

2022-2023 Parent Handbook



St. John School
Where faith and family meet academic excellence.

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 4920

School Website: jcsstjohn.org

School Office: (517) 784-1714

School Fax: (517) 788-5382

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: Renee Hornby

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.

St. John Mission Statement: St. John School educates students of all faiths in a safe, nurturing Christ-centered environment.

St. John Vision Statement: Guided by our Catholic Tradition, we provide the highest quality education and empower students to excel spiritually, intellectually and emotionally. We inspire them to reach their full potential and be the Light of Christ in this life and for eternity.

Faculty and Staff 2022-2023

Preschool Teachers	Mrs. Marla Krueger and Mrs. Dana Farley
Aides	Mrs. Mary Pat Brogan, Ms. Sarra Smith, Mrs. Wendy Risner
Latchkey and Preschool Enrichment Director	Mrs. Dru Densmore
Aides	Ms. Ann Marie Raehtz, and Mrs. Tonya Clemons, Ms. McKenzie Nees
Kindergarten	Mrs. Karen Barrett
Aides	Mrs. Kathy Kryst, Mrs. Michelle Willett
First Grade	Mrs. Beckie Lampman and Ms. Noelle Lathers
Second Grade	Mrs. Angela Fitzpatrick and Ms. Anna Schultheis
Third Grade	Mrs. Colleen Panici
Early Grades Aide	Mrs. Nancy Osterberg
Fourth Grade	Mrs. Kristie Wasick and Ms. Meghan Kelley
Fifth Grade	Mrs. Vicki James
Sixth Grade	Mrs. Betsy Saunders
Reading Specialist	Mrs. Tara Brady
Speech	Ms. Carly Nye
Title 1 Services	Miss Judy Smith
Music	Dr. Lisa Heller
Technology	Ms. Antoinette LaCinski
Art	Mrs. Lauren Russler
Physical Education	Mr. Shane Brogan
Spanish	Mrs. Jill Fletcher
Office Support Staff	
Administrative Assistant	Mrs. Pat Putra
Office Assistant/Business Manager	Mrs. Heather Shaughnessy
Cafeteria Manager	Mrs. Amy Kaiser
Cafeteria Assistants	Mrs. Christina Hubbell, Ms. Ann Marie Raehtz, and Mrs. Michelle Willett

TRIP Coordinator	Mrs. Alison Levy
Maintenance	Mr. Larry Brown, Mr. Paul Putra, Mr. Dennis Mullen, and Mr. James Emmons
Morning Supervisors	Help needed
Recess and Lunch Supervisors	Ms. Sarah Wicht, Mrs. Jamie Schlievert, Mrs. Nancy Osterberg, Mrs. Dru Densmore

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.

Preschool 3s meet mornings only on Tuesday and Thursday:

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

Preschool 4 - Young 5s meet full day on Monday, Wednesday and 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-register 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 2022-2023

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 two options for tuition payment:

1. Pay directly to the school in full before the start of the school year and receive a 2% discount.
2. Make monthly payments (July – June) via automatic withdrawals through the FACTS Company.

Registration fee - \$75 per family before May 1st, and \$150 per family on or after May 1st.

Active Participating Parishioners:

1 child	\$3,770 (Grades K-6)
2 children	\$6,620 (Grades K-6)
3 or more children	\$8,560 (Grades K-6)

Preschool 3 year old program: (Tuesday and Thursday mornings)	\$1235
Preschool 3 year old program: (T,TH full school day)	\$2435
Preschool 4 – Young 5 program: (Monday, Wednesday, Friday full days)	\$2835
Preschool 4 - Young 5 program: (5 full days)	\$4725

St. John Latchkey rates may be found on our website at

Attendance

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

School Hours:

Preschool 3s: Tuesday and Thursday from 8:10 AM – 11:00 AM

Preschool 4s/5s: Monday, Wednesday and Friday from 8:10 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: 8:10 AM to 3:20 PM (staggered dismissal)
Recess/Lunch: Grades K-3 11:10 – 12:00
Grades 4-6 11:30 – 12:20

Half Days K-6: 8:10 AM to 11:30 AM (staggered dismissal)

1. Students are to arrive at school no earlier than 7:50 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 7:50 AM will need to use the school's Latchkey Program located in the cafeteria. 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 8:10 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. Study 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. When prolonged absences due to illness or vacation are anticipated, an **EXTENDED ABSENCE REQUEST FORM** must be filled out and returned prior to the absence. It states that the student and parents accept responsibility for work missed.

Advance assignments are not always possible and only certain types of academic work can be made up on returning to school. The amount of advance assignments given to students is up to the discretion of the classroom teacher. In all such instances, it is the parents' responsibility to assist the child in completing missed work. In cases of prolonged absence for any reason, it can be expected that a student's grade may be affected.

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 24hrs 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, a written excuse from the parent or guardian must be presented to the teacher to be recorded by the office, stating the date and time of the appointment.

Parents must come to the office to sign out their child. 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 a minimal fee will be charged.

12. Parents are asked to send in a written note informing 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.**

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. Avoid things that need to be cut or poured. Sending along napkins is appreciated. Please contact your child's teacher to arrange a convenient day and time for the treat.

Flowers or balloons sent to the student during the school day will be kept in the office and delivered to the student at the end of the day.

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. Invitations that do not follow these guidelines may not be handed out at school.

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 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/Parent Meeting: Parents have an opportunity to meet the teachers and support staff in the first month of the school year. A handout is given out by each teacher on that evening to explain the grade's curriculum and expectations.

2. Newsletter: A weekly parent newsletter is accessible online at our school website – www.jcsstjohn.org – on Thursday of each week. Paper copies are distributed upon request. This weekly communication contains important school information.

3. PowerSchool: St. John School uses PowerSchool - a web-based, student information system - to give parents of students in grades 3-6 instant access to their child's grades. Parents are given an access code for each student which allows them to view assignments and grades for their child(ren). PowerSchool is also used for hot lunch account balances for all students.

4. School Messenger: is a communications system used by SJS to send email and/or phone blasts to all parents. An email with the attached weekly newsletter is sent out at 4:00 on Thursdays. A 4:00 Sunday afternoon phone call and an email are sent most weeks with reminders for the upcoming week.

5. Steps to Take if You Have a Concern:

1) First, request an appointment to discuss your concern with the teacher or staff member by sending a note or email, or by calling the school office at 784-1714.

2) If you feel your concern has not been adequately addressed, you may then request an appointment with the school administrator/principal.

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.

Additional opportunities include:
Weekly Liturgy and Monthly Adoration
Seasonal Penance Services
Girls Quest
Scouts
Service Opportunities
Reading Buddies/Prayer Partners Knights of Columbus
Spelling Bee and County Spelling Bee Broadcast Club
Mileage Club
Band (Grade 6) and School Choir (Grades 4-6)

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 left with the classroom teacher 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 to the cafeteria. Stay in line and follow instructions.

Dress Code

Students in kindergarten through grade 6 at St. John School must wear clothing that conforms to the following guidelines. Students violating the dress code may be asked to call a parent or guardian to bring appropriate clothing to the school. Preschool students do not wear uniforms, but they must wear play clothing appropriate for a school environment.

Please label all articles of clothing with the student's name.

GIRLS K-6:

- **St. John plaid** jumpers (K-3), skirts or skorts (K-6) purchased from Schoolbelles, Inc. **or plain navy** jumpers (K-3), skirts or skirts (K-6). Jumpers, skirts and skorts should be of modest length.

- Blouse: White blouse (plain, no design or trim of contrasting color: Peter Pan or oxford collar).

- Slacks: Navy blue cotton or twill dress pants. Dress corduroys are also acceptable. This

EXCLUDES pants made of denim, carpenter styles, jeans, flight pants, warm-ups, leisure wear or stirrups, draw strings, leggings, jeggings, capris, cargo pants, zip at the knee pants or knits.

- Hair: Bangs above the eyebrows or pulled back off the eyes using a clip, headband, etc. No distracting or extreme hair styles. No artificial coloring or highlighting of the hair.

- Jewelry: Pierced posts only. No dangling earrings. No distracting jewelry. - No makeup is to be worn.

BOYS K-6:

- Slacks: Navy blue cotton or twill dress pants. Dress corduroys are also acceptable. This

EXCLUDES pants made of denim, carpenter styles, jeans, flight pants, warm-ups, leisure wear or stirrups, draw strings, cargo pants, zip at the knee pants or knits.

- Hair: Hair must be cut above the eyebrows, above the ears and off the collar. No distracting or extreme hair styles. No artificial coloring or highlighting of the hair.

- Jewelry: No earrings. No distracting jewelry.

All Students:

- Shirt: Red, navy, light blue or white knit 2-3 button, collared shirt. Red, navy, light blue or white turtleneck. **Shirt must be tucked in at all times.**

- Sweater: Solid red or navy blue cardigan, pullover, crew neck or vest may be worn over a uniform shirt.

- Sweatshirt: St. John School sweatshirts or St. John School zippered fleece ordered through the school may be worn over a uniform shirt.

- Waistband of pants must be worn at the waist.

- Shoes: Leather style, solid-color school shoes (no heels higher than 1 inch), or nice gym shoes may be worn. This **EXCLUDES** shoes with wheels, open back or open toe shoes, boot style shoes, slipper style shoes, Crocs, platforms, and sandals. Shoes must be kept tied.

- Socks: visible ankle socks, knee socks, or red, white, or navy blue tights. Socks must be worn.
- No hats or scarves may be worn in the building.
- All K-6 students are encouraged to wear a solid color belt.

During September, May and June:

- Navy blue walking shorts of modest length, no more than 2 inches above the knee and made of cotton/polyester, may be worn. This EXCLUDES pull-on styles, cargo shorts, knits, sweat pants, athletic or bike shorts.

Dress-down/out-of-uniform days:

- Pants: Jeans, khakis, sweatpants or athletic wear can be worn. This EXCLUDES loungewear, sleepwear, yoga pants, leggings, ripped or torn, and oversized or too tight pants. During September, May and June, shorts no more than 2 inches above the knee may be worn.
- Shirts: Casual shirt or sweatshirt with no inappropriate messages or pictures. Shoulders must be covered; no spaghetti straps, halter tops.
- Shoes, jewelry, and hair regulations still apply on dress-down days.

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 approved by the Diocese of Lansing. The Diocese plans to continue assessment using NWEA (Northwest Evaluation Association) MAP testing for students in grades 2 through 6 during the 2021-2022 school year. Our fifth graders also participate in the National Catholic Education Association's Religion Assessment.

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. (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 and must be given highest priority among after-school activities. Homework assignments provide practice and drill to reinforce classroom learning. Any classwork not completed during the school day becomes homework as well. Parents have a responsibility to provide the student with a quiet, comfortable place to study, then to check that assignments are completed neatly and accurately. Students in grades 3 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 abreast 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.

Immunizations

All immunization records must be up to date. If a parent chooses to not have a child immunized, the parents must make an appointment with Denise Schonhard at the Health Department (517.788.4420) and attend an educational session. A packet of information will be given to the parents which includes a form that will need to be signed by the school and returned to the Health Department. This is a new requirement and must be done every year.

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 7:50 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.

Liturgy and Sacraments

Students have frequent opportunities to celebrate the Sacraments. Students attend Mass once a week 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.

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 K 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, posters, pictures, magnets and tape of any kind are prohibited on both the inside and outside of the lockers. If a problem arises concerning the functioning of a locker, the student should notify a teacher or the school office.

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. **Please send lunch money in a sealed envelope with the student's name on the envelope.** Milk is 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 written 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, if Jackson Public Schools are closed or delayed because of bad weather conditions, all Catholic schools will also be closed or delayed. When this is the case, it will be announced on the radio (WKHM 970, WIBM, WJKN 1510, and K105.3), as well as on the local television stations. Please listen to your radio when weather conditions seem probable.

We will also be using our automated phone message system – School Messenger – to notify you of school closings or delays.

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. Please be sure that contact information is up to date.

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:

Remedial Reading – full 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 6 as well as preschool 4/young 5s, has weekly guided instruction. Classroom teachers may sign up to bring students to the computer lab for research or other computer-assisted 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 teachers have a school issued laptop and iPad to use in their classrooms. SJS has enough Chromebooks and iPads for each child to have an assigned device for use in the classroom and, if needed, for remote instruction due to COVID19.

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. Calls for forgotten lunches, books, school work, gym clothes, etc. will generally not be allowed.

Student cell phones must be turned off and given to the classroom teacher during the school day.

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. Detailed information on how to purchase gift cards to the many local and national businesses is available in our school office or on our school website.

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 a VIRTUS training session provided by the Diocese of Lansing. Volunteers must also sign a contract known as the “Volunteer’s Code of Conduct.” 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 school through fundraising and social events.
- Fund-raising
- Girl Quest Coaches Art Room Volunteer Library Volunteer Book Fair Assistant Popcorn Fridays
- Chaperone for Field Trips Field Day Volunteer Cafeteria/Recess Substitute Mileage Club Volunteer Room Parent
- Lunchroom Helpers Reading and Math Helpers
- Senior Saints Grandparents and Special Adult Friends Group



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.