Duluth to meet or exceed all applicable requirements of the State of Minnesota. The textbooks and other learning materials are chosen to meet school and diocesan educational goals. The principal and faculty update and evaluate the curriculum regularly.

Teachers seek to meet the needs of individual students by implementing various learning experiences and teaching techniques in all curriculum areas. The school incorporates enrichment activities and individualized learning within these groups. Throughout the core curriculum, emphasis is placed on faith integration; creative thinking, writing and speaking proficiency; problem solving; and communication skills development.

Each area of our school's educational program is in the continual process of being integrated with the values, principles, teachings, and traditions of the Catholic Church. The educational program for St. John's School follows:

PRESCHOOL

Religious Awareness	Science/Math Readiness
Sensory Stimulation	Dramatic Play
Classifying, Comparing	Fine/Gross Motor Skills
Language Readiness	Social Skills
Art/Music	Physical Education
Health and Safety	Literature

KINDERGARTEN

Religion	Fine/Gross Motor Skills
Reading, Phonics, Language Arts	Library
Mathematics	Science/Health
Social Studies	Music/Art
Social Skills	Computer Technology
Physical Education	Writing
Family Life	Social Skills

GRADES 1-3

Religion	Handwriting
Reading/Phonics/Literature	Mathematics
English/Spelling	Social Studies
Music/Art	Science/Health
Social Skills	Library
Computer Technology	Physical Education
Enrichment Opportunities	
*piano	*band
*choir	*field trips

GRADES 4-6

Religion	Handwriting
Reading/Literature	Mathematics
English/Spelling	Social Studies

Science/Health
Art/Music
Computer Technology
Enrichment Opportunities
 *piano *band
 *choir *field trips

Library
Physical Education
Social Skills

FAMILY LIFE AND HEALTH PROGRAM

See Diocese of Duluth School Policies: IVSCH.CUR Section A-3.

In compliance with modern Church teaching human development and family life education is taught at various grade levels. This content is designed to provide parents/guardians and teachers with resources, which offer children a guided, consistent, and faith-filled approach to these important issues. The approach is holistic, taking the total development of the child into consideration and highlighting Catholic values, attitudes, and moral principles.

FIELD TRIPS

See Diocese of Duluth School Policy: IVSCH.CUR Section B-6 and IVSCH.PER Section K.

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce students to community resources. Students are expected to participate in all field trips. Parents/guardians will be notified prior to any scheduled field trips.

All field trips must have an educational purpose and be approved by the principal prior to the event. Field trips should reflect a meaningful experience related to the school curriculum. The educational purpose should be stated on the permission form. Any risks should be stated also (i.e. climbing rocks, near large body of water, etc.). Field trips such as amusement parks, visits to cabins for a fun day, attending sporting events, and viewing movies are discouraged. If other than school buses, the mode of transportation should be noted. *Volunteer drivers must follow diocesan guidelines (see Parish Administration Manual pages I.ORGAN.FSP for policy and forms). Sample forms are included in the Appendix.*

All children are required to be wearing seatbelts while being transported by car or van. Students may not be transported in 10-15 passenger vans. Students under 12 years old or less than 100 pounds may not ride in front seats with airbags. Children under the age of 4 may not be transported for field trips except by their own parent/guardian.

When a field trip is planned, a permission slip will be sent home. A parent/guardian is required to sign this form. The permission slip must be returned to the teacher before the child is permitted to take the trip. Insurance regulations of the diocese require parent/guardian authorization (signed permission form) EACH TIME the students participate in a field trip. A phone call from a parent/guardian is not an acceptable substitute for a signed permission form; however, a faxed form is acceptable. If for some extraordinary reason a student does not attend this educational experience with his or her class, he or she is still required to come to school for the full day. Work will be provided by the student's teacher/s.

The class usually shares the expense of the trip.

The ratio of children to adult chaperones should be at least 10:1. All adult chaperones must have read and signed the *Diocese of Duluth Sexual Misconduct Policy and Code of Pastoral Conduct* and have had a background check prior to chaperoning any minors. See *Diocese of Duluth School Policy IVSCH.MIS. and Diocese of Duluth Parish Administrative Manual IIPER.MISS.*

Also see sections in this handbook: Parent/Guardian Volunteers; Volunteers in a Catholic School in the Diocese of Duluth.

A sample permission form and volunteer driver form are included in the Appendix.

GRADUATION

Before any student may participate in graduation activities, all required work and testing must be completed and tuition and other fees paid in full. Promotion will not be granted until the above requirements are met.

It is the responsibility of the sixth grade teacher, with the help of the fifth grade teacher, to plan and prepare the graduation exercises and Mass.

GUIDANCE/COUNSELING

The principal and the teachers strive to meet the needs of students in a positive, affirming, caring, and Christian manner. Parents/Guardians may choose to seek professional counseling for their child if this seems appropriate. The public schools Special Services Team is available for further consultation.

HOMEWORK

Homework is an integral part of the learning process, as it encourages students to begin accepting responsibility for managing time and quality of work. Parents/guardians should encourage their children to develop good study skills while doing their homework. There are instructional consequences for not completing homework, which may include marking work as incomplete and sending it home for completion and parent/guardian signature. Incomplete homework will affect a student's grades. Parents/Guardians are encouraged to check for completion of work, although the primary responsibility for completing work is the child's. The expected amount of work per grade is about ten minutes per grade (i.e.: first grade - ten minutes, third grade - 30 minutes). Details concerning the homework routine for each grade level are communicated to parents/guardians through conferences, school newsletters, and parent/guardian orientation night.

See also sections in this handbook: Student Work Habits

MAKE-UP WORK

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, parents/guardians should inform teachers in the morning. Teachers will have assignments ready for pick-up after the regular school day.

Parents/guardians may call the school and request that the teachers detail missed work if the child has an extended illness.

MEDIA RESOURCES

All students have regularly scheduled visits to the school library. Students use the school library and computer lab for research projects with guidance from their classroom teacher. The library is staffed with volunteer librarians.

The school library and media center are designed to provide a wide variety of educational materials that will enable students to grow in knowledge and to strengthen their interest and ability to read and think critically. Books and materials are selected to represent a diversity of views, topics, and expressions in order to encourage students to think critically and to learn to objectively evaluate ideas and concepts. Numerous selections are available to encourage students to develop their Catholic faith. The students are taught a variety of reference and library skills that are age appropriate to their level and ability. Skills are applied to classroom activities and integrated with various projects.

The school retains the right to library censorship.

Teachers may show videos in the classroom for educational purposes. Only movies with a “G” rating may be shown.

Teachers are encouraged to use the Media Library of the Diocese of Duluth. There are numerous videos available on a wide range of topics on religion and the Catholic faith for all grade levels.

Audio-Visual Equipment and Materials

Overhead projectors, VCRs, DVD players and LCD projectors are available. Students are not allowed to carry or operate machines unless they are thoroughly familiar with their operation.

Videos, music CDs and computer software are catalogued and available through the school library and computer lab. Each teacher is responsible for returning materials in a timely manner.

MUSIC/BAND/PIANO

Students participate in music activities in the classroom or other school settings as part of the standard curriculum. Formal music instruction is provided by a music specialist. Individual instruction is offered in band instruments, piano and strings. Parents make arrangements with the instructor and lessons may be offered on-site. Cost for individual instruction and instrument rental is determined by the instructor. Students in grades 5 & 6 participate in the student choir.

PHYSICAL EDUCATION/SPORTS

This program is part of the education process to develop the whole child. The program allows the child to accept their abilities and limitations as they exercise and participate in a wide variety of team and individual physical activities. Each child is scheduled to take part in the physical education program. If, for a medical reason or physical limitation, a child cannot participate, the school must be made aware of this by a written note from the parent/guardian and doctor.

Our school has a cooperative agreement with the local public school and local private schools, which allows our students to participate in sports and extra-curricular activities that are not provided by the school.

PROMOTION

See Diocese of Duluth School Policy: IVSCH.STU Section L.

Academic progress in meeting stated learner outcomes, maturity level, and attendance are the criteria used for promotion.

REPORT CARDS/PROGRESS REPORTS

Student report cards are distributed four (4) times each year. Conferences with teachers and parents/guardians will be scheduled two times during the school year.

Mid-quarter reports will be sent to parents/guardians of students in grades 5-6.

Parents or legal guardians are allowed to review the child's complete record in the presence of the principal upon proper notification.

Sample Report Card and Progress Reports are available in the school office or individual teachers.

Also see sections in this handbook: Student Assessment/Grading.

RETENTION

See Diocese of Duluth School Policy: IVSCH.STU Section L.

Students who may be considered for retention may show minimal progress in two or more major academic subjects. The major subjects are as follows:

Grades 1-3: Reading, Mathematics, and Language Arts

Grades 4-8: Reading, Mathematics, Language Arts, Social Studies, and Science

Any inquiries from a parent/guardian or student challenging non-promotion will be referred to the teacher involved, who will then notify the principal.

RETENTION PROCEDURES

See Diocese of Duluth School Policy IVSCH.STU, Section L.

To retain a student in the same grade for the next academic year, the following procedure is recommended:

By February 1: In writing, the principal notifies the parents/guardians that the student is being considered for retention. The principal and teacher meet with the parents/guardians to discuss the student's progress and academic and social challenges. Parents/guardians sign a statement acknowledging that they have been informed of the possibility of retention.

By April 15: The principal, teacher and parents/guardians meet to continue to discuss the student's progress and academic and social challenges. Parents/guardians sign a second statement acknowledging that a meeting was conducted to discuss the continued possibility of student retention.

After April 15: After notification in writing that the student will be retained in the same grade, the parents/guardians are provided the opportunity to review the decision process with the principal and teacher.

If a student is assigned in the next grade level because of parental/guardian wishes and over the objection of school professional staff, parents/guardians are required to sign a statement that the student is being moved to the next grade based on parental/guardian request and that the school recommended student retention.

All written communication regarding retention is maintained in the student's confidential file.

STUDENT ASSESSMENT/GRADING

Kindergarten – 3

G – Good

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

I – Improving

Grades 4 – 6

A – Very Good (93% - 100%)

B – Good (85% - 92%)

C – Satisfactory (77% - 84%)

D – Poor (70% - 76%)

F – Failing (69% & below)

Parents/Guardians are encouraged to discuss with the teacher any concerns or questions regarding student assessment and grading. Any inquiries from a parent/guardian or student regarding a student's grade/s will be referred to the teacher involved. A teacher is required to respond to parental/guardian concerns in a prompt and thorough manner.

Also see sections in this handbook: Report Cards/Progress Reports.

STUDENT WORK HABITS

The development of student work habits is an essential component of our academic program. Some of the skills include:

- Neatness of work
- Study habits
- Care of textbooks and learning materials
- Note-taking
- Homework completion
- Organizing the student desk/work area
- Keeping track of assignments (use of a daily planner/assignment book)
- Completing work on time

Homework Responsibilities of Students:

- Know and understand the purpose of the homework assignment.
- Copy assignments into assignment notebook or other such notebook, understand directions, and know what is required for completion of the assignment.
- Complete and return assignments.
- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians:

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for his/her efforts.
- Help the child by clarifying directions and helping them with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
- Review the assignment to affirm completion and quality. Praise your child.
- Support the teacher and the child.

SUBSTANCE ABUSE PREVENTION PROGRAM

See Diocese of Duluth School Policies: IVSCH.CUR Section A-3.

Students in all grades receive instruction about the sanctity of life and the need to take care of the life God has given us. Part of this instruction is teaching students about the dangers of drug and alcohol abuse, the proper use of prescription and over-the-counter drugs, negative peer pressure, self-esteem, and wellness. These topics are addressed, for examples, in DARE (Drug Awareness Resistance Education), Seeds for Peace, Operation Aware programs, and also in religion and science/health classes.

SUMMER SCHOOL

Students are encouraged to take advantage of summer school programs when they are available.

TECHNOLOGY

See Diocese of Duluth School Policy: IVSCH.CUR Section C. Sample policies are available from the diocesan director of schools.

The emergence and availability of modern technologies have the potential of reinvigorating the way teachers teach and learners learn. These technologies have the power to bring the entire world of research and beauty within a keystroke and the power to unleash creativity and excitement in all our students.

The purpose of the technology program is to familiarize students with the range of uses technology offers to students. The program provides some or all of the following: keyboarding skills, use of hardware and software, use of internet, peripherals, multimedia, PowerPoint presentations, research skills, etc. Technology is used for academic projects and student publishing at various grade levels.

A sample copy of the AUP is included in the Appendix

See also in this handbook: Computer Use Policy

TESTING

See Diocese of Duluth School Policy: IVSCH.CUR, Section A-6.

Our school uses the Iowa Test of Basic Skills (ITBS) to help determine levels of achievement, aptitudes, and academic areas. Testing is required in the spring of each year in grades 3, 4, 5 and 6. Some schools also test in grades 1 and 2. Students in grade seven take either the ITBS or a trial test for the eighth grade State of Minnesota Basic Skills Test (BST). Eighth grade students complete the BST. Parents/Guardians receive the test result in a timely manner. The faculty encourages parents/guardians to discuss the results with them on an individual basis. The faculty analyzes test results to help structure the curriculum and to adapt instruction to better meet student needs.

If a student needs further professional testing to assess academic needs or perceived emotional/behavioral problems, he/she is recommended to the public school district for evaluation. Teachers, parents/guardians and the principal complete the necessary forms and attend the team conferences in order to best evaluate and create an individual education plan for the student.

TITLE 1

This government program is available for schools that qualify. Testing is given in the spring of each year. Trained assistants or special Title 1 teachers consult with the classroom teacher for direction and remediation.

WORLD LANGUAGES

An important aspect of the multicultural awareness needed by youth in our global society is the study of a language other than English. After school instruction in a foreign language, including study of customs, geography, and life style, is offered to students in grades 1-6. Each quarter different grades have the opportunity to sign up for the after school program. This program costs an additional fee to attend. The course objectives include a balance of conversation, grammar, and cultural study.

SCHOOL POLICIES

ABSENCES AND TARDINESS

See Diocese of Duluth School Policy IVSCH.STU Sections D and E regarding student attendance and absences and early dismissals. Also see in this handbook: Arrival Procedures – Students; Truancy.

In accordance with Minnesota law, parents/guardians are responsible for their child's attendance and punctuality. If a child is consistently absent or tardy, the administration has the right to consider retention for the following school year. Whenever a child is absent from school, a note explaining the absence *must* be sent when the child returns to school. In the case of prolonged absences (chicken pox, measles, etc.) the school must be notified.

Teachers record daily absence and tardiness and send it to the secretary's office by 8:15 a.m. each morning. Corrections should be sent to the office as needed. Each teacher should also keep a separate record of absences and tardies on a class attendance sheet.

Parents are asked to notify the school of a child's absence. If the school does not hear from the home, we will call to inquire about the absence.

Students coming late for school, or being absent from school for an appointment, must be marked accordingly. Although these may be considered "excused absence and tardiness", we must have a record indicating that the students were not present on specific days along with a record of the time they were not present.

After five unexcused tardies, the parents will be notified with a tardy notice. If another tardy occurs the principal or teacher will call the family to discuss how to avoid future tardiness.

If a child leaves school early for any reason, a note must be written in advance stating the nature of the early dismissal. Parents/guardians must meet the child at the school office and sign for the release of the student. For the safety of the student, anyone who is not a parent must show proper identification. Students entering school after the opening time must report to the office before entering class. This tardiness will be recorded on the child's legal attendance record. Upon leaving and/or returning from personal or medical appointments, the student must report to the school office to check in or out.

Permanent attendance records are kept in the school office for each student. Each teacher records the attendance at the end of each year on the permanent record. All entries should be in permanent black ink. All attendance records are considered permanent records and as such should be signed out with the secretary.

Days enrolled are different from days present. Days enrolled include all staff days that are not pupil attendance days. Days enrolled will vary each year. This information will be given to staff before the end of each school year.

Days Enrolled: This reflects all Monday through Friday days from the time a student enrolls at the school until the student leaves the school or the last day of school within a given school year. This includes all holidays, snow days, in-service days etc. Typically this number should be about 190-195 days if the child was enrolled for the entire school year.

Days Present: This reflects the total number of days that the student is present in school. A child is never counted present on a holiday, snow day, in-service day, registration day, etc. This number should be about 170-175 days.

Tardiness and personal and/or medical dismissals count against perfect attendance.

Unexcused Absences

Each school can determine what constitutes an unexcused absence. Some suggestions include:

- Vacations that have not been approved by the school -- For instance, you would count it as an excused absence if the family notified the school of their plans and efforts to make up the schoolwork have been outlined.
- Many health related absences without a doctor's notice -- For instance, if a child stayed home once a week on average because of headaches or stomach aches and no effort has been made to find the cause of the medical problem. After several of these instances, you would ask for a doctor's excuse.
- Babysitting
- Transportation problems
- Out of town company is visiting
- Tired

ACCEPTABLE USE POLICY

See Diocese of Duluth School Policy: IVSCH.CUR Section C which reads:

School staff may use computer resources at any time for school purposes. Use of St. John's School's computer resources for personal reasons must take place outside of contracted school hours. Any use of St. John's School's computer resources, including the e-mail and internet systems, by employees, volunteers, and students must be appropriate and must be in accordance with the Acceptable Use Policy. All employees, volunteers, and students in grades 3-8 must review the Acceptable Use Policy and sign a Receipt and Acknowledgment of the Acceptable Use Policy each year. Student use of computer resources must be supervised by a teacher or other designated adult at all times. See pages IV-47 through IV-50 for Acceptable Use Policy and form.

A sample copy of the AUP is included in the Appendix.

ADMISSION POLICIES

Diocesan Schools Policy IVSCH.STU Section A reads:

Since all school students enjoy the dignity of human beings, they have an "inalienable right to an education that is in keeping with their ultimate goal, their ability...and the culture and tradition of their country..." (Second Vatican Council: Declaration on Christian Education). Catholic educators have a responsibility to meet the needs of individual students as they attempt to develop their God-given gifts. Insofar as possible, schools should offer programs within their capabilities and resources which are flexible and appropriate, accommodating varying academic levels and individual learning styles in order to meet the needs of students.

St. John's School is committed to providing equal opportunity in education for all students without regard to race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission, and any other status protected by applicable law. St. John's School is also committed to prohibiting discrimination in education on the basis of race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission, and any other status protected by applicable law. St. John's School's commitment applies to all aspects of education, including admission policies, scholarship and loan programs, athletic programs, and other school-administered programs.

The Catholic Schools in the Diocese of Duluth, in compliance with Gospel values and the teaching mission of the Church extend an invitation of admission to all students without regard to race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission. A disability, either temporary or permanent, is not a disqualification of admission providing that with reasonable accommodation the school can meet the needs of the student. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.

St. John's School, in compliance with Gospel values and the teaching mission of the Catholic Church, invites all students to apply for admission. St. John's School may give admission preference to students that are members of the supporting parish(es). Students who are not members of the supporting parish(es) are welcome to apply for admission, but they must understand that Catholic schools form part of the teaching mission of the Catholic Church, which involves the active transmission of the values, principles, teachings, and traditions of Catholicism.

In the spirit of transmitting values, principles, and traditions of the Catholic Church, all children whose parents desire they attend St. John's School shall be admitted subject to the following criteria:

1. Vacancy in the appropriate grade level defined in the Class Size Policy with preference given, in the following order, for children.
 - a. Who attended the previous year
 - b. Who currently have siblings attending St. John's School
 - c. Who have had siblings who graduated from St. John's School
 - d. Of parish members
 - e. Of other Catholic parishes
 - f. Other families

In the context of this order, preschool students are not considered returning children.

2. Acceptance of tuition, fees, and contract responsibilities
3. The ability to provide reasonable accommodations for students with disabilities, in compliance with the Diocese of Duluth Statement of Non-Discrimination.
4. Compliance with all established ADMISSION PROCEDURES.

ADMISSION REQUIREMENTS

See Diocese of Duluth School Policy IVSCH.STU Section B for diocesan guidelines on student admission.

To enter the pre-school program, the child must be three years six months of age by September 1.

At the time of registration, parents/guardians must present the following:

- a. The child's birth certificate
- b. The child's baptismal certificate (if Catholic)
- c. The child's immunization record
- d. The child's latest report card and standardized test scores (grades 2-8)
- e. Completed registration form, including signed policy agreement
- f. Required fees (non-refundable)
- g. Two letters of recommendation may be required by the principal (grades 2-8)
- h. The child's First Communion Certificate and/or First Penance Certificate (grades 3-8, if Catholic)

Other registration materials that must be collected prior to formal admission can be added to the list.

ADMISSION PROCEDURES

The St. John's School ADMISSION POLICY is supported by the following procedures. All students shall be admitted according to:

1. Specified Admissions Schedule determined and communicated by the school administrator and pastor, in conjunction with the Admission Policy.
2. Date of completed application in conjunction with the Admission Policy
3. Receipt of tuition fees by the registration date as defined in the Admission Schedule.
4. Receipt of a non-refundable registration deposit. Deposit will be applied to the following year's schools tuition. Deposit amount will be defined by the school administrator and pastor.

ADMISSION SCHEDULE

The Admission Policy shall be enacted by the following schedule:

1. Kindergarten Registration – Pre-registration forms and deposits shall be completed and returned to the school administration by the last Friday in January prior to the next school year.
2. Returning Students (K-5) – Pre-registration forms and deposits shall be completed and returned to the school administrator by the last Friday in March prior to the next school year.
3. New Students (all grades) – Applications and deposits shall be accepted from the first Friday in September to the last Friday in March prior to the next school year.
4. Once a class is filled, registration forms will be placed on a “waiting list” and will be allowed to register if a vacancy in the requested class occurs. In the event that a class has not been filled, application from returning students and new students shall be accepted until the class has been filled.

ARRIVAL PROCEDURES – STUDENTS

Preschool students should be walked to the preschool room with an adult upon arrival

Students in grades K-6 should go directly to their classrooms upon arrival. Classrooms are not supervised until 7:40, so students should not arrive before that time.

Students who arrive at school after the opening time *must* come to the office to notify the secretary. This will be recorded on the child's legal attendance record as a tardy.

See also the following sections in this handbook: Absences and Tardiness

RESPONSIBILITY FOR CHILDREN BEFORE AND AFTER SCHEDULED SCHOOL HOURS

On regular school days, the school will admit students at 7:40 a.m. and dismiss students at 2:35 p.m. in grades kindergarten through six. On regularly scheduled half-days or minimum sessions, the school will admit students at 7:40 a.m. and dismiss at 11:00 a.m.

Students who are picked up at the end of the day will be walked out to the back parking lot at 2:32 and should be picked up by 2:35. If students are not picked up by 2:40 they will be sent to latchkey.

The school is not responsible for supervision of students before or after the times noted above. Specific arrangements must be made for drop-off and/or pick-up at the designated times. If students are

participating in extended school programs (clubs, athletics, parties, Latchkey, etc.), parents must comply with the rules established by the program for dropping off and picking up children.

Students upon entering school after the opening time *must* come to the office to check in before entering class. This will be recorded on the child's legal attendance record.

See also the following sections in this handbook: Absences and Tardiness

ATTIRE - STUDENTS

Diocese of Duluth School Policy IVSCH.STU Section O states:

Each local Catholic school may establish appropriate dress codes, school uniform policies and any other policies, which affect the dress and conduct of students.

The encouragement of good grooming is a part of our educational policy. Our uniform policy is clearly described to assist parents in purchasing appropriate attire for school. These directives include several options and give sufficient choice opportunities.

Enforcement of the dress code is the primary responsibility of the parents. Students who insist upon coming to school out of uniform will be directed by the principal to call home for a change of clothing.

A sample copy of the uniform guidelines is included in the Appendix.

CLASS SIZE

St. John's School prides itself on providing a quality Catholic education to the students enrolled. To continue with this type of excellence it is determined that class size generally, shall not exceed 25 students. The principal, in consultation with the Pastor and School Commission, may enroll more students if, in the Principal's judgment, substantial reasons exist for doing so. Exceeding the defined limit should maintain or enhance the quality of education provided for that class.

CODE OF BEHAVIOR AND DISCIPLINE POLICY

A Catholic school is a Christian community that thrives on love, respect, and appreciation for the dignity of all people. A firm commitment toward individual responsibility for these core values is necessary for all students in our school community. It is expected that students will obey stated school rules and regulations as well as modeled rules of courtesy and appropriate behavior. It is important that students develop and demonstrate an understanding and respect for the values reflected in the *Prayer for Excellence* and the school's mission, goals and objectives.

Primary Rules of Behavior

1. Respect each other's rights. In our treatment of others we will demonstrate respect and kindness. All children and adults will be spoken to with respect.
2. Respect each other's property. In an effort to preserve all the gifts God has given us we will treat all property with care.
3. Respect yourself. Using respectful language when speaking and choosing an appropriate way to travel in the hallways are excellent ways to show respect for yourself.

Student Responsibilities

1. To show, by demonstrated actions, awareness and acceptance of the core values of the school.
2. To show respect for administration, clergy, teachers, employees, other students, and the school facility.
3. To obey the rules, regulations, and procedures established by the school and parish.

4. To be present and punctual daily.
5. To show satisfactory academic progress in class work, including the completion of assigned work and projects as directed.
6. To participate appropriately at liturgies, prayerful activities, school assemblies, school-related activities outside of the school facility, etc.
7. To practice courtesy, good manners, and kindness as expected of a student in our school.
8. To demonstrate by personal example an understanding of the principles of peace and social justice.

Disciplinary Code

The teacher in each classroom establishes a set of approximately five important rules. Praise and rewards are given for positive behavior and consequences are given for negative behavior. Copies of the plan are given to the principal and sent home to parents. Students are sent to the principal when they have exhausted the steps of the plan or for major continued disruptions. Parents will receive a Stop and Think Notice from the principal or classroom teacher, which must be signed and returned the next day. Conferences will occur as needed.

When the primary rules and responsibilities of behavior are ignored, a system of reminders or Stop and Think Notices will be given to help the students remember the rules. The notices will only be given by the classroom teacher or principal. Any misbehavior on the playground, in the hallway, or in the lunchroom will be handled by the classroom teacher.

Possible consequences for ignoring the rules may include the following depending on severity:

- verbal warning
- teacher consequence
- natural consequence.
- after school detention
- suspension (in-school or out of school)

Detention/Teacher Determined Consequences

See Diocese of Duluth School Policy: IVSCH.STU Section N for diocesan discipline, suspension and expulsion guidelines.

If a student must remain after class for violating the discipline code, or do anything beyond receiving a warning for the offense, the student and their parents/guardians must know in advance the type of offense that warrants this consequence.

The types of behavior that may warrant a detention/teacher-determined consequence include, but are not limited to, the following:

- a. disrespect for administration, faculty, and employees.
- b. using profane, abusive, or obscene language.
- c. disrespect toward other students.
- d. disruptive behavior in the school facility or during school related activities.
- e. repetition of minor offenses with no sign of improvement.
- f. incomplete homework or assignments.

The disciplinary procedures for detention/teacher-determined consequence are as follows:

When a student is given a detention or a teacher/determined consequence, a notice will be sent to the principal and to the parents/guardians of the student. The notice will state the reason for the consequence and the date and time for the student to serve/fulfill the consequence. The parent/guardian must sign the notice and return it to school the following day. In the event of cancellation of the consequence, the parents/guardians of the student will be notified.

If a detention is the consequence, the parents/guardians of the student involved will be responsible for the student's transportation home from the school.

Administrative Warning

The principal will arrange a conference with the parents/guardians, the student, and the teacher or any other involved parties, at which time the extent of disciplinary action will be determined.

The types of student behavior that may warrant an administrative warning include, but are not limited to, the following:

- a. stealing, cheating, lying.
- b. vandalism of school property or the personal property of others.
- c. leaving school grounds without permission.
- d. verbal assault or harassment of students.
- e. refusal to cooperate with school rules, regulations, and values.
- f. refusal to serve detention or teacher-determined consequence.
- g. threatening or intimidating a student with physical harm.
- h. fighting.
- i. repeated detentions or teacher-determined consequences.

The disciplinary procedures for administrative warnings are as follows:

- a. The principal will contact the parents/guardians and arrange a conference at the earliest convenient time. This conference will include the principal, the parents/guardians, the student, and the teacher or other parties if appropriate.
- b. Following the conference, the principal will notify the parents/guardians of the disciplinary action to be taken.
- c. A written report of the incident will be kept in the principal's office (not in the student's permanent record file).

Suspension

See Diocese of Duluth School Policy: IVSCH.STU Section N for diocesan discipline, suspension and expulsion guidelines.

A student who commits a serious infraction of school rules and values may not be allowed to attend class for a specific number of days determined by the administration. This may involve in-school as well as at-home suspension.

The types of behavior that may warrant suspension include, but are not limited to, the following:

- a. blatant disrespect for employees and/or students.
- b. fighting (after administrative warning).
- c. willful destruction of school property (this must be a repeated offense after an administrative warning or so serious that an immediate suspension is warranted).
- d. truancy.
- e. possession of dangerous objects.
- f. extortion.
- g. serious offenses of school rules or values or repeated serious offenses.

The disciplinary procedures for suspension are as follows:

- a. Parents/guardians are notified immediately after the infraction has occurred and a conference is held with all parties involved.
- b. A suspension paper is signed by the parents/guardians, the student, and the administrator. This is kept on file in the principal's office (not in the student's permanent record file).
- c. All class work and homework missed during the suspension must be completed within 10 days following the end of the suspension.
- d. When the student returns to the school following a suspension, he/she must be accompanied by a parent or guardian and report to the principal's office.

No schoolwork may be given to the student during a suspension. All class work and homework missed during the suspension must be completed within 10 days following the end of the suspension. Any missed tests during the time of the suspension will result in a zero (0) and will not be made up.

*In School Suspension Definition - An action taken by the school removing a student from class to a separate room for part or all of a school day(s). A student will receive credit for all school assignments completed during the period of "in school suspension".

Expulsion

See Diocese of Duluth School Policy: IVSCH.STU Section N for diocesan discipline, suspension and expulsion guidelines.

A Catholic school community is maintained by belief in and adherence to a core of shared faith values. If a student demonstrates behavior that is destructive to the maintenance of these values, that student puts the entire community in jeopardy. If the stability offered by school rules and the positive modeled behavior of adults and students in the community cannot effect significant behavioral change, the disruptive student cannot be allowed to remain in the school community. This may be the basis for expulsion in the Catholic schools of the Diocese of Duluth.

The types of behavior that may warrant expulsion include, but are not limited to, the following:

- a. use, possession, or sale of illegal substances on the school grounds or at any school-related function or activity.
- b. use or possession of weapons or dangerous objects.
- c. physical assault on any member of the school community.
- d. robbery or theft.
- e. arson.
- f. repeated suspensions.

The disciplinary procedures for expulsion are as follows:

- a. Parents/guardians are notified and a conference is held immediately with the principal and any other persons deemed appropriate by the principal.

A sample copy Stop and Think Notice is provided in the Appendix.

COMMUNICATION TO PARENTS/GUARDIANS

See Diocese of Duluth School Policy IVSCH.STU Section M for diocesan guidelines for reporting to parent(s)/guardian(s). See sample letter from the Diocese of Duluth School Policy to divorced and

separated parents requesting access to the student and educational information is included in the Appendix.

A yearly calendar is given to each family before the beginning of school. Throughout the school year, monthly newsletters are issued the last Friday of the month. They are distributed to the youngest child in each family.

The Development Office publishes a newsletter two times a year for parents, grandparents, parishioners, alumni and friends of St. John's School. In addition, a special Annual Report edition is published to inform the above of what is happening with the students and faculty at St. John's School and to thank them for their prayers and contributions to our educational endeavors. If you would like the publications sent to other members of your family, please send their names and addresses to the school. Information regarding alumni of St. John's School is always appreciated. Please call the office.

Parents are encouraged to call the school office during school hours to make appointments with the principal, teachers, school nurse or other school personnel. Setting a definite time for appointments helps to guarantee the time needed for adequate communication and also helps to ensure privacy.

Formal parent/teacher conferences are held twice a year. Both parents are encouraged to attend these sessions and give their valuable input regarding their concerns for their child.

The all-important matter of good public relations is served when quality notices or communications are sent home. All notices sent to parents/guardians should reflect neatness, accuracy, and quality. Each full-time teacher should write a regular newsletter to parents/guardians that includes classroom events, topics studied, and other pertinent information.

COMPLAINT PROCESS FOR STUDENTS AND PARENTS/GUARDIANS

Effective problem resolution is a major element of a positive and growth-oriented school environment. If problems arise for students or for parents/guardians in the school setting, the following procedures are established to aid in successful resolution:

1. Most problems involving students and their parents/guardians occur in the classroom. Thus, the first step in problem resolution is a scheduled dialogue/conference with the classroom teacher(s). If an informal dialogue is held with a student or parent/guardian, the teacher need only make a notation that this event occurred. If the situation is serious enough to warrant a formal conference with parents/guardians, a written record of the conference should be created. This written record should state the reasons for the conference and also state the plan for resolution. A written record of progress, alteration of the plan, and/or additional scheduled dialogues and conferences should all be included with the original statement of complaint.
2. If informal dialogues or formal conferences have not successfully resolved the problem, the principal needs to be involved. Principal involvement requires a scheduled appointment and evidence (the written record from all related conferences) of good faith efforts to resolve the problem on the classroom level. As educational leader of the school, the principal will use school/diocesan policy and the core values of the school community as the guides for problem resolution. A written record of student/parent/guardian/teacher/principal conferences needs to be added to what has already been documented.
3. If the problem is not resolved after documented good faith efforts by the principal working with all others involved, the complainant may request a hearing from the pastor. The pastor need grant this hearing only if evidence exists that school personnel have not acted in good faith or in the best interests of the child, family, or school. If the pastor grants a hearing, a written record of the

hearing must accompany all previous documentation. The pastor's decision is final. The only exception to this is a violation of law or a situation that endangers the child or the school. If a legal or dangerous situation exists, the director of schools for the Diocese of Duluth may be contacted. Working in conjunction with all parties involved, a resolution will be affected according to stated policy and gospel values.

It is important for everyone in the school community to remember that all school personnel are bound by a strict ethical and legal code of confidentiality. Student problems will only be discussed with the parents/guardians and teachers of the student.

CONFERENCES

Conferences are an excellent form of communication regarding student progress. Conferences with teachers will be scheduled two times during the school year. Parents/guardians are required to attend regular conferences and any other conference requested by a teacher or a principal. Parent/guardians may request a conference with teachers or the principal at anytime throughout the year. Parents/guardians are allowed to review the child's complete record in the presence of the principal upon proper notification.

The conference schedule is determined at a meeting with all teachers present. Conference slips are sent from the school office. If a parent/guardian is unable to keep his or her assigned conference time, the teacher should reschedule a mutually convenient time within one week of the original conference.

CONFIDENTIALITY

Teachers must make it clear to students that they will keep their confidences unless health, life or safety is involved; teachers shall report such confidences to the appropriate parties. Teachers must set the same rules for confidentiality for journals as for conversations. Teachers should read what students write.

CRIMINAL BACKGROUND CHECKS

All adults who have significant interaction with minors in an institution within the Diocese of Duluth are required to consent to a Criminal Background Check.

DISMISSAL PROCEDURES

At 11:00 a.m. preschool students in the A.M. session should be picked up in the building, near the preschool room.

At 2:35 p.m. preschool students in the P.M. sessions will be escorted to the back parking lot and parents may pick their child up there.

Students in grades K-5 are dismissed according to the following:

2:30 students in pick up, going to latchkey, and walkers are dismissed to the appropriate location.

2:33 pick up is escorted to the back parking lot, walkers are dismissed, and bussing students line up in the hall

2:35 bussing students are escorted to the buses. Those not picked up are sent to latchkey.

Also see sections in this handbook: Leaving School Premises – Students; School Hours – Students, Traffic Patterns.

EMERGENCY DRILLS

The school conducts fire and tornado drills following the directives of the local fire department. Students are to be instructed that this is one time when we ask for total silence while moving in and out of the building. Teachers make arrangements for closing all doors, windows, and turning off lights.

Emergency and fire drill procedures are posted in each room in the school. Teachers should follow their class leaving the building. **TEACHERS SHOULD TAKE CLASS ATTENDANCE SHEETS AND EMERGENCY BINDER WITH THEM. WHEN ALL HAVE ARRIVED AT THE DESIGNATED SPOT, ATTENDANCE WILL BE TAKEN.**

See Diocese of Duluth School Policy: IVSCH.EME Sections B and C, which reads in part:

See the Diocese of Duluth Emergency/Disaster Preparedness: A Planning Guide for Schools (March 2000).

The required number of fire drills shall be held throughout the school year. All personnel in the school shall participate in these drills.

Periodic natural disaster drills should be held, especially during the tornado and severe storm weather season.

See the Diocese of Duluth Emergency/Disaster Preparedness: A Planning Guide for Schools (March 2000) for procedures for other emergencies such as bomb threats, intruder, etc.

EMERGENCY INFORMATION

Every family must have an emergency form on record in the school office. If any information should change during the course of the school year, the school office must be notified immediately.

Parents/guardians are to notify the teacher and school office if the method of student transportation changes during the year.

See sample copy of emergency information form in the Appendix.

EXTENDED SCHOOL PROGRAM

See Diocese of Duluth School Policy IVSCH.CUR Section B-7 regarding attendance centers.

LATCHKEY

Latchkey is an after school service offered by St. John's School to students from kindergarten through sixth grades during the school year.

The program provides a safe and activity-centered environment for children until their parents pick them up. The program will include time for homework and study, structured time as well as free play and other activities. Hours are from 2:30 p.m. to 5:45 p.m. Study hall is offered to students in grades 3-6 from 2:40-3:30. A teacher supervises the study hall.

P.M. preschool sections may use latchkey if needed. Information about the program can be obtained from the school office.

IDENTIFICATION BADGES

All school employees are to wear identification badges at all times during school hours and school events. Visitors to the school are to report to the office and receive a visitor's badge. Playground/lunchroom volunteers are to report to the office to receive an appropriate identification badge.

INCLEMENT WEATHER

Diocese of Duluth School Policy: IVSCH.EME Section D on inclement weather states:

1. *See the Diocese of Duluth Emergency/Disaster Preparedness: A Planning Guide for Schools (March 2000).*
2. *The parent(s)/guardian(s) should be advised of the procedures and methods which will be followed in case school is to be canceled prior to the beginning of classes and/or emergency early dismissals.*

In the event of poor and/or dangerous weather conditions, the school usually follows the local public school district decision on closings, late arrivals, and early dismissals. School closings are announced on the local radio stations and parents/guardians are urged to listen to the radio and/or use parental concern and caution as the guides for sending children to school in inclement weather. If our school decides to stay open when the public schools close, the decision to remain open will be broadcast on the radio. List radio and TV stations that will carry emergency information broadcasts

LEAVING THE SCHOOL PREMISES - STUDENTS

If a child leaves school early for any reason, a note *must* be written in advance stating the nature of the early dismissal. Parents/Guardians must meet the child at the school office and sign for the release of the student. For the safety of the student, anyone who is not a parent/guardian must show proper identification.

LOST AND FOUND

The school is not responsible for personal articles brought to school. Articles found in the building or on the playground are placed in an area designated as Lost and Found. These articles are on display at various times throughout the year. All personal items should be marked with the child's name so that when found they could be returned to the owner.

LUNCH/MILK PROGRAM

Students bring sack lunches. Hot lunch is not available daily. Milk is available for those who order it. Directives are issued on orientation day. Permission from the principal and parent are needed to leave during lunch hour. Hot Lunch is offered on Fridays only.

Children are encouraged to bring healthy snacks for morning break, such as fruit, vegetables, cheese, crackers, etc.

LUNCH/RECESS

Lunch/recess procedures are as follows:

Teachers should send lunch and milk money to the school secretary upon receiving it. Lunch tickets are distributed for students who receive hot lunch. A list of students who receive milk is available in the school office.

Each teacher brings the class to the lunchroom or playground. The teacher must not leave the students until he/she ensures that the lunchroom or playground supervisor is in attendance. Students must use the front door only to enter or leave the building during lunch/recess.

The playground period is an excellent opportunity for training the child in good sportsmanship, thoughtfulness and consideration of others. Every child, unless excused by reason of ill health, is expected to participate in playground activities. Please do not ask that a child stay indoors because of

personal preference. Children should be sent to school dressed warmly enough to withstand the weather. When is raining or severely cold, the children are kept indoors.

All supervisory personnel and the teachers have a list of playground and lunchtime regulations to be followed by all students. The classroom teachers and the principal advise the students of these rules and regulations. Supervisory regulations and the interactions between supervising adults and students are governed by the dictates for health and safety, common courtesy, and the core values of the school community.

A sample copy of the playground and lunchtime guidelines are available in the school office.

Also see sections in this handbook: Lunch Program

MONEY

See Diocese of Duluth School Policy: IVSCH.FIN Section K for diocesan guidelines regarding cash accounts.

All monies are channeled through the classroom/subject area teacher to the school office. Payments of any kind should be placed in a sealed envelope marked with the child's name, grade, and purpose for the money.

NURSE'S OFFICE

See Diocese of Duluth School Policy: IVSCH.STU Sections Q, S and T for diocesan guidelines regarding medications, immunizations and health records.

A school nurse is responsible for conducting health programs throughout the school year. Parents/Guardians are informed prior to each program.

Any child with a temperature above 100 degrees or who has obvious signs of illness must be sent home. If a child becomes ill during the school day, the nurse or school personnel will notify the parents/guardians. It is the responsibility of the parents/guardians to make arrangements to have the child picked up immediately. A release form will be signed at this time. Students must remain home until fully recovered.

Medications may be given during the school day only with written permission from the parents/guardians and the child's doctor with specific instructions on use. Forms are available and must be requested from the nurse or the school office. No medications, including over-the-counter medications, cough drops or ointments, are allowed in the student's possession. They must stay in the school office.

A sample copy of the medication procedures is included in the Appendix

PARENT/GUARDIAN VOLUNTEERS

See Diocese of Duluth School Policy: IVSCH.PER Section K regarding volunteer assistance.

Each classroom has "room parents" to help coordinate activities which the class plans throughout the school year.

Parent/Guardian volunteers assist teachers during school or at home. Through the Parent Association, parent/guardian volunteers help with various school activities.

All parent/guardian volunteers must know and practice the school guidelines for positive interactions with students. This is essential to maintain the core values of the school community. Adults working with children in the school, including volunteers who have significant interaction with minor children, must

read and sign a statement of understanding of the diocesan Diocese of Duluth Sexual Misconduct Policy and Code of Pastoral Conduct and comply with a criminal background check. This is a diocesan requirement to protect the children in our schools. See Diocese of Duluth School Policy IVSCH.MIS for more information on the diocesan Sexual Misconduct and Harassment Policy.

Also see sections in this handbook: Identification Badges; Sexual Misconduct Policy - Diocese of Duluth; Volunteers in a Catholic School in the Diocese of Duluth.

PLAGIARISM POLICY

Definition

Plagiarism is the passing off of the thoughts or works of another as one's own. Plagiarism involves giving the impression that a person has thought, written or produced something that has, in fact, been borrowed from another.

There are two basic forms of plagiarism:

1. Using someone else's work as your own, without citing the source. This includes direct copying, rephrasing, and summarizing, as well as taking someone else's idea and putting it in different words.
2. Not indicating directly quoted passages or ideas even while citing the work as a general source.

Penalties

Each case shall be treated on its merits. Minor first infringements may be corrected by counseling or by the imposition of a penalty, as appropriate. Depending on the circumstances, the penalty imposed may include a warning, resubmission, loss of marks, failure on a particular task or in a subject, or a charge of misconduct to be dealt with by the principal.

Where a penalty is imposed, the parents/guardian will be notified and a written note will be placed in the student's file. Before imposing a penalty for plagiarism, the student's file should be checked to determine whether the offence is a first or subsequent offence. For a subsequent offence, the penalty should be more severe.

SCHOOL HOURS - STUDENTS

The hours for a.m. preschool are 8:30-11:00, and p.m. preschool are 12:00-2:30. School hours for students in K-6 are 7:50-2:35.

Specific arrangements must be made for drop-off and/or pick-up of students outside of the designated times. If parents/guardians are participating in the extended school program (clubs, latch-key, etc.) parents/guardians must comply with the rules established by the program for dropping off and picking up children.

Also see sections in this handbook: Absences and Tardiness; Arrival Procedures; Dismissal Procedures.

SCHOOL VISITS

See Diocese of Duluth School Policy IVSCH.STU Section M-2 regarding parent/guardian access to the student.

When parents wish to speak with a teacher, it is necessary to schedule an appointment that is mutually convenient. This allows both parent and teacher to determine how much time is needed for the conference and if any preparation before the conference is required. As a protection to the children in the school, all adults are asked to please inform the office when entering the school building. This allows the personnel in the school office to assist parents and, also to be aware of the presence of adults in the school building.

Visits to classrooms are not permitted during school hours unless previous arrangements have been made through the school office and with the individual teacher. If students have forgotten lunches and supplies, these may be left in the school office so that learning in the classroom is not interrupted.

If problems arise, they should be discussed first with the teacher involved. If there is a need to involve the principal or other school personnel in the conference, an appointment must be made through the school office. Effective and positive communication with parents is a high priority of our school's core values.

Also see sections in this handbook: Complaint Process for Students and Parents/Guardians; Conferences.

SEARCH AND SEIZURE

If the principal, or one officially designated by the principal, has information that a student has in his/her possession items that are harmful or constitute a criminal offense in the State of Minnesota, the principal or the designee reserves the right to search the student's personal possessions on the school premises in the presence of a third party (another adult). Every effort will be made to maintain as much respect and dignity for the person as the situation allows.

STUDENT RECORDS - INSPECTION AND RELEASE

See Diocese of Duluth School Policy IVSCH.STU Section J and K for diocesan policy on permanent student records.

Parents or legal guardians may ask the principal to review the contents of any records collected and maintained on their child. These records may mean any of the following:

- 1. Data identifying the child by any quantifying or qualifying characteristics*
- 2. Summary of completed/attempted academic progress, including grades, standardized test scores, portfolios, and other assessment forms*
- 3. Dates of school attendance*
- 4. Scores of intelligence, psychological, or aptitude tests*
- 5. Interest inventory results*
- 6. Health data*
- 7. Family background information*
- 8. Written observations of counselors and teachers*
- 9. Verified reports of behavioral problems*

Located on the cover of each student file: name of person reviewing file, date the file is reviewed, and reason the file was reviewed.

No student records may leave the school building. Records should be obtained from and returned to the secretary on the same day.

Student teachers/observers may view records of a student if the parent/guardian and principal give signed permission slips authorizing the study. These slips will remain in the child's permanent record.

Also see sections in this handbook: Teacher Records.

SUPERVISION OF STUDENTS

Ensuring the safety of students is of crucial importance at all times. The teacher or his/her designee is responsible for the supervision of students throughout the school day. If a teacher must leave the students, care must be taken for the supervision of students in his/her absence. In an emergency situation, a call to the office for assistance or to notify a neighboring teacher for the need of assistance would be appropriate.

Special consideration must be made to the particular circumstances. The younger the children, mentally and chronologically, the greater standard of care should be taken.

Students are not to be left in the classroom alone while other students are outside, in the gym, etc. On the playground, adult supervisors need to have an overview of where children are playing at all times. They are responsible for the safety of students at all times. Injuries are to be reported to the school office immediately. The secretary or principal administers First Aid and contacts the parents/guardians. The supervising teacher or adult must complete the accident report.

Students should not be put outside the classroom in the hallway for disciplinary reasons or to make-up work. Students should be sent to another teacher, the principal or secretary's office or to the library to finish their work.

A sample copy of an accident report form is included in the Appendix.

TELEPHONE

A telephone is available in each classroom, primarily for use by the teacher. Students may not use the classroom or office phone without permission by the classroom teacher. Children are not to call parents to bring forgotten lunches, books, projects, permission slips, etc. The purpose of this policy is to develop responsible habits on the part of our students.

When a parent or other adult calls for a teacher during class time, the call will not be transferred to the classroom except in the case of an emergency. Instead, the caller will be transferred to voicemail or the school secretary will take a written message.

Cell Phones: Students

Student cell phones are discouraged. In the case that a child does have a cell phone, it must remain turned off and kept in the student's backpack during the school day.

TEXTBOOK FUNDS FOR NON-PUBLIC SCHOOLS

Our school participates in the government Chapter II Block Grant Program. This program allows the school to purchase special educational materials.

Our school participates in various funding programs. An allotment of funds is available each year on a per student basis. Funds are used to purchase textbooks and learning materials for each child. The parent/guardian must sign approval forms at the beginning of the school year for the school to obtain these funds. These funds have provided a significant amount of learning materials and inservice training for our school.

A sample copy of the Educational Materials form can be obtained from the school office.

TRAFFIC PATTERN

To insure safety for all children as they arrive for school, please observe the following directives:

- * All children walking to school shall use the sidewalks.
- * Parents driving their children to school are asked to arrive at 7:40 a.m. to avoid the buses, which should begin arriving at 7:42 a.m. Classes will start at 7:50 a.m.
- * Parents picking children up after school should arrive at 2:30 p.m. Please park in the back parking lot and students will be walked out at 2:33 p.m.

- * If you leave your car to come into the building, please park in a provided space and do not block other arrivals and deliveries. By all means do not pass or block bus entries. They have first priority for the safety of many children. Do not leave your car running. Always remove car keys from the ignition.
- * Skateboards and roller blades are not allowed on school property because they interfere with traffic safety. Bicycles may be used by students in Grades 3-6. They must be locked in the bike rack. Bikes must be walked on school property. Bike permission forms must be filled out by the parents and returned to the principal.
- * School safety patrols will be assigned each year as needed.

Also see sections in this handbook: Arrival Procedures – Employees; Arrival Procedures – Students; Dismissal Procedures.

TRANSFER STUDENT PROBATION

All incoming transfer students are given a probation period of thirty days. If the student fails to comply with the school's core values, code of behavior, or academic expectations the parents/guardians will be asked to withdraw their child from the school. This will occur at a formal conference with the parents/guardians after directed help from the teacher(s), parents/guardians, and principal. It is a privilege to attend a Catholic school, but the school's adherence to specific standards and values may not create the school setting desired by some students.

Also see sections in this handbook: Code of Behavior and Discipline Policy.

TRANSPORTATION TO SCHOOL

Minnesota Statutes 2002, Sections 123B.84 through 123B.87 and 123B.92, subdivision 9 provides that school districts must provide equal transportation treatment to resident nonpublic school students. These laws are known as the "Equal Treatment Laws" or the "Fair Busing Bill."

Minnesota Rule, Chapter 3520 requires that a school district meet at least once a year with nonpublic school representatives to discuss attendance areas, safety, economics, conveniences and availability of space for the pupils. Although the final authority on attendance areas, starting time, etc., rests with the public school board, an annual meeting would help to avoid any subsequent disputes.

The bussing boundary for St. John's School can be obtained from the school office. Students are eligible to ride the bus if they live within the Duluth school district and meet the following criteria:

Kindergarten:	live .5 or more miles from the school
Grades 1-2:	live .7 or more miles from the school
Grades 3-6:	live 1 or more miles from the school
Grades 7-8:	live 2 or more miles from the school

Students who live less than the required riding distance from the school, or students who live outside of the established school boundaries, are not bussed to our school. In such cases, parents are responsible for providing transportation to and from school.

The school office will provide bussing information and, if necessary, submit bussing concerns to the appropriate authorities. Students are expected to act appropriately when riding the bus. Appropriate behavior includes following the published rules given to students by the bussing authorities.

Bus Safety Training

Minnesota Statutes 2002, Section 123B.90, subdivision 2(b) requires that each nonpublic school provide all nonpublic school pupils enrolled in grades kindergarten through 10 who are transported by school bus at public expense and attend school within the district's boundaries with age-appropriate school bus safety training. The training must be result-oriented and must consist of both classroom instruction and practical training using a school bus (evacuation drills).

Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. transportation by school bus is a privilege and not a right;
2. district policies for student conduct and school bus safety;
3. appropriate conduct while on the school bus;
4. the danger zones surrounding a school bus;
5. procedures for safely boarding and leaving a school bus;
6. procedures for safe street or road crossing; and
7. school bus evacuation.

A public school district is no longer required to furnish a school bus to a nonpublic school so that nonpublic students using district-provided transportation services can practice evacuation drills.

All students in grades kindergarten through 6th grade enrolled during the first or second week of school must demonstrate knowledge and understanding of the competencies on school bus safety training by the end of the third week of school. All students in kindergarten through 10th grade who enroll after the second week of school receive school bus safety training or school bus safety instructional materials within four weeks of the first day of attendance if they have not received training in their previous school districts.

All students in kindergarten through 3rd grade are to receive school bus safety training TWICE during the school year.

The nonpublic school principal or administrator must annually certify to the school transportation safety director or superintendent of the district in which the nonpublic school is located that all students transported by school bus at public expense have received training. A school district may deny transportation to nonpublic school students if the nonpublic school fails to provide school bus safety training.

The nonpublic school administrators should contact the school district in which they are located to obtain a copy of the district's transportation policy. This policy should explain what behaviors are unacceptable and what may result in students losing their bus riding privileges. A student with a disability may not be denied bus-riding privileges because the student is unable to understand the competencies.

Students are expected to act appropriately as students of our school when riding the bus. Appropriate behavior includes following the published rules given to students by the busing authorities.

TRUANCY

These procedures do not address tardiness. However, tardiness is considered part of the truancy issue. Therefore, when reporting absences, tardiness should be documented and reported. If tardiness becomes a separate issue, please contact the Director of Schools for further direction on the issue of tardiness.

Also see in this handbook: Absences and Tardies.

Younger than 12 years old

1. When a student has had in excess of 3 part or whole days of unexcused absence, the parent/guardian will be informed by letter that the student is considered a continuing truant student. See sample letter in Appendix.
2. If a student continues to have unexcused absences beyond three days even after the letter has been sent home, a conference should be called by the school with the parents/guardians, teacher, and principal in attendance.
3. After 7 or more unexcused absences, the situation must be reported to social services initial intervention. (After 7 or more unexcused absences, this may be considered educational neglect.)
4. Document all oral and written communication the school has had with the parents/guardians regarding the truancy issue.
5. Follow the directives by social services initial intervention.

Older than 12 years old

1. When a student has had in excess of 3 part or whole days of unexcused absence, the parent/guardian will be informed by letter that the student is considered a continuing truant student. See sample letter in Appendix.
2. If a student continues to have unexcused absences beyond three days even after the letter has been sent home, a conference should be called by the school with the parents/guardians, teacher, and principal in attendance.
3. After 7 or more unexcused absences, the truancy should be reported to an Inner Agency Review Team (in South St. Louis County this is Dawn Shykes at Lutheran Social Services 726-4847. In other areas, contact your county social services department or the County Attorney to find out how to be connected to a review team.) This team meets regularly. They will request some basic information about the truanancies and parental/guardian and student information. The team sends a notice to the parents/guardians notifying them that they have received the referral. The school principal will attend a review board meeting to discuss the situation. The parents/guardians and students are not invited to this meeting. A plan is developed at this meeting for the family to correct the truancy problems. The team informs the family of the plan. This plan may include mediation or a court referral.

Sample letters to parents/guardians regarding truancy are included in Appendix.

TUITION ASSISTANCE

See Diocese of Duluth School Policy IVSCH.FIN Section E.

The positive benefits of Catholic education should not be denied to Catholic students because of the cost of tuition. Scholarships and tuition aid programs are available to families in need of these services. Information is available from the principal.

Also see sections in this handbook: Tuition Policy.

TUITION POLICY

See Diocesan Schools Policy IVSCH.FIN Section E.

It shall be the policy of St. John's School that each family sign a tuition / service contract at the beginning of the school year. The contract will state the tuition / book fees as well as the requirements for the volunteer service. Parent(s) are expected to comply with terms of the contract. Tuition may be paid in full on registration day with a two percent discount, or on a 10-month basis. Any unexplained overdue tuition will effect enrollment for the upcoming year.

Tuition will be considered a yearly fee paid on a 10-month basis September through June. All tuition should be paid by June 15.

A \$100 registration fee will be required for new family registration. This fee applies towards the first month's tuition. Registration fee is non-refundable.

TUITION COLLECTION

The following procedures will be implemented for collection of delinquent tuition.

1. Tuition is due on the 15th of each month. Tuition is late if it is not paid within 60 days of the due date.
2. Late tuition payments will be charged a fee equal to 8% annual percentage rate (0.6% per month) of the total.
3. Tuition which is ninety (90) days or more past due will be considered delinquent.
4. The school may manage delinquent tuition in, but not limited to, any of the following manners, and in any combination thereof:
 - a. Personal contact by the school administration;
 - b. Use of a collection agency to collect the tuition owed;
 - c. Legal action to obtain judgment for unpaid tuition, such judgment to include reasonable attorney's fees and court costs
5. All delinquent tuition must be current to be eligible for spring pre-registration and fall registration.
6. The Pastor and Principal will consider exceptions to the above management of delinquent tuition on a case-by-case basis.

Also see sections in this handbook: tuition assistance.

VACATIONS

The school recognizes the value of travel, but also realizes the difficulty of missing classes. Vacations should be scheduled during the allowed vacation days during the year, if at all possible. Parents should consult with the teacher and be responsible for supervision and execution of makeup work and tests. Assignments for the missed days are usually given upon return of the child to class. If vacation is planned for more than five days, parents should notify the teacher and get all homework before leaving for vacation. Written notification should be sent to the principal.

VISITS BY POLICE, SOCIAL WORKERS, CHILD PROTECTIVE ADVOCATES, GUARDIAN AD LITUM, ETC.

Visits by police, social workers, child protective advocates, and guardians ad litum must be arranged through the school principal. The principal must see proper identification and will request information about the nature of the visit. The principal will notify parents/guardians of the visit if he/she believes it is a necessary protection of the student's rights.

WITHDRAWALS

See Diocese of Duluth School Policy IVSCH.STU Section F for guidelines for student withdrawal.

Whenever a pupil is transferring to another school the following steps must be followed:

1. Make an appointment with the principal and/or inform the principal of the transfer.
2. Return all textbooks, library books, equipment, etc., belonging to the school.
3. Pay all outstanding debts (tuition payments, library fines, etc.).
4. Sign the release of records form.

Records will be forwarded directly to the next school after a written request from that school has been received by the school office.

ORGANIZATIONS

ADVISORY COMMITTEE ON CATHOLIC EDUCATION/SCHOOL COMMISSION

See Diocesan School policy IVSCH.ACCE which explains the diocesan policy regarding Advisory Committees on Catholic Education (ACCEs) for our Catholic schools.

SCHOOL COMMISSION

Board membership is determined by the diocesan guidelines for ACCEs. The ACCE is consultative to the pastor and helps the principal in policy formulation, implementation, and evaluation; development and fundraising; public relations. Its primary function is to foster the mission, philosophy and standards of the school.

Members are nominated and selected from a pool of candidates by the parents of the school in accordance with its constitution and by-laws. Open meetings are held monthly. Meetings are held on the first Thursday of the month.

Parents interested in serving in this capacity are welcome to help us achieve our goals of Catholic education for our children.

Parents/guardians with concerns about the school or school personnel must take these concerns initially to the person most involved or responsible (principal or teacher). If resolution is not obtained, the principal or pastor is the next step in the process. The complaint and grievance procedure is clearly stated in the Parent/Student Handbook, Faculty Handbook, and the ACCE Handbook. The ACCE is not part of the complaint or grievance procedure.

The functions of the Commission are to:

- Review, approve, and submit the budget to the pastor and parish finance council.
- Determine a long-range plan for the school
- Formulate general, educational, and financial policy that will serve as a guide in achieving the objectives of the long-range plan.
- Review the rules and decisions made by the principal in implementing Commission policies and evaluate the effectiveness of the Commission with regard to policy implementation and achieving of its goals.
- Direct the implementation of diocesan educational policy in St. John's School
- Communicate commission policy and decisions to the St. John's School community.

DEVELOPMENT OFFICE

The development office is responsible for the implementation of the long-range goals of the ACCE. Within this context, a development director helps to create publicity and public relations materials, organizes fund raising events, plans special activities, and initiates community and alumni relations. The development director works with the development committee and the volunteer development committee of the school board. The goal of the development office is to cultivate relationships among the many constituencies of the school and community in order to insure the long-term financial security of the school.

DEVELOPMENT PROGRAM

Catholic schools, like other private schools and not for profit organizations, rely on the generosity of members of the community to maintain excellent educational standards, buildings and grounds, and to keep tuition affordable for all interested in providing a Catholic Education for their children.

The Development effort is integral to the development and maintenance of friends and donors. The development chairperson does not work independently. The involvement of the pastor, administrator/principal, School Commission, parents, parishioners and alumni are necessary in order to

develop and maintain a strong development program, which will provide the needed funding for the school.

The most important aspect of our development effort is to tell the story of St. John's School. Gaining support of our educational efforts is crucial. Financial rewards will flow from educating our stakeholders of the fine work that is realized generation after generation at St. John's. Building a strong case statement will encourage others to help us continue our mission of Catholic Education.

Development programs can be different for each school or agency. St. John's development program was instituted in 1985. The first years were spent educating St. John's community members regarding the need for contributions and of the program. As the program developed, an Annual Fund Drive was instituted to raise funds for annual operations. Each year a goal is set and then solicitations begin. At St. John's we consider the following to be our target markets:

- Faculty and Staff
- School Commission Members
- Current Families
- Grandparents
- Parishioners
- Alumni
- Former Parents
- Friends
- Foundations

Other parts of the development program include, memorials and honorariums, grant proposal writing, special projects, fundraising, the endowment program, alumni relations, public relations and communications, and recruitment and retention.

If you are interested in learning more about St. John's Development Program or volunteering your services, please contact the school at 724-9392.

HOME AND SCHOOL ASSOCIATION/PARENT ASSOCIATION

The school's parent association is comprised of parents/guardians, faculty, and staff. The parent association meets on a monthly basis. General meetings are scheduled throughout the year.

The association serves the school by coordinating parent/guardian communication, volunteer programs, special activities for students, working on fund raising events (coordinated with the school's development office), and social events for community building.

PARENT VOLUNTEERS

Each classroom has Room Parents to help coordinate activities, which the class plans throughout the school year.

Parent volunteers assist teachers during school hours or work at home. Through the Parent Association, parent volunteers help with various school activities. Each year parents are given an opportunity to sign up for a great variety of volunteer services. The extensive listing includes sports, library, development, school office work and many other available options. Without these services so generously given to us, many of the programs and experiences of the students would not be accomplished.

All parent volunteers must know and practice the school guidelines for positive interactions with students. This is essential for maintenance of the core values of the school community. All adults working with children in the school, including volunteers, must read and sign a statement of understanding of the

Diocesan Sexual Misconduct Policy. This is a diocesan requirement to protect the children in our schools. Also, for the safety and well-being of our children, staff members are required by law to notify the St. Louis County Social Services of suspected child abuse.

PARISH BOARD OF EDUCATION AND THE PASTORAL COUNCIL

The Catholic school is part of the teaching ministry of its supporting parish(es). As such, the school must be effectively integrated into the life and activities of the parish. The Advisory Committee on Catholic Education (ACCE) and the pastoral council are agencies that can help accomplish this.

The ACCE helps the school to realize its goals, which are directly related to the parish goals established by the pastoral council. The existence of the ACCE serves to enlarge the number of people in the parish concerned with the goal attainment of the school. The ACCE functions under a model consistent with that of other ACCEs throughout the diocese. This common model serves to facilitate the integration of the school not only into the parish, but also into the diocese.

The pastoral council helps to set the vision of the parish and, as part of the process, establishes goals for the parish, creates committees to realize these goals, and coordinates the many ministries of the parish. In these broad areas of responsibility, the pastoral council has significant impact on the Catholic school. This is especially true for the integration of school goals into the broader goals of the parish.

The school has a responsibility to keep the pastoral council informed about the goals, successes, programs, problems, plans, etc. of the school. The pastor, principal, and ACCE chairperson decide on how this is to be accomplished. The quality of communication between the school and the pastoral council is directly related to the extent of integration of the school into the life of the parish.

STUDENT COUNCIL

The primary purposes of the Student Council are to promote responsibility among all students, provide an appropriate forum for student input and to encourage development of school spirit and leadership. The Student Council is composed of elected representatives and officers from grades three through six. They meet regularly to plan ways to promote school programs and to encourage the development of faith community throughout the school.

A faculty member is advisor for the student council group. This is an elective opportunity for students who wish to promote the purposes of the student council.

RELATIONSHIPS BEYOND THE SCHOOL FAITH COMMUNITY

See Diocese of Duluth School Policies IVSCH.REL for diocesan policy on Catholic school relationships with the diocesan Office of Word, local and state government agencies, national and state associations.

The Catholic school does not function in isolation from the rest of the parish, the diocese, or the civic community that surrounds it. These relationships should be proactive, productive, and positive, since each has the capacity to deepen and extend the integral goals of the school.

The most significant relationships beyond those of the immediate school faith community are those with the:

- Civic community;
- Diocese of Duluth;
- Local public schools;
- State of Minnesota and the Minnesota Department of Education;
- State, regional, and national Catholic organizations (i.e. NCEA, MCEA, MNSAA, etc.).

CIVIC COMMUNITY

The Catholic school should be visible enough to serve as a source of pride for the local civic community. The school, in return, should help students acquire a sense of pride in the uniqueness of their locality. This reciprocity of appreciation can have significant and positive results.

Every town has a wealth of available history, artistry, and information in its structures, natural surroundings, wildlife, and citizenry. The involvement of the school with the community will make the school more vitally connected to the community, which certainly helps to make the school a more visible and positive local entity. Community resources can enrich the curriculum and engender a sense of civic pride in students.

Some resources that can be explored include:

- the surroundings -- students should know the geography, flora and fauna of their home location;
- the elderly -- as living historians and story tellers;
- local artists and artisans;
- local government offices;
- the variety of economic enterprises in the locality;
- museums, historic homes and buildings, historical societies;
- local colleges;
- the ethnic heritage of the area (including costumes, language, dance, food, customs and holidays, etc.);
- local libraries.

This section of the handbook should list institutions, names of contact personnel, etc., to facilitate the teacher's use of local resources for education.

DIOCESE OF DULUTH

The Code of Canon Law states:

“Catholic religious formation and education, which are imparted in any schools whatsoever. . .are subject to the authority of the Church. . .and it is the responsibility of the diocesan bishop to regulate such education and be vigilant over it.” (Canon 804)

“The diocesan bishop has the right of vigilance over and visitation of the Catholic schools located in his territory. . .he is likewise competent to issue prescriptions dealing with the general regulation of Catholic schools. . .the directors of Catholic schools, under the vigilance of the local ordinary, are to see to it that the instruction given in them is at least as academically distinguished as that given in the other schools of the region.” (Canon 806).

These canons clearly state the regulatory authority of the bishop over the Catholic schools in the diocese. The size of the diocese (22,000 square miles), the number of schools (12), and the enormous demands on the time and person of the bishop make it necessary to delegate responsibility in this area to officials in the Department of Education with the expertise needed to help the schools meet diocesan expectations of educational quality and active transmission of the values, principles, teachings, and traditions of the Catholic Church.

The Department of Education is a subsection of the Office of Word. It is composed of the Department of Schools, the Department of Catechesis, the Department of Youth and Young Adult Ministry and Media Department. These four diocesan departments work together to create a vision of education that encompasses the entire human life span. The official that works most closely with the schools is the Director of Schools. The relationship of the Director of Schools to the schools is described in the position description of the Director of Schools in the diocesan Schools Policy IVSCH.AdM Section A. 3.

LOCAL PUBLIC SCHOOLS

All of the Catholic schools in the Diocese of Duluth currently serve as "feeder schools" for the state-supported public high schools and, in most instances, for the state-supported middle schools. This situation demands the most productive relations possible between the systems since, in essence, we share students.

There are services and benefits to which all students in Minnesota are entitled, regardless of where they attend school. It is very important that the teachers in our schools know about these services so that our students can take advantage of them. This section of the handbook should list the services provided to students in Catholic schools by the local school district. The listing should include the names, telephone numbers, and addresses of the personnel in the district responsible for providing the service. It would be very helpful to include any available procedural information about how to apply for these services.

Some of the common services provided are:

- special services in the form of Title One instruction and materials;
- health, vision, nursing services and counseling services;
- transportation to and from school.

Many schools in the diocese take advantage of public school services and benefits such as:

- shared teacher and principal in-services;
- use of the district's curriculum lab;
- shared resources;
- extra-curricular and co-curricular activities.

These services should also be listed with the names, telephone numbers, and addresses of contact persons.

STATE OF MINNESOTA

The Minnesota Department of Education (MDE) provides the teacher licenses and licensure requirements for all schools in the state. Teachers in a Catholic school in the Diocese of Duluth are degreed and/or have equivalency.

The MDE issues directives about every aspect of education, from transportation, to athletics, to curriculum. These directives, while not always mandated for Catholic schools, are used as a guide for aligning the curriculum with that of the state-supported schools with whom we share students. See MDE website: <http://education.state.mn.us>.

The Director of Catholic Schools represents the Catholic schools in our diocese on the state level.

The Directors of Schools of the six dioceses in Minnesota meet several times during the year to coordinate legislative efforts and work together with other nonpublic school organizations to affect the development of Catholic and nonpublic education across the state.

The state provides a number of mandated services to Catholic schools. These services include:

- partial funding for textbooks (nonreligious);
- some grant money;
- information services, both in printed form and in personal contact through the MDE.

It is important that the services to which the school is entitled are listed so that every service available will be used to the benefit of our students.

STATE, REGIONAL, AND NATIONAL ORGANIZATIONS

The Minnesota Non-Public School Accrediting Agency (MNSAA) accredits many non-state supported schools of Minnesota. This agency provides the framework from which the schools produce the self-study that determines accreditation. See the MNSAA website at www.mnsaa.org.

The Minnesota Catholic Conference (MCC) represents the six dioceses of Minnesota. The MCC provides legislative updates, legal information, the contract form used in the schools, and an opportunity for Catholic schools to dialogue and share on a state level. See the MCC website at www.mncc.org.

The National Catholic Education Association (NCEA) provides a national network for Catholic educators. The NCEA keeps the schools informed about issues, publishes many useful materials covering virtually every aspect of the Catholic school, and integrates academic education with the values, principles, teachings, and traditions of the faith. The NCEA sponsors the national celebration of Catholic Schools Week and, beginning on Easter, the NCEA Convention, which is a national gathering of Catholic educators. See the NCEA website at www.ncea.org.

The United States Conference of Catholic Bishops (USCCB) is the national organization of the state Catholic Conferences and takes the activities of the state organizations to the national level. See the USCCB website at www.usccb.org.

APPENDIX

**PARENT/LEGAL GUARDIAN PERMISSION SLIP
AND INDEMNITY AGREEMENT**

12/1/98

Your son/daughter, ward, _____ is eligible to participate in a school/parish sponsored activity that requires permission. This activity will take place under the guidance and supervision of employees/volunteers from _____ (parish/school).

A brief description of the activity is as follows:

TYPE OF ACTIVITY: _____

DESCRIPTION OF ACTIVITY: _____

DATE AND TIME OF ACTIVITY: _____

METHOD OF TRANSPORTATION (IF APPLICABLE): _____

STUDENT COST (IF APPLICABLE): _____

I consent to the participation of my child/ward in the above named activity. In consideration for my child/ward's participation, I agree to reimburse and indemnify the above named parish/school (understood to include the Diocese of Duluth) for all reasonable legal and court fees incurred by parish/school in defending a lawsuit that I or my child/ward may bring against the parish/school which relates to the above named activity if the parish/school is found not legally liable by the courts and prevails in the lawsuit. If the parish/school is found liable for the injuries sustained by child/ward, this paragraph will not apply.

I certify that I have an understanding of this agreement and the risks and hazards associated with the activity described above that my child/ward will be participating in. I further understand that I had the opportunity to fully discuss this agreement with a representative of the parish/school to clarify any concerns or questions about the activity or this agreement that I may have had.

Parent/Legal Guardian Signature

Date

Address

Home Phone

Work Phone

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I give permission to transport my child/ward to a hospital for emergency medical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name and relationship

Phone Number

Medical Insurance Company

Policy Number

Please furnish medical information about your child/ward which may be pertinent to his or her participation in the above identified activity: _____

PLEASE RETURN TO: _____ **BY:** _____

**St. John's School
Driver Information Sheet**

Driver

Name _____ Date of Birth _____

Address _____ Social Security # _____

_____ Phone # _____

Driver's License # _____ Date of Expiration _____

State _____

Vehicle That Will Be Used

Name of Owner _____ Model of Vehicle _____

Address of Owner _____ Make of Vehicle _____

_____ Year of Vehicle _____

License Plate # _____ Date of Expiration _____

Registration Expiration Date _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy # _____

Date of Policy Expiration _____

Liability Limits of Policy* _____

***Please note: The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.**

In order to provide for the safety of our young people or other members of the parish and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last five years:

Please be aware that as a volunteer driver, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.

Thank you for helping us with our transportation needs

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

Signature

Date

Driving History

Name _____ Address _____

Telephone Number _____

In Case of Emergency Notify _____ Telephone # _____

Driver's Licenses

(List state, license number, type of license and expiration date)

1.

2.

3.

Driving Experience (check applicable listing)

Automobile _____ Bus _____ Van _____ Truck _____ Tractor Trailer _____

How long have you driven about vehicles? _____

Accident Record for past three years

Date	Nature of Accident	Injuries/fatalities
------	--------------------	---------------------

1.

2.

3.

Traffic Violations in past three years

Location and date	Charge	Penalty
-------------------	--------	---------

1.

2.

3.

Have you ever been denied a license? Yes _____ No _____

Has your license ever been suspended or revoked? Yes _____ No _____

I attest that the information I have given is true and misinformation can lead to loss of job/privilege.

Signature

Date

ADULT HOLD HARMLESS AGREEMENT

PARTICIPANT: _____

PARISH: _____

DATE(S) OF ACTIVITY: _____

ACTIVITY: _____

The above named PARTICIPANT agrees to defend, protect, and indemnify and hold harmless the above named PARISH and the Diocese of Duluth against and from all claims arising from the negligence or fault of the above named PARTICIPANT or any of their agents, family members, officers, volunteer helpers, partners, organizational members or associates in connection with the above named ACTIVITY at the above named PARISH.

Additionally, the above named PARTICIPANT agrees to protect, defend, hold harmless and fully indemnify the above named PARISH and the Diocese of Duluth for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY which took place during the above identified DATE(S) OF ACTIVITY that is brought against the parish by the above named PARTICIPANT or their employees, agents, partners, family members, organizational members and associates, whether such claim arises from the alleged negligence of individuals, companies, or their agents who are not a party to this contract.

SIGNATURE OF PARTICIPANT: _____

TITLE: _____

DATE: _____

Please keep this form on file at the parish or school for four years.

121101

ST. JOHN'S SCHOOL

Acceptable Use Policy for the Use of Computers and Telecommunications

The purpose of this Acceptable Use Policy (Policy) is to provide guidance regarding the appropriate or acceptable use of the computer resources of St. John's School and to assist St. John's School in protecting the security of its computer resources.

St. John's School provides computer resources for users affiliated with St. John's School. Computer resources includes, but is not limited to, host computers, file servers, application servers, communication servers, mail servers, web servers, workstations, stand-alone computers, software, data files, and all internal and external computer and communications networks, including internet and electronic mail (e-mail) systems that may be accessed directly or indirectly from the St. John's School computer network. Users include, but are not limited to, St. John's School students, faculty, employees, staff, and volunteers.

All users must behave ethically and legally in using St. John's School computer resources. All users must comply with this Policy in using St. John's School computer resources. If any user violates this Policy, he or she will be subject to discipline, up to and including termination, and may be subject to civil or criminal legal action.

Appropriate or acceptable use of St. John's School computer resources includes:

- Accessing the internet to conduct research or to retrieve information from libraries or other educational websites to enrich and expand St. John's School curriculum.*
- Participating in listserves and/or newsgroups to gain access to information regarding local, state, national, and world events.*
- Utilizing e-mail to facilitate distance-learning projects.*

Inappropriate or unacceptable use of St. John's School computer resources include, but are not limited to:

- Creating, sending, receiving, accessing, or storing messages, pictures, or files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, sexist, racist, discriminatory, harassing, or insulting.*
- Using computer resources to conduct illegal activities.*
- Using computer resources in a manner that interferes with the user's employment or other obligations to St. John's School.*
- Using computer resources in a manner that interferes with St. John's School operation of its computer resources.*
- Using computer resources in a manner that interferes with the rights of others, including accessing, reading, deleting, copying, or modifying the files or e-mail messages of others or using another's name, e-mail address, or workstation to send e-mail messages or access the internet.*
- Using computer resources for personal monetary gain, commercial purposes, advertising, or political lobbying outside the scope of the user's employment or other obligations to St. John's Catholic School.*
- Using software that is designed to destroy data, provide unauthorized access to St. John's School computer or telecommunications systems, or disrupt computer or telecommunications equipment in any way.*
- Creating, propagating and/or using computer viruses.*
- Loading software that is not approved by St. John's School.*

- Making illegal copies of licensed software.*
- Destroying software or hardware or attempting to exceed or modify the parameters of St. John's School's computer or telecommunications systems.*

- *Transmitting copyrighted materials without the written permission of the author or creator in violation of United States copyright law.*
- *Transmitting materials that are protected by United States trade secret law.*

Any e-mail message created, sent, received, or stored with St. John's School e-mail system is the property of St. John's School. Therefore, users do not have an express or implied personal privacy right in any matter created, sent, received, or stored with St. John's School e-mail system. Although St. John's School does not intend to routinely monitor e-mail communications, it may monitor the e-mail system and access messages or information stored on the system to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, investigate reports of misconduct or misuse, reroute or dispose of undeliverable mail, or respond to lawful requests for information, including requests from law enforcement agencies. The existence of passwords or message delete functions do not restrict or eliminate St. John's School's ability or right to access e-mail messages or information stored on St. John's School e-mail system. St. John's School cannot guarantee the privacy or confidentiality of e-mail messages. Any information that is confidential as a matter of law should not be communicated over e-mail. No e-mail message may be sent anonymously.

Users do not have an express or implied personal privacy right in any information created, sent, received, or accessed with St. John's School internet system. Although St. John's School_ does not intend to routinely monitor internet use, it may do so to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, or investigate reports of misconduct or misuse. The existence of passwords does not restrict or eliminate St. John's School's ability or right to monitor internet use.

Any information contained on a computer hard drive or computer disk owned by St. John's School is the property of St. John's School. Therefore, users do not have an express or implied personal privacy right in any computer hard drive or disk owned by St. John's School. The existence of passwords or file delete functions do not restrict or eliminate St. John's School's ability or right to access information contained on a computer hard drive or disk owned by St. John's School..

If any user receives inappropriate material from another user or observes another user engaging in inappropriate or unacceptable use of St. John's School computer resources, he or she must contact the Principal immediately.

St. John's School
Agreement for the Use of
Computers and Telecommunications
Parental Consent Form for Student Computer Use

St. John's School provides students the opportunity of computer access and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and legal guardians are alerted to the fact that St. John's School and the Diocese of Duluth do not have complete control of the information on the Internet. Parents and legal guardians are responsible for imparting the standards of ethical and legal conduct their child/ward should follow. St. John's School supports and respects each family's right to decide whether or not their child may have access to this resource. Any misuse of these services may result in disciplinary action such as, but not limited to, limited access to computers, discontinued access to and use of computers in the school, and suspension from school.

1. I am the parent/ legal guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have explained it to my child/ward and I have assured myself that my child understands the policy. I also understand my responsibilities and my child's responsibilities regarding computer hardware, software, and Internet access at St. John's School.
2. **Check one:**

_____ I hereby consent to the student having access to, and use of, the telecommunications resources at St. John's School. I also hereby indemnify and hold harmless St. John's School and the Diocese of Duluth from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

_____ I do not consent to the student having access to, or use of, the telecommunications resources at St. John's School. I know this may limit the curriculum and learning opportunities available to my child.

_____	_____
Parent/Guardian signature	Date

Name of Parent/Guardian (Please print)	

Name of Student (Please print)	

Street Address	

City/State/Zip	

_____	_____
Home Phone	Work Phone

St. John's School Uniform Guidelines

For Kindergarten through Grade 6

Donald's is our selected vendor for school uniforms. Donald's is located in St. Paul. You may purchase items in-store, over the phone, or online from their website. Uniform flyers are available in the school office.



Shirts: Plain white with collars, including turtlenecks, can be long or short sleeved. No monograms, colored trim, or colored buttons. All shirts must be worn tucked in.

Shorts (September, May and June only), **Pants, Skirts, Skorts, and Jumpers:** Khaki, skirts, skorts and jumpers of modest length. **No wide leg flare pants. No exterior sewn pockets.**

Sweaters: Pullover, cardigan, vest, crew neck, or v-neck in red or navy blue. A white collared shirt must be worn underneath. **No fleece, hoods or long sweaters.**

Sweatshirts: Only **school sweatshirts** are acceptable. Must be worn with a white collared shirt underneath.

Socks, tights, and hair accessories: White, navy, red, or khaki. Socks must be worn with all shoes – even with sandals.

Shoes: must be safe and appropriate for school. All shoes must have a back strap. No clogs.

Belts: preferred but not required.

- Any jewelry worn must be simple and modest. The same is asked for hair colors and styles. The Principal will review all fads.
- Out of uniform days are at the discretion of the Principal.
- Students must dress appropriately for seasonal weather.
- Hats, mittens/gloves, boots, jackets required for winter. Snowpants are required for grades K-3.

Violations:

- Students who are not in compliance will receive a Dress Code Violation. Parents will be notified.

STOP AND THINK NOTICE

STUDENT _____ DATE _____

TEACHER _____ NOTICE # _____

Today your child was observed:

- _____ destroying property
- _____ using profane or inappropriate language / verbal abuse
- _____ throwing objects
- _____ demonstrating unsafe behavior
- _____ using unnecessary physical contact
- _____ being disrespectful/bullying
- _____ other

Description of the incident:

Consequence:

Teacher signature _____

Principal signature _____

Parent signature _____

Student signature _____

EMERGENCY INFORMATION

Family name _____

Address _____ Zip _____ Phone _____

E-Mail Address _____

Children's Names _____ Grade _____ Birth date _____
_____ Grade _____ Birth date _____
_____ Grade _____ Birth date _____
_____ Grade _____ Birth date _____

**Social Security for any kindergarten or new student _____

Parent to contact first for an emergency: _____

Mother's Name _____ Cell/pager Phone _____

Mother's Address (if different from above) _____

Mother's Work Place _____ Work Phone _____

Father's Name _____ Cell/pager Phone _____

Father's Address (if different from above) _____

Father's Work Place _____ Work Phone _____

Day Care: Name _____ Address _____ Phone _____

Is your child bused to day care? _____

Emergency contact person when parents cannot be reached:

Name _____ Phone _____ Cell Phone _____

Name _____ Phone _____ Cell Phone _____

Name _____ Phone _____ Cell Phone _____

I give St. John's permission to seek medical care in an emergency for my child/ren

Yes _____ No _____ initials _____

I give St. John's permission to transport to the hospital or call an ambulance for my child/ren

Yes _____ No _____ initials _____

Physician's Name _____ Physician's phone _____

Dentist's Name _____ Dentist's phone _____

Hospital preference _____ allergies _____

Parent Signature

Date

MEDICATION PROCEDURES
Independent School District # 709

If a student needs to take medication during school, the School District requires:

1. The medication **MUST** be in the properly labeled pharmacy container.
2. A **WRITTEN NOTE** from a parent/guardian giving the school personnel authority to give medication in school.
3. If the medication is to be given for more than 2 weeks in school, a statement from the prescribing physician is required. The statement from the physician will include: name of medication; dose and time to be given at school; reason medication is prescribed; and any side effects to be aware of.

NOTE: Under **NO** circumstances shall school personnel give aspirin, Tylenol, cough medicines, or any other over-the-counter medications to student without a physician's prescription.

NOTE: School personnel **WILL NOT** give medications that are sent to school in improperly labeled containers (i.e., plastic bags, envelopes, aluminum foil, cellophane, etc.).

ST. JOHN'S SCHOOL

ACCIDENT, INJURY, INCIDENT REPORT

NAME (Child, staff, visitor) _____ Age _____

Date _____ Time _____

Description of accident, injury, or incident _____

Location _____

Circumstances surrounding incident _____

Action taken by staff _____

To whom incident was reported _____

Teacher/Staff _____

To: Name of family
From: Principal's name
Re: Child's name attendance

Dear Parent/Guardian name:

At St. John's School we are always concerned about a child's progress. One way to monitor success at school relates to the child's attendance record. Therefore, I am writing to inform you of the school's concern for child's name numerous absences or tardy days. I am requesting to meet with you to discuss how this problem can be resolved. Please call the school to arrange a convenient time in which we can discuss this matter.

_____ has been absent for a total of:

_____ Excused absences
_____ Unexcused absences
_____ Tardy times

I look forward to hearing from you soon.

Sincerely,

Principal name
St. John's School

Truancy Letter #2

To: Name of family
From: Principal's name
Re: Child's name attendance

Dear **Parent/Guardian name:**

At **St. John's School** we closely monitor attendance. Our attendance Team met recently and your child's name was surfaced regarding the high number of absences that she/he has had this school year. She/he has been absent for a total of:

_____ Excused Absences
_____ Unexcused Absences
_____ Tardy times

This adds up to a total of _____ times that she/he has missed the start of her/his school day, and a total of _____ times that she/he has missed school altogether.

Although she/he is listed as having a majority of these times as Excused Absences, it still is a concern when a child begins to struggle with their academics. Presently she/he is having difficulties with:

After bringing the attendance issue to the parent's/guardian's attention, and absences continue, we seek outside help to resolve the problem. This is the **second** letter addressing the attendance problem with you. At this time, we will contact _____ to begin resolving **Child's name-----** attendance problems.

Attached you will find copies