

2026-2027 Parent Handbook



St. John School

Preschool through 6th Grade
405 E. North Street
Jackson, MI 49202
(517) 784-1714
www.jcsstjohn.org

Contact Information

School Address: St. John the Evangelist Elementary School
405 E. North Street
Jackson, MI 49202

School Website: jcsstjohn.org

School Office: (517) 784-1714

Parish Address: St. John the Evangelist Parish
711 N. Martin Luther King Jr. Dr.
Jackson, MI 49201

Parish Office: (517) 784-0553

Religious Ed: (517) 784-0553

Pastor: Fr. Chas Canoy

Principal: Tara Brady

St. John School ~ Philosophy of Education

St. John Elementary School is one segment of our total parish ministry. Our goal is to assist parents in their primary role as educators of their children. We, as a school family, assist in the spiritual, academic, emotional and social growth of our children. Working with parents, the teachers and staff bring a sense of ministry to their work and make every effort to model the care and concern of Christ for His Church in the classroom setting. At the same time, we challenge each student to reach his/her full academic potential.

As a school family, we provide daily opportunities to grow in faith and to become friends with those who share our values, our love of God, and our concern for others. Academically, we offer a sequential learning continuum providing all students with essential skills to meet the challenges of today as children, and the challenges of tomorrow as adults.

Mission Statement and Core Values

Our Mission: The mission of Jackson Catholic Schools is to joyfully cultivate God's goodness, beauty, and truth. Through our Catholic faith, we share the Gospel of Jesus Christ, grow in virtue and intellect, and form our students to lead and serve our communities as saints.

Student Mission: Today, may God give me the eyes to see His Truth, Beauty, and Goodness; the heart to love Him; and the will to become a saint.

Living Faith

- The Holy Spirit inspires all that we do through our Catholic faith and the Gospel of Jesus Christ.
- We seek to discover His Will and become saints.
- We are called to be the Light of Christ to all.

Achieve Excellence

- We cultivate intellect and the pursuit of truth.
- We inspire academic achievement by challenging all students.
- We pursue the highest standards in arts and athletics.

Develop Character

- We joyfully celebrate the Virtues.
- We cultivate leaders who serve family, parish, and community.
- We strive to model our lives after the saints.

Promote Teamwork

- We collaborate and support each other in our mission.
- We honor and build upon our traditions.
- We are united with our Church, schools, and parish communities.

Be Warm and Welcoming

- We embrace the dignity of all God's children.
- We welcome all who seek to join our community and its mission.
- We joyfully serve those in need.



Family-School Agreement

The purpose of Catholic education is the formation of boys and girls who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. Catholic schools in the Diocese of Lansing are open to all students; however, we are not a private or alternative school system.

When enrolling their child(ren) in a Catholic school in the Diocese of Lansing, be it parochial, diocesan, or independent, parent(s) or legal guardian(s) (hereafter, “parents”) are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

- a. All children are welcome in the Catholic schools in the Diocese of Lansing. As part of enrollment, parents must sign the Family-School Agreement.
- b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.
- c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.

Faculty and Staff 2026-2027

Preschool Teachers Aides	Mrs. Marla Krueger and Mrs. Dru Densmore Ms. Makenzie Nees, Mrs. Mary Pat Brogan, Mrs. Karen Guerin, Ms. Barb Keith, Mrs. Wendy Risner
Latchkey Director Aides	Mrs. Dru Densmore Ms. Ann Marie Raehtz, Ms. Makenzie Nees, Mrs. Karen Guerin, Mrs. Barb Keith
Kindergarten Aide	Ms. Anna Miner Makenzie Nees, Karen Guerin
First Grade	Mrs. Beckie Lampman
Second Grade	Mrs. Angela Fitzpatrick
Third Grade	Mrs. Colleen Panici
Fourth Grade	Mrs. Kristie Wasick and Ms. Noelle Lathers
Fifth Grade	Mrs. Vicki James and Ms. Amanda Parrish
Sixth Grade Aide	Mrs. Betsy Saunders
Reading Specialist Aide Speech Title 1 Services Music Technology Art STEAM Physical Education Spanish Counselor	Mrs. Annie Best Mrs. Jamie Schlievert Ms. Judy Smith Dr. Lisa Heller Ms. Kathy Blanchard Mrs. Lauren Russler Mr. Shane Brogan Mrs. Jill Fletcher Mrs. Chelsea Luedecking
Administrative Assistant Office Assistant/Business Manager Cafeteria Manager Cafeteria Assistants	Mrs. Pat Putra Mrs. Melissa Jenkins Mrs. Amy Kaiser Ms. Ann Marie Raehtz, Mrs. Michelle Willett, Patty Hunt, Kathi Simms
TRIP Coordinator Maintenance	Amy Schuster Mr. Paul Putra, Mr. Sam Chmielewski, Mr. Craig Guerin, Mr. Dennis Mullen, Mr. Ryan Klee

Admission

All newly admitted students will be accepted on a probationary basis for the first two months following enrollment. During this two month period, the administration and teaching staff will work in close cooperation with the parents to help resolve any problems or difficulties the child may have in adjusting to the school's standards. If, after a total effort has been made, the school is unable to effectively meet the needs of the child, the administration will assist the parents in finding an alternative educational setting for their child.

St. John School welcomes students with special needs as long as the school is able to effectively meet the needs of the child.

3 year old Preschool meet mornings only on Tuesday and Thursday or full day on Monday-Friday:

1. The child must be three years of age before September 1st.
2. The child must be toilet trained.

4 year old Preschool meet full day on Monday, Wednesday and Friday or Monday-Friday :

1. The child must be four years of age before September 1st.
2. The child must be toilet trained.

Kindergarten meets five full days:

1. The child must be five years of age before September 1st.
2. A readiness test will be administered.
3. An interview could be requested before final admission of the child.

First Grade:

1. The child must be six years of age before September 1st.
2. The child's previous kindergarten, pre-school, etc. records must be made available for review.
3. A readiness test will be administered.
4. An interview could be requested before final admission of the child.

Second through Sixth Grades:

1. The child's previous 2 years of school records must be made available for review.
2. All students will be tested in reading and math.
3. An interview could be requested before final admission of the child.

All New Students:

Michigan Public Health Act 299 requires that each child be immunized against certain communicable diseases before school entrance. For specific information, contact the health department.

Registration

Our registration, applications for financial assistance, and tuition collection automatic withdrawal options are done through FACTS Online Management System.

All families of currently enrolled students must re-enroll each year within the specified registration time to maintain their enrollment status. *Tuition for the current school year must also be up-to-date in order to register for the next school year.*

Tuition 2026-2027

St. John School is like all other parochial schools in Michigan: it is not subsidized with any state funds. Our school depends totally on our parish and tuition for its operating costs. It is important for parents of Catholic school children to support their children's Catholic schools spiritually, physically and financially.

Families have several options for tuition payment:

1. Pay directly to the school in full before June 30th and receive a 2% discount.
2. Make monthly, quarterly, semi-annually payments via automatic withdrawals through the FACTS Company.

Active Participating Parishioners:

1 child	\$5,254 (Grades K-6)
2 children	\$9,458(Grades K-6)
3 or more children	\$12,925(Grades K-6)

Preschool 3 year old program: (Tuesday and Thursday ½ Days)	\$2,230
Preschool 4 year old program: (Monday, Wednesday, Friday Full Days)	\$3,345
Preschool 3/4 year old program: (5 Full Days)	\$5,575

Attendance

(School Hours, Absence, Tardiness, Illness and Excusing Students)

School Hours:

Preschool 3s: Tuesday and Thursday from 8:15 AM – 11:00 AM

Preschool 4s: Monday, Wednesday and Friday from 8:15 AM – 3:10 PM

*Preschool students must be signed in and out of the classroom by an adult.

*Parents of preschoolers are asked to arrive no earlier than 8:00 AM.

Full Days K-6: 8:15 AM to 3:10 PM

Recess/Lunch: Grades K-3 11:00 – 11:50
Grades 4-6 11:25 – 12:15

Half Days K-6: 8:15 AM to 11:30 AM

1. Students are to arrive at school no earlier than 8:00 AM. Adult supervision on the parking lot does not begin until that time and students cannot be unsupervised. Parents needing to drop their children off at school before 8:00 AM will need to use the school's Latchkey Program. A minimal fee will be charged for this service.

2. Being on time for school is important. Tardiness causes disruptions not only to the tardy student, but also to the entire class. Tardiness and irregular attendance interfere with the student's academic progress. Students who demonstrate a pattern of absences and tardies within a marking period may be referred to the Jackson County Attendance Officer. Students in grades K through 6 arriving after the 8:20 entrance bell must report to the school office to obtain a tardy slip before being admitted to class.

3. The recording of student absences will be as follows;

If a child **ARRIVES** late for school:

Tardy until 10:00 AM

Absent ½ day after 10:00 AM

If a child **DEPARTS** from school for the day:

Before 10:00 AM – whole day absence

Between 10:00 AM and 1:45 PM – ½ day absence

An appointment beyond two hours counts as ½ day absence.

4. If a child is absent or will be tardy from school, the parent or guardian is to notify the school office at 784-1714 or sjsoffice@myjacs.org before 9:00 AM.

5. A child's learning may be affected when he/she misses regular class presentation, review and testing. Most of the instruction and work missed is impossible to make up due to the use of audiovisual materials, class discussion and activities, and lecture presentations that are not possible to adequately repeat.

6. Missed assignments may be picked up at the school **on the second day** of the student's absence. Students will be responsible for work covered during any absence. A student will be given no more than one day per day absent to turn in missed work.

7. We understand that important family events or illness occasionally require extended absences. If your children have a planned absence, please email the Main Office (sjsoffice@myjacs.org) and your child's teacher. Some work may be able to be provided in advance. Please be aware that our faculty regularly differentiate instruction and adjust their planning due to student learning, so not all work will be provided. Upon your child's return, you will be provided with any additional work from when they were gone - some work (like science labs) may not be able to be completed at home. We ask that families turn in all work provided in advance upon their return. For work provided after they return, students have one day per day absent to complete and submit their work. This helps them keep up with new learning upon their return.

We appreciate your partnership in this process. The best learning happens in our classrooms. Thank you for making it a priority to schedule vacations and medical procedures during breaks whenever possible. When students must be gone, we rely on parents to provide any academic support needed for your children to complete the work – please also plan to set aside time at home to complete missing work after your child has returned.

8. All communicable diseases must be reported to the County Health Department by the school. Please call the school office to report cases of strep throat, chicken pox, etc. **Do not send a student to school with a fever, sore throat, rash, upset stomach, skin eruption, earache, inflamed eyes or a bad cold. Students must be fever free and symptom free for 24 hrs without the aid of medication before returning to school.**

We adhere to all public health policies and policies established by the Diocese of Lansing and the State of Michigan.

Parents will be contacted and are responsible for making arrangements to pick up a child who becomes ill while at school.

9. If a student is absent a total of 10 days per quarter, and has not completed missed assignments in a timely manner, the student may not qualify for a grade during that marking period.

10. Please avoid scheduling doctor, dental or other appointments during the school day. However, if it cannot be avoided, notify the main office stating the date and time of the appointment.

Parents must come to the office to sign out their child. We ask that parents wait in the office for their student to avoid disruption. Upon return to school, the student must be signed back in by the parent.

11. Students will be dismissed at 3:20 PM each full day of school. Adult supervision on the playground ends at 3:40 PM. St. John School cannot be responsible for children who remain on the grounds after 3:40 PM. Therefore, students will be sent to Latchkey and charged a \$20 single day drop in fee per child.

12. Parents are asked to notify the school of any change in method of departure for a certain day.

***The State of Michigan requires us to report a student who has accumulated 10 or more unexcused absences for the year.**

Birthday Celebrations ~ Treats

Keep it simple! While it is important to acknowledge a child's birthday, we do try to keep classroom disruptions to a minimum. Therefore, we ask that birthday treats are both easy to distribute and easy to eat. Sending along napkins is appreciated. Please contact your child's teacher to arrange a convenient day and time for the treat.

We prefer that invitations to birthday celebrations be mailed to the homes of the children. Invitations to birthday celebrations may be distributed at school **only** if the entire class – or all girls or all boys – is included. Invitations must be given to the teacher for distribution.

Buses

Students residing in the Jackson Public School District are eligible to ride the Jackson Public buses at no charge. The transportation schedule for non-public schools appears on the JPS website before the first day of school. All inquiries or problems with JPS buses should be directed to the JPS transportation office at 517-841-2180.

Students living outside the JPS service area may be transported between Catholic schools by LC buses. Parents may contact Joe Williams at Lumen Christi at 787-0630 for route, schedule and fee information.

Child Custody

In cases where one parent has sole legal custody of a child and does not desire the other parent to have student pick-up rights, the school needs a copy of the court order concerning the child's custody that will be kept in the school office.

Communications

It is extremely important that ongoing communication takes place between school and home. Some of the more formal methods of communication include:

1. Open House: Parents have an opportunity to meet the teachers and support staff at the back to school open house. A packet is given out by each teacher to explain the grade's curriculum and expectations, printed handbook with dress code, and other school procedures.

2. FACTS: St. John School uses FACTS - a web-based, student information system - to give parents of students in grades 3-6 instant access to their child's assignments and grades. FACTS is also used for hot lunch account balances for all students.

3. FACTS Parent Alert : is a communications system used by SJS to send email, voice, and text message blasts to all parents. An email with the attached weekly newsletter is sent out at 4:00 PM on Thursdays. This weekly communication contains important school information. A 4:00 PM Sunday afternoon email is sent most weeks with reminders for the upcoming week.

4. Steps to Take if You Have a Concern: Please reference JCS Healthy Communications Policy. (Appendix A)

Curriculum

The curriculum includes all subject areas and content mandated by the State of Michigan. Religion is taught daily and students attend Mass weekly. Students receive weekly scheduled times for library, music, physical education, art, Spanish and computer literacy in accordance with the Diocesan suggested time allotments for each subject. Instrumental music (band) is offered to students in sixth grade.

Virtues

SJS implements *Disciple of Christ, Education in Virtue* developed by the Dominican Sisters of Mary Mother of the Eucharist. This program, "...speaks to students as created in the image and likeness of God, body and soul. It provides authentically Catholic formation, giving students the tools they need to live an integrated social-emotional life in the light of grace." This program incorporates the theological virtues of Faith, Hope, and Charity, as well as, the four cardinal virtues of Prudence, Justice, Temperance, and Fortitude. These inform and form the daily life of SJS.

Discipline

The St. John Elementary School staff believes that in order to achieve the goal of quality education for each student, the administrator, teachers, parents and students must work together to create an atmosphere in which good order and discipline prevail. The staff of St. John has high expectations regarding the discipline of students. We encourage students to make good choices, to practice self-control while at school and at school-sponsored functions, and to accept responsibility for their actions.

Every teacher has classroom rules that the students are to follow. When these rules are not followed, students receive consequences based on the individual teacher's classroom management system. Teachers provide specific details in written form at the beginning of the school year.

There are rules for appropriate behavior during non-instructional times as well (bathroom, hallways, lunch room, playground, etc.).

A. Rules for In and Around the School

- Use proper language. God's name should only be used in prayer or when speaking of Him with respect!
- Obey all teachers and adult supervisors.
- Treat all people with respect and kindness.
- Use good manners at all times.

B. Building Rules:

- Obey all classroom rules.
- Cell phones, and other handheld games and devices are not allowed during the school day. If a student needs to have a cell phone, it must be turned off or left with the classroom teacher or in their locker to be returned at the end of the school day.
- Walk in the hallways and classrooms at all times.
- Use quiet, indoor voices.
- Keep our building looking neat and tidy. Keep locker door closed.
- No gum is allowed.
- No form of any weapon, including pocket knives, is allowed.
- Students are responsible for all items used or checked out in their name. Lost or damaged items will be replaced at the student's expense.

C. Playground Rules:

- Play safely. No fighting, wrestling or rough games of this type are allowed.
- No tackle football or rough contact sports allowed.
- No throwing anything (e.g. snow, stones, dirt) except sport balls.
- Use swings appropriately. No twisting, standing, etc.
- No rollerblades, skateboards, or scooters allowed.
- No coming inside the building for drinks, jackets, toys. Students must stay outside.
- No disrespectful or rude language. This includes all talking back to, or challenging of, playground supervisors.
- Line up when the bell rings to walk calmly into the building.
- Stay in line and follow instructions.

D. Bullying Policy:

"Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family."

DEFINITIONS AND CRITERIA: BULLYING: Any gesture written, verbal, graphic, or physical directed toward one or more students, that SJS staff deems can be reasonably perceived by an individual as dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Bullying is intentional, repetitive, and often involves an imbalance of power between the bully and his/her target. Retaliation against an individual(s) who reports bullying or that cooperated with a bullying investigation, will also be identified as bullying.

POLICY: SJS has built its school mission, and resulting school policies, around the teachings of the Catholic church. In few places are the teachings more clear than on the value of human life and dignity, as these are viewed as sacred and essential for the creation of a moral society. SJS recognizes not only the right of our students to learn in a safe environment, but the joint duty of its staff, students, and families to create a community that exemplifies reverence for all of God's children. Therefore, it is the policy of SJS that any form of bullying or harassment is strictly prohibited and that necessary procedures are in place to prevent, report, address, and track bullying incidents in our school community.

E. Student Assistance:

It is incumbent upon schools to provide the resources necessary to successfully educate any child that the school chooses to admit. Those resources may include resource personnel who can provide additional time and support as needed as well as specialized teaching materials and technological support. Consultative services for special education are available through the local Intermediate School District.

F. Counseling Policy:

We work in partnership with Catholic Charities to address the needs of our students. One to two days a week a school counselor is on campus to interact with the school community.

Emergency Drills

St. John Elementary School complies with the state requirements for fire (6), tornado (2), and lockdown (3) drills per year. Students are taught safety procedures regarding our building. A copy of our school emergency plan is available in the school office.

Emergency Information

Contact information for parents and for some other adult in the event a parent cannot be reached must be kept current. Please contact the school office if changes to information occur during the school year.

Evaluation - Testing

St. John School participates in standardized testing supported by the Diocese of Lansing. Our faculty uses NWEA, a nationally normed test, to assess students in math and reading in grades 2 - 6 for both achievement and growth. We regularly use this data to support individual students and revise and improve our curriculum.

Students in grades 2-6 also participate in the annual ARK test (Assessment of Religious Knowledge). This assessment helps us plan for quality instruction and programming.

Field Trips

Field Trips are an extension of classroom learning. Trips are planned by the individual teachers and are properly supervised. A signed parental permission slip is mandatory for each field trip. Standard form must be signed; no other notes or phone permission can be accepted.

Parent chaperones must be VIRTUS trained and complete a background check form. (See VIRTUS for details.) Because of the role of the chaperones, we ask that arrangements are made for younger siblings, and that adults refrain from cell phone conversations during the trip.

Homework

Homework is a valuable part of each student's learning experience. Homework assignments provide practice and drill to reinforce classroom learning. Any class work not completed during the school day becomes homework as well.

- Students in grades 2 through 6 are given an assignment planner in which to write daily homework assignments. It is recommended that parents check students' assignment planners to keep track of assignments and tests. Individual grades have varying homework policies including procedures for missing and/or incomplete assignments. Teachers provide specific details regarding their homework policies in written form at the beginning of the school year.

Parents are important partners to us in their children's learning. We ask that parents provide the student with a quiet, comfortable place to study and to check that assignments are completed neatly and accurately. We hope that you will use homework as a way to partner with your child's teacher, and provide us with any feedback or observations you have during the homework process. Thank you for communicating the importance of homework with your child!

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. In compliance with the law, a health form must be submitted to the school office showing your child's complete record of immunizations. Questions regarding immunizations or waivers should be directed to the Jackson County Health Department Immunization Clinic at 517-788-4468. Incoming kindergarteners need an oral health assessment.

Latchkey

St. John School provides a before and after school latchkey program for families. Details and fees can be obtained by calling the school office. Students on the school grounds before 8:00 AM or after 3:40 PM will be sent to Latchkey to be supervised until picked up. A minimal fee will be charged for this service.

Asbestos Notification

In compliance with the United States Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), we had inspections performed at each school building for asbestos-containing building materials. The inspection findings are part of our asbestos management plan and have been on file in the school's administrative office since then. The EPA requires us to perform reinspections of the asbestos materials every three years. Accredited asbestos inspectors performed these reinspections in 2024 and recommended action we should take to safely manage each asbestos material in our buildings. The results of the reinspection are on file in the asbestos management plan in the school's administrative office. Anyone is welcome to view this plan anytime during normal school hours. Please contact us if you have questions about the asbestos in our school.

Liturgy and Sacraments

Students have frequent opportunities to celebrate the Sacraments. Students attend Mass once a week on Wednesdays at 9:00 and on Holy Days of Obligation. (**Weekly school Masses do not fulfill the Sunday Mass obligation.**) The Sacrament of Reconciliation is celebrated twice each school year during Advent and Lent. Students also participate in a variety of prayer services, including daily prayer in their classrooms, Stations of the Cross, the Living Rosary, May Crowning and First Friday Adoration.

Our school offers both a Level I and Level II Atrium as part of our Catechesis of the Good Shepherd (CGS) program. Level I Atrium is designed for younger children (preschool and kindergarten) and focuses on helping them experience the love of the Good Shepherd and the joy of knowing Jesus. Level II Atrium builds on this foundation by inviting children into deeper understanding of Scripture, the Mass, and their role in living out the Gospel. Through CGS, students are encouraged to wonder, pray, and develop a lifelong relationship with Christ.

While all St. John students participate in daily religious instruction and special celebrations, only Catholic students may receive the Sacraments. Preparation and initial celebration of the Sacraments occur at the following grade levels:

Eucharist:	2 nd Grade
Reconciliation:	2 nd Grade
Confirmation:	Preparation begins in middle school

Families with a child above 2nd grade who has not yet received the Sacraments of Eucharist and Reconciliation, may request personal instruction for Sacramental preparation.

Lockers

Each student in Preschool through 6th grade is issued a locker. The locker should be kept neat at all times. Keep locker doors closed and hallways neat to help to promote a sense of school pride. Only necessary books and materials are to be kept in the lockers. Stickers and tape of any kind are prohibited on both the inside and outside of the lockers.

Lost and Found

All things brought or worn to school should be **clearly marked with the student's name**. This includes: books, jackets, hats, gloves, shoes, boots, gym clothes, bookbags, lunchboxes, etc. Found articles will be kept on the Lost and Found cart near the school entrance for one month. If your child is missing something, please encourage him/her to check the cart or ask in the school office. Unclaimed items that do not have a name on them will be donated to St. Vincent DePaul at the end of each marking period.

Lunch and Recess

Students have an opportunity to purchase a hot lunch or bring their own lunch. Parents can make payments through FACTS. Milk and water are available for students to purchase. Free and reduced lunches are provided for students who qualify for this program. Applications are available through the school office or on the school website.

Students will normally go outside each day. It is necessary that they dress appropriately for the weather. Students must have a signed doctor's excuse in order to stay inside during the lunch recess time.

Medication

State law SB261, Section 378 requires that no child be administered any medication, including Tylenol or Motrin, without the parent's permission. If a child is required to take prescription medication during the school day, the medicine must be labeled with the child's name, dosage and directions for administering, and be kept in the school office.

Safety and Security

In fulfilling its obligation to maintain a positive, productive and safe environment for all employees and students, St. John Elementary School will take any necessary action to ensure the safety and well-being of its employees and students. Actions may include calling for police intervention if deemed necessary.

Tornado Watch – All students and staff will remain in classes as scheduled or continue with scheduled activity. The administration will closely monitor the weather situation.

Tornado Warning – Students and staff will be retained within the building and moved to the safest possible location using the building's tornado plan. They are to remain there until the warning is lifted. During a tornado watch or warning, parents may sign out students in the school office.

School Closing

In general, we consider weather-related school closings around the Jackson, Marshall, Albion, and Chelsea area when making school closing decisions. We make every effort to make a decision as early as possible, but depending on weather, school closure notification may come as late as 6:00 a.m.

We will also be using our automated phone message system to notify you of school closings. Please make sure you have your best number registered with the school in our Main Office.

If it is the case that school needs to close after the start of the school day, we will alert you to that decision via the automated phone message system.

School Pictures

Individual student pictures are taken in the fall of the school year. Pictures are taken of all students, but purchase of pictures is optional.

School Supplies

A school supply list for each grade level may be found on the school website jcsstjohn.org. It is necessary to replenish these supplies throughout the school year.

Sexual Harassment

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. St. John Elementary School will take appropriate action to prevent and correct behavior that violates this policy.

Special Services

In addition to the classroom teacher, St. John School also provides these special teachers and services:

Reading Specialist Aide – part-time St. John staff

JCISD – Speech Therapist

Title I Reading and Math – part-time staff

JCISD – Teacher Consultant

School Counselor – part-time Catholic Social Services

JCISD – School Psychologist

Vision Screening

Hearing Screening

Technology

St. John Elementary School is equipped with a computer lab where each student, grades K through has weekly guided instruction.

Computer and iPad stations and/or individual Chromebooks (gr 4-6) and iPads (K-3), and interactive (SMART) boards are located in each of the classrooms, and are used to enhance instruction by the individual teachers.

All students and parents will read and sign the Internet Policy Agreement which will be kept on file for the student's term of enrollment at St. John School. If equipment is used inappropriately, the student's computer privileges will be denied and discipline will occur.

Telephone Usage

The school phone is for school business only. Students are not permitted to use cell phones or smart watches during school hours. Phones and watches must be turned off at all times and given to the classroom teacher, or kept in their locker during the school day. If a student violates the cell phone use policy, a detention will be given. The teacher or staff shall confiscate the cell phone/watch and take it to the office. It will remain there until a parent can pick it up.

TRIP (Tuition Reduction Incentive Program)

The TRIP program provides an excellent opportunity for you to lower your tuition bill while supporting the school at the same time. All TRIP is handled at Lumen Christi School Office during school hours. For more information, please refer to the school website or email trip@myjacs.org.

Valuables

St. John Elementary School cannot be responsible for valuables (jewelry, money, electronics, etc.) which students bring to school. It is recommended that students leave all valuables at home, and bring to school only the materials necessary for learning. If special circumstances make it necessary for a student to bring substantial cash or other valuable possessions to school, these items can be safeguarded by giving them to their classroom teacher or bringing them to the school office.

Visitors

Good education begins with safety and security for students and staff. For this reason, all visitors to the school grounds or building must report to the school office for a visitor pass. Parents are asked not to take articles directly to their child's classroom. It is vital that classes are disrupted as little as possible.

VIRTUS ~ "Protecting God's Children"

All adults desiring to be involved at St. John Elementary School in a capacity that requires contact with students must complete the online VIRTUS training - <http://www.virtusonline.org>. Volunteers must also complete a background check form. Contact the St. John School office for more information.

Volunteer Opportunities

VIRTUS trained parents and grandparents assist our school family in various capacities. Volunteer opportunities include:

PTO ~ Parent/Family Organization supports the school through fundraising and social events. Fund-raising, Girls on the Run coaches, art room volunteer, library volunteer, book fair assistants, popcorn Fridays, chaperone for field trips, field day volunteer, Race for Education, recess volunteers, Mileage Club volunteer, reading and math helpers, and Senior Saints grandparents.

DRESS CODE / UNIFORM POLICY

While in school, students need to be focused on their job of learning. Uniforms help that focus by eliminating distractions and competition.

ALL STUDENT UNIFORM REQUIREMENTS: Grades K-6 - *Please label ALL articles of clothing with the student's name.*

- **Tops -**

- Red, white, light blue, or navy polo shirts are to be worn by students. Long sleeves are an option for the cooler temperature months. Polos must be cotton or athletic wicking material.
- Red or navy sweatshirts or fleeces with the St. John's School emblem can be worn.
- Red, navy, or white sweaters are acceptable.
- Red, white, light blue, and navy turtlenecks may be worn. Also, knit placket collared shirts.
- All tops must be -
 - Plain with no design or contrasting colors
 - Tucked in at all times
 - Worn with white undershirts only

- **Accessories -**

- Belts are optional. If worn, they must be plain brown, black or navy. Waistband of the pants must be worn at the waist.
- Hats are not to be worn inside the building.
- No temporary tattoos.
- Plain, single colored socks must be worn with the school uniform.
 - Socks must be visible and matching.
 - No socks with large logos or designs.

- **Shoes -**

- Shoes should be sturdy, flat, and have backs on them. Tennis shoes are preferred as students will be playing outside and in gym class.
- For safety reasons, the following types of shoes are NOT allowed at St. John's School -
 - platform shoes/shoes with heels
 - sandals/flip flops
 - clogs/backless shoes ex. CROCS
 - short or tall boots ex. UGGS
 - light-up or flashing shoes

- **Seasonal - May thru September**

- Students can wear navy blue shorts. Shorts must be at least 2 inches above the knee or longer and made of cotton and/or polyester.
 - This **EXCLUDES** pull-on styles, cargo shorts, knits, denim, athletic, or biker shorts.

GIRL UNIFORM REQUIREMENTS: Grades K-6

- **Tops -**

- White blouses must be plain with no design, or trim of contrasting color.
- Blouses can have a Peter Pan collar or Oxford collar.
- **Bottoms -**
 - Plaid jumpers, skorts, or skirts may be worn.
 - Students can also wear navy blue skirts or skorts.
 - Shorts must be worn underneath skirts and jumpers. White, navy, or black tights or leggings must be worn under skirts and jumpers October thru April.
 - Jumpers, skorts, and skirts must be at least 2 inches above the knee or longer.
 - Navy cotton, corduroy, twill, or dress pants are acceptable.
 - This **EXCLUDES** pants made of denim, carpenter styles, or athletic/leisure wear. Also, no stirrups, draw-strings, cargo pants, zip at the knee pants, leggings, or knits.
- **Accessories -**
 - Students may wear one ring, a single bracelet, a watch that has no smart technology capabilities, a religious medal or cross necklace, and small post earrings for pierced ears.
 - No makeup or fake nails are to be worn.
 - Girls may wear simple clips, scrunchies, bows, or headbands in their hair. As long as they are not distracting to students, they may be worn.

BOY UNIFORM REQUIREMENTS: Grades K-6

- **Bottoms -**
 - Navy cotton, corduroy, twill, or dress pants are acceptable.
 - This **EXCLUDES** pants made of denim, carpenter styles, athletic/leisure wear. Also, no stirrups, pants with draw-strings, cargo pants, or zip at the knee pants.
- **Accessories -**
 - Students may wear one ring, a single bracelet, a watch that has no smart technology capabilities, a religious medal or cross necklace/chain.

ALL STUDENT HAIR CODE:

- Hairstyles on both girls and boys should be **neat, not distracting, and not extreme.**
- Dyeing or highlighting of the hair is not permissible for school.
- Beads and feathers are NOT to be worn in the hair.
- Shaved designs or lines in boys' hair are not permitted.
- Boy's hair should be cut short, up off the collar, and above the tops of ears.
 - **Final say as to the appropriateness of hairstyles will be left to the judgment of the school administration.**

DRESS DOWN/OUT OF UNIFORM DRESS REQUIREMENTS: Grades K-6

- Shorts, jumpers, skorts, and skirts must be at least 2 inches above the knee or longer.

- Students may wear jeans (that are not ripped/torn), sweatpants, joggers, or athletic bottoms.
- Girls may NOT wear leggings or yoga pants unless worn underneath a dress or skirt.
- Sweatshirts and t-shirts should not say anything that would be considered inappropriate.
- No tank tops are to be worn.
- No spaghetti straps, or halter tops are allowed.
- Loungewear or sleepwear is not acceptable.
- Shoes have the same standards as uniform days.
- Make-up, hair accessories, and jewelry rules still apply on out-of-uniform days.

GYM ATTIRE: 4th-6th Grade

- T-shirt tops and gym shorts are preferred. T-shirts with unobtrusive and inoffensive logos and writing are acceptable.
- Shorts should be mid-thigh length and gym appropriate; no jean, cargo, or other styles with zippers and excessive material/pockets are acceptable.
- Gym shoes should be designed for courts, cross-training, or running; no cleats, dress, or flashing type shoes are allowed.
- Physical Education may be held outside and students are expected to bring weather appropriate attire.
 - **Proper attire will be determined by the school administration.**
 - **Due to safety issues, students without gym shoes will not be allowed to participate.**

WINTER WEAR:

- Warm coats, hats, boots and mittens/gloves should be worn when winter-time temperatures arrive (if there is any ground cover of snow/ ice or freezing temperatures).
- Snow pants are not required, but are necessary to play on playground equipment and in snow covered areas. If students are not wearing snow pants, they will have to stay on the snow cleared areas of the blacktop.
- When snow is present on the ground, ALL students are required to wear outdoor winter boots if they are to play in snow covered areas.

Links to School Uniform website:

- School Belles - <https://www.schoolbelles.com/>
 - School Code: S0672

Dress Code Infraction Consequences

First Offense

- A Dress Code Reminder slip will be sent home with the student. The slip must be signed by a parent/guardian and returned to school the next school day.

Second Offense

- The student will be required to change into a uniform top and/or bottom provided by the school.

Continued Dress Code Violations

- Students who continue to wear uniform skirts or shorts that do not meet the required length or pants that are not dress code, after the above corrective actions have been taken will be required to wear uniform pants for the remainder of the school year.
- Students who wear skirts or shorts that do not meet the required length on dress-down days will be required to wear pants on all future dress-down days for the remainder of the school year.

St. John Elementary School has the right to make changes to any policies it deems necessary during the course of the school year. Updates to this handbook will be given to all registered and enrolled families.



JACKSON CATHOLIC SCHOOLS

Joyfully Cultivating Saints

At Jackson Catholic Schools, we strive to create a joyful culture that fosters relationships, transparency, and healthy communication. We understand that disagreements will arise from time to time. We welcome sincere disagreements for the sake of finding truth or the best course of action. We are not beyond reproach and we have no problem admitting if we have made a mistake. However, **the way in which we communicate and work through these differences matter.** As a school community, we strive to create a culture of healthy communication in which **we handle disagreements with class, integrity, and love.**

Our school is called to be set apart and love one another as God loves us. Therefore, these healthy communication expectations apply to, but are not limited to, face-to-face interactions, email communication, voicemail, text threads, and social media posts. They apply at our schools and in our communities. They apply between faculty, staff, and parents, but also between volunteers and other community members. Great care should be taken as to how one speaks of teachers, the school, other parents, and students at all times. It's critical to watch our tone and how we treat or speak of others as it reflects on our school.

The following process modeled after the one Jesus offered (cf Mt 18:15-17) should be followed when seeking to address and resolve any concerns you might have with a teacher/staff member of the school:

1. When you have a concern specific to your child, your first step should be to immediately contact the relevant teacher/staff member directly in a clear, respectful, and charitable way.
 - a. Sharing your concerns/complaints with others without first addressing the person responsible can constitute gossip and can ruin someone's reputation. Such an action usually exacerbates the problem and even eliminates mutual trust in which a solution can be found.
 - b. Before you share your concerns, we ask that you first assume positive intent and seek information. This means not jumping to conclusions about the motivations and approaching the conversation with openness and readiness to listen.
 - c. Some guidelines to support caring, focused conversations:
 - i. When emotions are high, waiting 24 hours to communicate can help diffuse a situation and highlight what is most important.
 - ii. Face to face communication is best. If not possible, speaking on the phone is ideal. This allows us to hear the kindness and openness we bring to conversations and to best understand the nuance of what we are trying to share.
2. When addressing a concern with a teacher/staff, simply share your concerns, and be willing to work collaboratively to explore possible solutions.
 - a. The goal should be to work together to generate a plan and agree to a timeline for resolving the issue. Once that timeline is determined, monitor and evaluate the success of the plan and make adjustments as needed.
3. If after genuine collaboration and open communication with the teacher/staff member the issue is not resolved, the next step would be to address the concern with all parties involved with the Principal. Working with the teacher and administration, a plan will be generated that meets the needs of the situation and those involved will collectively agree to a timeline.
4. If the concern is with the Principal steps #1 and #2 must also be followed. If after attempts at genuine collaboration and open communication the issue is not resolved, the next step would be to go to the Chief Academic Officer, then Executive Director, then Pastor, if issues continue to be unresolved.
5. This process also applies to issues between parents involving the school.

Violations of this agreement within the Jackson Catholic Schools community will not be tolerated and could be grounds for dismissal.