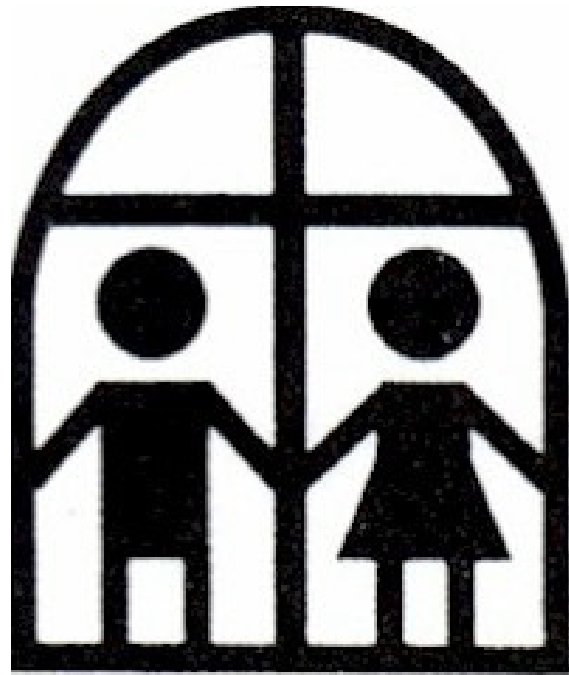


# **Saint John Elementary School**



The Spirit-Filled School  
Since 1871

**Student-Parent  
Handbook & Calendar  
2018-2019**

# TABLE OF CONTENTS

Table of Contents . . . . .	1-3
Message from the Principal . . . . .	4
What’s Unique About St. John? . . . . .	5
Historical Perspective . . . . .	6
Mission Statement . . . . .	7
The Eagle . . . . .	7
Philosophy of St. John Elementary . . . . .	7
Spiritual Objectives . . . . .	8
Intellectual Objectives . . . . .	8
Emotional-Social Objectives . . . . .	8
Physical-Cultural Objectives . . . . .	8
St. John Elementary Faculty . . . . .	9
St. John/Hanson Advisory Council . . . . .	9
Parent Cooperation Statement . . . . .	10
Admission Policy of the Diocese of Lafayette . . . . .	11
St. John/Hanson Admission Policy . . . . .	11
St. John/Hanson Admission Process . . . . .	11
Mandatory Parent Meetings . . . . .	12
Religious Guidelines . . . . .	12
School Hours . . . . .	12
School Closures . . . . .	12
Fees . . . . .	13
Donations . . . . .	13
Tuition Costs and Policies . . . . .	14
Lunch Program . . . . .	15
After School Care Program . . . . .	15
Attendance Guidelines . . . . .	16
Tardiness Policy . . . . .	16
Transportation . . . . .	17
Bus . . . . .	17
Car . . . . .	17

Awards .....	18
Outstanding Young Christian Award .....	18
Highest Scholastic Award .....	18
President's Education Award .....	18
President's Award For Educational Achievement .....	18
American Citizenship Award .....	18
Deanna Pillaro Memorial Award .....	19
Principal's List and Honor Roll .....	19
Educational Excellence Award .....	19
Uniforms (Girls) .....	20
Uniforms (Boys) .....	21
Discipline .....	22
Cooperative Discipline .....	22
General Behavior Rules .....	23
Types of Punishment .....	24
Drug Policy .....	25
Policy .....	25
Implementation .....	26
Procedure For Positive Tests .....	26
Safe Environment for the Protection of Children & Young People .....	27
Open Door Policy .....	27
Parent/Teacher Conferences .....	27
Messages .....	27
Visitors .....	27
Field Studies .....	27
Medication .....	28
Fire Drills .....	28
Lost Articles .....	28
Collections/Sales .....	28
Party Invitations .....	28

Grading System . . . . .	29
Principal's List and Honor Roll . . . . .	29
Tests . . . . .	30
Promotions/Non-Promotions . . . . .	30
Homework Policies . . . . .	30
Textbooks . . . . .	30
Library . . . . .	31
Make A Difference Club . . . . .	31
4-H Club . . . . .	31
St. John Cooperative Club . . . . .	32
Items Collected for Redemption . . . . .	32
Pre-Kindergarten Program . . . . .	33
Pre-K Curriculum . . . . .	34
St. John & Hanson Schools Tuition Scale 2018-2019 . . . . .	35
Calendar . . . . .	36
August 2018 . . . . .	37
September 2018 . . . . .	38
October 2018 . . . . .	39
November 2018 . . . . .	40
December 2018 . . . . .	41
January 2019 . . . . .	42
February 2019 . . . . .	43
March 2019 . . . . .	44
April 2019 . . . . .	45
May 2019 . . . . .	46

## MESSAGE FROM THE PRINCIPAL

Dear Parents,

A new school year presents opportunities for various beginnings, new faculty, and staff, new students and families, new classes, and new materials. The opening days of school are exhilarating, and I am truly looking forward to working with you the families of St. John Elementary, in the year to come.

Newness alone, however, cannot produce transformation. We ourselves must be willing to be caught up in the rebirth that is possible with each new year. Starting a new year gives us the opportunity to make plans, design new strategies, and implement new ideas. There is a special kind of joy and satisfaction in beginning anew, as there is always room for improvement and for new ways to do a good job even better.

As parents, you are a third of the triangle that will assure the success of your children. If we work together-parents, school, and students-we cannot fail in providing a quality Catholic education for our youngsters.

Our mission proclaims we are to teach as Jesus taught as we prepare today's youth for tomorrow's challenges. Please know that we deeply appreciate the sacred trust you place in us at St. John. We constantly strive to help our students reach their full potential spiritually, academically, physically, and socially.

I have full confidence in the very talented, compassionate teachers and staff who have responded to their vocation as Catholic educators at our beloved St. John. We deeply appreciate your continuing support in our many endeavors.

Respectfully,

Sheri Higdon, Principal

## WHAT'S UNIQUE ABOUT ST. JOHN?

- Founded in 1871
- Christian Atmosphere
- Curriculum
  - Ignatius Press Religion Program
  - Pearson Mathematics
  - Every Day Counts Calendar Math
  - Scott, Foresman Discover Science
  - Write Source Writing Curriculum
  - Scott Foresman/Pearson Reading Street
  - D'Nealian Handwriting
  - Harcourt Social Studies
  - Computer Lab & Technology Related Lessons in Lab & Classroom
  - Spanish Enrichment
- Promethean Technology and computer work stations in Pre-K through Fifth
- Cooperative Discipline
- Library Instruction
- Social Studies Fair
- Student-led Morning Programs
- Field Experiences
- Audio-visual Materials
- Curriculum decisions based on standardized test data
- Community Involvement
- Parents/Cooperative Club
- 4-H Club & Make A Difference Club
- Library Club
- Yearbook
- Full Day Pre-School

## **HISTORICAL PERSPECTIVE**

In 1870 Archbishop Napoleon J. Perche, Archbishop of New Orleans, had as one of his main concerns that of a Catholic education for children. He preached and wrote tirelessly on this subject and greatly influenced Father M Harnais, pastor in Franklin. Father Harnais made known his desire to establish a Catholic School for girls to the Archbishop, had his plans approved, and endeavored to buy the property and building west of the Methodist Church on Main Street.

He wrote to the Provincial Superior of the Marianites of the Holy Cross requesting her to come or to send sisters to Franklin for a visit. In the summer of 1871 two sisters came, were favorable impressed, and upon their return urged the Superior to accept the mission. On October 31, 1871, Mother Mary Euthychuis and four sisters arrived in Franklin. The building which was to be their future home needed many repairs; the sisters worked hard and finally both the school and the convent were in readiness.

St. John Academy received the blessing of the Church on November 4, 1871. The institution was placed under the guidance of St. John the Evangelist, and was called The Academy of St. John. It was the fifth permanent foundation of the Marianite Sisters of Holy Cross.

In 1920, Sister Mary Xavier became principal of St. John Academy. To accommodate the many boarders seeking a refined education, she had the convent enlarged, a third story added and many other improvements made. The convent celebrated its Golden Jubilee in 1921, and under the leadership of Sister Mary Xavier, St. John's Auxiliary was organized in 1923. Not long after, its name was changed to St. John Cooperative Club. Saint John continued to progress and in 1924 received the stamp of the state seal, approving its course of studies.

The principal appointed in 1932, Sister Mary Frances, spent many years here, weathering a storm and a depression. Despite these hardships, the school progressed and a Pieta was erected on the campus in thanksgiving. The following years saw the school growing little by little and Sister Frances became a dear friend of many in the community.

In 1949 the Marianite Sisters sold the property on which their convent was built to the Church of the Assumption. Father Rousseau then purchased property on the corner of Main Street from Mr. Rene Himel and on that site built a new school building in 1950, the present St. John Elementary. The new convent was built in 1960 and in 1965 the cafeteria was erected.

By 1986 most of the Marianites had left St. John and for the first time the school came under the administration of a lay principal, Mrs. Diane Nugent. Sadly the services of the Marianites ended completely in May of 1991. Another era ended in the fall of 1991 when Mr. Joseph Doucet became the first male principal of St. John. Mr. Doucet's leadership extended from the fall of 1992 to May, 1997. Appointed to succeed Mr. Doucet for the 1997 school year was Gayle Clement, a retired teacher and principal of the St. Mary Parish School System. Mrs. Clement served as principal for ten years. Mrs. Sheri Higdon was appointed principal for the 2007/2008 school year. Today St. John is under the purview of the Pastor of the Church of the Assumption and is under the administration of lay personnel and staffed by qualified, dedicated teachers. St. John is no longer a high school for girls, but rather a grammar school for boys and girls from Pre-K through fifth grade and serves eight church parishes.

## **MISSION STATEMENT**

To teach as Jesus taught as we prepare today's youth for tomorrow's challenges.

## **THE EAGLE**

St. John's mascot, the Eagle, is powerful, independent and possesses the ability to endure through adversity. These are some of the traits that are emphasized at St. John. As an eagle soars with strength and confidence, so do students who leave the elementary level, prepared to meet all challenges that await them in the higher levels of their educational process.

## **PHILOSOPHY OF ST. JOHN ELEMENTARY**

As a Catholic school community, we consider all life a most precious gift from God, enriched by Christ and empowered by the Holy Spirit.

We believe that the children who attend St. John have been entrusted to us by God and their parents so that we can prepare each mind, body, and spirit to answer God's call in their family, community, country and world.

We teach as Christ taught through example and instruction.

We strive to lead each child to recognize this self-worth and to reach his full potential for growth and development spiritually, intellectually, emotionally and physically.



## **SPIRITUAL OBJECTIVES**

- ◆ To make Christianity a living experience by teaching Christian values, doctrine, and by providing opportunities for the awareness of God as the main support of life.
- ◆ To witness within the school and community an atmosphere of faith, love, and concern for others.
- ◆ To recognize the dignity of each student and to promote a healthy self-concept.
- ◆ To assist faculty, children, and parents in understanding the teachings of the Catholic Church in the light of continual renewal and growth.

## **INTELLECTUAL OBJECTIVES**

- ◆ To provide each child with the necessary basic skills that enable him/her to be productive in the classroom and in society.
- ◆ To make learning interesting so that the student desires to satisfy his own curiosity.
- ◆ To make learning relevant so the student is able to use the skills gained in his daily living.
- ◆ To broaden the interests and experiences of the students.
- ◆ To promote those work habits that enable the student to achieve his/her potential.
- ◆ To provide opportunities for critical thinking and decision making.

## **EMOTIONAL-SOCIAL OBJECTIVES**

- ◆ To foster in students an awareness of the needs of others and the desire to offer assistance whenever possible.
- ◆ To help students understand and accept responsibility for their choices and the resulting consequences.
- ◆ To guide students to appreciate the value and dignity of all persons regardless of race, creed or culture.
- ◆ To foster an atmosphere of trust, honesty, respect and reverence for self and others.

## **PHYSICAL-CULTURAL OBJECTIVES**

- ◆ To provide opportunities that foster an appreciation for the development and functioning of his/her body by providing appropriate materials and information.
- ◆ To foster an atmosphere of safety and well-being so that each child can appropriately express himself.
- ◆ To develop an appreciation of the various cultures.
- ◆ To aid in the development of each student's talents and interests by providing appropriate co-curricular activities and field trips.

## **ST. JOHN ELEMENTARY FACULTY**

Principal	Sheri Higdon
Bookkeeper	Stephanie Baudoin
Secretary	Anita Stoufflet
Pre-Kindergarten Teacher	Mia Vaccarella
Kindergarten Teacher	Janet Comeaux
First Grade Teacher	Rachel LeBlanc
Second Grade Teacher	April Clements
Third Grade Teacher	Stephanie Halligan
Fourth Grade Teacher	Ann Martin
Fifth Grade Teacher	Katie Price
Computer	Sandi Adams
Religion Teacher	Sandra Flores
Librarian & Kindergarten Assistant	Ashley Uze
Pre-School Assistant	Beth LaRive
After School Care	Amy Freeman
Cafeteria Manager	Sara Cannon
Custodian	Henry Whitehead
Custodian	Dawn Guidroz
St. John/Hanson Bus Driver	Trudy Williams

## **ST. JOHN/HANSON ADVISORY COUNCIL**

St. John and Hanson Schools are under the supervision of the pastor of the Church of the Assumption. St. John/Hanson Advisory Council meets on the third Monday of each month. Parents are always welcome to attend the meetings. However if you wish to address the Council, you must be placed on the agenda 10 days prior to the meeting. Members of the Council are:

Reid Miller-President	Dwayne Doucet
Clint Judice-Vice President	Bethany Kuhlman
Tracy Pillaro-Secretary	Catherine Faucheux
Chad Trammell	Chad Judice
Torrey Haydel	Lisa Rodriguez

Ex-officio members:

Father Lloyd Benoit, Pastor, Church of the Assumption  
Mrs. Sheri Higdon, Principal, St. John Elementary  
Mrs. Kim Adams, Principal, Hanson Memorial High School

## **PARENT COOPERATION STATEMENT (Diocesan Policy)**

An integral part of the educational philosophy of St. John Elementary is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While St. John Elementary encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. John Elementary is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. John Elementary reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

## **ADMISSION POLICY OF THE DIOCESE OF LAFAYETTE**

The Diocese of Lafayette, the Diocesan Schools Advisory Council and the Diocesan Department of Education issue the following policy of non-discrimination in admissions for the Catholic Schools:

*There is no discrimination on the basis of race, creed, sex or national origin in accepting applications for student admission as well as in the administration of education policies, of scholarship and loan programs, and of athletic and extracurricular programs. Students are accorded, regardless of race, sex, creed and national origin, programs and activities generally accorded or made available to such persons in each school. This policy applies to all schools under Diocesan auspices. Those private schools which have been traditionally segregated by sex are not in violation of this Diocesan admission policy.*

### **ST. JOHN/HANSON ADMISSION POLICY**

The Church of the Assumption School System, in conformity with its philosophy and objectives, adheres to the following admission policies as adopted by the school board on November 16, 1981 and revised on August 10, 1989 , December 14, 1998, January 20, 2003, and June 21, 2004.

The following priorities shall be adhered to for the re-registration of presently enrolled students and registration of all new students:

1. Presently enrolled students if they meet the established eligibility policies for readmission.
2. Brothers and sisters of presently enrolled students.
3. Students of St. John/Hanson faculty if they meet the eligibility rules.
4. Children of alumni.
5. Catholic students who have transferred from another Catholic School.
6. Catholic students from Assumption Parish and other neighboring area Catholic Church parishes.
7. Students entering from the public/private school system.
8. Re-admission of students who leave St. John for any reason is left to the discretion of the Pastor and Administrator on an individual case basis.
9. Acceptable student behavior and parental cooperation are to be considered when admitting or re-registering students at St. John Elementary or Hanson Memorial High School.

If there are more applications for a particular grade level than places available, priority shall be given to students whose families have consistently supported the Catholic Church/Educational System in the past through cooperative efforts and financial donations. Children of alumni of the Church of Assumption Schools will be given every reasonable consideration as applicants of any particular grades.

Once there is a waiting list and an opening occurs, the child who registered during the registration period will be accepted according to admission policy. A second waiting list will be established for late registrants and they will be accepted according to admission policy.

## MANDATORY PARENT MEETINGS

Parents or guardians must attend the required meetings. Attendance at these meetings will help foster a positive view of our schools. If parents are unable to attend these meetings, a separate meeting must be scheduled with the pastor and/or principal.

## RELIGIOUS GUIDELINES

Each student is expected to participate in Religion classes and attend all religious devotions within school time. This includes Mass, Way of the Cross, May Devotions, etc .

So as not to relegate religion to a secondary status and because there is an objective nature to the subject of religion, students receive a letter grade as with other subjects. Religion classes will include ample time for discussion and reflection. Whenever possible, paraliturgical and prayer services will be included to further aid the student. Teachers will use the Bible in preparing lectures and discussions in order to show the continuity between the Church and Scripture and in order to aid the student in appreciating the importance of the Bible.

The Sacraments of Reconciliation and the Eucharist will be made available to the students on a class basis and periodically as an entire group. All children are expected to adhere to the guidelines of receiving Holy Communion as stated by the National Conference of Catholic Bishops. With regards to Non-Catholics, we quote from the National Conference of Catholic Bishops:

*We welcome to this celebration of the Eucharist those Christians who are not fully united with us. It is a consequence of the sad divisions in Christianity that we cannot extend to them a general invitation to receive Communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we must all pray.*

## SCHOOL HOURS

Pre-School through Fifth Grade will take in at 8:00 a.m. and will be dismissed at 2:45 p.m. each day. Students who ride the bus will be dismissed at 2:40 p.m. **Students should not arrive at school before 7:30 a.m. and parents must pick up their children by 3:00 p.m. unless they are in Extended Care.** The school is not responsible for them before or after these hours.

Hours for Extended Care students will be 3:00 till 5:00 p.m.

## SCHOOL CLOSURES

Tune to 95.3 FM radio station for information concerning hurricanes, storms, or any other possible closure of our school. Families will be notified by email via RenWeb if a school closure is necessary.

## FEES

**Curriculum Fee** - Cost is determined each year by the Advisory Council. This fee is collected no later than September 1 via FACTS. It is charged to cover books, workbooks, technology, and supplies consumed by students throughout the year.

**Maintenance Fee** - The cost is determined each year by the Advisory Council and is collected no later than October 1 via FACTS.

**Registration Fee** - This is paid at the time of registration to insure the student's place in school for the following year. This fee is not refundable. Registration fees will not be accepted for any student whose tuition is not paid up to date. Parents will be informed each year as to the cost of registration per student.

**Lunch Fee** - This cost is determined by the diocese each year. It is due by the 15<sup>th</sup> of each month. Specific rules for payment will be found in the handbook under **Lunch Program**.

**Tuition** - Rates for the year are available upon request and the various payment plans are explained in full upon registration. Specific rules and payment information will be found in the handbook under **Tuition Costs and Policies**.

**After-School Care Fees** - The rate per child for extended care is \$6.00 per day. In order for your child to be in extended care, a commitment must be made for the school year.

## DONATIONS

Many people want to make donations to our school but do not know what is most needed at any given time. If you would like to make a donation, please call the office.

**Library Memorial Fund** - Cash or books may be donated in memory of a loved one. In this way our library is assisted in its constant quest for quality reading and resource material, and the person in whose memory the donation was made is honored perpetually.

**Scholarship Fund** - To help needy families stay in our school system. It has proven invaluable to families during times of medical or employment hardship and may be utilized on an annual or emergency basis. Call the office for further information.

**Memorials** - Memorials may be given in the format of cash donations of any amount or by means of physical property. Information on memorials may be obtained by contacting Stephanie Baudoin at 828-2648. Memorial sympathy cards are available in the office. Any amount is welcome and appreciated.

## TUITION COSTS AND POLICIES

The faculty of a school is hired annually and student programs are planned for the year accordingly. The enrollment of a student indicates that his/her parents understand that school expenses and commitments were projected on the assumption that he/she will remain in school for the entire year. The tuition rates for a given year are based on the best data and information available to the Council for projecting that year's school costs. The Council reserves the right to adjust the tuition rates if necessary to meet unforeseen emergencies. Parents will be given notice as early as possible should any such emergency arise.

Tuition is non-refundable for families that are transferred or make a bonafide move out of the area before the first day of classes. If a family prepays tuition for the whole school year and leaves the school, they will be reimbursed only the unused portion of the tuition.

1. All tuition and fees will be paid using FACTS Management.
2. Tuition rates are set by the Hanson-St. John Advisory Council.
3. Registration fees and maintenance fees are non-refundable.
4. There will be a \$10 late fee assessed to any account that is past due.
5. In the event that fees/tuition are 2 months in arrears, the student will be removed from any and all extra-curricular activities (athletics/clubs/organizations) and an additional \$10 late fee will be assessed.
6. If tuition is delinquent, re-registration for the following year will not be accepted.
7. If a student drops from school with a delinquent account and later desires to re-register, the regular registration fee and the delinquent amount must be paid before the student is accepted.
8. **There is a \$25.00 NSF charge on any and all returned checks. If the school receives 2 NSF checks from a family, checks will no longer be accepted. Notification will be sent by mail should this occur.**
9. In the event that tuition and/or fees are two months in arrears, weekly test grades will not be entered into RenWeb or sent home in weekly test folders.
10. If tuition and/or fees are two months in arrears, tuition may be required to be paid by semester.

## **LUNCH PROGRAM**

### **Participation**

It is Lafayette Diocesan policy that all elementary students must participate in the School Nutrition Program. The School Nutrition Program, in addition to providing nutritious meals to each student, also functions as a laboratory for providing nutrition education to students. Children learn lifetime food habits during these early formative years. Physician prescribed special diets can be provided by your school's cafeteria. A Diet Prescription form needs to be completed and signed by your physician and forwarded to the cafeteria manager. The required physician's diet plan will be overseen by a registered dietitian through the Diocese of Lafayette Food & Nutrition program. These special diets include but are not limited to diabetic diets, hypoglycemic diets, PKU diet, allergy restricted diets, vegetarian diets, high calorie diets and low calorie diets. Diet Prescriptions must be renewed at the beginning of each school year even through there may not be any changes to the diet prescription.

### **Payments**

Federal regulations require that all students and teachers pay for their meals in advance. Elementary students will be sent home with a monthly bill that has been prepared by the Cafeteria Manager. High school students should establish a food service account, usually with a month's prepayment. Parents can make payments by check or they can go to [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com) to set up an account, monitor their child's lunch account and make payments. Diocesan policy states that any balance left in a student's account will be rolled over to the following school year. Seniors and 8<sup>th</sup> graders money will be rolled into a sibling's account or if there are no siblings, then a refund is given.

Free and reduced lunches are available to those who qualify. Forms and guidelines are available in the school office.

If there are any questions about lunch, please contact the St. John Cafeteria Manager at 828-5363.

## **AFTER SCHOOL CARE PROGRAM**

St. John Elementary provides optional after school care for registered students, Pre-K through Grade 5 from 2:45 pm until 5:00 pm each school day. Adults supervise the program which consists of snack time, homework period, games and activities.

Fees are the sole support of the program. It is not subsidized by the school's budget. Students in after school care may be registered for 5 days a week, 3 days a week, 2 days a week or drop-in. The rate of payment is \$6.00 per student per day. Payment is due on the first of each month and no later than the fifth of each month. Payment must remain current and paid by the fifth of each month or the student will be dropped from the program. No refunds will be provided due to student absences. If a history of late pickups (3 or more) occurs, the student may be dropped from the program.



## ATTENDANCE GUIDELINES

1. All students are expected to attend school regularly and to be **on time** for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure.
2. When sickness or a higher obligation of the student's family necessitates his/her absence from school, this must be explained by a note from the parent or guardian to the teacher on the day the child returns to class. **Failure to produce a note will require that the absence be counted as unexcused.**
3. Work missed during any absence must be made up. All homework and make-up work are the responsibility of the student, regardless of the reason for missing class.
4. If early dismissal is necessary for a doctor or dental appointment, a note must be sent to the teacher. The note will be turned in to the office and a parent will be expected to sign the child out at the hour stated.
5. If a child is ill or is not going to be present at school, a call must be made to the office between 8:00 and 8:45 a.m. to report the situation. This does not replace the note needed when the child returns to school. If a child has fever, he must be fever free for 24 hours before returning to school.
6. Illness or injury during school hours:
  - a. Parents are required to provide emergency information. Current phone numbers and a signed Emergency Card on each child must be on file in the school office on the first day of attendance.
  - b. If a child becomes sick or is injured during school hours, the parent or guardian will be called from the school office by a member of the school staff. Scratches, scrapes, and other minor injuries will receive first aid treatment in the office.
  - c. If the student must leave during school hours, a parent or guardian must come into the office to sign the child out. This is for the protection of students.
  - d. If a student requires the attention of a physician and the parent, guardian or person indicated on the emergency card cannot be reached, the student will be taken for treatment. Permission for this action is granted by the parent/guardian at the beginning of the school year on the student's emergency card for the welfare of the child.
  - e. A student who has been absent due to a contagious disease must have a doctor's certificate in order to be allowed to return to class.
  - f. Absences for participants of school related activities such as Social Studies Fair, 4H Fair, or Honor Choir are considered excused absences. These excused absences would not eliminate the participating student from receiving a perfect attendance award at the end of the year.
  - g. Elementary students shall be in attendance a minimum of 160 days a school year.
  - h. **Excessive absences (excused or unexcused) may result in retention in the current grade.**
  - i. **Students may not attend after-school activities at St. John or Hanson the day of the absence.**
7. **Tardiness Policy**

When your child is tardy to school, valuable learning time is lost to him/her. Plus upon his/her arrival at class, there is a disruption in the teaching/learning situation which is unfair to the teacher and the other students. Therefore, it is imperative that all students arrive at school **BEFORE** 8:00 a.m. When a student is tardy, a parent or adult must sign the student in, in the office . **Every time a student is cited for tardiness three (3) times, the three tardies will convert to an unexcused absence.** Parents will be requested to correct this habitual problem.
8. **Students absent from school Mass will be marked ½ day absent.**

# TRANSPORTATION

Moving vehicles are **not** allowed on the grounds during school hours. **Do not** open the gates during school hours.

## **Bus**

- ✦ Bus transportation is provided for our school by St. Mary Parish. If you live one mile from the school you may inquire about bus service by contacting the Parish Public School Board at 836-9661.
- ✦ Appropriate behavior on the school bus is a positive reflection on our students and their school.
- ✦ If your child rides a bus, he/she is bound by the rules of that bus and driver. Violations are taken care of by the principal, who has the authority to suspend any student and prohibit their transportation by bus. No wheeled booksacks allowed on buses.

## **Car**

- ✦ **Morning Drop-Off** - Bring children to back gate on Blakesley Street. Blakesley Street is a one way street from 7:00AM - 9:00AM and 2:00PM - 4:00PM, therefore children are to be let out on the passenger side of the vehicle so they can walk directly through the gate onto the playground. This is for the safety of everyone. **Hall traffic is discouraged (AM, PM)! Please report to the office for business, not the classroom or hallways!**
- ✦ On **rainy days** use Blakesley St. Drop your child off at the bus entrance not at the back gate. PLEASE NEVER DRIVE ONTO THE SCHOOL GROUNDS FROM BLAKESLEY ST.
- ✦ On **cold days** the children will come into the building to wait for the morning bell.
- ✦ **Afternoon Pick-Up** - Please do the following:  
Cautiously enter school yard from Main Street by means of the Convent driveway and go around the Cafeteria. Please form **TWO** car lines. Students and teachers on duty will be at the rear of the school building. Exit through the gates, go straight ahead, and proceed back to Main Street by way of Bayou View Drive. Parents who park outside of the gates must enter the school grounds from Main Street gate near the Convent to pick up their children. Pickup must be made in the rear of the school yard - not in the building or under the covered area! Student safety is most important before and after school; we ask your cooperation in this matter.
  - ✦ Instruct your child to stop - look - listen before walking to your car in the car line.
  - ✦ On rainy days, children will be picked up in the back as usual. They will wait in the covered patio area.
  - ✦ Parents should not wait for their child in the halls. All children must be picked up in the rear school yard.
  - ✦ **THE PRINCIPAL REQUESTS THAT ALL STUDENTS BE DROPPED OFF AND PICKED UP IN CARLINE. FOOT-TRAFFIC IS HIGHLY DISCOURAGED!**

## **AWARDS**

### **OUTSTANDING YOUNG CHRISTIAN AWARD:**

This award is given to that student who expresses in word and action Christian attitudes and values in class and on the playground; who is conscientious of his/her fellow classmates's feelings and needs; who is willing to help and share at any time; who participates in class and school activities by always trying to put others first. The students in each class vote for a girl and boy recipient.

### **HIGHEST SCHOLASTIC AWARD:**

Given to that student in each homeroom who attains the highest numerical average.

### **PRESIDENT'S EDUCATION AWARD :**

This award was established to encourage students to achieve high academic standards by recognizing and rewarding them for educational excellence. To be eligible for this award, students at the fifth grade level must meet the following requirements:

- a. Students are to earn a grade point average of 90 on a 100 point scale for Grade 4 and the Fall semester of Grade 5.
- b. Achieve in the 85<sup>th</sup> percentile or higher in math or reading on the latest standardized achievement test.

### **PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT:**

The purpose of this award is to recognize students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects, but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence nor seen as a second-tier award, because it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school.

### **AMERICAN CITIZENSHIP AWARD:**

This award is designed to recognize the student that consistently exhibits the kinds of behaviors we want to see displayed in our schools and in our communities.

This student is always prepared in class, has homework finished on time, always plays fair and treats everyone with respect and exemplifies the desirable behavior we all want to encourage.

### **DEANNA PILLARO MEMORIAL AWARD:**

Given to that student who shows an extraordinary interest in the library and in reading, displays Christian values, and contributes service to the school. The student's name is engraved on the plaque in the library.

### **PRINCIPAL'S LIST AND HONOR ROLL:**

Students who achieve all A's including classroom conduct grade and who have a S in Music and PE will be on the Principal's List.

Students who achieve all A's and B's including classroom conduct grade and who have a S in Music and PE will be on the Honor Roll.

The classroom conduct grade will reflect the behavior of the child throughout the day. No individual conduct grades will be given in religion, music, or PE. Any misbehavior in these classes will be communicated to the classroom teacher through a Discipline Slip. The classroom teacher will incorporate this misbehavior into her own conduct grading system.

Handwriting grades will not affect Principal's List or Honor Roll.

At the end of the school year, awards will be given in the following categories:

1. Students who have remained on the Principal's List all four nine weeks.
2. Students who have remained on the Honor Roll all four nine weeks.
3. Students who have been on the Principal's List or Honor Roll in any sequence for the entire school year.

### **EDUCATIONAL EXCELLENCE AWARD**

This award is given to the fifth grade student who has been on the principal's list all year from first through fifth grade.

# UNIFORMS

- A. All students attending Saint John Elementary, including the Pre-School children, are obliged to wear the school uniform daily, beginning the first day and until the closing day of school. All your uniform needs may be purchased from T-Shirts & Treasures (828-9655); Educational Outfitters in New Iberia (337-321-9440); Iberia Sewing Center in New Iberia (337-364-5070); Linda's School Time in Lafayette (337-234-1248); Young Fashions in Lafayette (337-988-3600) or The Fashion World in Lafayette (337-991-0017).
- B. Uniforms must be neatly worn throughout each school day. Exceptions to this rule will be announced.
- C. All jackets, sweaters, etc. must be marked with student's complete name.

## D. GIRLS

1. Skirt: regulation blue/gray plaid skirts must be worn. Length no more than 3 inches from the floor when the student is kneeling. Grades Pre-K-2 must wear skirt with bib front. However 3<sup>rd</sup> grade is optional. **On Mass days, skirts must be worn by all girls in grades K-5 with white button down blouse.**
2. Blouse: white button down blouse, long or short sleeve. No lace, scallops, designer labels, etc. are acceptable. **White knit pullover with St. John logo is optional.**
3. Shorts: Plaid or navy uniform shorts. Shorts are to measure 6 inches from the floor when kneeling. Underwear should not show below uniform shorts. However on mass days, skirts must be worn out of respect for the real presence of Christ in the Eucharist.
4. Slacks: navy dress slacks may be worn. No low rise pants. Slacks must be worn at waist level.
5. A solid black, dark brown, or navy belt is to be worn if there are belt loops on slacks or shorts.
6. Socks: Regular white, navy, or gray socks that cover the **entire ankle**. (no logos, lace, bows, or trim) White, navy, or gray tights may be worn in cold weather with skirts or shorts. No leggings. Knee high socks are acceptable.
7. Shoes: Regular tennis shoes, whether canvas or leather, in **solid** white. No color trim! No hightops! No 3/4 tops. No lights on shoes! No platform soles more than 1½ inches. Students also have the option of wearing dark (chocolate) brown top-siders. **Preschool students must wear velcro tennis shoes. Shoe must remain tied at all times. Students who cannot tie their shoes should wear velcro or other shoes that do not become untied.**
8. Sweaters, jackets, sweatshirts:  
Solid navy blue or gray windbreaker, jacket, sweater, or St. John/Hanson sweatshirt is to be worn in the classroom. No colored piping, trim, patches, etc. may be on the uniform jackets except the student's initials or the St. John emblem. **Any item worn other than specified above must be removed during class time. Outerwear in colors other than navy blue is highly discouraged on campus at any time.**
9. **Cold weather undergarments or other visible undergarments must be solid white.**
10. Jewelry:  
Students are advised not to wear expensive jewelry to school. Earrings should be of *button type (stud type)*. No dangling or loops. One earring per ear lobe. No body piercing. Scapulars, crosses, or other religious medals may be worn. Only one religious bracelet may be worn. Watches with no audible sounds are allowed. Rings are limited to one per hand. **Preschool students are asked not to wear jewelry with the exception of earrings.**
11. Hairstyles & Grooming:  
Natural styles with no display of heavy styling products. No hair coloring permanent or temporary or highlighting or tinting. A minimum of one detention per day will be issued/served until hair is natural in color. Hair on forehead, bangs or other style, must allow the eyebrows to be visible at all time. Hair should be kept clean, tidy, and neat at all times. No scarfs or babuskas should be worn at school. Fingernail polish is NOT allowed. No fake fingernails. Make-up is not to be worn by students.

## E. BOYS

1. Pants: Approved navy uniform pants. Pants must be worn at waist level. **On Mass days, long navy pants must be worn by all boys in grades K-5.**
2. Shirts: Approved uniform shirt, long or short sleeve with St. John logo. On Mass days, boys in Grades 3, 4 & 5 must wear a white button shirt (long sleeve or short sleeve) with a solid navy blue tie. **Boys are to arrive at school on Fridays with the tie properly in place.**
3. Shorts: Navy shorts. Shorts are to measure 6 inches from the floor when kneeling. Underwear should not show below uniform shorts. On Mass days, long navy pants must be worn out of respect for the real presence of Christ in the Eucharist.
4. Belts: A solid black, dark brown or navy belt is to be worn if there are belt loops on pants or shorts.
5. Socks: Regular white, navy, or gray socks that cover the **entire ankle**. (No logos.)
6. Shoes: Regular tennis shoes, whether canvas or leather, in **solid black**. No color trim! No hightops! No 3/4 tops. No lights on shoes! No platform soles more than 1½ inches. Students also have the option of wearing dark (chocolate) brown top-siders. **Preschool students must wear velcro tennis shoes. Shoes must remain tied at all times. Students who cannot tie their shoes should wear velcro or other shoes that do not become untied.**
7. Sweaters, jackets, sweatshirts:  
Solid navy blue or gray wind breaker, jacket, sweater or St. John/Hanson sweatshirt is to be worn in the classroom. No colored piping, trim, patches, etc. may be on the uniform jackets except the student's initials or the St. John emblem. **Any item worn other than specified above must be removed during class time. Outerwear in colors other than navy blue is highly discouraged on campus at any time.**
8. **Cold weather undergarments or other visible undergarments must be solid white.**
9. Hairstyles & Grooming:  
Natural styles with no display of heavy styling products are in order. No hair coloring permanent or temporary or highlighting or tinting. A minimum of one detention per day will be issued/served until hair is natural in color. Hair must not fall over the collar of the shirt and must be clean cut around the ear and above eyebrows. Hair should be kept clean, tidy and neat at all times. **Spike, tail, stripe, streak, lines, bowl cuts that do no blend or other unconventional haircuts are not acceptable.**
10. Jewelry:  
Students are advised not to wear expensive jewelry to school. No earrings. No body piercing. Scapulars, crosses or other religious medals may be worn. Only one religious bracelet may be worn. Watches with no audible sounds are allowed. Rings are limited to one per hand. **Preschool students may not wear jewelry.**

## **DISCIPLINE**

Good discipline originates in the home. The parent is the first teacher and should develop in the child good behavior habits and proper attitudes toward school. Students are expected to cooperate in order to make the most of what the school, the principal and the teachers have to offer. This cooperation includes all classroom and playground procedures, class work, homework and/or all activities that take place during the normal teaching day, as well as before and after school activities. **Any student who consistently fails to cooperate with the school personnel will be asked to withdraw after proper consultation with the parents. The principal is the final recourse in disciplinary situations and reserves the right to waive any and all regulations for just cause in his or her discretion.**

## **COOPERATIVE DISCIPLINE**

At St. John Elementary we believe our students' spiritual and emotional development are as vital as their academic growth. Our goal is to guide our children's growth as caring citizens and engaged learners. Our learning environment is shaped by our core Christian values and beliefs. Acting with care, inclusion, and responsibility challenges us as adults and students to value everyone's gifts. Cooperating and learning from others builds individual strengths and trust.

Conscious Discipline by Dr. Beck Bailey will be incorporated into our St. John curriculum. Conscious Discipline is a comprehensive classroom management program which organizes schools around the concept of a school family - each member (adult and child) learning the skills needed to successfully manage learning and life skills.

In addition to school-wide norms such as moving about campus, drop off, dismissal, natural consequences, and discipline procedures, St. John students will be taught to "talk it out" when a disagreement does occur. Students, with the assistance of their teachers, will: talk about the problem, speak one at a time, be honest, and speak without put downs. Our teachers will also ask guiding questions when expectations are not met by students in the classroom and during recess.

Students will continue to receive a list of classroom expectations of which he/she is expected to maintain during the school year along with consequences if the expectations are not followed. Students will also receive acclamations of positive behavior. The goal of Cooperative Discipline at St. John, whether in the classroom, moving about the campus, or at recess, is to instill self-discipline in our students and to empower them to become life-long learners and contributors to their families, society, and God, Our Father.

## GENERAL BEHAVIOR RULES

- A. Before school
  - 1. No one is allowed on the stairs, in the halls or in the classrooms before or after school unless he/she is with a teacher.
  - 2. During inclement weather, students should proceed to the first floor hallway until told to go into the classrooms.
  - 3. Students may play with athletic equipment only during morning and noon recess. No athletic equipment/games allowed before or after school.
  - 4. **No cell phones or other miscellaneous electronic devices are to be brought to school. Kindles, nooks, and other electronic readers may be used for reading only. No internet access is allowed on portable devices. Unauthorized objects will be confiscated and returned to parents at principal's discretion.**
- B. Recess bells - After bell rings students should freeze and wait for the duty teacher to begin saying the Hail Mary. Everyone will pray with her. At the end of the prayer she will blow the whistle for everyone to return to their class line in silence.
- C. Students are to walk quietly in the halls and observe safety rules on the stairways by using handrails.
- D. Restrooms - Playing and eating in restrooms are not permitted.
- E. Cafeteria
  - 1. Students entering the cafeteria for lunch should wash their hands and line up in an orderly manner.
  - 2. Lunchtime should be a period of relaxation and enjoyment.
  - 3. Running in the cafeteria is dangerous and is not permitted.
  - 4. All students are expected to show respect for our cafeteria workers and their fellow students.
  - 5. **Students should cleanup their own areas of food/paper waste.**
- F. Playground
  - 1. Fighting, rough play, or throwing can cause injury and are not allowed.
  - 2. Proper use of playground equipment is expected.
  - 3. Paper and trash should be deposited in the waste containers.
  - 4. Students must keep their hands to themselves.
- G. No student may leave the grounds without a parent, guardian, or teacher.
- H. **Courtesy is to be expected at all times by all students.**
- I. **Fighting, stealing, bullying, and malicious teasing will not be tolerated.** Teachers and staff members are willing and able to assist students who feel "bullied" and/or harassed. **"Just joking" is Not an acceptable excuse in relation to teasing.** Students (**observers and those affected**) should report incidences to an adult immediately. Anonymous reporting of bullying and/or harassment to teachers and the principal is encouraged. **Offenders will be disciplined by the teacher and the principal (as necessary).**
- J. Church of Assumption Advisory Council Substance Abuse Policy will be followed. No drugs, alcohol, tobacco, firearms or weapons are allowed at school.
- K. Personal property on campus is school property, and the school reserves the right to search any and all property on St. John's campus.
- L. Conduct detrimental to the school whether in or out of school (Internet, off campus, or otherwise) is unacceptable and punishable by the school.
- M. Telephone, Internet, cellular telephone, etc. comments/conversations which include teasing, bullying, and/or harassment and affect the teaching/learning environment of the school are punishable by the school.
- N. **In all matters relating to St. John Elementary which may not be discussed in this handbook, the decision of the administration is final. The principal reserves the right to amend any policy in the handbook with proper notification of those affected.**



## TYPES OF PUNISHMENT

Failure on the part of the student to maintain acceptable behavior will result in disciplinary action by the school administrator. Such action may take several forms — conference with parents, detention, probation, suspension, expulsion or other prescribed punishment (or combination of these) depending upon the circumstances and the students prior disciplinary record. Violence, threats or related comments will be cited as reasons for disciplinary action to include suspension or expulsion.

- A. Loss of privileges - a temporary loss or a specified time of some privilege such as recess or extra-curricular activity.
- B. Detention
  - 1. Students who break classroom or schoolwide rules may be given a detention by the principal.
  - 2. Reasons for detention: fighting, repeated breaking of classroom and/or school rules, obscenity, vandalism, bullying, teasing, bus violations, disrespect, willful disobedience or other acts deemed by the principal to warrant detention.
  - 3. Cheating of any kind, including plagiarism (taking the ideas, writings, etc. from another and passing them off as one's own) is strictly prohibited and punishable by the principal with detention or other means.
  - 4. The following consequences may be issued as a response to detentions per semester:
    - a. 4 detentions = 1 week detention
    - b. 8 detentions = 1 day suspension
    - c. 12 detentions = 2 day suspension
    - d. More than 12 detentions = Meeting with the principal and parents to determine continued enrollment at St. John.
- C. Suspension — whenever a student is suspended the following terms of suspension will apply:
  - 1. The student will not be allowed to participate in, or attend any extra curricular activities.
  - 2. In the case of an on campus suspension, teachers will be requested to send assignments for the student to complete during the day.
  - 3. The administrator has the option to render *on campus* or *off campus* suspensions, in increments of 1, 2 or 3 days. In the case of an *off campus* suspension, a parent conference may be requested before the student can be allowed back into classes.
  - 4. Parents will be notified orally, as soon as possible once the decision of suspension is made, and then in writing stating the reason for, and terms of, the suspension.
  - 5. Students will be responsible for any and all subject matter covered during their suspension and must turn in any assignments or homework due upon returning to class.
  - 6. A third suspension within a school year may result in expulsion.
- D. Expulsion

A student may be expelled for repeated misconduct for any very serious act of misconduct. Only the principal may expel a student.

# **DRUG POLICY**

## **Policy**

The policy passed by the Church of Assumption School Board on November 18, 1987, revised May 1998, revised May 17, 2004 is:

The Church of Assumption School Board sets forth the following statement which applies to Saint John and Hanson Schools, its school board members and employees:

The Plan Administrators will be appointed by the Pastor of the Church of the Assumption.

The bringing onto Church of the Assumption property, possession, transfer, concealment, promotion or sale of illegal drugs may result in expulsion after an investigation by the Plan Administrator.

Church of the Assumption reserves the right to have the Plan Administrator and security personnel conduct security searches and inspections of students, employees, and their effects (such as, but not limited to, lockers, baggage, briefcases, lunch boxes, food/beverage containers, desks, tool boxes, clothing and vehicles) for the purpose of determining if such employees or students are in possession, use, transportation or concealment of any of the prohibited items and substances covered by the policy.

The remaining statements will apply to Hanson Memorial grades six (6) through twelve (12), school board members and employees of the Church of the Assumption.

The definition of a Drug will be defined herein as any chemical substance, including alcohol, that either produces physical, mental or emotional change in the user, or one that is capable of altering mood, perception, or judgement of the individual consuming it.

The definition of a Legal Drug will be defined herein as any prescribed drug or over-the-counter drug or medication which has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

The definition of an Illegal Drug will be defined herein as any drug which is not legally obtainable or which is legally obtainable, but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. The term "illegal drug" includes marijuana.

The definition of Prohibited Drug will be defined herein as any of the following substances specified in Louisiana Revised Statute antedated Title 40:961 to 40:965.

The definition of Reasonable Suspicion will be defined herein as the Church of the Assumption's staff's belief based upon objective and articulable facts, based on specific, contemporaneous physical, behavioral, or performance indicators, sufficient to lead a prudent person to suspect that any person is using drugs or alcohol.

A student is subject to drug or alcohol testing based on reasonable suspicion or through random selection.

Beginning with the 1998-99 school year, all students enrolled at Hanson in the Church of the Assumption School System will be subject to testing for illegal substances. This testing will include all members of Saint John & Hanson faculty, administration, auxiliary staff and school board.

## Implementation

- ✦ Testing will be done by an Independent Agency.
- ✦ Steps will be taken to confirm any positive results.
- ✦ Results of testing will remain confidential.
- ✦ Parents and the Plan Administrator will receive all positive results.
- ✦ Students testing positive will be subject to procedures set forth in Part III.
- ✦ Refusal to test will result in a first positive.
- ✦ Tampering with drug testing may result in dismissal from Hanson and St. John Schools.

## Procedure For Positive Tests

In an ongoing effort to work with students who have a positive test for illegal drugs or chemical substances the following procedure will be followed:

**First positive** – A voluntary assessment/evaluation by student and parents to be administered within one (1) week of notification. This may be done through a board certified substance abuse professional or a certified counselor. The plan administrator will monitor students who have positive test results to insure that the assessment/evaluation takes place within the stated time. The Plan Administrator will be notified if the student does not fulfill this requirement.

A first positive will result in the following penalties:

- ✦ Any student that fails a drug test will be suspended from any extracurricular activity such as but not limited to athletics, membership in clubs, holding offices in various clubs, organizations or student council for thirty (30) days. If the suspension occurs at the end of the school term, the remainder of the time will carry over to the next year.
- ✦ After the thirty (30) day suspension as stated above the student may continue to participate in his/her activities. However, the student will not be able to hold leadership positions for the duration of one year.
- ✦ Athletic & academic jackets will be taken away during the thirty (30) day suspension.

A student who has a first positive will be included in all random test at the parent's expense.

**Second positive** – If a second positive occurs within two years of the first positive, the student is automatically expelled.

If a second positive occurs after the two years of the first positive, the Plan Administrator will set up a hearing to determine if the student warrants expulsion.

**Third positive** – Expulsion.

# SAFE ENVIRONMENT FOR THE PROTECTION OF CHILDREN & YOUNG PEOPLE

**ALL FAMILY MEMBERS AND FRIENDS OF ST. JOHN ELEMENTARY WHO HAVE ANY CONTACT WITH STUDENTS (CLASS PARTIES, FIELD STUDIES, VOLUNTEERING WITH CHILDREN, ETC.) MUST GO THROUGH THE INITIAL TRAINING OF THE SAFE ENVIRONMENT FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE. THIS TRAINING WILL BE OFFERED AT ST. JOHN ANNUALLY. EACH SUBSEQUENT YEAR CONTINUING EDUCATION TRAININGS MAY BE TAKEN ONLINE (SEE [WWW.STJOHNELEM.COM](http://WWW.STJOHNELEM.COM)) OR WHEN OFFERED AT SCHOOL. NEGLECTING TO TAKE THE INITIAL TRAINING (ONE TIME ONLY) OR THE CONTINUING EDUCATION TRAINING (EVERY YEAR) WILL RESTRICT YOUR INVOLVEMENT WITH STUDENTS AT ST. JOHN. THE DIOCESAN POLICY FOR ALL PERSONNEL, EMPLOYEES, AND VOLUNTEERS CONCERNING ABUSE OR NEGLECT OF MINORS AND THE DIOCESAN CODE OF PROFESSIONAL CONDUCT ARE ALSO LINKED TO THE ST. JOHN ELEMENTARY WEBSITE FOR YOUR PERUSAL.**

## OPEN DOOR POLICY

St. John has an Open Door Policy, but you must enter the door if you want changes, answers or satisfaction. If you should have a problem at school, with a teacher or otherwise, come to the primary source and discuss it. Don't have your mind made up before you find out what the situation really is or before accurate information has been made available to you. **Problems should be addressed with the classroom teacher before making an appointment with or telephone call to the principal.**

Through positive statements to friends and acquaintances, you can give the moral support our system needs to continue in its efforts. The best way you can be supportive of Saint John is to let your child's teacher know you are interested by volunteering for different activities and by becoming an active member of the Cooperative Club at St. John.

## PARENT/TEACHER CONFERENCES

Appointments with teachers may be made by sending a note to the teacher or by calling the office. Please do not call teachers at home or have school-related conversations off campus. Parents are urged to visit with the teacher whenever a problem arises. **Impromptu parent conferences in the hallways or other areas of campus are inappropriate and unacceptable.** If an appointment with the principal is necessary, a time may be scheduled by contacting the school secretary.

## MESSAGES

Please, only messages of vital importance will be relayed to pupils. If, through urgent necessity, a parent comes personally to the school to deliver a message, the parent must do so through the school office and never directly to the child or the teacher. Intercom messages disrupt the teaching-learning environment.

## VISITORS

During school hours, all visitors and parents must report to the office.

## FIELD STUDIES

**Children go on field studies for educational purposes and are under school rules and under the supervision of the child's teacher .** This is a school sponsored activity for students in that class only, and other children are not allowed to accompany the class. Please do not make special arrangements for your child. To do otherwise unnecessarily puts the parent in conflict with the rules and policies of the school. **Each teacher and the principal will decide if parent chaperones are necessary.** No special permission forms are necessary for students to attend Holy Mass, general assemblies, choir, practice for Mass or other meetings at Church of the Assumption or its grounds during the school day for the entire school year. Also, no special permission forms are necessary for students to go to Hanson Memorial High School for any purpose deemed necessary by the principal at St. John.

## **MEDICATION**

School policy prohibits giving medication. If your child needs medication, parents or someone appointed by the parents should come to school and give the child the medicine. No Tylenol or other over-the-counter medicine is available at school.

## **FIRE DRILLS**

Fire drills are conducted at the school on a monthly basis. During these drills the school is completely evacuated in an orderly manner. At the beginning of the school year, students are told which exit to use during these drills. A diagram of the emergency evacuation route is posted in each classroom. Students are cautioned to remain calm, quiet, move quickly and leave everything behind. The purpose of these drills is to make the student's reaction to them automatic.

Disaster drills are scheduled regularly in order to prepare students for emergency situations such as severe weather disturbances.

## **LOST ARTICLES**

All books, school bags, and clothing should be marked with the child's complete name, not just first name or initials. Purses and wallets should also have some identification. Lost articles are sent to the office and may be claimed after school or during recess. Items not claimed within a reasonable time will be donated to charity.

## **COLLECTIONS/SALES**

**Collections for any purpose whatsoever can never be made in the school without the consent of the principal.** We do encourage students to contribute from their own savings to various charities.

## **PARTY INVITATIONS**

If party invitations are sent to school or handed out on St. John's campus, all students in the class must be invited in order for the invitations to be handed out. The only exception to this is for an all girl or boy party. The invitations must be handed out by the teacher.

## **GRADING SYSTEM**

Report cards are issued at the end of each nine-week period in first through fifth grades. PK and K students receive report cards at the end of each semester.

Parents are encouraged to schedule conferences as needed.

### **GRADING SCALE FOR 1<sup>ST</sup> - 5<sup>TH</sup> GRADES**

<b>Grade</b>	<b>Value</b>	<b>Designation</b>
A	95-100	Outstanding Achievement
B	88-94	Above Average
C	77-87	Average Achievement
D	70-76	Below Average
F or U	69/below	Failing/Unsatisfactory
S		Satisfactory
N		Needs Improvement

### **GRADING SCALE FOR KINDERGARTEN**

<b>Grade</b>	<b>Designation</b>
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### **GRADING SCALE FOR PK**

<b>Grade</b>	<b>Designation</b>
3	Exhibits complete understanding
2	Working towards understanding
1	Does not exhibit understanding

### **PRINCIPAL'S LIST AND HONOR ROLL**

Students who achieve all A's including classroom conduct grade will be on the Principal's List. Students who achieve all A's and B's including conduct grade will be on the Honor Roll.

The classroom conduct grade will reflect the behavior of the child throughout the day. No individual conduct grades will be given in religion or PE. Any misbehavior in these classes will be communicated to the classroom teacher through a Discipline Slip. The classroom teacher will incorporate this misbehavior into her own conduct grading system.

Handwriting grades will not affect Principal's List or Honor Roll.

## TESTS

The policy relative to returning tests is strictly up to the discretion of the teacher based on pedagogical reasoning.

## PROMOTIONS/NON-PROMOTIONS

First through fifth grade students who have received at least a D average in all of his/her subjects may be promoted to the next grade. A pupil who has received an F average in a subject other than Spelling must attend summer school or receive thirty (30) hours of private tutoring by a certified teacher or fulfill specific requirements as outlined by the principal. If he/she does not, the grade must be repeated. Retention decisions will be made by the teacher and the principal based upon mastery of basic and essential skills for the grade level and the intellectual and emotional maturity of the student.

A student who has earned two or more F's in his/her final average must repeat the grade.

**Pre-kindergarten and kindergarten promotions/non-promotions are left to the discretion of the classroom teacher and the principal.**

## HOMEWORK POLICIES

With today's concern for higher scholastic standards, more attention is being given to the question of homework. Many believe that homework will raise student scholarship. That belief has been questioned. In any case, it is quality rather than quantity that is needed. Homework need not consist only of textbook assignments.. **All homework should meet two basic criteria. It should be such that the child can do the work independently and it should be educationally worthwhile. Continued serious difficulty in doing homework is an indication that something is wrong. In such cases an interview with the teacher is in order. If difficulty persists, a parent/principal/teacher conference is in order.**

Parents are encouraged to set aside a regular time and place for the child to do homework in an effort to build strong study habits.

## TEXTBOOKS

- ⊕ All textbooks must be covered at all times and carefully handled.
- ⊕ Texts should be kept free of ink or pencil marks. Answers to problems or questions should never be written in books that will be passed on in subsequent years to other pupils.
- ⊕ If a book is lost or damaged through carelessness, the negligent pupil will be expected to pay for its replacement.

## **LIBRARY**

St. John's Library serves the entire student body. It houses all the books and most of the media and is a vital part of the educational program. The librarian tries to meet the individual interests and needs of the students.

- ✦ The Library is available for use by those students who would like to do extra reading or research for papers and reports for class work; the student must check with the librarian and obtain permission from the home room teacher.
- ✦ Students in all grades have regular scheduled library periods.
- ✦ Books are checked out by Grades 1-5 for a one-week period and a fine of 5¢ per day is charged for overdue books.
- ✦ If a book is lost or damaged, the child who borrowed it must pay for it.
- ✦ Students are expected to follow library rules and respect all library property and materials.

The Library Club, made up of fifth graders, aids the librarian in daily chores while providing experiences in library organization.

The Library Memorial Fund is functional and serves a two-fold purpose: to remember our beloved and to enhance our school library with new books and media. It is important to note that the name of the deceased person and the donor is written in each book. This is an excellent reminder to pray for our departed loved ones. Contact the Librarian to purchase memorial books.

## **MAKE A DIFFERENCE CLUB**

The Make a Difference Club, made up of fifth graders, organizes and promotes school-wide service projects that meet the needs of St. John and local community organizations.

## **4-H CLUB**

The 4-H Club, made up of fourth and fifth graders, works in conjunction with the Louisiana State University Ag Center. 4-H members participate in project based learning and service opportunities on school, parish, district, and state levels.

4-H Club officers will be elected each year. President and Vice-President will be elected from fifth graders who were active in 4-H in fourth grade. Other offices may be held by fourth or fifth grade students.



## **ST. JOHN COOPERATIVE CLUB**

The Co-Op Club is composed of teachers, mothers, fathers and guardians of children who attend St. John. The primary purpose of this club is to encourage cooperation and understanding between the home and the school. All parents and guardians are urged to attend the Co-Op meetings held during the school year. Active participation will guarantee a greater knowledge of school operations. The major projects of the Co-Op Club are:

- ✦ Get-acquainted Open House
- ✦ The annual Magazine Drive
- ✦ Informative meetings with guest speakers

Co-Op Club officers:

President ..... Jenny Darce  
Vice-President ..... Fonda Doucet  
Secretary ..... Angela Clements  
Treasurer ..... Jaci Myers  
Committee Members ..... Dana Judice & Jade Stoute

## **ITEMS COLLECTED FOR REDEMPTION**

St. John collects these items which are redeemed for instructional supplies:

- ✦ Community coffee UPC symbols
- ✦ General Foods Boxtops for Education labels
- ✦ St. John Elementary School is enrolled in Target's "Take Charge of Education" School Fundraising Program
- ✦ St. John Elementary School is also enrolled in Office Depot's "Free Supplies for Your School" Program

## PRE-KINDERGARTEN PROGRAM

A full day Pre-K program is provided for children three and four years of age. Students will attend Pre-K five days a week. Our Pre-K curriculum allows self-expression and creative thinking within a Catholic atmosphere. An interview with the parent, principal, and student must be held before admitting a three year old. It is understood that the child must be five (5) years old before October 1 in order to enroll in kindergarten at St. John.

Because a child's first teachers are his parents, we hope you will become involved in your child's pre-k experience by reading to him/her regularly, thereby encouraging his/her curiosity and rewarding him/her for appropriate behavior.

You will get to know your child's teacher as a caring person with whom it is easy to speak. Conferences at the beginning of the year are scheduled. However, feel free to ask for a conference at anytime if you have a concern.

The following is general information regarding our Pre-K program:

1. Children must be four (4) years old by September 30<sup>th</sup> to be accepted. **Please set up a conference with the principal if you are interested in enrolling your three year old child.**
2. Your child should be completely potty trained in order to attend Pre-K.
3. Your child should be able to feed and dress himself/herself.
4. Pre-K children are required to wear uniforms. (See pages 20 & 21 in the handbook.)
5. Children are not allowed to wear jewelry or things that could be lost or broken. No toys are to be brought to school. Your child may bring a stuffed animal or doll to be left in the classroom all year for nap time only.
6. Birthday treats are allowed to be sent for all classmates to share. Please bring by 1:30 PM to the office.
7. **IF A CHILD CAUSES EXCESSIVE DISTURBANCES IN THE ROOM AND CANNOT FIT INTO OUR PRE-K SCHEDULE AND ROUTINE, WE RESERVE THE RIGHT TO DROP THE CHILD FROM THE PROGRAM.**

## PRE-K CURRICULUM

This program is designed to contribute to the spiritual, physical, social, mental, and emotional needs of each individual. The child in the program should develop the following:

- An awareness of the Catholic faith through religion lessons
- Pearson OWL Integrated Curriculum
- Every Day Counts Calendar Math
- Self-confidence and independence in successful learning experiences
- Positive feeling toward school and learning and self-motivation for learning
- Intellectual skills at his level of ability
- The ability to observe, experiment, discover, think, and generalize
- An understanding of his physical world through concrete learning experiences
- The ability to express his thoughts and feelings more creatively through language, movement, art, music, and technology (computers)
- Listening skills; auditory and visual discrimination
- Social skills which enable him to interact with his peers and adults
- Attentiveness to personal health and cleanliness
- Muscle coordination, strength and physical skills

The Pre-K program will provide a daily routine and a schedule of activities in a warm, accepting environment. The daily activities are varied-concrete, manipulative and sensory learning experiences which teach through the senses ( seeing, hearing, tasting, smelling and touching). Children will be encouraged to generalize, organize and draw conclusions from what they perceive through their senses.

Learning centers provide children with opportunities to explore individual interests, exercise initiative and develop resourcefulness. The centers make possible both small group instruction areas and quiet nooks where students can work individually.

Snacks will be provided in the mid-afternoon.

Students will be provided at least one hour of rest time daily. Mats with a cover will be provided by the school.

## ST. JOHN & HANSON SCHOOLS TUITION SCALE 2018-2019

CATHOLIC TUITION SCALE				
	OLDEST First Student	Second Student	Third Student	Fourth Student
Elementary (Pre K - 5)	\$4944.00	\$4452.00	\$3948.00	\$3660.00
Middle School - High School(6-12)	\$5184.00	\$4692.00	\$4188.00	\$3900.00
NON-CATHOLIC TUITION SCALE				
Elementary (Pre K - 5)	\$5194.00	\$4702.00	\$4198.00	\$3910.00
Middle School - High School(6-12)	\$5434.00	\$4942.00	\$4438.00	\$4150.00

When calculating yearly tuition for your children in St. John/Hanson system, please use the following procedure:

1. Start with oldest student.  
Take yearly tuition under first student column of school attending then for each additional student add the yearly tuition of the school attending.
2. After adding yearly tuition for each student, divide by 12 months and this will be your monthly payment.

1. All tuition is payable on a 12 month basis. July-June
2. The first payment for the 2018-2019 term is due on July 1, 2018. Monthly payments are due by the 5<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup>.
3. All tuition and other fees for seniors must be paid in full by May 10, 2019.
4. FACTS will handle collections of tuition, fees and tuition assistance.
5. For a full explanation of Tuition Policy, please see the Student/Parent Handbook.

### OTHER FEES (For Grades PK-12th)

**Registration Fee** - \$175.00 per student, due at registration (PK-12). Money must be sent to school with registration paperwork. **(NON REFUNDABLE)**  
Any one registering after February 28, 2018, will be charged double the registration fee.

**Curriculum Fee** - \$150.00 per student, due no later than September 3, 2018. (PK-12)  
**PAID THROUGH FACTS. (NON REFUNDABLE)**

**Maintenance Fee** - \$50.00 per family, due no later than October 1, 2018. (PK-12)  
**PAID THROUGH FACTS. (NON REFUNDABLE)**

# CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>August 2018</h1>						
			1	2	3	4
5	6 Teachers' Inservice	7 Open House at St. John for grades K-5 at 6:00 PM	8 First day of school for grades K-5. PK Conferences! Spirit shirt order forms sent home.	9 First half of PK students will attend all day.	10 School Mass at Church of the Assumption. Second half of PK students will attend all day.	11
12	13 Full day of school for all PK students. Continuing Safe Environment 6PM & Initial at 6:30PM.	14 Envelopes sent home for school pictures.	15 School Mass at Church of Assumption	16	17	18
19	20	21	22 Last day for Spirit shirt orders !	23	24 School Mass at Church of the Assumption	25
26	27	28 School Pictures Taken!	29	30 Great American Fundraiser begins. Assembly in cafeteria at 8:05AM	31 School Mass at Church of the Assumption	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>September 2018</h1>						
2	3 HOLIDAY	4	5	6 First turn-in day for fundraising program.	7 School Mass at Church of the Assumption	8
9	10	11	12	13 Second turn-in day for fundraising program.	14 School Mass at Church of the Assumption	15
16	17 Science Expo for all grades. School picture make-up day, activity/club pictures & faculty.	18	19	20 Final turn-in day for fundraising program.	21 School Mass at Church of the Assumption	22
23	24	25	26 Kindergarten Conferences	27	28 School Mass at Church of the Assumption	29
30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>October 2018</h1>						
	1	2	3	4 Blessing of the pets at 8 AM.	5 School Mass at Church of the Assumption	6
7	8 Living Rosary on St. John school grounds 8:30 AM	9	10	11 Report cards go home for grades 1-5.	12 School Mass at Church of the Assumption	13
14	15 Social Studies Fair for 4 <sup>th</sup> and 5 <sup>th</sup> grades.	16	17 St. John Picnic !	18	19 School Mass at Church of the Assumption	20
21	22	23	24 Doughnut Day !	25	26 School Mass at Church of the Assumption	27
28	29	30	31			



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>November 2018</h1>						
				1 All Saints Day School Mass at Church of the Assumption	2	3
4	5 St. John Book Fair begins.	6 Parents' Night for Book Fair(5-7PM) in St. John Cafeteria.	7	8	9 School Mass at Church of the Assumption.	10
11	12	13	14	15	16  School Mass at Church of the Assumption	17
18	19 HOLIDAY	20 HOLIDAY	21 HOLIDAY	22 HOLIDAY	23 HOLIDAY	24
25	26 St. Jude Math-A- Thon begins !	27	28	29	30  School Mass at Church of the Assumption	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>December 2018</h1>						1
2	3	4 Penance Service for grades 3-5 at Church of the Assumption 8:30	5 Advent Prayer Service in cafeteria 8:05 AM	6	7	8
9	10	11 St. Jude Math-A- Thon ends !	12 Advent Prayer Service in cafeteria 8:05 AM	13	14 School Mass at Church of the Assumption	15
16	17	18 Christmas Program at Church of Assumption 6PM	19 Advent Prayer Service in cafeteria 8:05 AM	20 Early Dismissal at 1 PM.	21 HOLIDAY	22
23	24 HOLIDAY	25 HOLIDAY	26 HOLIDAY	27 HOLIDAY	28 HOLIDAY	29
30	31 HOLIDAY					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>January 2019</h1>						
		1 HOLIDAY	2 HOLIDAY	3 HOLIDAY	4 HOLIDAY	5
6	7 Report cards go home for all grades.	8 Envelopes sent home for class pictures.	9	10	11 School Mass at Church of the Assumption	12
13	14	15	16	17	18 School Mass at Church of the Assumption	19
20	21 HOLIDAY	22 Speech Week for all grades. Class pictures taken!	23	24	25 School Mass at Church of the Assumption	26
27 National Catholic Schools Week Faculty Mass at 10:00 AM	28	29 Speeches in cafeteria 8:05 AM	30 Parent/ Grandparent lunch	31 Spelling Bee in cafeteria at 8:30AM(grades 1&2) 9:00AM(grades 3,4,5)		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>February 2019</h1>						
					1 School Mass at Church of the Assumption. Registration begins for '19-'20 school year.	2
3	4 Hug-O-Grams order sent home.	5	6	7	8 School Mass at Church of the Assumption	9
10	11	12	13	14 Hug-O-Grams delivered.	15 School Mass at Church of the Assumption	16
17	18	19	20	21	22 School Mass at Church of the Assumption	23
24	25	26	27	28 Registration ends for '19-'20 school year.		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>March 2019</h1>					1 School Mass at Church of the Assumption. Kindergarten Mardi Gras parade 2:00PM	2
					3	4 HOLIDAY
10	11	12 Penance Service for grades 3-5 at Church of the Assumption 8:30	13	14	15	16
17	18 Report cards go home for grades 1-5.	19	20	21	22 School Mass at Church of the Assumption	23
24	25	26	27	28	29 School Mass at Church of the Assumption	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>April 2019</h1>						
	1 Achievement testing for grades 3-5 all week.	2 Envelopes sent home for Spring Pictures.	3	4	5 School Mass at Church of the Assumption	6
7	8	9	10	11	12 Stations of the Cross at Church of the Assumption	13
14	15	16 Spring Pictures taken!	17	18 Way of the Cross at St. John 8:30 AM	19 HOLIDAY	20
21	22 HOLIDAY	23 HOLIDAY	24 HOLIDAY	25 HOLIDAY	26 HOLIDAY	27
28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<h1>May 2019</h1>						
			1 May Crowning at 8:05 AM  Yearbook sale	2	3  School Mass at Church of the Assumption	4
5  First Communion	6	7	8 Book Character Day!	9	10	11
12	13	14	15  Muffin Day!	16	17 School Mass at Church of the Assumption. Kindergarten Program at 1PM in cafeteria.	18
19	20	21 Fifth Grade Farewell Mass at Church of the Assumption & Breakfast at St. John Cafeteria after Mass.	22	23 Awards Program at Church (8:05AM)  Last day of school. Dismissal at 11AM.	24	25
26	27	28	29	30	31	