

PARENT/STUDENT HANDBOOK

St. John the Beloved School

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Wilmington, DE 19808
(302) 998-5525**

**School web page: www.sjbdel.org
School e-mail address: sjtbschooloffice@sjbdel.org**

Dear Parents and Students,

*“What greater work is there than training the mind
and forming the habits of the young?”
St. John Chrysostom*

Welcome to St. John the Beloved Catholic School! In choosing St. John the Beloved School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you!



Richard D. Hart
Principal

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Notice of Non-Discriminatory Policy

St. John the Beloved School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan program, and athletic and other school administered programs.

Catholic Schools Office

The mission of the Diocese of Wilmington Catholic Schools Office is to inspire, lead and enable those working in the educational ministry of Catholic Schools to set and achieve high standards of excellence so that students may be provided with a complete and meaningful Catholic education.

Because we are a system of schools, decisions for our schools are made on a parish level, or at the board level in the case of our regional schools. This model allows principals to work in concert with pastors or boards to develop a Catholic educational program that reflects creative thinking and the local communities which support the school.

The Catholic Schools Office is available to assist in the work of Catholic School education. The office provides advice, counsel, encouragement and direction on those issues where consistency between schools is important and where the best practices of Catholic schools nationwide may be helpful. It is the goal of the Catholic Schools Office to support and encourage quality Catholic education in our schools with the Gospel message of Jesus Christ at the heart of what we do.

St. John the Beloved Parish Mission Statement

We, the Roman Catholic Parish of St. John the Beloved, Wilmington, Delaware, are a community of faith who grow closer to God and one another through our worship, our building of community spirit, our continuing formation in the Gospel and our service to those who are in need.

Mission Statement of St. John the Beloved School

The mission of St. John the Beloved School is to teach and model the Gospel of Jesus Christ, foster academic excellence, and encourage service to others.

Belief Statements for St. John the Beloved School

1. We believe that Reverence, Respect and Responsibility are the foundation of our Catholic school
2. We believe that the whole child will be developed spiritually, intellectually, physically and socially.
3. We believe that the academic and Catholic religious formation of our students is a shared responsibility among the home, the school and the parish.
4. We believe that the academic needs of students are met through the quality of differentiated instructional techniques utilized in our programs.

St. John the Beloved School

St. John the Beloved School, on the campus of St. John the Beloved Church, is a 3 & 4 year old Early Childhood (full day programs) and Kindergarten (full day program) through eighth grade Catholic Elementary and Middle School under the Diocese of Wilmington Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers. Vatican II texts are used so that our theology is in compliance with the bishops of the world. At St. John the Beloved we are attempting to “teach as Jesus did.”

The Diocesan curriculum guidelines, consistent with the State of Delaware guidelines and standards, are followed for the teaching of all subject areas. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a differentiated program that supports a wide-range of academic abilities. We are recognized as a National Blue Ribbon School of 2016 based on our high national testing scores as well as our strong integration of technology through classroom Smart Boards and 1:1 instruction (student Chromebooks).

Parents' Role in Education

We, at St. John the Beloved School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. John the Beloved School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. John the Beloved School, we trust you will be loyal to this commitment. During these formative years (ECP to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical personality. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at St. John the Beloved School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money or lunch from home packed every day.

To support the school's mission and its core values and beliefs;

To support and cooperate with the school discipline policies as well as classroom rules/procedures;

To treat teachers and school personnel with respect and courtesy at all times;

To participate actively in all parent/teacher conferences and to stay in communication with teachers;

To supervise and monitor your child's use of internet, email and cell phone; check to see the who and the when along with the content;

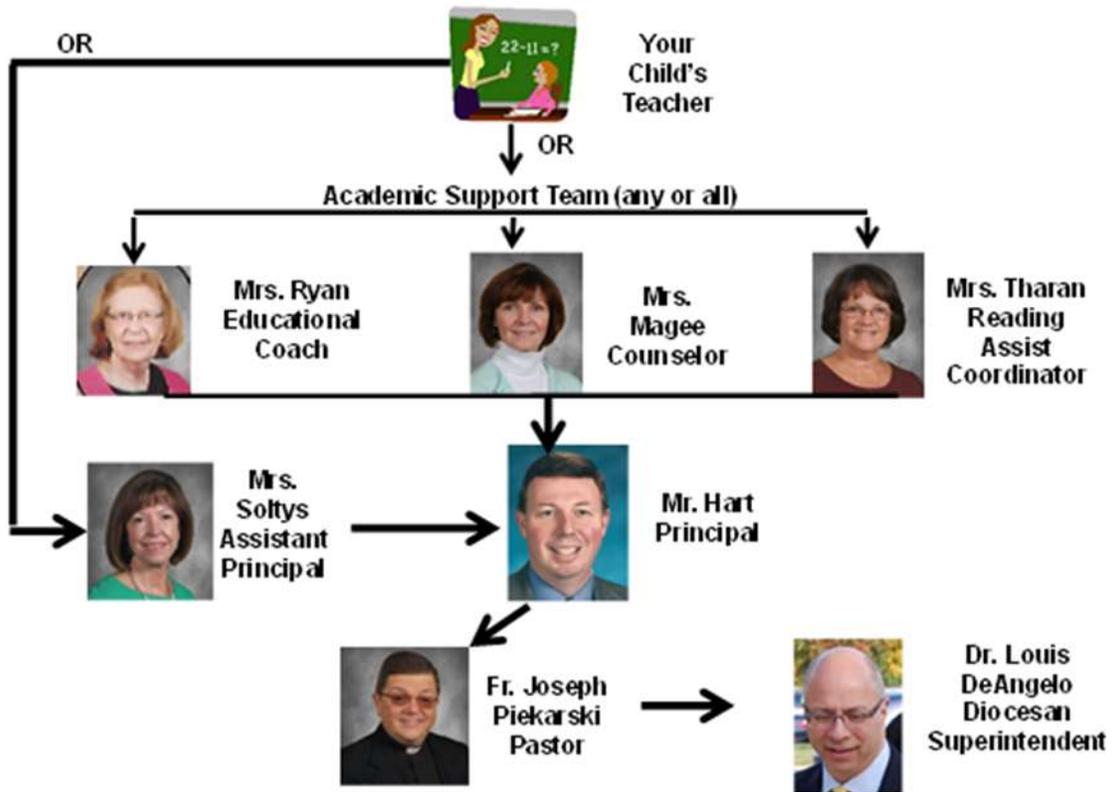
To inform the homeroom teacher and nurse or school counselor of any special situation regarding the student's well-being, safety, and health;

To read school/teacher webpages and email notifications and to stay current in the student's total education on a daily basis;

To notify the school in writing regarding student absences or change of address/phone numbers;

To meet all financial obligations of the school and to promptly return any requested information.

PARENT COMMUNICATION STRUCTURE



Parent Teacher Organization

St. John the Beloved Home and School Association (HSA) works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

ACCREDITATION

St. John the Beloved School was recently reaccredited through the Middle States Association of Colleges and Schools. Additionally, St. John the Beloved was recognized as a 2016 National Blue Ribbon School of Excellence by the U.S. Department of Education.

ADMISSIONS

Students are accepted in St. John the Beloved School according to the diocesan guidelines for admission. If any opening occurs, admission is as follows:

- Any brother or sister that is on our waiting list
- Current Students
- First come, first serve

Early Childhood Program

Registration for our ECP 3 and 4 year old programs is year round. All families interested in registering their children for Our Lady of the Angels 3-4 year old Early Childhood Program at St. John the Beloved School must visit our website at www.sjbdel.org to register online.

Requirements for our Early Childhood Program are as follows:

- Child must be 3 or 4 years old on or before August 31st (respectively)
- Child must be toilet trained (No Pull-Ups)
- Parents must pay a application fee of \$200.00 (non-refundable).

Kindergarten

Registration for incoming kindergarten students takes place year round. All families interested in registering their children for kindergarten must visit our website at www.sjbdel.org to register online.

Requirements for Kindergarten admission are as follows:

- Child must be 5 years old on or before August 31st
- Parents must volunteer their time
- Parents must present a baptismal certificate (only if baptized in another parish)
- Parents must pay application fee of \$200.00 (non-refundable)

Every year, St. John the Beloved School receives more applications for kindergarten than there are openings. Acceptance will be decided on how the children are ranked on the basis of developmental age, readiness for school and chronological age. There will be a \$200.00 non-refundable acceptance/commitment fee once your child is accepted.

Grades One through Eight

St. John the Beloved maintains a waiting list for all grades. Any/all educational records, testing and educational plans must be presented when applying for admission to the school. If an opening becomes available, families on the waiting list will be contacted. A test or series of tests (depending on the grade level) will be administered to the incoming child. This is done to assure proper placement of the child. Every effort will be made to place the incoming student properly.

Re-Registration

Re-registration for those students currently attending St. John the Beloved is held from November to January. An online form will be emailed to all current families. The re-registration fee is paid through your Smart Tuition account and is non-refundable even if your child does not attend the school the following year.

Re-registration fees will be as follows: \$150.00 for November, \$175.00 for December and \$200.00 for January.

School Tuition/Fee Policy

St. John the Beloved Parish believes that tuition payments are an investment in your child's education and religious formation. Therefore, Finance Council, Principal and Parish Administrator or Business Manager make a recommendation to the Pastor for the amount of tuition, method of payments and general overall policies regarding this area. The operation of the school is primarily tuition driven, therefore parental or guardian commitment to their tuition and fees are crucial to the school's operation and vitality. It is also the responsibility of the Principal, Finance Council and Pastor to ensure that enrollment is available and affordable as possible to all families.

TUITION RATES

The tuition rates are set each year as outlined above and published by the School Principal.

FEES

New Student Application Fee – A nonrefundable application fee of \$200 per new student is due and payable when forms are submitted to the school office.

Re-Registration Fee – A nonrefundable re-registration fee per family is due and payable when re-registration forms for the next school year are submitted to the school office.

The fees are as follows when registrations are received:

\$150 for November

\$175 for December

\$200 for January

New Student Acceptance fee – A \$200 nonrefundable fee to hold placement for the next school year is due and payable upon acceptance of a new student. This fee is a per family basis.

TUITION

St. John the Beloved uses Smart Tuition for its tuition processing and collection. All parents **MUST** register and maintain an account in Smart Tuition. There are **NO** exceptions. All tuition payments can only be made by two methods.

Pay in full – Full payment for the school is to be made by July 31 of the new school year.

Monthly – Monthly payments will be made over twelve months beginning in July of the new school year via an ACH transaction. Families may choose either the 5th or 20th of the month to have their bank account debited.

Any fee related to a tuition payment made by a parent/guardian to their Smart Tuition account such as NFS, stop payment or late fee will be applied to the parent/guardian Smart Tuition account by Smart Tuition.

Upon the acceptance of a family at the School a tuition agreement will be sent to the family outlining the amount of tuition, any financial aid if applicable, ACH debit information and any others related to the child's schooling. This agreement must be signed and returned in order to finalize and reserve the child position in the grade.

There will be no other tuition payment plans other than what is outlined above. However, should a severe financial hardship arise please contact the Tuition Administrator in the main Parish office. Your situation will be reviewed by the Finance Council, Business office, Principal and the Pastor and you will be contacted with a decision regarding your tuition payments.

CREDITS

As part of the St. John the Beloved School new school year, we will be offering the following financial tuition credits to all of our families:

Parish Offertory Program – At the end of each school year, the Parish will match .25 of every \$1 for any school family's offertory from July 1 through June 30. This credit will be applied to the following year's school tuition. If you are an 8th grade parent the look back period will run from July 1 through May 31 and the credit will be applied to the June payment.

School Student Referral Program – If a family refers another family to St. John the Beloved School and they are accepted at the beginning of the school year and stay through May, a \$500 credit will be applied to your June tuition payment. \$750 for two or more children. Please contact the school admissions office for further details.

Public School Transfers – We will now offer discounts to families who want to enroll in St. John the Beloved School that are transferring from a public school. Please call the school office for details.

WITHDRAWS

If you choose to withdraw your child/ren from St. John the Beloved School, please contact the school office for an exit interview.

REFUNDS

St. John the Beloved contracts with faculty, staff and vendors for the entire year. In order for the School to meet these obligations, the parent/guardian assumes the obligation for all tuition payments. Therefore, no refunds will be given after July 1st.

DELINQUENT BALANCES

By January 2 of the current school year, 50% of the annual tuition balance must be paid in full in order to register for the following school year.

By June 30 of the current school year, the remaining balance must be paid in full in order for a re-registered student to enter the following school year.

Any time before 8th grade graduation, all delinquent balances need to be brought to a current status in order for participation in graduation ceremonies and other events.

FINANCIAL AID

All financial aid requests need to be made through the online FACTS process. FACTS is a third party vendor used by The Diocese of Wilmington to conduct their financial needs assessment. The Diocesan Share In The Spirit Education Fund allows families to apply for financial aid/tuition assistance in January of each year for the next school year. The school will notify families when the Diocese opens the application process and will provide the website link. The application is made through FACTS, NOT through the Parish. The Parish has a financial aid policy and uses the FACTS application for determination. Please see the Parish Financial Aid policy on the school website.

Books and Supplies

Books are included in the tuition fee. This includes the cost of new textbooks and workbooks needed for the following school year. Students are responsible for maintaining the condition of their books. Any book found in poor condition will have to be replaced by the family. Individual Chromebook devices must be purchased for students entering grades 5 – 8. Information regarding device requirements from our technology department is provided to parents before the purchase of a Chromebook.

Fund Raising

It is expected that all families of SJB students support and participate actively in the fund raising activities sponsored by the school and the parish. These specifically include: Bid-a-Mania, Walk-a-Thon and the yearly Carnival.

For The Sake Of God's Children

In response to the Bishops' Charter for the protection of youth and young people, the Diocese of Wilmington has implemented *For the Sake of God's Children*.

The program develops a series of ethical standards for behavior for all who work or volunteer in our church and school and requires that all church personnel are instructed in and agree to act in accord with these standards. It defines safe environments and gives practical tips for developing them in our school community. *For the Sake of God's Children* provides specific guidelines for criminal background checks for employees and school volunteers who work regularly with children and may occasionally be left alone with them.

All school employees who work in our school are required to have a criminal background check.

Volunteers who work in the school regularly (more than five hours per year) **must have the Hayden Associates background screening done every five years.** This includes parents who volunteer to chaperone field trips, do lunch duty in the classrooms or outside, etc. The blank forms were sent home to current parents in the spring mailing and were given to new parents at the time of acceptance.

In addition, volunteers must sign the Volunteer Covenant each new school year.

The diocesan safe environment curriculum, *Keeping Our Promises*, is delivered by our school counselor to all children in grades Pre-K through 8th. The program covers personal safety, refusal skills, good touch/bad touch and healthy relationships.

ACADEMIC POLICIES

Grouping

All homerooms consist of a heterogeneous grouping of students. Children in grades K – 4 are routinely evaluated for reading skills. Children in grades 5 & 6 are grouped for sequential development of skills, utilizing materials suited to the ability of the individual student. For 7th & 8th grades, we have three academic groups. Expectations, assessments and requirements vary by level. To become eligible for placement in the top group, students in grades 5 – 8 must meet the following criteria:

- Terra Nova scores of 90% or above Math and Reading Composite scores (2 years)
- Report card performance from past two years; Honor Roll status
- Attentive behaviors and motivation
- Teacher observation of work ethic (timely assignment completion and class participation)
- Attendance and Behavior Records

To Remain Eligible for placement in the top group, a student must:

1. Maintain a Grade Average 85 or higher in Math, Reading and Written Expression for each Trimester
2. Earn no more than one C in a content area
3. Meet Teacher Expectations for Work Ethic.

The grouping enables the teacher to move the class at a rate appropriate to children's ability. **Student placement is determined by meeting the teacher or teaching team requirement #1 – 4 above, not by parent request.**

If a teacher finds it necessary to change a student's placement, this may be done at the end of the trimester. Parents are part of this conversation. If parents have questions regarding their child's placement, they must contact the teachers involved – not the school administration.

Grading System

Dates for the distribution of trimester report cards are noted on the monthly calendar.

Kindergarten

The skills on the report card are evaluated by ratings of:

P	Demonstrates Proficiency
G	Very good progress
S	Satisfactory
I	Improvement needed
N	Not Yet Demonstrating
NA	Not Applicable At This Time

Grades One and Two

The skills on the report card are evaluated by ratings of:

P	Demonstrates Proficiency
G	Very Good Progress
S	Satisfactory
I	Improvement Needed
N	Not Yet Demonstrating
NA	Not Applicable At This Time

Grades Three through Eight

These reports are graded with letters. An interpretation of the letter grades is as follows:

A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
F	69% and below

In addition to the overall letter grade for academic performance, every student will receive both an effort and conduct grade from each of the teachers based on his/her behavior and effort put forth in the classroom.

This area of the report card has five categories. They are as follows:

O	Outstanding
G	Very good
S	Satisfactory
I	Improvement Needed
N	Not yet demonstrating

Teachers also have the opportunity to put individual comments on the report card to acknowledge strengths or, if needed, to address work habits, organizational skills, or to provide any other constructive comments.

Student Progress/Deficiencies

Parents of third through eighth grade students will have on-line internet access to their child's daily grades in every academic subject. Parents receive an access code to view their child's academic record and need to check regularly to see if there may be any serious problems in a child's performance. It is the parents' responsibility to track their children's progress online and to contact the appropriate teacher if any grades are questionable. Please note: the school also keeps track of how often a parent logs onto their child's grades. Likewise, parents are expected to initiate the action suggested by the teacher to improve their child's performance. At the request of the parent or teacher, conferences may be arranged anytime during the school year.

Parent-Teacher Conferences

At the request of the parent or teacher, conferences may be arranged anytime during the school year. Students do not attend these conferences.

Honor Roll – Grades Four through Eight

Trimester Honor Roll is determined in the following way:

Principal's Honor Roll

Students must earn trimester averages of A's in all subjects. In addition, students must earn O (Outstanding), G (Good), or S (Satisfactory) for all effort and conduct grades.

High Honors (First Honor Roll)

Students must earn trimester averages of A's and the possibility of one B in all subjects. In addition, students must earn O (Outstanding), G (Good), or S (Satisfactory) for all effort and conduct grades.

Honors (Second Honor Roll)

Students must earn trimester averages of A and B in all subjects. In addition, students must earn O (Outstanding), G (Good), or S (Satisfactory) for all effort and conduct grades.

Homework

Homework is assigned to help students become better and more responsible learners. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment.

When assigned, homework should be completed. Parental supervision is expected and encouraged. Parents should encourage a level of independence appropriate for the age level and maturity of the child, and provide a specific time and quiet place where homework is to be done regularly. Even with older students, some parental supervision is expected. Parents should emphasize that studying is just as essential as written work.

Failure to complete homework in the appropriate manner may result in a lower grade on the report card. When a teacher notices that a student is consistently missing assignments, parents will be notified. **It is the parent's responsibility to notify teachers when a child consistently struggles to complete homework.**

A Special Note to Parents with Good Intentions !

Although it is tempting and sometimes even fun to help your child with projects and homework, it is the student's responsibility (and a vital part of his/her academic growth) to complete all home assignments. He or she will have learned little or nothing if you do the work. We are experienced educators and can tell the difference between work and projects done by school students and work completed by an adult. Please guide your child but insist that they do their own work.

Teachers and the administration of St. John the Beloved School believe that homework is an integral part of our curriculum because it enhances student achievement and understanding of concepts being taught in class. Homework is included in the progress report grade in each major subject.

Parents and teachers share the responsibility for academic integrity. It is therefore, inappropriate for parents to purchase teacher manuals or other forms of answer keys. This is easily detected by teachers! Homework is about the LEARNING – not just the grades.

In addition to written work, homework includes reading, studying notes and learning new material nightly.

Make-Up Work

Parents should not call the school or interrupt teachers during school hours to obtain make-up work. Students will have the number of days absent to complete make-up work, i.e. a two-day absence will result in a two-day time limit to make up work. All homework assignments are posted daily on teachers' webpages.

With written documentation from medical personnel, appropriate protocols are followed for concussions and other unforeseen situations.

Promotion/Retention

A student is promoted if he/she has successfully completed the requirements of the grade. Students may be retained in grades K through eight by the principal in consultation with the teacher and academic support team for any of the following:

- Grades K – 3 failing reading;
- The student has inadequately completed the grade work or has a failing average in two major academic subjects.
- The student is socially, emotionally or developmentally immature.

Retention decisions are data driven and made in consultation with teachers, academic support team, school administrators and parents.

Middle School Academic Probation Policy

Students may be placed on academic probation for the following reasons:

- Final averages below "70" in one major academic subject
- Non-completion of summer school requirements for students who have failed academic subject areas

A student who has failed two academic subjects and not fulfilled summer requirements will not be permitted to return to this school. Decisions are made at the discretion of the principal and pastor.

Students who earn final averages below "70" in two major subject areas are not promoted to the next grade.

Testing

Diocesan: In accordance with diocesan policy, standardized achievement tests are administered yearly in grades two through eight. All students are required to be in school during this testing. Results of these tests assist the teachers in understanding the strengths and weaknesses of individual students. A copy of the test results is sent to the parents.

Educational Assessment and Placement: Educational and/or psychological testing may be recommended to enable the teachers to better assist the students and to further clarify learning needs. In the event that St. John's is unable to meet the special needs of a student adequately this will be communicated to the parents and the student will be recommended for internal support, e.g. Reading Assist. If student needs supersede available school programs/resources, alternate placement in another school will be strongly recommended.

Field Trips

Educational field trips are scheduled during the school year. Diocesan directives permit day trips for grades Pre-K to eight. Parents of children who have allergies or serious health problems must contact the school nurse prior to trips. A parent may be required to accompany the child on the trip as a safety precaution.

With the approval of the principal, a student with unsatisfactory school behavior may be excluded from a field trip or lose the privilege of participating in other school activities. In such a situation, the decision will be discussed with the parents before the trip/activity.

In order to chaperone a trip, parents are required to sign a "Volunteer Covenant" form yearly and have a current Hayden Associates' background screening and clearance on file in the parish office. The role of chaperone is a serious responsibility. Chaperones are held to a high standard of conduct. Chaperones are asked to follow the guidelines set by the school and teacher.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
3. An **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission and hand written notes cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
4. A field trip permission slip is provided at the end of this document. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may print it out or request a copy from the office. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
5. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. **Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.**

6. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
7. All monies collected for the field trip are **non-refundable**.

SPECIAL CURRICULUM ACTIVITIES

- Curriculum Guidelines can be found on the school website (www.sjbdel.org) and the Diocesan website (www.cdow.org). Parents are encouraged to review these Curriculum Guidelines.
- **Wonders Reading**: The K – 6 Wonders Reading program provides a balance of traditional basic early literacy skills combined with a 21st century approach to comprehension and writing. The digital components of this program are designed for use with Smartboards, iPads, Chromebooks, and transfer to home technology. This interactive program includes:
 - Foundational Phonics Skills**
 - Emphasis on Informational Text**
 - Differentiated Instruction**
 - Group Work Stations**
 - Reading-Writing Connection**
- **Academic Support Team**: This school-based team includes our guidance counselor, Reading Assist coordinator and an instructional coach who collaborate to address and academic issues which may interfere with learning in the regular classroom. **Goals of the Team** are:
 - **Early Intervention** for young students struggling with learning to read;
 - **Providing assistance to classroom teachers in assessment, diagnosis, and placement** of students at instructional levels;
 - Coordinating the **psycho-educational testing**;
 - Assisting with implementation of **reasonable accommodations**;
 - **Progress monitoring of students**.

Religious Events

Students attend Mass on Holy Days and special feast days. Special Advent and Lenten liturgies are planned. Students receive the Sacrament of Reconciliation during the year. All parents are required to attend sacramental programs sponsored by the parish. Parents are expected to see that their student participates at Mass weekly and are encouraged to foster in their student the habit of periodically receiving the Sacrament of Reconciliation. Traditional devotions are taught and prayed at appropriate times during the school year. **The church teaches that the parents are the primary religious educators of their child; therefore, it is expected that our students attend mass regularly with a parent.**

Family Life Program - Grades 5 & 6

This program represents a Catholic perspective on human sexuality and is approved by the diocesan Religious Education Office. It responds to the church's call to assist parents in their role as primary educators of their children in the area of human sexuality. The program is designed to counteract negative elements and nurture a positive and discerning self-concept in all our students.

Library

During the regular school year the library is open daily from 7:20 am to 2:00 pm. Library skills are taught weekly to students in grades K through five. Grades one through eight may borrow two (2) books for a period of two weeks. Books may be renewed once.

Books not returned on or before the due date will incur a fine of five cents a day. Students are responsible for damage to books they borrow. Reimbursement for lost or damaged books is required. The value of the books will be determined by the replacement cost.

Technology

Students in grades ECP through eight are taught age-appropriate technology skills on a weekly basis.

At the beginning of each school year, each family receives a copy of our "Acceptable Use" policy (AUP) that explains appropriate use of school computers and other related equipment and software. Parents are instructed to read and explain the policy to their children. Parents and students sign the attached contract to confirm they understand the contract and promise to use school equipment appropriately. Parents return the signed AUP contract to the school.

Physical Education

The physical education program is an essential component of the school curriculum. The same standards of conduct and attendance, which apply to other subjects, also apply to physical education. In order to participate, the student must wear the required uniform and safe sneakers for PE on the days assigned. If all or part of the PE uniform is unavailable to the student on PE day, the regular school uniform is to be worn.

A student who comes to PE three times unprepared and without a proper excuse might receive an "Unsatisfactory" grade in PE. In addition, if a student comes unprepared for PE, a written assignment will be given during that particular PE period. If a student is unable to take PE on a given day for health reasons, the parents send a note of explanation to the physical education instructor. If a student is unable to take physical education over an extended period of time, the parent must obtain a written medical excuse from the family doctor to be presented to the physical education teacher. A note to return to activity is also required.

Music

A regular program in music is an essential part of the curriculum for grades K through five. A special music teacher instructs each of these classes for one period per week in such skills as singing, rhythm and pitch, symbols and sounds, writing music compositions, playing simple instruments like the recorder, rhythm technique, voice production, and determining musical forms to name a few. Instrumental band is available for grades 4 – 8. Parents pay a fee for lessons and must provide the selected instrument.

Art

A regular program in art is an important part of the curriculum for grades Pre-K through eight. An art teacher instructs the students in the methods and techniques of design, painting and drawing. Each class meets once a week.

Spanish

Spanish is taught in grades Pre-K through 5 during the school day. Spanish becomes a full-time course for middle school students (grades 6 – 8).

STUDENT ATTENDANCE AND ABSENTEEISM

The school hours are from 7:35 am to 2:35 pm. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Arrivals

The school building opens at 7:20 am. Students are not allowed in the building until the first bell rings at 7:20. The second bell rings at 7:35 a.m. Students arriving after 7:35 a.m. will be marked tardy.

Tardiness

Valuable teaching time is lost for teachers, and academic learning time for students, when a child arrives late for school. Arriving late causes disruption to the teachers and students who have already begun classes. Any student arriving in the classroom after the 7:35 bell is marked late. Any student arriving after the 7:35 bell should report to their homeroom teacher. After ten unexcused late arrivals, written notification is sent to the parents.

Dismissal

Dismissal time is 2:35 pm on full days and 11:35 on shortened days. All students are to be picked up no later than 2:45 pm or 11:45 am. Students not picked up will be sent immediately to the extended day program. Please check the school calendar and monthly newsletter for early dismissal dates. All motor vehicles are to be parked by 2:20 or 11:20 to assure the safety of children during dismissal. The school will not be held responsible for injuries occurring after dismissal. Please refrain from scheduling early dismissals for your child. These school-wide announcements always interrupt academic classes.

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. When a student is absent, a parent should call the school office at 998-5525 x 200 by 10:00 a.m. each day to confirm the absence. Upon returning to school after an absence, a note signed by a parent is given to the homeroom teacher explaining the reason for the absence. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

One hundred eighty (180) days are mandatory for all students. Absence and/or lateness of twenty (20) days or more a year may result in retention or dismissal from St. John's School when considered with all other factors.

Frequent absenteeism and tardiness could affect your child's future acceptance to a Catholic high school. When eighth grade students apply to Catholic high schools, diocesan policy mandates that grade school academic and health records be forwarded to the high school of choice. High school principals seriously consider absenteeism and tardiness. If there is a history of either, it could affect the student's entrance status.

In order to promote a strong work ethic and sense of responsibility, vacations during the academic year are highly discouraged. Absences due to vacation are considered unexcused absences. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Work is not prepared in advance for students who leave school for a vacation. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of vacation. Teachers will not reteach lessons missed during vacation.** It is the student's responsibility to remain current via teachers' webpages on a daily basis.

Excusals

Students needing medical appointments during school hours require a written note from the parent. Parents are required to sign out their child. An authorized adult must meet the student in the school office at the time of the early dismissal. If the child returns to school during the same school day, he/she must be signed back into school in the office.

School Messenger

In the event of an unscheduled early school closing, e.g. weather, heat/cold, sickness, etc. office personnel will notify parents through School Messenger, a telephone broadcast system. This system allows administration to notify all parents/households within minutes of an emergency or unplanned event. It is the parent's responsibility to discuss this scenario with their child and tell the student what to do in case of an early, unscheduled dismissal. Parents need to designate a person who is able to pick up the student in the event of an emergency. Likewise, they should notify the school office of any changes in emergency, work, or home phone numbers. If an emergency school closing occurs during the school day, all parents will be notified through School Messenger.

Dress Code for School Uniform

All students in grades Pre-K through eight must be in uniform every day. All students will be neat, clean and attractive in their uniform, dress and grooming. The uniform should be clean and pressed with all buttons attached and hems intact. All shirts and blouses are to be tucked in at all times. Clothing needs to be the appropriate size and length regardless of the time of year. Oversized and undersized clothing is unacceptable. Parents' cooperation in supervising the children's uniforms, both for class and PE, is expected and genuinely appreciated.

Unless otherwise stated, all school apparel is to be one solid color, with no decorations. The only apparel that is not all one color is the uniform jumper, skirt, hair band or ribbon.

Early Childhood and Kindergarten Programs

All ECP and Kindergarten students must be in the gym uniform every day. This includes the PE t-shirt and shorts with the SJB logo. Also for the winter uniform, the school sweat shirt and sweat pants are required. White crew length socks (no anklets). Any color sneaker is appropriate, Velcro or tie.

EC3, EC4, and KINDERGARTEN UNIFORM

BOTTOM	TOP	BELT	SHOES	SOCKS
Black gym shorts with logo	Gold or Gray T-Shirt with Black trim and logo	None	Athletic shoes either velcro or lace – any color Preferably Velcro For EC3 & EC4	All White Crew Socks – no bootie, ankle or logo socks
Black sweatpants (optional logo for EC3, EC4 and KIND only)	Black Crewneck Sweatshirt with logo	None	Athletic shoes either velcro or lace – any color Preferably Velcro For EC3 & EC4	All White Crew Socks – no bootie, ankle or logo socks

GIRL'S HAIR ACCESSORIES

White, Gold or Black Scrunchie
White, Gold or Black 1" Headband
White, Gold or Black Barrettes
Any SJB Spirit Wear Hair Accessories
Rush Uniform SJB Hair Accessories

GIRLS GYM UNIFORM

BOTTOM	TOP	BELT	SHOES	SOCKS
Black gym shorts with logo	Gold or Gray T-Shirt with Black trim and logo	None	ALL black athletic shoes – no colors	All White Crew Socks – no bootie, ankle or logo socks
Black sweatpants with logo	Black Crewneck Sweatshirt with logo	None	ALL black athletic shoes - no colors	All White Crew Socks – no bootie, ankle or logo socks

BOYS GYM UNIFORM

BOTTOM	TOP	BELT	SHOES	SOCKS
Black gym shorts with logo	Gold or Gray T-Shirt with Black trim and logo	None	ALL black athletic shoes including laces - no colors	All White Crew Socks – no bootie, ankle or logo socks
Black sweatpants with logo	Black Crewneck Sweatshirt with logo	None	ALL black athletic shoes including laces - no colors	All White Crew Socks – no bootie, ankle or logo socks

GIRLS UNIFORM DRESS CODE

BOTTOM	TOP	BELT	SHOES	SOCKS
White, Black & Gold Plaid Jumper (1 ST – 5 TH grade)	Long or short sleeve white peter pan collar blouse only – no polo shirt	None	Black Matte Mary Janes OR ALL black athletic shoes	Black knee-highs only, no anklets; black opaque tights
White, Black & Gold Plaid Skirt (6 th – 8 th grade)	Long or short sleeve white oxford blouse (button down collar) OR black or gold polo w/logo	None	ALL black athletic shoes	Black knee-highs only, no anklets; black opaque tights
Khaki Dress Pants	Long or short sleeve 3 button gold or black knit shirt with logo	Solid black only	ALL black athletic shoes	Black crew socks, no anklets
Khaki Dress Shorts – When -Daylight Savings Time begins and ends	Long or short sleeve 3 button gold or black knit shirt with logo	Solid black only	ALL black athletic shoes	White crew socks, no anklets
	MANDATORY WINTER UNIFORM – Cardigan with logo, pullover with logo, crew, v- neck sweater or vest with logo, OR zip fleece with logo; no hoodies, sweatshirts or jackets during school			

BOYS UNIFORM DRESS CODE

BOTTOM	TOP	BELT	SHOES	SOCKS
Khaki Dress Pants	Long or short sleeve 3 button gold or black knit shirt with logo	Solid black only	ALL black athletic shoes	Black crew socks, no anklets
Khaki Dress Shorts When -Daylight Savings Time begins and ends	Long or short sleeve 3 button gold or black knit shirt with logo	Solid black only	ALL black athletic shoes	White crew socks, no anklets
	MANDATORY WINTER UNIFORM – Cardigan with logo, pullover with logo, crew, v- neck sweater or vest with logo, OR zip fleece with logo; no hoodies, sweatshirts or jackets during school			

All Girls and Boys

Hair

All students' hair should be kept neat and trimmed. **Student's hair must be his/her natural color.** If hair is colored during the summer vacation, it must be reversed before returning for the first day of the new school year and remain natural throughout the school year. For boys, an acceptable cut is hair above the shirt collar, above the eyebrows, and earlobes showing, no sideburns. Faddish haircuts are unacceptable; razor-design cuts or shaved heads are not permitted. No facial hair is allowed. Extreme hair coloring, highlights and bleached hair are not permitted during the school year.

Scarves, beads and bandanas may not be worn in the hair.

The school has the right to determine what is and what is not appropriate.

Make-up

In grades K to eight make-up, nail polish and acrylic nails -painted or clear- are not permitted. This includes lip gloss, colored chapstick, visible tattoos of any kind and hologram contact lenses.

Jewelry

The only jewelry permitted will be a watch, a simple ring, or a small religious cross or medal on a fine chain that may be worn on or under a shirt or blouse (not on PE day). Students may wear one pair of post earrings not larger than a dime and without hoops – only one earring per earlobe (not on PE day). Watches that beep should be disconnected during the school day. Watches that beep during school hours will be taken away and may be claimed by a parent. Absolutely no bracelets or wristbands are permitted.

Dress-Down Days

Every month there is a school-wide dress-down day for all grades. These usually have a theme requiring students to wear specific colors. All regulations are posted on the school and teacher webpages.

Reminders for Dress-Down/ Dress-Up Days

Our Student Council sponsors monthly dress-down days as part of the school's commitment to community service.

Participation in the dress-down is voluntary. If your child/children choose to dress-down, they must contribute \$1 each. Students should put their \$1 donation in their school bag before even thinking about what clothes they will wear.

Dress Code

Most students wear jeans (no holes permitted), gym shorts and appropriate tee shirts with short sleeves. No clothing may be tight fitting.

Attire is to reflect Catholic/Christian modesty.

- Shorts must be at least 3 inches above the knees and of similar length and material to the gym shorts. Absolutely **no spandex stretch materials**, bike shorts, yoga pants or jeggings.
- Capris and long slacks are permitted but not in spandex or other tight fitting materials.
- Skirts and dresses must be length of school uniform skirt and **not tight** – no spandex or lycra.
- Shirts and tops must touch the top of the hips and have sleeves. Nothing “low cut”, tight or sheer will be tolerated.
- Shoes must be safe for the school day and recess. We do not allow flip-flops.

Consequences for Inappropriate Clothing

Infractions are determined by school administrators. Students wearing tight or low cut clothing will be sent to the Assistant Principal and be required to change into gym uniforms that have been donated to the school. Parents will be contacted. Repeat violations may result in loss of dress-down privilege.

Birthday ribbons are given to students at the end of their birthday month. This is their Dress Down Pass. They should bring it to the homeroom teacher on their chosen day.

ALL ARTICLES OF CLOTHING NEED TO BE LABELED WITH THE CHILD'S NAME.

If all or part of the PE uniform is unavailable to the student on PE day, the regular school uniform is to be worn.

Grade eight students may wear "Class of" sweatshirts as part of their uniform.

STUDENT CONDUCT

Behavior Code

The behavior code at St. John the Beloved School fosters **responsible, courteous, and respectful conduct**. This creates a safe and happy atmosphere in which all can work, play and pray in peace. The goal of the behavior code is the development of responsible behavior. Every student is expected to demonstrate respect and Christian concern for all. The following actions are forbidden but not limited to:

- Loud or unbecoming conduct
- Entering any classroom in a loud or unbecoming manner
- Running in the school building
- Chewing gum at any time and eating food outside of lunch or snack time without permission
- Littering the school building or grounds
- Throwing snowballs on parish property
- Damaging school or parish property, including losing, damaging or defacing school or personal property of others
- Leaving class, lunch, recess or any scheduled function or activity without permission of the supervising adult.
- Entering any building on school or church property including the gym and school grounds without adult supervision
- Bullying, fighting, harassing or prolonged teasing of others
- Gambling for material items or money
- Acting in a rough or rowdy manner, which could result in physical injury
- Speaking or acting disrespectfully toward any adult or student
- Passing notes
- Failure to comply with classroom, lunch or recess rules
- “Pegging” another person
- Unauthorized or inappropriate use of the Internet
- Carrying or using any potentially dangerous object/weapon
- Using inappropriate language or gestures
- Lying, cheating, stealing or sharing or copying assignments
- Truancy
- Carrying or smoking cigarettes
- Using, possessing or selling drugs/alcohol
- Unauthorized use of cell phones
- Any action which, while not specified here, reflects a lack of self-respect or concern for the property or person of another.

Conditions for Disciplinary Probation:

For serious infractions, a student may be placed on disciplinary probation. Consequences will be determined by administration and parents will be contacted.

SJB students on probation follow the process described below:

These infractions include, but are not limited to:

- Fighting, harassing or prolonged teasing of others
- Unprovoked assault
- **Kicking, hitting, spitting and abusive language directed at any teacher will not be tolerated and may result in expulsion.**
- Acting in a rowdy manner, which could result in physical injury
- Deceitful behavior such as forgery, stealing or repeated lying
- Damaging school or parish property
- Carrying, throwing or using any potentially dangerous object
- Using, possessing or selling drugs or alcohol or smoking cigarettes
- Gambling
- Bringing inappropriate materials to classrooms or school
- Any action, which while not specified here, reflects a lack of self-respect or concern for the person or property of another.
- Continual disruptive behaviors in the classroom that include disrespect to teachers and the interruption of learning for others.

Items such as, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Telephone and Cell Phone Usage

In case of emergency, parents may call the school and request that messages be delivered to a student.

Cell phones may be brought to a school class or activity under the following conditions:

- Phones must be kept in the backpack in the OFF position.
- No cell phones may be used for picture taking without expressed permission of a school administrator or teacher.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- Those who violate any of the rules regarding cell phones may forfeit their privilege of bringing them to school.
- **This policy is enforced from the time your child leaves your car until the time they return to your car including the time they spend at the Eagles Club.**

A school official who observes a student talking on a phone or who hears a phone ringing at an inappropriate time will confiscate the offender's phone. No other electronic devices may be brought to school. If seen or found, they will be confiscated and the parent must pick them up.

- | | |
|--------------------------|---|
| First Infraction | - Parent contacted, parent must pick up phone, one demerit |
| Second Infraction | - Parent contacted, parent must pick up child and phone, detention |
| Third Infraction | - Parent contacted, parent must pick up child and phone, 1 day suspension |
| Fourth Infraction | - Parent contacted, cell phone will be confiscated and returned at Administration's convenience |

When a cell phone is used or displayed without faculty authorization, it will be held by the assistant principal and returned to a parent only. **Also, cameras are not permitted in school and will be held by the assistant principal.**

Whenever a student's action violates a civil code, e.g. stealing, vandalism, drug-related activities, etc. the school reserves the right to contact proper police authorities. When it seems necessary for the welfare of any member of the staff or student body, the school reserves the right to search a student's property.

Cheating Policy/Not Following Testing Procedures for Middle School

When cheating on a test, a failing grade of 60% is given, one demerit is issued and parents are contacted.

For cheating on a quiz or homework assignment, the student receives a 60% grade and one demerit.

Intermediate Level: Grades Three, Four and Five

Intermediate level grades bring opportunities for forming friendships and for developing a sense of responsibility and respect for others.

These are the grade school years when children will learn that there are consequences for disrespectful and irresponsible choices and behaviors; behaviors that may negatively impact other people.

Warning Notices

After the first month of school when children have become aware of classroom rules, students will be given a warning notice regarding unacceptable behaviors.

The adult who witnesses the behavior will issue the warning. The student and a parent are required to sign the warning.

A parent conference will be scheduled after a second warning.

With the issuance of a third warning within a trimester, the student will serve a detention supervised by the principal.

St. John the Beloved Disciplinary Warning Grades 3 - 5

Student Name _____ Class _____

Teacher _____ Slip # _____ Date _____

Explanation of Infraction: _____

I understand that this is a disciplinary infraction. There will be a phone call or an e-mail sent to my parents if I earn a second warning. A third infraction earns me a detention.

Student Signature _____ Date _____

Parent Signature _____

White – Office

Yellow – Parent

Pink - Teacher

Middle School Demerit System-Grades Six, Seven, and Eight
Middle School Level: Grades Six, Seven, and Eight

Middle School

With age comes more responsibility. A behavior code has been established to foster responsible, reverent, and respectful behavior. When students do not follow the behavior code, demerits and conduct referrals are earned.

A demerit is given for misbehavior, rude conduct, lack of cooperation, as well as lack of conformity to the behavior code listed in the student handbook. Parents are expected to sign and return each demerit earned. Upon earning three demerits, a student will serve a one-hour after school detention. A parent conference may be scheduled to review behavioral expectations.

Demerit System Infraction Forms

The following forms are used when a student does not conform to the Middle School behavior Code based on reverence, respect, and responsibility.

ST. JOHN THE BELOVED BEHAVIOR DEMERIT

STUDENT _____ H.R. _____

TEACHER _____ DATE _____

EXPLANATION OF INFRACTION:

- | | |
|-------------------------|--------------------------------------|
| 1. Disruptive behavior | 6. Leaving class without permission |
| 2. Breaking class rules | 7. Unauthorized entry into buildings |
| 3. Gum chewing | 8. Lack of respect |
| 4. Dress code | 9. Inappropriate language |
| 5. Talking during class | 10. Other |

COMMENTS: _____

STUDENT SIGNATURE _____

PARENT SIGNATURE _____ (I have read this demerit)

Conduct Referrals

Serious discipline violations in sixth, seventh or eighth grade will result in the issuance of a conduct referral that is commensurate to three demerits. Conduct referrals are reviewed by the principal, require parental notification and result in a detention with other consequences possible.

ST. JOHN THE BELOVED CONDUCT REFERRAL

STUDENT NAME _____ H.R. _____

DATE _____ REFERRAL CODE _____

Issuance of this referral brings with it a PARENT CONFERENCE _____

DETENTION _____, /or SUSPENSION _____

CONDUCT REFERRAL CODE:

- 1. Fighting, harassing, or prolonged teasing of others
- 2. Acting in a rough or rowdy manner which could result in physical injury
- 3. Deceitful behavior such as forgery, stealing or repeated lying
- 4. Damaging school or parish property
- 5. Carrying, throwing or using any potentially dangerous object
- 6. Using, selling or possessing drugs, cigarettes or alcohol
- 7. Gambling
- 8. Bringing inappropriate materials to classrooms or school
- 9. Any action, which reflects a lack of self-respect or concern for the property or person of another.

COMMENTS: _____

FACULTY SIGNATURE: _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

CHILD ABUSE LAWS

St. John the Beloved School abides by the Child Abuse laws of the State of Delaware. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services. All school personnel are mandated reporters of child abuse and neglect.

DEFINITION OF BULLYING

Bullying is unwanted aggressive behavior(s) among school-age children that has a high likelihood of causing physical or psychological harm or injury and is characterized by:

- 1) An imbalance of real or perceived power that favors the aggressor(s);
- 2) Is repeated or has a high likelihood of being repeated;
- 3) The victim(s) of bullying may feel intimidated, demeaned, or humiliated as a result of the aggression.

Bullying may occur within multiple contexts such as school, community, and/or electronically and includes a range of aggressive behaviors including:

PHYSICAL - pushing, hitting, biting, scratching, physically restraining, damaging property.

VERBAL - teasing, threatening, intimidating, name-calling, harassment.

SOCIAL - excluding from social groups, ostracizing, spreading rumors, isolating, getting others to dislike person.

SEXUAL - any of the above that includes a sexual undertone or connotation (sexual harassment).

SCHOOL RULES AGAINST BULLYING

1. We will not bully other students
2. We will try to help student who are bullied.
3. We will make a point to include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.
5. Is it true; Is it kind; Is it necessary?

The Best Kept Secret about Eliminating Bullying

Did you know parents are the secret weapon against childhood bullying? It's true! You are the most powerful and influential persons in your child's life. If your child reports that (s)he has been victimized by a bully, there are a few simple steps you need to take. First, your response to her assertion should always be, "Did you tell an adult at school as soon as it happened?" Then, you need to delineate your expectations in this regard and consistently encourage your child to speak up for himself. Next, explain that when you're not around, no one else will be there to speak up for her. So, it is important that (s)he report the incident promptly while it is fresh in everyone's mind and witnesses and people on the periphery can contribute information that will support what did or didn't happen. Be sure to inform him that school personnel are very willing and able to stop bullying when they are informed early in the process. Also stress that if the incident isn't reported, it didn't happen and no action will be taken. Finally, make it clear that when no action is taken, i.e. no consequences or accountability, the bully becomes even more empowered after every subsequent incident to victimize others. Every child, no matter how shy or timid, can be taught by his/her parents to be respectfully assertive in reporting bullying, questioning grades, explaining misunderstandings, etc. So, don't be reticent about teaching your child to speak up for herself. You and your child will be abundantly satisfied and empowered by the results!

These standards apply to all members of our school community: administration, faculty, staff, parents and students.

SCHOOL SAFETY/HARASSMENT/SEXUAL HARASSMENT/ BULLYING and CYBERBULLING

St. John the Beloved School provides a safe environment for all individuals. **Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.** Harassment of any type is not tolerated.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

All incidents involving physical contact or threat of physical contact (hitting, slapping, pushing, grabbing, punching or any other contact that results in the injury of another student) will be handled in the following ways:

- **The student(s) involved will be brought to the administration.**
- **Parents of the student(s) will have to come to take the student home the same day of the incident.**

- **Upon return to SJB, the student(s) will meet with the counselor, assistant principal or principal to develop an appropriate way to address the issues that surrounded the incident in a workable manner.**

The same disciplinary action will be taken for ending threatening or slanderous emails, text messages or blogs.

The parent is responsible for monitoring all of their child's electronic communications, including cell phone and Internet.

EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. John the Beloved School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Student Use of Physical Contact/Terroristic Threatening

All incidents involving physical contact (hitting, slapping, pushing, grabbing, punching or any other contact that results in the injury of another student) will be handled in the following ways:

- **The student(s) involved will be brought to the administration. All injuries and threats will be taken seriously.**
- **Parents of the student(s) will have to come to take the student home the same day of the incident. If the incident occurs at the end of the day, the student will have to remain home the following day.**
- **Upon return to SJB, the student(s) will meet with the counselor, assistant principal or principal to develop an appropriate way to address the issues that surrounded the incident in a workable manner.**
- **Consequences may be more serious depending on the offense.**

It is our hope that this approach will serve to impress upon all members of our school community our commitment to providing a safe school environment for all.

STUDENT ACTIVITIES

Interscholastic Activities

Students may be selected or may choose to participate in certain academic activities that are held on a competitive basis with other private, parochial and public school students.

- **Essay and Poster Contests** are optional activities available to all students. Such activities are sponsored by diocesan, civic, and national organizations.
- **It's Academic** is available to students in grade eight who compete in Jeopardy-type competition in all subject areas with other students in the diocese.
- **Math League** is available to students in grades seven and eight. Competition is among private, parochial and public school students.
- **Math and Science Olympiad** is available to students in grades four to six. Competition is among private, parochial, and public school students.
- **Spelling Bee** is available to students in grades four to six. Competition is among the Catholic school students in the diocese.

Extra-Curricular Activities

- **Altar Servers:** Altar service is a volunteer program available to students in grades four to eight. Students are trained under the direction of the parish priests.
- **Choir:** Students in grades three through eight may join choir. Practices are held after school. The choir sings at school liturgies, selected parish liturgies and some special events.
- **Student Council:** Membership consists of two elected representatives for each homeroom of grades three to eight. To be nominated, a student must maintain an A/B average, maintain good conduct, and be approved by the teachers. Student Council officers are elected from grade eight. Student council meetings are held after school. Council activities are usually open to all students in grades K to eight..
- **Discover Your Pallet** is available for grades K to six.
- **Mad Science** is available for students aged seven to 12.
- **Bricks 4 Kids** – Students investigate, design, and build a model made with Lego bricks and create a poster to explain their work and what they learned about a scientific topic..
- **Chess Club** consists of a junior club for grades one through three and a senior club for grades four through eight.

- **Kids Care** is a volunteer service group comprised of sixth through eighth graders who perform service projects in the parish and communitywide.
- **Sports Activities**
The Athletic Association presents a yearly program emphasizing family involvement and sportsmanship. It sponsors teams serving all students. These sports activities are made possible by the volunteer services of coaches and assistants. The following sports may be offered: cheerleading, volleyball, soccer, football, basketball, wrestling, softball, baseball, track and cross-country. Tryouts and practices for each team are scheduled at the convenience of the particular coaches. For further information contact any member of the Athletic Association.
- **Scouting Activities**
Scouting is open to all parish children. These groups may include:
Daisy Scouts: available to girls in grade K
Brownies: available to girls in grades one to three
Girls Scouts: available to girls in grades four to eight
Tiger Cubs: available to boys in grade one
Cub Scouts: available to boys in grades two to six
- **High School Test Prep Course** in Language Arts and Math is offered in the fall to SJB school eighth grade students two nights a week until the High School Entrance Test early in December.

Other Enrichment Activities

Through teacher/parent leadership, student may organize other clubs to meet the needs and talents of the students and enrich the life of each child.

SCHOOL SERVICES

Counseling Services

St. John the beloved has a professional school counselor that is on campus three full days per week. The counselor provides support for parents and teachers, as well as students with a various range of academic, developmental, emotional or social concerns. Parents who are interested in these services may contact the counselor by telephone at 998-5525, ext. 225.

Providing an atmosphere that is conducive to growth and healing requires a partnership on all levels of the school program. While all students' right to confidentiality is our highest priority, parents are encouraged to remain active in providing on-going support to enhance positive outcomes. Teachers working together with parents may also make a referral for a student to receive services. The counseling office is available Tuesday through Thursday for any student who wishes to visit the counselor.

The counselor offers various services throughout the school community. In the primary grades, a Diocesan program is offered to all students to support developing social skills that provide a greater sense of safety and inclusion. A continuing character education program is offered throughout the school that consists of empowering students, developing leadership skills, emotional competency, and conflict resolution and developing resiliency skills.

Students in the middle school who are encountering academic challenges may participate in a goal-setting group. There are also groups for students who are developing social skills (Grades K to five). In addition, there is a continuous program for children who have experienced death or divorce in their family.

The goal of the counselor is to promote educational experiences and opportunities for all students throughout the school year. In addition, the school provides special presentations from various non-profit organizations, law enforcement and the Diocese of Wilmington. Many of these groups as well as educational materials that are used throughout the school are subsidized by grants and also the Red Clay Consolidated School District.

School Nurse

St. John the Beloved School has a registered nurse on campus every day. The nurse maintains permanent health records and reviews all immunizations, health forms and emergency forms. First aid is provided and medications are given according to diocesan policy. School personnel are alerted of the children's health concerns as needed for their safety and well-being. Yearly vision, hearing, and postural screenings are done with specific grades and referrals are issued as needed. Related forms are available on the school website under "Nurse's News" and health information is posted on School Notes.

School Pictures

Photographs are taken once a year by a professional photographer and are available to the parents for a fee. Every student must have a picture taken for yearbook purposes; however, no purchase is required. Students have the option of not wearing the uniform. However, other clothing worn must reflect compliance with the Dress-Down Code.

Service and Outreach Programs

During the school year, students may participate in various outreach projects sponsored by the school. The objective is to focus on issues such as global mission awareness, hunger, poverty, and the elderly, in the light of Gospel teachings.

ADDITIONAL INFORMATION FOR PARENTS

Student Health

Parents/guardians of incoming students are required to provide documentation (including month, day, year) of immunizations administered by a licensed health care provider. Diocesan regulations specify that students entering school for the first time (Kindergarten, first grade, or transfers from another school) and all fourth grade students are required to have a physical examination. The physical form (provided by the school and available on the website) is to be completed by the physical and returned on the first day of the school year. Immunization information must be included.

For the health and safety of your child, an updated emergency card must be on file in the nurse's office at the beginning of each school year. Please document all medical conditions and allergies on the back of the form. Parents will be called first in the event of illness or serious injury, then emergency contacts. In the event that neither can be reached, the child's physician may be called. First aid will be administered for minor injuries.

Student Illness

Parents are encouraged to keep a child home from school when any of the following symptoms are noted: earache, enlarged glands, fever, rash, sore throat, red or draining eyes, a bad cold, persistent cough, nausea, vomiting or diarrhea. Children with a fever equal to or greater than 100° F will be sent home. Children can return to school when fever and symptom free for 24 hours without medication. In addition, if antibiotics are prescribed for an illness, they should be administered for 24 hours before the child returns to school. Please notify the nurse of contagious/infectious diseases, injuries requiring treatment, procedures/surgeries, and any change in medications or health status.

Medication

Diocesan regulations prohibit children from carrying any form of medication at school and administering it to themselves independently. Exceptions are made on a case-by-case basis for students needing to carry emergency medications such as auto-injectable epinephrine or asthma inhalers. Medication can be administered to a child at school by their parent/guardian or the school nurse.

If a child needs to take any medication at school, a permission form including the child's name, the date, medication, dose, time and reason for medication must be completed. This form is available on the school website. Permission cannot be accepted by phone.

All prescription medication is to be sent to the school nurse in the original container/box from the pharmacy with the following information on the label (in addition to the permission form):

- Child's name
- Medication name and strength
- Name of doctor prescribing medication
- Frequency
- Dose
- Date

All non-prescription medication (cough/cold medicine etc.) should be labeled with your child's name and grade. It is to be taken to the school nurse along with the completed permission form that includes the dose and time. The school nurse will dispense the following non-prescription medications if permission is indicated on the back of the Emergency Cards: acetaminophen, ibuprofen, Benadryl, calamine lotion, and triple antibiotic ointment.

Medications for emergency treatment of conditions such as diabetes, asthma, and food allergies are kept in the nurse's office. In addition to the permission form and the labeling required for prescription medications as noted previously, it is strongly recommended that when applicable, the Asthma Action Plan and /or Food Allergy Action Plan be completed and signed by your child's physician. This allows your child to receive care specific to his/her particular needs. Contact the school nurse to discuss your child's plan of care and any changes in their condition.

Routine medical appointments should be scheduled at a time when school is not in session.

Home and School Association (HSA)

The diocesan directives for the Home and School Association are hereby stated:

“Each Home and School organization should have a carefully developed constitution and bylaws which clearly define the objectives and purposes of the organization and which reflect the needs both of its constituency and the educational apostolate supported by the parent organization. If fund-raising activities are to be among the functions of the organization, these activities should not distract from the principle purpose of the association.

In addition to the pastor and principal, representatives of the parents and of the faculty should be members of the executive committee. The Home and School organization is related to the Christian Formation committee by non-voting membership on the committee. It relates directly to the principal in planning and implementing meetings and programs. The financial status of the organization is to be reported to the parents and to the parish on a regular basis. Funds for materials to be purchased for the school are to be deposited in the school account and the purchasing done by the principal. Promulgated: March 19, 1987.”

Car Riders

Parents who drive their children to and from school will abide by the following rules for maximum child safety:

- During morning drop-off, Pre-K and Kindergarten cars are permitted in the back of the school lot or yard near the exit to the Sherwood Park development. All other car riding students must be driven and dropped off at the front of the school via Milltown Road.
- Drivers should keep traffic in a safe, orderly flowing pattern using caution and reduced speed when leaving children in front of the school.
- The person dropping children off should stop close to the pavement between the school building and Vianney House with children leaving the car from the side nearest the building.
- Parents are requested to be in the lot before dismissal time. **Kindly follow directives of the school personnel for drop-offs and pick-ups.**
- At dismissal children go directly to their cars.
- Milltown Car Riders (cars going left on Milltown Road) are to park around the island and in front of the hall.
- Limestone Car Riders (cars going right on Milltown road) are to park behind the hall.
- **Cars must wait to move until a signal is given by the faculty traffic monitor(s).**
- Promptness is appreciated and necessary.

Removing children from the walkers' line to get into a car parked on the lot or on Milltown Road is a safety hazard and is forbidden. When it is an emergency for a child who ordinarily walks to go home by car, the parent should call the office and the child will be instructed to get into the proper line.

Change of Address

Parents must notify the school and parish office personnel promptly of any change of address and telephone numbers, marital status, place of employment, or change in emergency numbers.

Communication

It is the desire of the faculty and staff of St. John the Beloved to maintain communication with the parents. School information along with general announcements will be communicated to parents via School Messenger by either a phone call or an e-mail message. The School Newsletter and Calendar are updated monthly on the school website, www.sjbdel.org or the parish website has a link at www.sjbde.org.

Teachers' web pages are updated daily by every teacher and as needed by the school office. Information includes homework, test schedule, and long term assignments or information directly related to the office.

Each parent will be given a pass code to obtain access to their child's grade book on Power School. Parents should check this daily.

At other times, the principal or teacher may send a letter home. It is expected that all the communications will be returned signed on the proper day. Whenever a parents wishes to discuss any matter with a teacher or principal, a note should be sent requesting a conference. **Please do not interrupt classes during the school day or expect to see a teacher in the morning when students are arriving. A conference is scheduled with parents if needed. Parents are not permitted to enter the building unless they have a scheduled appointment.**

Lunch, Snacks, and Milk

Students may bring their morning snack of choice from home each day.

Hot lunches are available to the students on a daily basis. Menu and cost are noted on the monthly school calendar. The order is to be given to the homeroom teacher each day. All fees are collected by the Aramark Company.

Gifts and Birthday Observances

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. mail unless an invitation is being given to every student in the entire grade. Teachers must be asked in advance.

Students in Grades K to eight may celebrate their birthday by bringing a birthday treat to school to share with their classmates. **The delivery of balloons and flowers to school is not permitted.** This gesture only creates hurt feelings among other students.

Please consider consulting with your child's teacher regarding classmates with food allergies. In order to ensure the safety and inclusion of children with food allergies during classroom celebrations, it is suggested to bring in purchased products with complete ingredient lists and allergy warning information. Please avoid sending juice and soda drinks that stain carpets. Water only is strongly recommended.

School Supplies

Supply lists for all grades are found on the school webpage.

Transfers

When a student transfers to another school, parents must inform the homeroom teacher and the school office personnel of the proposed transfer. An official record release form will be sent for the parents to complete. The cumulative record folder and health records will be forwarded by mail when requested by the new school. No records will be given to parents to transport to the new school. Please note: all bills must be paid before records will be released.

Volunteers

Many of the activities during the school day are made possible because of volunteers. Volunteers are appreciated in many aspects of the school environment such as library aides, recess monitors, homeroom coordinators, computer aides, school store clerks, and volunteer nurses/aides.

As required by the diocesan "For the Sake of God's Children" program, all volunteers must complete the Hayden Associates background screening done and have a signed volunteer covenant on file in our parish files.

Crisis Plan

SJTB has a current, updated crisis plan as required by the Diocese of Wilmington and local law enforcement agencies. Faculty, staff, volunteers and students practice various scenarios for crisis situations several times a year. Fire drills are practiced once per month as required by state law.

Lost and Found

Check with school office personnel for the location of the students' lost articles. Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

The Eagles Club

Is an extended day program for students in 3ECP through grade eight. The primary goal of the club is to provide after-school care in a warm, caring and safe environment for children of working parents during the after-school hours until 6:00 p.m. There is a one-time contribution fee when the student first registers.

School Field Trips

All school field trips are part of the educational program. Because all trips are planned during the course of the school day, we expect all students will be attending and plan accordingly.

Because a great deal of planning is needed for these trips (bus, chaperones, entrance fees etc.), as well as trying to keep the costs as low as possible for each child, we will require notification at the beginning of the school year if your child will not be attending field trips so we can allocate the costs correctly to your Smart Tuition account.

Also beginning this school year, all field trips will be allocated to each child and payment will be assessed to your Smart Tuition account and paid when your tuition payment is due the month the field trip is allocated. For those who pay in full at the beginning of the year, the fee will be assessed to your account and will be invoiced the month the field trip is scheduled and your payment will be assessed on the day of the month you set up at the beginning of the year.

**FIELD TRIP PERMISSION FORM
ST. JOHN THE BELOVED SCHOOL**

To: _____ Cost: NA

Date: _____ Time: _____ Type of Transportation: Knotts Bus Co.

Educational Purpose: _____

Lunch: _____ Due Date (Forms & Money): _____

Special Instructions for Students: _____

Contact your child's teacher if you are interested in chaperoning. Return tear off form to school.

***BACKGROUND CLEARANCE IS REQUIRED.**

To: _____ Grade: _____

Date: _____ Permission Form Due Date: _____

Both emergency contacts must be completed.

	<u>Contact Person</u>	<u>Phone</u>
1.	_____	_____
2.	_____	_____

Allergy, asthma or other emergency conditions the school needs to be aware of:

I have given the instructions required above. By signing this form, I certify that I request and give my permission for _____ to go on this field trip and release teachers, principal and school from all liability and waive any claim against them.

Parent release in case of medical emergency: If I cannot be reached in a medical emergency, I agree to assume all expenses for moving and medically treating this student. I also hereby consent to any treatment, surgery, diagnostic procedures or the administration of anesthesia which must be carried out based on the medical judgment of the attending physician.

Parent/Guardian Signature

Because my child has a **prescribed-daily medication kept in school** and I will not be on the trip, I give my permission for the designated person to administer to my child his/her prescription, emergency medication.

Medication _____ Dosage _____ Time 8/14/2020

Parent/Guardian Signature

1/5/05

**ST. JOHN THE BELOVED
FIELD TRIP PERMISSION FORM**

Field Trip Medication Record*

District: _____

Trip: _____

School: _____

Date: _____

Student's Name	Medication	Dose Amount Given	Route: By mouth or Inhalation, etc.	Time	Assisted By

* To be kept in the school nurse office.

RIGHT TO AMEND

St. John the Beloved School administration reserves the right to amend this handbook. Notice of amendments will be sent to parents in a timely fashion

Parent/Student Signature Page:

I have read the SJB Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent Signature

Date

Student Signature (Grades 4 – 8)

Signed Page Due to Homeroom Teacher 1st Week of School.