

# **Parent / Student Handbook 2021-2022 School Year**

**St. John Catholic School  
816 S Keeler Ave  
Bartlesville, OK 74003  
(918) 336-0603**

**Rev. John O'Neill  
Pastor**

**Mrs. Cristel Miller  
Principal**

**St. John School is fully accredited by the Oklahoma Conference of  
Catholic Schools Accrediting Association (a state-recognized  
accrediting association).**

St. John School does not discriminate on account of sex, race, color, ethnic background, or social or economic status in the administration of admission, educational, or athletic programs.

## **Table of Contents**

Mission Statement_____	5
Philosophy of Education_____	5
Curriculum Goals_____	6
Responsibilities & Expectations_____	7

### **CHAPTER I – ENROLLMENT**

Admissions_____	7
Oklahoma Immunization Law_____	8
Transfers, Extended Absence, and Withdrawals_____	9

### **CHAPTER II – FINANCIAL**

Family Contribution_____	10
Enrollment Fee_____	10
Book & Supply Fees_____	10
Cafeteria Fees_____	10
Aftercare Fees_____	10
Financial Assistance Scholarships_____	11
Payment Policies_____	11

### **CHAPTER III – ATTENDANCE**

Arrival_____	12
Attendance-Legal Requirements (Absences & Tardies)_____	13
Absence Procedure_____	13
Planned Absence_____	14
Family Emergencies_____	14
Homework, Missed Work, and Tests_____	14
Communicable Conditions_____	14
Illness at School_____	14
Contagious Diseases_____	15
Meningoccal Meningitis_____	15
Early Departure_____	15
Parking_____	15
Dismissal_____	16
Releasing Students from School_____	16
Early School Closing_____	16
Closings Due to Inclement Weather_____	16
Emergency Drills_____	17
Emergency Contacts_____	17

Student Accident Insurance	17
Medication-Distribution	17
Religion	18
Exemptions from Recess or PE	18

**CHAPTER IV – ACADEMIC POLICIES**

Subject Areas	18
Placement	19
Homework	19
Evaluation	20
Honor Roll	20
Promotion, Advancement, Retention	20
Student Records	21

**CHAPTER V – CONDUCT AND DISCIPLINE**

Discipline Policy	21
Electronic Devices	21
Gum and Pop	21
Lockers	22
Harassment and Bullying	22
Playground Rules	22
Lifelong Guidelines	22
Life skills	22
Christian Self Discipline	23
Detention	24
In-School Suspension	24
Out-of-School Suspension	25
Expulsion	25
Controlled Substance Abuse Policy	25
Dangerous Weapons Policy	26

**CHAPTER VI – DRESS CODE**

Uniform Policy (separate document)	27
------------------------------------	----

**CHAPTER VII – COMMUNICATION**

Concerns	27
Contacting Teachers	27
E-Mail	27
Text Alerts and Notifications	27
Mailboxes	27
Parent-Teacher Conferences	28
Publications	28
Telephone Calls	28

## **CHAPTER VIII – SPECIAL POLICIES AND PROGRAMS**

School Advisory Council_____	29
Home & School Association_____	29
Aftercare Program_____	29
Cafeteria_____	29
Parties_____	30
Birthday Parties_____	30
Mass_____	30
Study/Field Trips_____	30
Visitors_____	31
Pets_____	31
Volunteer Policy_____	31
P.A.L.S._____	31
Background Checks_____	32
Child Abuse Laws_____	32
Asbestos Policy_____	32
Library Book Selection Policy_____	33
Computer / Internet Acceptable Use Agreement_____	33
Cyber Bullying and Internet Safety_____	35

## **CHAPTER IX – EXTRACURRICULAR ACTIVITIES**

Athletics_____	37
Middle School Socials_____	38
Extracurricular Eligibility Policy_____	38

### **Comprehensive Dress Code Policy provided in a separate document.**

The administration of St. John School reserves the right to amend or make modifications to this handbook at any time. Parents will be promptly notified of any amendments.

In addition to the policies set forth in this handbook, St. John Catholic School is governed by the policies and procedures published by the Catholic Schools Office of the Diocese of Tulsa. A copy of the Diocesan policy handbook is available for review in the school office.

## MISSION STATEMENT

St. John Catholic School exists to educate young men and women in the Catholic faith who will enrich the community through their actions to **Love** others, **Grow** in faith, **Learn** about the world, and **Believe** in God's plan for salvation.



## PHILOSOPHY OF EDUCATION

St. John Catholic School provides affordable, quality education. It follows the educational mission of the Roman Catholic Church in the Diocese of Tulsa: providing faith experiences, strong academics, and witness to others through service.

Teachers help students to identify and develop their God-given talents so they may be used to further build the Body of Christ.

Students are expected to form virtuous habits such as respect, responsibility, honesty, and self-control through active participation in their own learning experiences.

St. John Catholic School emphasizes education of the child's whole being: intellectual, spiritual, social, emotional, and physical. A positive environment is maintained through individual attention from enthusiastic faculty.

St. John Catholic School recognizes that the parent is the child's primary educator and that the family is the child's first faith community. The school strives to support parents in this role and create a partnership between parent, school, and church through open communication. Constructive parent involvement is valued and encouraged. Students are provided with opportunities to act on their beliefs to produce a more just world.

St. John educates without regard to race, sex, nationality, or ethnic background. Our community is open to students of all faiths who wish to Love, Grow, Learn, and Believe.

## **CURRICULUM GOALS**

### **Religion Goal**

The spiritual goal of St. John School is to encourage each person in the school community to develop a love for God through an understanding of the Catholic faith and to apply this learning to their own spiritual formation.

The processes by which we will reach this goal are as follows:

- To structure opportunities for moral, religious and character development.
- To transmit the traditions and values of the Catholic faith.
- To promote an appreciation for human dignity and the worth of family life.
- To create a supportive community that affords the student the opportunity to mature in faith.
- To provide opportunities for service projects which demonstrate commitment to Catholic Social Teachings.

### **Academic Goal**

The academic goal of St. John School is to provide not only a challenging environment but also one that fosters intellectual thinking and problem solving which will allow all students, regardless of age or ability, to meet or exceed the standards provided by the Diocese of Tulsa.

The process to reach this goal includes:

- Creating a structure for learning that is responsive to the diverse needs and allows for academic excellence.
- Developing skills necessary for intellectual pursuit, critical thinking, problem solving, collaboration, and decision making.
- Heightening literacy and oral and written communication.
- Intensifying an understanding and appreciation of the world around us, and the diversity of the people and places in it, through mathematics, science, social studies, and literature.
- Incorporating the effective use of technology in daily living.
- Measuring gains in cognitive skills through a variety of assessments.

### **Developmental Goal**

The developmental goal of St. John School is to generate socially responsible, mature, distinctly Catholic citizens who understand their own intrinsic value as a member of the universal Church. Furthermore, enhancing the value and importance of each and every person they encounter throughout the Body of Christ.

The process to reach this goal includes:

- Nurturing a positive self-concept through recognition of talents.
- Promoting responsibility for one's own actions.
- Identifying clear standards for social behavior.
- Developing respect for both the individual's and society's rights.
- Learning to work cooperatively with others.
- Developing attitudes of responsible citizenship.
- Generating the ability to seek, recognize, create, and choose positive opportunities in one's life.

## **RESPONSIBILITIES & EXPECTATIONS**

Our philosophy and mission dictate that the administration, faculty and parents cooperate closely in all phases of the student's development. To ensure that St. John School is a rewarding and beneficial experience for your child, parents, students, and staff are expected to accept the following responsibilities:

### **PARENTS:**

- Catholic parents are to instruct students in the basic teachings of the Catholic Church.
- Model the religious values that are taught at home and school.
- Cooperate, communicate, and support the teacher(s) and the administration in the formation of the student's learning self-discipline.
- Provide a regular, nightly study time to ensure completion of academic requirements.
- Support regulations necessary for the orderly operation of the school.
- Honor all financial obligations to the school in a timely manner.
- Drop off and pick up the child at the designated time and place.
- Support the school with time, talent and treasure.
- Complete and return all required forms.

### **STUDENTS:**

- Practice the religious doctrine and values that are taught at home and school.
- Follow school regulations.
- Complete homework promptly and to the best of your ability.
- Wear the required uniform.
- Be responsible for your actions and willing to accept consequences.
- Be respectful of the learning environment and the rights of others to learn.
- Show respect and dignity for life and strive toward working cooperatively with others to promote Christian values.
- Always represent our school in a positive manner.

### **ADMINISTRATION/FACULTY:**

- Provide a quality education integrated with Gospel values. Recognize and respect the individual differences of the students.
- Be knowledgeable of the social, emotional, and moral developmental stages of students.
- Strive to meet the stated goals and objectives for each student.
- Continue acquisition of faith and subject matter knowledge and effective techniques of instruction.
- Always treat students with dignity.
- Communicate with parents on an ongoing basis.

## **CHAPTER I – ENROLLMENT**

### **ADMISSIONS**

All students of families who share a desire for a Christian, values-based education and who comply with school policies and rules shall be considered for

admission. By Diocesan Policy 6110.1 "No person shall be admitted as a student in any Catholic School unless that person and his/her parent(s)/guardian(s) subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and diocese." Each Catholic school retains the right to set local admission standards and policies in addition to those specified by the diocese.

Only the Principal may officially accept any student for enrollment. All new students entering or transferring to St. John School are admitted on a probationary basis during their first year. If, in the opinion of the administration, a student is not experiencing success at St. John School, the student may be asked to seek a more suitable educational environment. At the end of the first year, students in good standing will be allowed to re-enroll for the following year.

Prior to admitting any student, the school administration may require copies of past educational records and/or may require a placement test to ensure the proper educational placement of each child.

There is no discrimination by factors of sex, race, ethnic background, or social or economic status in the administration of admission, educational or athletic programs.

Since we are a religiously oriented school for the Catholic community, admission preference is given to members of the Roman Catholic Church. Members of other creeds are welcome after the Catholic community is served.

For the admission of a pre-k or kindergarten child or any transfer student, the parent must provide:

- the child's birth certificate or some legal verification of the child's birth date
- an up-to-date health record and immunization record
- sacramental records, if applicable
- federal identification regarding citizenship status, if applicable (immigration cards, social security card or some other approved documentation may be required at the discretion of the principal)
- access to previous educational records and testing information

Students admitted to PK 3 and PK 4 must be 3 or 4 years of age, respectively, on or before September 1, students admitted to kindergarten must be five years of age on or before September 1, and students entering first grade must be six years old on or before September 1.

#### **OKLAHOMA IMMUNIZATION LAW**

Oklahoma law requires that parents or guardians of all minor children in grades Pre-K-12 of all public, private, and parochial schools in the state present a certificate of completed immunizations, or be in the process of receiving the



required immunizations, or meet the exemptions for medical, religious, or parental objections.

To fulfill the immunization requirements, a student must have the following vaccines:

DOSES REQUIRED BY OKLAHOMA STATE LAW						
GRADE ENTERING:	Measles, Mumps, Rubella (MMR)	DTP	Polio	Hepatitis A	Hepatitis B	Varicella Chicken Pox
<b>Pre-K</b>	1	4	3	2	3	1
<b>K</b>	2	5	4	2	3	1
<b>1</b>	2	5	4	2	3	1
<b>2</b>	2	5	4	2	3	1
<b>3</b>	2	5	4	2	3	1
<b>4</b>	2	5	4	2	3	1
<b>5</b>	2	5	4	2	3	1
<b>6</b>	2	5	4	2	3	1
<b>7*</b>	2	5	4	2	3	1
<b>8</b>	2	5	4	2	3	1

Special Notes:

**Measles, Mumps, and Rubella:** All vaccines must be administered on or after the child's first birthday.

**DTP, Polio:** If the 4<sup>th</sup> dose of DTP and/or 3<sup>rd</sup> dose of Polio are administered on or after the child's fourth birthday, then the 5<sup>th</sup> dose of DTP and/or the 4<sup>th</sup> dose of polio are not required.

**Chicken Pox:** A parent's signed statement of history of the disease is (**Varicella**) acceptable.

**\*Whooping Cough:** Students entering 7<sup>th</sup> grade must be administered a Whooping Cough vaccine.

**The state website with immunization information is:**

[https://www.ok.gov/health2/documents/IMM Parents School Vaccines Requirements OK English.pdf](https://www.ok.gov/health2/documents/IMM_Parents_School_Vaccines_Requirements_OK_English.pdf)

### **TRANSFERS, EXTENDED ABSENCE AND WITHDRAWAL**

The school requires notice as soon as possible of a student withdrawing from school during the current year. Formal notice of withdrawal allows the school to make appropriate preparations. The party responsible for the account must notify the school business office to make financial arrangements concerning obligations to the school. The school will not release academic or other information until all accounts are current.

## **CHAPTER II – FINANCIAL**

### **FAMILY CONTRIBUTION**

Family contribution may be paid ahead or in full at any time. Since families move throughout the school year, the amount is prorated by the number of months the student is taught. Family contribution is **NOT** prorated for disciplinary actions. All financial management is handled through FACTS Tuition Management System. Should options need to be edited, school administration will work with each family to attempt to meet individual needs. In the case of extended absence or disciplinary action, payments will continue to be due and payable. Only if the student withdraws from school will payments cease.

### **ENROLLMENT FEE**

Each student is assessed an enrollment fee of \$100 prior to July 1<sup>st</sup> and \$150 after July 1<sup>st</sup> to secure a position in the school for the coming year. This fee is to be paid at the time of enrollment. Students are not considered enrolled until this fee is paid.

### **BOOK & SUPPLY FEES**

Each child is charged an annual book/technology fee which is separate from the family contribution amount. Textbooks are the property of St. John School. Students are expected to take care of them responsibly. The books should be covered, and a book bag should be provided to carry books back and forth to school. If a child damages or loses a book, he/she is expected to pay for it. This also includes damage or loss of other school property, such as desks, lockers, etc. This fee is nonrefundable and is not prorated.

### **CAFETERIA FEES**

St. John provides school lunch each day at the price of \$3.10 for children and \$3.50 for adults which includes milk. Milk or water may be purchased for \$0.50 as individuals. Lunch accounts are managed as a deposit account through FACTS Tuition Management. Families may deposit funds into this account and balance updates will be made weekly. Should any family become \$50 delinquent, school lunch privileges may be revoked.

### **AFTERCARE FEES**

Aftercare charges are \$8/day and accounts are managed as a deposit account through FACTS Tuition Management. Payment is due upon receipt of the monthly bill. Families with outstanding bills may be denied use of the Aftercare program until the bill is paid in full.

## **FINANCIAL ASSISTANCE SCHOLARSHIPS**

Those families requesting financial help with their family contribution will submit information to [www.factstuitionaid.com](http://www.factstuitionaid.com). Catholic families are encouraged to apply for the Diocesan St. Francis of Assisi Tuition Assistance Program. GO for Catholic Education is a fund available to all families that qualify based on need. Application and Enrollment should be started by April 15<sup>th</sup>. Most local scholarship funds are awarded each spring for the following school year. This program gives preference to Catholic students. Non-Catholic students are also eligible if sufficient funds are available.

## **PAYMENT POLICIES**

Every effort will be made to accommodate those families in need of additional time to pay family contribution amounts and fees. We are all too aware that financial crisis can occur to anyone at any time, however it is the responsibility of the parents or legal guardians of the students of St. John School to make prior arrangements with the principal when payment cannot be made according to the schedule.

- 1) All book and activity fees will be due upon enrollment.
- 2) Family contribution is due on chosen FACTS scheduled due date for which the education services of St. John School are to be rendered. This will commence no later than August 1<sup>st</sup> and end on May 31<sup>st</sup> of the following year (i.e. 10 payments). Other payment options are available if approved by administration.
- 3) Family contribution payments are considered delinquent if not paid when due.

Should an extension be desired, written approval should be requested from the principal before this deadline. Failure to obtain an extension will result in a twenty-dollar (\$20) late fee.

- 4) All payments are to be paid in full prior to the conclusion of the current academic quarter. Failure in this regard will result in the student(s) grades and progress reports being withheld. Students may not begin the following academic quarter or school year until all financial obligations are met. The 2020-2021 academic quarters conclude on October 9, December 18, March 5 and May 21.
- 5) Ten (10) business days prior to the conclusion of the academic quarter, the Pastor or his designee will be furnished with a list of all delinquent accounts. The Pastor or his designee will be responsible for determining under what circumstances a student(s) records are released and/or whether the student(s) can be reinstated for the following academic quarter.
- 6) Student records, including report cards and transcripts will not be released to students, parents or third parties unless all tuition and fees have been paid in full.
- 7) Parents are responsible to pay fees charged by the school's bank for checks returned for insufficient funds and the school reserves the right to cancel any automatic debit plan that has insufficient funds.

## **CHAPTER III – ATTENDANCE**

### **ARRIVAL**

Students may arrive at school as early as 7:30 a.m. Parent(s)/guardian(s) should drive from south to north through the drop-off lane to deliver their child(ren). **For safety reasons, please have all students exit the passenger side of the vehicle.** So that traffic may flow smoothly, parking in the drop-off lane is **not** allowed from 7:30-8:15 AM.

From 7:30-7:50 a.m. all students assemble quietly in the gym. At 7:50am the doors to the gym will be locked and all students are led in prayer. Should students arrive after 7:50am, they will need to enter through the front door and report to the gym. When dismissed from the gym, students go directly to their classrooms. The morning tardy bell rings at 8:00 a.m. **Any student arriving after 8:00am MUST be accompanied by a parent or guardian who is responsible for signing the student into the office.** Any child unaccompanied by a parent or guardian will be held in the office until the parent/guardian returns to sign the child into school for the day.

Students may not be dropped off before 7:30 am, School personnel cannot supervise or be responsible for students on school grounds before 7:30am.

## **ATTENDANCE - Legal Requirements**

### **→ABSENCES**

Regular attendance promotes academic progress. Excessive absences could result in retention in grade at the discretion of the Principal.

Students who acquire 10 absences in a semester will be subject to a review board consisting of the pastor, administrator, and classroom teacher; the board will make a recommendation to the Principal regarding retention due to excessive absences. The review board will consider the reasons for absences and degree of unexcused absences and tardies.

### **→TARDIES**

Tardies will be converted to absence reporting when a total of 6 result (6 unexcused tardies will equate to 1 absence). After 5 accumulated tardies, an official letter of warning will be sent to parents. If 10 tardies are accumulated, parents/guardians will be asked to meet with the administration to discuss the situations for the tardies. Further tardiness any be subject to a review board of the parties mentioned above. All tardies are recorded on official report cards and student cumulative folders.

Tardiness **may** be excused for the following reasons:

- Doctor/Dentist Appointment will be excused **ONLY** with a note from the doctor's office.
- Court Appointment will be excused **ONLY** with appropriate court documents.
- Situations completely out of the control of parents and students, such as auto accidents, may allow for an excused tardy.

**NOTE: A letter of explanation from home is appreciated but will not excuse the tardy.**

Students who arrive at school after 10:00am or leave before 1:00pm and students who leave school for an appointment during the day for longer than 3 hours will receive a one-half day absence. Absences greater than 4 hours will be recorded as a full day's absence. A student athlete must attend school for at least four (4) hours of the day of the game/event to be eligible to participate in the event.

St. John School complies with Oklahoma state laws regarding mandatory student attendance. The school is required to report irregular attendance to the Washington County District Attorney's Office. The current legal requirements are available for review in the principal's office.

### **ABSENCE PROCEDURE**

If your child is unable to attend school, please call or email the office (918) 336-0603 or [secretary@sjcs-ok.org](mailto:secretary@sjcs-ok.org) between 8:15am and 9:00am to indicate the reason for his/her absence. Parent(s)/guardian(s) may send a note with a sibling or neighbor in lieu of a call.

The school may require a doctor's verification for frequent or prolonged illness. Without a written notice, an absence shall be recorded as unexcused.

### **PLANNED ABSENCES**

Planned absences, such as vacation, extended trips, or participation in extra-curricular events, are the responsibility of the parent(s)/guardian(s) to advise the office and classroom teacher, in writing, at least one week in advance. The parent/guardian is responsible to see that the child gets his/her work from the teacher. Some work can be done prior to the vacation, but other work will require instruction before being completed and can only be done after the students returns.

**\*Please refer to the attendance requirements on page 13.**

### **FAMILY EMERGENCIES**

Family emergencies, such as death or serious or prolonged illness in the immediate family, are handled on an individual basis. Care and consideration for the student and his/her family dictate the procedure the school follows in such circumstances.

### **HOMEWORK, MISSED WORK AND TESTS**

When your child is absent, you may request that homework be gathered and left in the office at the end of the school day (3:15 PM), if you call by 9: 30 AM.

After a child returns to school from an illness, two school days will be allotted for every day of absence to complete homework, missed work, and or tests assigned on the day of the absence. Work assigned prior to an absence will be due on the original due date. It will be the responsibility of you and your child to make sure that all missed assignments are completed.

### **COMMUNICABLE CONDITIONS (Refer to School Covid-19 policy)**

Students with communicable conditions may not attend school. Considering the COVID-19 pandemic, every person will have their temperature taken before entry into the building. Any person whose temperature is 100.4 degrees F [38 degrees C) or more will not be admitted into the building. Please do not send students to school with a medication reduced fever. All health department and CDC guidelines are to be followed. Please refer to most updated Tulsa Diocese COVID-19 policies as well as school policy for more information.

**After an illness (whether at school or home), a child may not return to school until he/she is free of temperature, vomiting, or other symptoms for at least 48 hours (without the use of medication).** Please be considerate of other students and families. Students with head lice (in adult form or as nits/eggs) may not attend school until being treated and re-examined by a physician, nurse, or school official.

### **ILLNESS AT SCHOOL**

If a student becomes ill while at school, parent(s)/guardian(s) will be notified. Our facilities for children's care are limited, and we appreciate your assistance in returning your children promptly to his/her home for adequate care.

Any student whose body temperature reaches 100.4 degrees Fahrenheit will be sent home. **The student will not be readmitted to school until 48 hours of no fever without fever reducing medication.**

### **CONTAGIOUS DISEASES**

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis) shall not be permitted at school or school-sponsored activities if the possibility of contagion exists. To determine the diseased condition or the liability of transmitting the disease, the principal may require a student to be examined by a physician. Please refer to Tulsa Diocese and school policy for COVID-19 information.

### **MENINGOCOCCAL MENINGITIS**

Meningococcal Meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk.

SYMPTOMS include severe headache, high fever, stiff neck, nausea and vomiting, numbness and a loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have all the symptoms or may not have them all at the same time.

MENINGITIS can be caused by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down due to staying up late or having irregular sleeping patterns.

MENINGITIS may be prevented by avoiding the behaviors that spread it or by receiving a vaccination. Ask your child's health care provider about how to protect your child.

### **EARLY DEPARTURE**

Students who are leaving school early must provide information to the office either via email, note or phone call to the school office as early as possible. The child **MUST BE SIGNED OUT** in the office by an adult. All students will be dismissed from the office. **No student is to leave directly from the classroom.** Early departure will result in a partial day absence being recorded regarding attendance records.

### **PARKING**

All traffic through the drop-off lane in the morning until 8:00 AM flows from south to north and **parking is not allowed at this time.** If you come into the building between 8:00 AM and 3:00 PM, and plan to stay an extended length of time (more than 15 minutes), please park in the lot across 8<sup>th</sup> street. By 2:45 PM, the drive must be clear for pick-up. Exceptions will be made for those who are in the building for less than 15 minutes between approved hours.

## **DISMISSAL**

School is dismissed at 3:00 PM. Students are expected to leave school within 15 minutes of dismissal time unless they are with a teacher or in the Aftercare program.

If you know you will be late picking up your child, please call the school so that your child can be notified. If children are to wait beyond 3:15 PM, they will be checked into the After-Care program and parents will be billed at the drop-in rate starting at 3:15 PM. There are NO EXCEPTIONS to this policy. Students cannot be left unattended after 3:15 PM.

For the safety of your child, students will not be allowed to change their expected method of dismissal without a written note or a phone call parents/guardian. If a student is to ride with anyone other than a parent/guardian, written notification to the office is required. **In the event one parent is not permitted to pick up or visit a child, it is the duty of the custodial parent to provide the office with a court order stating the restrictions.**

Students are not allowed to leave school grounds unattended unless written notification is given to the school office in advance.

**WALKERS AND CAR RIDERS WILL EXIT THROUGH THE FRONT, GYM DOOR INTO THE DROP-OFF LANE.** PK 3 and siblings will exit through the North Door. Once dismissed, children are not allowed back into the school building without permission of the teachers on duty.

You may elect to park in the parking areas at the southwest and northeast corners of 8th and Keeler; then walk across the street using the crosswalk to gather your children.

## **EARLY CLOSING**

In case of an emergency and the school must be closed, parents/guardians or persons designated on the Emergency Form, will be contacted by phone, email or text.

## **CLOSINGS DUE TO INCLEMENT WEATHER**

If school is to be closed because of inclement weather or any other emergency situation, a decision will be made by 7:00 a.m. at the latest. The ways we will notify parents are:

- Via text (If you have signed up for Remind (see communication))
- Via email
- Notify major Tulsa TV stations and Bartlesville Radio
- School Facebook Page

If school is dismissed in the middle of the school day, the building will remain open until we are certain that every student has an approved way to get home.

Parents are encouraged to use their judgment about transporting students during



bad weather.

### **EMERGENCY DRILLS**

Students will participate in emergency drills several times throughout the school year as designated by the Diocese of Tulsa. These may include but are not limited to Fire Drills, Tornado Drills, Lock Downs, or Stranger on Campus. (*A detailed crisis plan is available in the school office upon request.*)

### **EMERGENCY CONTACTS**

Correct phone numbers where parents/guardians can be reached in case of an emergency are essential. If home or work numbers or addresses change throughout the year, it is the responsibility of the parents/guardians to notify the office. An emergency notification sheet, which lists other adults to be contacted in the absence of parents/guardians, is required for each family, and must be kept current and accurate.

### **STUDENT ACCIDENT INSURANCE**

All students of St. John are automatically covered by an insurance policy in the case of accident at school. This insurance is supplemental to any other coverage a family may have. As such, it will provide payments for out-of-pocket expenses (deductibles, co-pays, etc.) not covered by your primary medical insurance. For more information regarding the policy and/or to obtain claim information, please contact the Principal.

### **MEDICATION - DISTRIBUTION**

St. John School may administer a prescription medication to students only when the following requirements are met:

Permission to Dispense Medication forms are available in the office and are **REQUIRED** for the administration of medications.

Medication is contained in a currently dated prescription vial. Vial must correctly state:

- a. Name of patient.
- b. Name of prescribing licensed practitioner.
- c. Directions for administration of said medication.
- d. Valid date(s)

Medicine must be brought to the school office as soon as the child arrives. Non-prescription medications must be kept in the school office. Students are not allowed to keep any medication in their possession (including cough drops, etc.), except as noted below for inhalers.

Non-prescription medications may be administered by office personnel only if a signed authorization from parent/guardian is on file in the school office and the medication is in the original box or container. This container must be clearly labeled with the

student's name. The parent must provide all prescription and non-prescription medications.

Parents of asthma sufferers should notify school personnel of such medical situations. Students requiring inhalers will be allowed access to such medication as deemed necessary. For students in the elementary grades (Pre-K-4), the inhalers may be placed in the teacher's desk or kept in the school office. Students in grades 5-8 may keep the inhalers in their respective school lockers or in the school office.

Occasionally, students may require inhalation of an asthma breathing machine treatment. St. John School personnel will not administer the treatment. A parent or other legal guardian will be requested to administer breathing treatments.

## **RELIGION**

All students are obliged to attend the liturgical services scheduled during school hours and to participate in the daily religion classes and prayers.

## **EXEMPTIONS FROM RECESS OR P.E. CLASS**

Requests need to be in writing and presented to the office and P.E. teacher. Exemptions may require a doctor's note. The note should include how long the student needs to be excused from the activities and why.

## **CHAPTER IV – ACADEMIC POLICIES**

### **SUBJECT AREAS**

Students receive instruction in:

- Religious Education: doctrine, scripture, liturgy, values.
- Reading and Literature
- Language Arts: English grammar, composition, penmanship, spelling, writing.
- Mathematics
- Science
- Social Studies: History, Geography, Civics.
- Physical Education/Health
- Art and Art Appreciation
- Music
- Library Skills
- Foreign Language
- Computer Literacy - (using computers as a learning tool)
- STEM (Grades 1-5)

## **PLACEMENT**

Children with learning, emotional, physical or behavioral problems may require special services. Decisions regarding the type of educational setting for a child are based upon the behavior, neurological development, and physical condition of the child. The school, in consultation with educational specialists, public health personnel and parents, decides appropriate educational placement and modifications after reviewing the recommendation of the attending physician. Subsequently, the principal shall decide appropriate placement in conjunction with the pastor and Superintendent of Catholic Schools.

## **HOMEWORK**

Since homework varies from grade to grade and according to the student's abilities, we do not have a set amount of assigned work for each evening. It is important for parents to provide a quiet place for study with adequate school supplies. Parents should be available for guidance and direction. Let your child know that you regard homework as important.

Even when there is not assigned work, children should be encouraged to review past lessons, drill math facts, spelling words, practice penmanship, read or do additional research on some topic being covered in class. Research studies show that the amount of time spent on homework increases the achievement of the student.

It is expected that all assignments will be turned in on time and accomplished to the best of each student's ability. Late or incomplete assignments do not receive full credit. It is important that assignments are completed as assigned to achieve understanding and mastery of concepts. The following disciplinary actions will be taken regarding late assignments:

- 1<sup>st</sup> Infraction- Warning (parent and student)
- 2<sup>nd</sup> Infraction- Warning (parent and student)
- 3<sup>rd</sup> Infraction- Lunch detention (30 min.) served in office
- 4<sup>th</sup> Infraction- After school detention (30 min.) served in office
- 5<sup>th</sup> Infraction- After school detention (1 hour) served in office
- 6<sup>th</sup> Infraction – Full day in school suspension

If a child has been sick, he/she should find out from the teacher what schoolwork he/she missed and when the assignment is due. It is the student's responsibility to carry this out. If for some reason the child cannot complete an assignment on time, he/she should go to the teacher before the assignment is due and explain the circumstances.

If it is necessary to be absent during school time the student should check with the teacher before he/she leaves and when he/she returns for all assignments. The student or parent should inform the teacher regarding how long they plan to miss school. (see Attendance chapter)

## **EVALUATION**

Since we are interested in each student and his/her progress, our grading system is used to measure each individual student's progress. Emphasis is upon the mastering of basic skills needed for future learning.

Students in Pre-K through second grade receive academic progress and effort marks. In grades 3-8, the emphasis is on the application of academic skills and self-discipline. Behavior comments, both positive and improvement-oriented, can be made on the report card for each subject at the nine-week marking period. Progress reports are sent home midway through each quarter and include academic grades and individual notes on discipline as needed.

Students in third through eighth grade receive letter grades in core subjects as follows:

A	90	-	100%
B	80	-	89%
C	70	-	79%
D	60	-	69%
F	below 60%		

## **HONOR ROLL**

The rolls are based on the following requirements (only core subjects are included):

“Specials” and “elective” courses will be graded on the same grading scale as core classes and will be used in calculation of honor roll but will not be figured into GPA's.

### **Grades 5-8**

High Honors: Students with GPA of 4.0

Honors: Students with GPA of 3.5 - 3.9 and no C's

### **Grades 3-4**

HIGH ACHIEVEMENT: Students with GPA of 3.5 - 4.0 and no C's

## **PROMOTION, PLACEMENT, AND RETENTION**

A student will be **promoted** to the next grade level when: (1) student has completed all the assigned material for a grade to the full extent of his/her ability, (2) student has attained a minimum of a “D” average in all subject areas, and (3) student has complied with all attendance regulations.

A student may, however, be **placed** in the next grade level if after careful consideration of all factors (social, emotional, physical, academic age) and with the involvement of the teacher, administrator, and parents, it is determined that

retention in a grade would not benefit that student even though that student has failed to attain the minimum level of achievement for a given grade level.

A student is **retained** at that grade if a student has failed to demonstrate the minimum level of achievement for a given grade level, and after careful consideration of all factors (social, emotional, physical, academic, age) and with the involvement of the teacher, administrator, and parents, it is determined that repeating that grade would benefit the student.

If a student is **promoted** or transferred to the next grade level over the advice of the professional staff, parents will be required to sign a statement that they realize this action is against the professional advice of the school staff.

### **STUDENT RECORDS**

Student's cumulative and health records are confidential. Parents may request to review these materials in the school office and to secure amendment if records are inaccurate or misleading.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to the school records of their child. If there is a court order restricting this right, it is the responsibility of the custodial parent to provide the school an official copy of the court order.

## **CHAPTER V – CONDUCT AND DISCIPLINE**

### **DISCIPLINE POLICY**

An important aim of Catholic education is the Christian development of the person. Discipline is necessary for the development of the person. It is important that students learn to get along with others and to respect one another. The immediate goal of discipline is to create a safe and favorable atmosphere for learning.

### **ELECTRONIC DEVICES**

Electronic devices, including cell phone and tablets, should **never** be in use throughout the school day (on campus). These devices are to remain in student's lockers or backpack and **POWERED OFF** during the day. Students may turn their electronic devices into the school office or their homeroom teacher and pick them up following the school day. Any devices found throughout the day will be confiscated and released only to the parent.

### **GUM AND POP**

Students are not allowed to chew gum anywhere on church grounds. With permission of classroom teacher, gum is permitted only in that classroom. Students are not to consume pop during school hours, except for special school or classroom activities.

## **LOCKERS**

Students' lockers, desks, and other storage areas are the property of the school. Students are permitted to use them with the understanding that authorized persons may inspect them at any time for health, safety, or welfare of the school community. (Diocesan Policy 6220.8)

## **HARASSMENT & BULLYING**

Harassment and bullying are inconsistent with a Christian atmosphere. St. John School does not condone any language or behavior that constitutes sexual harassment or bullying. In the event of such behavior, the student is to notify the classroom teacher. If the teacher is unable to respond to the situation, the student is to inform administration. The teacher/administration will inform the offending student of the unacceptable behavior and the expected change, as a warning. Each event will be investigated and addressed on an individual basis. If the administration cannot prevent repetition of the behavior, the offending person may be required to withdraw from the school.

## **PLAYGROUND RULES**

The goal of the playground rules is that students will have fun in a safe manner. These rules may be modified throughout the year to provide the safest environment for your child.

## **LIFELONG GUIDELINES\***

All students of St. John School are expected to strive to meet five basic lifelong guidelines. These guidelines are not just rules for the classroom but are guidelines for living life. They are each rooted in Gospel values and as such, adults are also asked to model these guidelines, at school and at home.

- **TRUSTWORTHINESS** – Acting in a manner that makes one worthy of the confidence of others.
- **TRUTHFULNESS** – Telling the truth is about personal responsibility and accountability.
- **ACTIVE LISTENING** – Listening with the ears, eyes, heart, and with undivided attention.
- **NO PUT-DOWNS** – St. John School is an environment where all students can strive to be their best without fear of embarrassment or teasing.
- **PERSONAL BEST** – Doing ones best always, using LIFE SKILLS

## **LIFE SKILLS\***

How does one define personal best? The list of LIFE SKILLS is a way of defining personal best. Each grade level focuses on different LIFE SKILLS to differing degrees, as appropriate for the age. As with the “Lifelong Guidelines”, these skills apply to students in all situations as they grow and mature, not just in the classroom.

- **FAITH** – to believe in the truth of God’s word, and to trust and love Him.
- **INTEGRITY** – to act according to a sense of what is right and wrong.

- **INITIATIVE** – to do something, on one’s own, because it needs to be done.
- **FLEXIBILITY** – to be willing to alter plans when necessary.
- **PERSEVERANCE** – to continue even when difficult.
- **ORGANIZATION** – to plan, arrange, and implement in an orderly way.
- **SENSE OF HUMOR** – to laugh and be playful without harming others.
- **EFFORT** – to do your best.
- **COMMON SENSE** – to use good judgment.
- **PROBLEM-SOLVING** – to create solutions to situations and problems.
- **RESPONSIBILITY** – to be accountable for your actions.
- **PATIENCE** – to wait calmly for someone or something.
- **FRIENDSHIP** – to make and keep friends through mutual trust and caring.
- **CURIOSITY** – to desire to investigate and seek understanding of the world.
- **COOPERATION** – to work together toward a common goal or purpose.
- **CARING** – to feel and show concern for others.
- **COURAGE** – to act according to one’s beliefs.
- **PRIDE** – satisfaction from doing your personal best.
- **REVERENCE** – to show respect, love and honor for our God and country.
- **RESPECT** – to use good manners and courtesy toward others.

### **CHRISTIAN SELF DISCIPLINE**

St. John School provides students with opportunities to grow in Christian self-discipline. We expect our students to strive for Christian ideals of behavior within and beyond the school day.

Students are encouraged to develop good habits as listed in the Lifelong Guidelines and LIFE SKILLS, as well as good study habits. Student misconduct that may indicate a need for closer adult supervision includes:

- willful disobedience, or disrespect
- fighting
- gossip
- cheating or deceit
- profanity or vulgarity
- vandalism or stealing
- injury to another person through actions or remarks
- unwillingness to complete assigned schoolwork
- disruptive behavior
- verbal abuse
- disrespect before the Blessed Sacrament

- involvement in an offense by association or passive acceptance
- any behavior which is unbecoming a Catholic Christian student or is harmful to the reputation of St. John School or the Catholic Church

When a student demonstrates unacceptable behavior, teachers or the administration may, at their discretion, use procedures that include, but are not restricted to:

- discussion with student
- removal from a situation
- withdrawal of privileges
- assigning duties, extra work, or service to others
- conference with parents and/or principal(s)
- detention
- in-school suspension
- suspension from school
- expulsion

Corporal punishment is never permitted. The school administration reserves the right to contact appropriate legal authorities when a student's behavior is believed to be illegal or a potential threat to other individuals. Each case will be treated individually, and any special factors or issues will be fully considered. The principal/pastor is the final recourse for all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

### **DETENTION**

Students may be required to make up time or assignments before or after school or during some free time during school. Parents will be notified in advance so transportation arrangements can be made. Teachers give out detention as a final consequence in a series of transgressions or as an immediate punishment for a grave offense. Students should know in advance what kind of behaviors will result in detention.

The classroom teacher schedules detentions. Students are to report to detention promptly and detention time will begin at the time the student reports.

### **IN-SCHOOL SUSPENSION**

Students may be removed from the regular classroom and serve an in-school suspension for sudden outbursts of unacceptable behavior, breaking a rule consistently, or other behavior which impedes the learning of other students, or is inconsistent with a Christian community. Should a student receive an in-school suspension, parents may be charged a \$50 fee each day of the in-school suspension to off-set the cost of a substitute to monitor the student. Occasionally, students are asked to be removed from the building for the remainder of the school day due to disciplinary issues. If a parent/guardian is not able to pick-up



the student within 30 minutes of receiving this request, the child will enter in-school suspension status and the parent will be assessed the prorated fee amount.

An in-school suspension is a full 7 hours in duration (8:00am-3:00pm). Any time not served shall carry over to the next day. During an in-school suspension the student completes regular classroom assignments and any additional work determined by the teacher. Regular class work and tests may or may not be given credit at the discretion of the principal. If the work is not completed by the end of the school day, the student will remain in in-school suspension the following day until the work is completed. After two in-school suspensions in one semester, each subsequent suspension becomes an out-of-school suspension.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension will be used in severe disciplinary cases. Prior to assigning an out-of-school suspension, a meeting will be held between the administration, review board, student, and parent(s)/guardian(s). Students may be suspended from school for 1-5 days for serious reasons, including but not limited to: conduct unbecoming a Christian student; incorrigible behavior which impedes the progress of the rest of the class; **OR ANY OTHER INAPPROPRIATE CONDUCT**. Grounds for suspension cover conduct occurring on campus or off campus during school related activities.

A student serving a suspension will be given class assignments and homework to be completed and turned into the homeroom teacher after the suspension is served. This work must be completed before the student can return to the classroom.

### **EXPULSION**

A student will be expelled for use, possession or sale of weapons, drugs, or controlled substances; criminal gang-like behavior; infliction of or threatened physical injury to another person. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, or is incompatible with a Christian community, the school may require parents to withdraw their children. Only the principal, with the agreement of the pastor, may expel a student. The specific process is detailed in the Diocesan Handbook available for review in the School Office.

### **CONTROLLED SUBSTANCE ABUSE POLICY**

St. John's policy on drugs is reflective of the serious misuse and abuse of chemicals in our society today. Students under the influence, possessing, or using tobacco, alcohol, or other drugs to include steroids, while attending or participating in a school sponsored activity including athletics (on/off campus, before/during/after regular school hours), will be subject to suspension and/or expulsion from school. Sale or distribution of above items will result in immediate expulsion.

As specified by the U.S. Department of Education, the following guidelines (revised June 1991) have been established to safeguard the student and the school.

### **FIRST OFFENSE**

- Parent(s) will be notified of incident.
- Appropriate law enforcement agency may be contacted.
- Student (if under the influence) may be taken to the hospital immediately for medical treatment and evaluation as a means of safeguarding his/her health.
- Student will be suspended for up to three days. Suspension may take the form of in-house school suspension or at-home suspension. In the case of sale or distribution, student will be expelled immediately and permanently.
- Parent conference will be scheduled, after which the student will be either reinstated or asked not to return, at the discretion of the school administration.
- Student will be required to be professionally evaluated and counseled at parent's expense. If student and his/her parent(s) refuse this provision, student will be expelled permanently.
- A behavior contract will be discussed and signed at the reinstatement conference attended by parent(s), student, and administration. Contract will be based on recommendations of professional evaluation. If student and his/her parent(s) refuse to sign the contract, student will be expelled permanently.

The school administration has the right to reinstate the student at this time or ask him/her not to return.

### **SECOND OFFENSE**

- Parent(s) will be notified of incident.
- Appropriate law enforcement agency may be contacted.
- Student (if under the influence) may be taken to the hospital immediately for medical treatment and evaluation as a means of safeguarding his/her health.
- Student will be expelled permanently.

### **DANGEROUS WEAPONS POLICY**

St. John is concerned for the safety of each of its students and employees. Therefore, no weapons of any type (guns, knives, etc.) or look-alike toy weapons are permitted. Such items, and any ordinary object used as a weapon, shall be confiscated and disciplinary action taken.

Federal law prohibits the possession or discharge of guns within 1,000 feet from school property. Therefore, St. John School will not tolerate possession of a dangerous/deadly weapon on school property. Any student, who brings a weapon to school, will be expelled and appropriate law enforcement agencies will be contacted. Student then, in turn, will be prosecuted. Look-alike toy weapons will be confiscated, and students may be suspended or expelled.

## **CHAPTER VI – DRESS CODE**

Please refer to the comprehensive dress code information provided in a separate document.

## **CHAPTER VII – COMMUNICATION**

### **CONCERNS**

In dealing with classroom matters, parent(s)/guardian(s) should talk with the teacher. Most issues can be handled successfully at this level. It is especially important that there be complete unity in authority between the teacher and parent. It is also most important to withhold judgment on what appears to be a grievance until you get all the facts.

In handling classroom matters not resolved with the teacher as well as other school issues not pertaining to the classroom, parent(s)/ guardians should talk or meet with the Principal. Visit first with the classroom teacher. If a concern remains, contact the Principal.

In some cases, only after meeting with the teacher and/or Principal, it may be necessary to involve the Pastor. (Diocesan Policy 3010.9)

### **HOW TO CONTACT A TEACHER DURING SCHOOL HOURS**

A parent who needs to talk with a teacher should call the school office or contact the teacher via email. If an appointment for a parent/teacher conference is desired, the request should be made in the same manner. Teachers will return calls during their planning periods or after school hours. 7:45 a.m. - 3:15 p.m. is primarily teacher/student time.

### **E-MAIL**

Teachers may be contacted at school via email. Teachers may not have the opportunity to respond to email each day. Therefore, for urgent matters, personal or phone contact is best. Email links can be found on the school website. Staff addresses are of the format [lastname@sjcs-ok.org](mailto:lastname@sjcs-ok.org).

### **TEXT ALERTS AND NOTIFICATIONS**

Text alerts and notification (REMIND APP) may be used when information is time sensitive. To receive text alerts and notifications, text “@stjeagles” to 81010.

### **MAILBOXES**

Mailboxes are provided in the office for teachers and some parents, such as the presidents of the School Advisory Council and Home & School Association. If anyone wishes to transmit a written communication through the school mailboxes, please deliver it to the office secretary to be delivered. This practice will enhance school-wide communication.

### **PARENT-TEACHER CONFERENCES**

Formal conferences are held two times each year: after the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents/guardians of Middle School students may choose the teacher(s) they wish to see. Parents/guardians should visit at least one teacher for each child. Parent-Teacher conferences may be scheduled by the parent or teacher at any time necessary.

If you have questions regarding your child, do not hesitate to contact the school at other times. This allows us to give prompt attention to any question, problem, or need.

### **PUBLICATIONS**

*THE EAGLES' NEST* is a newsletter published bi-weekly and sent to families via email and published on the school website. Important publications and forms are sent home with students on occasion and should be promptly reviewed and returned, if necessary.

### **TELEPHONE CALLS**

Transportation arrangements for students must be made in advance. Students are only allowed to place or receive calls in emergency circumstances. Any other necessary messages will be delivered at the end of the day. Missing or forgotten homework or permission forms **do not** constitute an emergency.

## **CHAPTER VIII – SPECIAL POLICIES AND PROGRAMS**

### **SCHOOL ADVISORY COUNCIL (SAC)**

The St. John School Advisory Council is a consultative body, supporting the Pastor and Principal of St. John School in the operation of educational programs. Its activities and functions are subject to policies that proceed from the Diocesan Guidelines.

The Council holds monthly meetings, generally on the last Tuesday of the month. All meetings of the Council are open to members of the parish and to parent(s)/guardian(s) of children attending St. John School. The right of non-members to address the Council shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. Petitions may be addressed to the Pastor, Principal, or President of the School Advisory Council.

### **HOME AND SCHOOL ASSOCIATION (HSA)**

This parent-teacher organization links parents, teachers, and administration and coordinates home and school activities. The president of the association is a member of the St. John School Advisory Council.

### **AFTERCARE PROGRAM**

This program is available for parent(s)/guardian(s) who need a place for child(ren) after school hours (3:15-5:30 PM). Students can stay on a day-by-day as needed basis and responsible parties are billed accordingly. **All children not picked up by 3:15 PM will be required to check into aftercare, and the family will be charged.**

Families of children who have not picked up students by 5:30 PM shall be charged a late fee of \$1.00 per minute beyond 5:30PM. Excessive late pick-ups will be subject to a meeting with the administration and/or review board. Questions and comments concerning aftercare charges are to be discussed with the administration, not the aftercare director.

### **CAFETERIA**

Lunch fees should be made into a deposit account with FACTS Tuition Management. Parent(s)/guardian(s) will be notified via email when account balances become low.

Milk or water may be purchased daily by students bringing their lunches. Any outside drink, other than water, must be consumed before leaving the cafeteria. Parents are permitted to check a student out for

a special lunch, if desired.

A calendar for cafeteria volunteers is available on Signup Genius. The link for each month is on the school website under the “Parents” tab. Volunteers need to be in the cafeteria by 10:30 AM and are usually finished by 12:35 PM. Serving responsibilities include helping with clean up. If for some reason you cannot come the day you are assigned, please call the office. (This is being suspended until further notice, due to the COVID pandemic.)

## **PARTIES**

**(Tulsa Diocese COVID-19 policy may temporarily alter these guidelines.)**

Holiday parties are from 2:15-3:00 on designated days and are implemented by the Homeroom Parents. **The classroom teacher must approve plans.**

## **BIRTHDAY PARTIES**

Students may have special treats on their birthday if the classroom teacher approves the request. If party invitations are handed out at school, we ask that there be an invitation for every same sex child in the classroom. If the party is not going to include all the children, we ask that the invitations be mailed from the home. The same procedure should be used when handing out valentines.

## **MASS**

Students attend Mass as a body on Friday mornings at 8:15 AM. The students participate in the planning of the liturgy and are encouraged to take an active part during the liturgy itself. Boys and girls in the 3<sup>rd</sup> grade and above are taught to serve Mass. We welcome you to attend any of our school Masses or other special liturgies. Watch your monthly calendar and *The Eagles' Nest* for changes in the Mass schedule. Students may not wear shorts or capris on any Mass day.

## **STUDY/FIELD TRIPS**

School or class field trips must be educational, developmentally appropriate, recommended by the teacher, approved by the principal, and scheduled with an effort to minimize cost to students. Unless the principal gives special approval, students are expected to wear the regular school uniform on field trips.

Whenever students leave school grounds for study trips, the accompanying teacher takes along a first aid kit and permission slips with emergency information for each student. Parents are obligated to keep the emergency information current, written permission slips are preferred; however, email formats are acceptable as well. Verbal permission to participate in field trips CANNOT be accepted. Students will not be allowed to call home if permission slips are forgotten.

Participation in field trips is a privilege, not a right. Participation may be limited to students with satisfactory classwork and self-discipline.

Parents are NOT to smoke during field trips. **There are to be no unplanned stops on the way to or returning from a study trip.** Students and chaperones are always required to use seatbelts. Additionally, parents are not to bring other

children along on the trip; parents attending field trips will be assigned supervisory duties and additional children will impede the ability of individuals to properly supervise students. All volunteers must complete VIRTUS training and background checks, as well as driver's application forms. Proof of driver's license and insurance is required.

### **VISITORS**

All visitors must first report to the office, sign-in, and wear an identification badge during school hours. All classroom visitation, (e.g. guest speakers) and observation during school hours must always be scheduled through the school office. Approval is required to protect uninterrupted learning time for all children.

### **VOLUNTEER POLICY**

The School Advisory Council, administration, and staff of St. John School recognizes the unique contribution made by numerous volunteers to the school. Without your help, we could not possibly accomplish all we do at St. John School. Your example speaks loudly to all of us. You are saying to the children, that school is important. Your help conveys support for the teachers and staff. You provide encouragement and help to lift the spirits and lighten the burdens of many. It is through this generosity of time and talent that we can present a total quality education to our students. Your contributions are gratefully appreciated. (Due to the COVID pandemic, this policy may be subject to change throughout the school year.)

To volunteer at the school or with school children, individuals **MUST** complete and submit to the office all volunteer paperwork, including a background check and attending a VIRTUS "Protecting God's Children" online course.

It is important for all volunteers to remember that a child's reputation is sacred and confidential. No individual has a right to observe a child's behavior and then go out and discuss it with others. Occasionally, it is necessary for a teacher to share some information about a child. This is strictly on a professional basis and must be kept in confidence. The administration and staff will not discuss your child with others; please do not initiate conversations regarding other students.

### **PALS OVERVIEW**

**(Tulsa Diocese COVIC-19 policy may temporarily alter this program.)**

#### **Policies and Guidelines**

The volunteer work program called PALS (Parents Assist with Loving Service) was conceived and developed by and for parents to encourage parental involvement. A commitment of 30 hours per family (15 for single parent families) keeps parents actively involved in fulfilling the school's goals and priorities and help keep school tuition affordable.

Tracking volunteer hours will be done via an honor system through Ren Web/Parent Web. Each family will be responsible for reporting their volunteer hours. PALS hours will be tallied each year for the period of June 1 to May 1 of following year. If a family is unable to fulfill their PALS commitment, they will be charged \$8.00 per missed hour at the end of the school year.

Any activity involving contact with students requires VIRTUS training (attending the course counts as volunteer hours). Activities which do not involve student contact do not require VIRTUS training.

If a family is facing exceptional circumstances they may be released from some or all their hours based upon the discretion of the principal. By the same token, excess PALS hours accumulated by a family may be distributed to a family in need of PALS hours upon the discretion of the principal.

The program will be overseen online by a parent coordinator who will tally hours and make a periodic status report (at least quarterly) to each family.

To register for VIRTUS training: <http://www.virtusonline.org> or contact the school office for detailed instructions.

### **BACKGROUND CHECKS**

For the protection of the children, background checks will be conducted in the following cases and the results will be held strictly confidential.

- Employment of all personnel.
- Volunteers working with children (volunteers not working with children will undergo background checks).
- Information gained from background checks will be confidential and handled in accordance with Diocesan policy.

### **CHILD ABUSE LAWS**

St. John Catholic School abides by the Child Abuse laws of Oklahoma. This law mandates that all cases of suspected abuse and/or neglect be reported to Children & Family Services.

### **ASBESTOS POLICY**

In accordance with the Asbestos Hazard Emergency Response Act of 1986, St. John School has conducted a complete inspection and prepared a Management Plan for any asbestos containing building materials that have been incorporated in the school buildings. A copy of the Management Plan is available for public review at the Principal's office of the school, located at 816 S. Keeler, Bartlesville, Oklahoma, 74003 and in the Catholic Schools Office in Tulsa.

Information regarding any asbestos-related activities planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.



## **LIBRARY BOOK SELECTION POLICY**

The library of St. John School provides services to all students in grades K-8, to faculty and staff, and to parents and other friends of St. John School. The primary objective of the library is the provision and servicing of expertly selected books and other materials to aid individuals in the pursuit of education, information, research, and leisure-time reading.

Selection of materials is based on the needs and interests of students and the larger school community. The library recognizes the importance of both basic books of permanent value as well as timely materials on current issues and problems. The collection must meet the needs of the various curriculum areas as well as the diverse learning skills of a variety of readers.

The selection of materials through a process of competent evaluation is the responsibility of specialists. Consulting professional reviews, recommended lists, literary award recipients, and standard bibliographic tools, assists the process of selection. Although faculty, parents and students are welcome to make suggestions regarding titles to be added to the collection, the ultimate decision rests with the school librarian and/or administration.

Books, which are recognized as children's classics and are of considerable literary merit are retained, even though there may be a word or phrase which today is unacceptable. Current books which are well written, and which portray a period, or an incident or way of life meaningfully may be accepted despite the occasional use of an unacceptable term.

St. John School is opposed to the addition or withdrawal, at the request of an individual or group, of library materials that have been chosen or excluded by the principles of book selection stated in this policy. Individuals with questions about the interpretation of this policy, or who would like to request a review of library materials, should contact the school librarian first. If further discussion is warranted the administration may be involved.

## **COMPUTER / INTERNET ACCEPTABLE USE AGREEMENT**

### **Internet and Other Computer Networks Access and Acceptable Use Policy**

#### **General**

St. John School has established a computer network and is pleased to offer access for students and staff use. For students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies. For staff to use the Internet, they must also first read and understand the following acceptable use policies.

The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet and other local and/or wide area networks students and employees may have access to news, databases, library resources, and a wide variety of other information sources. The school provides a wide variety of opportunities for students and employees to use the school's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the

nature of the Internet, the school cannot guarantee that students and employees will not access such material.

Provided, however, the school has installed a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are obscene, that depict child pornography, or with respect to use of the computers by minors, that are harmful to minors. This safety policy includes the monitoring of all online activities.

The school makes no warranties of any kind, either expressed or implied, regarding the Internet access being provided. The school shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the school be liable for the accuracy; nature or quality of information stored on the school's computer equipment or of information gathered through Internet access provided by the school. However, the administration shall develop, implement, and maintain regulations and forms to restrict the use of the school computer and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privileges of access and use. The school may install and operate computer software programs which restrict access to certain materials, but this shall not be construed as a guarantee that such access is restricted.

### **Acceptable Uses**

The school's computers, equipment, and software are intended for administration, education, and academic research purposes only and shall be used only in accordance with administrative policies and regulations. Acceptable use of the school computers and the Internet are activities which support learning and teaching, or which promote the school's mission and goals. Acceptable uses include, but are not limited to the following:

1. The computer network at St. John School has been set up to allow Internet access for educational purposes. This includes classroom activities, research activities, and exchange of project-related ideas, opinions, and questions via e-mail, message boards, material placed on personal and school Web pages and other means.
2. Student and staff will have access to the Internet via school-owned computers. Student and staff access are limited to the hours per week, the times of the day, etc., as determined by the individual teacher, network administrator, and school.
3. Network users must respect resource limits and must remain within an allotted disk space as determined by the network administrator. Users are responsible for deleting files that may take up excessive amounts of storage.
4. Student use of the Internet is contingent upon parent permission. Use Agreement must be signed by a parent and must be on file in the principal's office. Parents may revoke approval at any time by written communication of that desire to the principal. However, the agreement remains valid until such communication is filed with the principal.
5. Staff use of the Internet is contingent upon receipt of a signed Use Agreement form and must be on file in the principal's office.
6. Material created and or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. Teachers and administrators may also review student crated data work. For this reason, students and staff should expect that email messages, material placed on personal or school Web pages, and other work that is created on the network may be viewed by a third party.
7. Network users are expected to adhere to the safety guidelines listed below.

8. Computers and devices not owned by St. John School must be approved before attaching to the network. Approved personal computers may only have access to the Internet.

### **Prohibited Uses**

Prohibited uses include, but are not limited to, the following'

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without permission from the principal.
3. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
4. User may not engage in personal attacks, harass another person, or post private information about another person.
5. Network users may not log onto someone else's account or attempt to access another user's files. Users may only access files on the server or PCs that they have permission to access. "Hacking or otherwise trying to gain access to another person's, organization's computer system or data is prohibited. Likewise, the creation or distribution of computer viruses or malware is prohibited.
6. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, network administrator, or principal.
7. Network users may not send a non-business email to more than 10 people at the same time or participate in chain letters.
8. Users may not deliberately attempt to vandalize, damage, disable, or disrupt the school's property or the property of any other individual organization. Users may not attempt to bypass or disable any anti-virus, firewall, or any other security software or hardware system.
9. Students may not access social networking sites or personal email unless it is approved by a teacher for a classroom assignment.

### **Consequences of Misuse**

The use of the school's computers, network, and the Internet access provided by the school is a privilege, not a right. Any student or employee who inappropriately uses the school's computer, network or the Internet may have the privilege of using the computers, network, or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions or criminal action. Pending investigation into a complaint of inappropriate use, user privileges may be suspended.

### **Cyberbullying and Internet Safety**

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way—through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through email, instant messages, cell phones and websites. It is one of the

more challenging issues facing educators since it has a direct impact on students' emotional and mental health, even though it often occurs away from school property

**Examples of cyber bullying include, but are not limited to:**

- Sending cruel, vicious, and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates on-line with intent to embarrass them;
- Breaking into an email account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

**Internet Safety**

**Parents are encouraged to monitor their student's internet use and discuss internet safety with their children.**

No action is foolproof, but there are steps students can take to protect themselves online and lessen the chance of becoming the victim of unsolicited messages:

- Never give out personal information, passwords, PIN numbers, etc.
- Remember that personal information includes your name, age, email address, the names of family or friend, your home address, phone number (cell or home) or school name.
- Choose a username that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you identify yourself to friends and lets you know who is trying to communicate with you.
- Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
- Passwords are secret. Never tell anyone your passwords except your parents.
- Do not respond to 'spam' or unsolicited email.
- Set up email and instant messenger accounts with your parents.
- Do not respond to, or engage in, cyber abuse.

**If you are the victim of a cyber bully:**

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use “call display” or dial \*69 to identify the phone number and have it tracked through your cell phone/pager service provider.
- Instant messages (e.g. Yahoo instant messenger; Microsoft Messenger) are best handled by blocking messages from certain callers.
- Bullies are likely to register for an anonymous email account, such as Hotmail, Yahoo or G-Mail, using a fake name. If you receive threatening email messages, instruct your email program to block messages from that address. Then, inform your Internet Service Provider (ISP).
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You do not have to read them but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or email address and give it out to only one (1) person at a time.

**Suggestions for Parents:**

- Make sure your children understand how vast and public the internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Inform your ISP or cell phone service provider of any abuse. Although it can take a lot of time and effort to get Providers to respond and deal with your complaints about cyber bullying, it is necessary to stop it from reoccurring.
- Purchase software that can help track activity.

## **CHAPTER IX – EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS**

St. John School is a member of the Diocesan Middle School Athletic Association (DMSAA) and co-ops with Bartlesville Public School and Wesleyan Christian School. Any student who wishes to participate in an athletic sport that is NOT offered at St. John is eligible to try-out and participate with the co-op schools. As a member of the DMSAA, St. John School abides by the following association rules:

- All students competing on school teams must have a current physical exam and medical information form on file with the school before being allowed to practice or play.
- Students may only play up one grade level. Students are not allowed to play down in a lower grade without special permission from the association.
- A student must demonstrate a regular school attendance record and attend school for at least one-half of the day of a game/event to be eligible to play.
- Students must demonstrate good conduct and character at school.
- Students must be eligible to compete in any athletic event.
  - Eligibility is checked each week. To be eligible for competition, a student grades must not reflect more than one “D” or lower in two or more weeks (consecutive or non-consecutive). This will be coupled with adequate attendance (< 7 tardies and/or < 10 absences each semester).

A complete set of current association rules is available for review in the school office.

### **MIDDLE SCHOOL SOCIALS**

Middle school students (grades 6-8) shall have the opportunity to hold one evening social event on campus per quarter (in addition to graduation). **Per Diocesan statement, NO dances will be allowed in conjunction with St. John Catholic School or any of its school sponsored groups.** The principal must approve all plans. The following guidelines shall be followed:

- Students must obtain a faculty sponsor for the event, who will be responsible for aiding in planning and chaperoning the event.
- A list of confirmed parent chaperones must be submitted and approved by the principal prior to the event.
- No student shall be allowed to enter the event unless the student and the student’s parent/guardian have signed the release & consent form and event rules form.
- Only students currently enrolled in grades 6-8 at St. John Catholic School shall be allowed to attend. All students are encouraged to attend the year-end graduation social.
- Guests are allowed only with the specific permission of the principal. Guests must be registered with the office in advance and must also comply with guideline #3 above.

### **EXTRACURRICULAR ELIGIBILITY POLICY**

Extracurricular activities provide a means to develop leadership, self-discipline, and school spirit. Students who participate in extracurricular activities are expected to maintain their academic grades and model appropriate behavior for a St. John Catholic School student. These students serve as role models for their classmates and younger students. Parents and teachers work together to ensure that extracurricular activities enhance and compliment the school's educational program.

Students participating in any extracurricular activity (including, but not limited to cheerleading, volleyball, basketball, track, student council, speech team, MATHCOUNTS, “Battle of the Books”) must meet the following guidelines. Student grades and behavior will be checked each Monday, beginning the third week of each quarter. The eligibility period shall run from that Monday to the following Sunday.

ACADEMICS:

- If a student's grades reflect one "D" in any class, the student will be placed on academic probation for one week. During probation, a student will be allowed to practice and compete in competitions. A student, whose grades improve during the subsequent week, may be removed from probation.
  
- If a student's grades have not improved enough during the following week to be off probation, the student shall be academically ineligible to play/participate in the next team game/activity played (not counting forfeited or rescheduled game dates). Ineligible students may not participate in practice. A player's ineligibility continues during each week in which grades remain low.

BEHAVIOR:

- Any student earning an in-school suspension shall automatically make himself/herself ineligible from any competitive extracurricular event during the time in which he/she is in-school suspension. The student may not participate in practice. A student required to serve an out-of-school suspension shall not attend practice, games, or any other school activity while serving the out-of-school suspension.
  
- Students are expected to show respect, cooperation, and good sportsmanship at school and all school related events. The coach/sponsor may withdraw, and the principal may suspend, any student whose behavior is inappropriate for a St. John student.

The principal reserves the final right to determine a student's eligibility for extracurricular activities.

**SAINT JOHN CATHOLIC SCHOOL  
2021-2022 Handbook Agreement  
& Acceptable Use Policy Agreement**

We have received a copy of the Parent/Student Handbook outlining the policies and procedures of St. John Catholic School. We agree to be governed by this handbook and understand that it is our responsibility to read this handbook and discuss it with our child/children. We recognize the right and responsibility of the school to make rules and enforce them. We further understand that the school reserves the right to amend or make modifications to this handbook at any time. Parents will be promptly notified of any amendments.

**Student Signature(s):** \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

**Parent Signature(s):** \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Reminder...to sign up for text alerts, text “@stjeagles” to 81010

\*\*By signing this agreement, I am aware of any fees that I may incur per the policies stated within. I agree to pay these fees in full prior to the end of the 2021-2022 school year.

**Please return this signed form promptly to the school office.**



