

**Saint John's School of Little Canada**  
**Parent – Information Document**



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Saint John the Evangelist School  
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Parent-Student Information Document

Saint John's School Mission Statement

Saint John's School provides students with a strong Catholic foundation and an excellent academic program,  
with the support and involvement of the family.

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Welcome to Saint John's School. In order for us to work together to serve each student's educational needs, we ask that you become familiar with and adhere to the following information.

**School-wide Behavior Expectations**

In order to provide a positive atmosphere of kindness, cooperation and learning, the following school-wide behavior expectations are provided to students, faculty, staff and parents.

- Show respect to all people.
- Use appropriate language.
- Resolve conflicts peacefully.
- Respect school and personal property.
- No alcohol, drugs, or tobacco are allowed.
- No possession of weapons is allowed.
- No vandalism of any kind is allowed.

Saint John's students are expected to behave in a responsible and mature manner. Behavioral problems may result in denial of activity privilege(s) as determined by the school principal, teachers and athletic director. An out-of-school suspension will result in the student being suspended or removed from the classroom, team or activity per the athletic director and school principal.

**School Procedures**

**Parental Roles and Responsibilities**

Parents/guardians are informed of the programs, regulations, and procedures of the school in this document the *Parent-Student Information Document*. In assisting your child, we require the following:

Review and adhere to information contained in the:

- |  |   |
|--|---|
| • <i>Parent-Student Handbook</i>             | All School faculty, staff, parents and students.    |
| • <i>Parent-Student Information Document</i> | All School faculty, staff, parents and students.    |
| • <i>Middle School Information Document</i>  | Middle School faculty, staff, parents and students. |
| • <i>Preschool Information Document</i>      | Preschool faculty, staff, parents and students.     |
| • <i>Eagle Club Information Document</i>     | Eagle Club staff, parents and students.             |
| • Computer/Technology Usage Agreement        | All School faculty, staff, parents and students.    |
| • The Plagiarism Agreement                   | All School faculty, staff, parents and students.    |

Communicate with the school regarding:

- Student illness or absence. (Please call the school to report the absence.)
- Messages received after hours will be forwarded to the appropriate teacher(s) by the office staff the next school day. (Calls received during the school day will be transferred directly to the teacher's voicemail.)
- Parental status and custodial constraints (In written form.)
- Change in transportation routine (In written form.)
- Change of email address, street address, phone number, emergency contact, child care, etc. (In written form.)
- Any other arrangement that might affect communication with the school.

Meet financial obligations of tuition, fees, lunch accounts and/or other accounts that apply.

Meet admissions standards as outlined in the *Parent-Student Handbook*.

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**Contacting the School**

The school office hours are 8:00 a.m. - 4:00 p.m. Monday through Friday. Summer office hours will be communicated in the June school newsletter. Calls are forwarded to voice mail after office hours and when all school phone lines are occupied. Teachers have voice messaging activated during class periods. If a message is left, the call will be returned as soon as possible.

**School Closing Due to Emergency or Inclement Weather**

In case of emergency or severe weather, please listen to WCCO (AM 830) or watch WCCO TV for school closings. No announcement means that school is in session. Saint John's School is closed if the Roseville Public School District is closed because of severe weather conditions.

**Please note:** Saint John's may be closed even though Roseville School District is open. In that situation, Saint John's School will be specifically named on the radio. All other times, we are considered to be part of the Roseville School District closings.

The phone numbers of additional contacts listed on the registration forms (designating alternative care for your child(ren) in the event of early dismissal or an emergency) will be used as necessary.

**Attendance**

Please see the *Parent/Student Handbook* for attendance policies. Additionally, students must attend a minimum of one half (1/2) of the school day in order to be eligible for participation in that day's events including practices, meets, games, scrimmages, tournaments, etc. This policy is in effect for all co curricular activities. Off campus activities attended by students on regularly scheduled school days will not be considered absences if the activities are sanctioned by the school. "Take Your Child to Work Day" is not a school sanctioned activity. Students will not be allowed to participate in athletics and co curricular activities if they have not met the ½ day of school attendance requirement.

**Arrival/Dismissal Procedures**

**General Information**

**Entrances/Exits**

Due to the many funerals and other church functions in the gathering space, the **south entrance** to the school is the main entrance. Please enter and exit the school building using this entrance. All building entrances are locked during the school day. If you need to enter the building at that time, please use the **south entrance**. To enter, press the button located between the double doors. The door will be unlocked after you identify yourself. Then, report to the school's main office to sign in and/or conduct your business.

**Transportation Changes**

For your child's protection, if more than one mode of transportation is used during the course of the year, a note stating the day, date and kind of transportation change is required prior to the change in transportation. Students will not be released to another mode of transportation without a written change notice from the parent.

**Authorizations**

When you register your child for school, please name all persons authorized to pick up your child and anyone who is not allowed to pick up your child. In order for us to legally prohibit a non-custodial parent from taking a child, a copy of the court order must be on file with the school office. Parents must inform the staff in advance and in writing if someone other than a parent or guardian is to pick up your child. In order to ensure safety, the school staff will ask for a photo ID if they are unsure of the identity of the person picking up the student.

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**Bikes**

Due to insurance liability concerns, bike riding is discouraged as a manner of transportation at Saint John's School.

**Roller blades, skateboards, scooters**

Roller blades, skateboards, and scooters are allowed at Saint John's School, but a written parent permission slip must be on file in the school office. These items must be carried and/or pushed, respectively, once on the school grounds. If a student brings one of these items, it must be stored in the locker while the student is in the building and not used on the property. Students using these items will be dismissed with walkers. Improperly used items will be confiscated and released to the parents.

**Parking**

During the school day, parking is available at the south side of the school in the parking lot. The extended parking lot by the basketball hoop (near the playground) should be avoided during the school day. If you will be parked until the end of the school day, try to park in such a way so as to not interfere with the car line and/or jeopardize the children's safety.

**Morning Information**

**Early Entrance**

For security purposes, a staff member will be in the dining room to monitor the **south entrance** from 9:00 a.m. - 9:30 a.m. Please do not have children arrive prior to 9:00 as the school doors opens at 9:00 a.m.

If you accompany your child in to the building, you will be asked to sign in and receive a badge while you are in the building. If your stay is longer than 9:30 a.m., please sign out in the school office.

**Morning Study Hall**

Morning study hall is available for middle school students from 8:30 a.m. to 9:00 a.m, during the school year. Only enrolled students participating in morning study hall should use the **east entrance** located at the circle drive, as there will not be a staff member present before 9:00 a.m. at the **south entrance**. For specific information on how to enroll, please see the Morning Study Hall section under Programs later in this document.

**During the School Day Information**

**Visitors/Volunteers**

Visitors must utilize an outside buzzer system, located between the double doors, to enter. Visitors will be asked to identify themselves and state their purpose for entering the building. Please do not be offended if you see students inside the building, but they do not respond to you. Students have been instructed not to let people into the building for safety reasons. All visitors must then proceed to the school office to sign in and receive a visitor/volunteer badge if they will be in the building.

All visitors are welcome for open house, special programs or observations and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and the school principal. Check in at the school office before going to the classroom. Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities.

Children who are friends or relatives of our students are discouraged from visiting, unless the visit is for the express purpose of registering for school at Saint John's.

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**Student Pick-up during the School Day**

If a child needs to be excused early from school, a signed note is required. This procedure avoids disruption to the class and allows students to be ready when you arrive to pick them up. The note must be presented in the morning to the office to be signed, and then the student will return it to the homeroom teacher. The teacher will dismiss the child to come down to the office at the specified pick up time. When you pick up your child from school during the school day, please enter through the south door off the dining room and walk upstairs to the office to sign him/her out of the building. The child **MUST** be picked up from the school office and the adult must sign them out.

**Student Pick-up within 30 Minutes of the End of the School Day**

Due to the variety of dismissal procedures at Saint John's required to accommodate all different modes of transportation, it is highly discouraged to pick your child up later than 30 minutes prior to the end of the school day. If you need to pick your child up early, please ensure your child is picked up before 3:05 p.m. You can park in the Saint John's Credit Union parking lot (off McMenemy Street) at this time so as not to interfere with the car-line process and/or compromise you and your child(ren)'s safety. As a safety and fairness precaution, please do not instruct your child to meet you at the Credit Union parking lot or elsewhere to avoid the car line. The child **MUST** be picked up from the school office and the adult must sign them out.

**After School Information**

**Dismissal Times**

School is dismissed at 3:35 p.m. There are days within the school year when there are early dismissal days per the Roseville schedule. The time of early dismissal is 12:30 p.m. Please consult the yearly calendar for those days.

**Bus**

Students taking either a White Bear Lake or Roseville bus will be released by a staff member to the Little Canada Road Exit at the end of the school day. Please see the section on **BUSING** later in this document for specific busing information and procedures.

**Car Line**

Saint John's has instituted a car line to facilitate an orderly and safe process for children arriving and leaving by car. Parents/guardians who pick up their children at school using the car line should line up in the parking lot off of McMenemy Street and stay in the car. If you are first, please line up along the sidewalk by pulling all the way forward along the curb. The rest of the cars will continue to follow in line, joining behind by pulling into the parking lot at the far most south entrance. When there is no more room in the parking lot, cars will continue to line up by pulling as close as possible to the curb on McMenemy Street. As a safety and fairness precaution, please do not instruct your child to meet you at the Credit Union parking lot or elsewhere to avoid the car line. Students will be escorted outside to the end of the sidewalk by the basketball area and dismissed to the first four cars in line. Students will not be dismissed to "find you" within the car line. For the safety of all the children, please be patient. Cars should continue to pull forward in the line in an orderly fashion as cars exit.

**After School Activities**

Children staying after school for Girl/Boy Scouts, sports practices and games, etc. must make arrangements for a ride home ahead of time. The adults in charge of the activities should provide you with a schedule.

**Eagle Club**

Students attending Eagle Club (child care) after school will be dismissed to that room by their

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teachers. Students in preschool (age 3) through grade 8 are able to attend the Eagle Club program. Eagle Club operates year round as needed based on a minimum of 6 children in enrollment.

### **General School Information**

#### **Birthday and Special Occasions**

In consideration of our varied constituency, Saint John's requests that no balloons, flowers, special lunches, limousines, or other special presents be delivered to school for students. Treats to share with classmates should be pre-arranged with the classroom teacher. Treats sent for these occasions must be store bought. We also have students with many allergies or other medical conditions. Please be respectful of these concerns if you are asked to avoid certain foods that you might be intending to bring to school. The school highly discourages parents from bringing restaurant (McDonald's etc.) food to the dining room for just one child's or a few children's lunch. If you wish to feed your child(ren) food other than a bag lunch from home or our hot lunch, it is preferred that you pick up the child(ren) and take him/her/them out to lunch.

#### **Lost and Found**

Lost items will be kept within the dining room for a limited amount of time. Students are encouraged to check for lost items in the "Lost and Found" area when something is missing. Since we have no place to store large amounts of clothing or items in the lost and found, all lost and found articles will be sent to a charitable organization several times throughout the year. Notification of when the items will be donated will be publicized in advance in the school newsletter.

#### **Money**

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

#### **Recycling**

The concept of recycling focuses on important environmental and health issues. All who use the facilities are encouraged to utilize the recycling containers located throughout the building.

#### **School Supplies**

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year in the June and August/September newsletters and can also be found on the school website.

#### **Valuables**

School insurance does not cover the loss of personal possessions. Therefore, students are to refrain from bringing radios, tape players and cameras to school. The school is not responsible for lost or stolen items. Personal items, regardless of value, are brought at your own risk.

### **Communication**

#### **Communication with Parents/Guardians**

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

- The principal can be reached directly at 651-288-3220 or via email [makrowan@comcast.net](mailto:makrowan@comcast.net).

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- Monthly newsletters and lunch menus are emailed directly to one parent address per family. Classroom notes and other pertinent notices will be sent home as needed with the youngest student from each family. Current information is emailed to parents as needed to keep parents up to date. Parents who do not supply the school with an email address will receive written communication via their child.
- Individually, teacher may provide web sites, weekly/monthly newsletters, homework trackers, etc.
- In addition, the principal provides information at a new parent meeting at the beginning of the school year, Home and School meetings and parent "Back to School Nights".
- Teachers may also provide classroom specific information at the "Back to School Night" meetings in September.
- Home and School Association members provide information on volunteer opportunities.

As a rule, neither teachers nor students are called to the phone during the hours of class. Messages may be left with the teacher via their classroom phones or via the office if it is necessary to contact either a student or teacher. Teachers may also be reached via their e-mail addresses. E-mails are checked before school and during each teacher's prep period.

**Parent-Student Handbook**

The *Parent-Student Handbook* is issued upon admission of the family to the school. The handbook addresses **school policies** and is updated by the principal every three years.

**Parent-Student Information Document**

The *Parent-Student Information Document* (this document) states **all the procedures, programs and services** involved with the day-to-day operations of the school. The information will be updated as needed. Parents and students will be notified of any changes to this document as they occur. For your convenience, the changes will be made available on the web site.

**Website -[www.sjolc.org](http://www.sjolc.org)**

The school website will have much of the school related information available. Please consult the web site for communication regarding information, updates and notices.

**Report Cards**

Report Cards/Progress Reports are issued at the end of each trimester for students in grades K-8. Reports of the core curriculum classes are also sent at mid-trimester to parents/guardians of students in grades 4-8 via the student. Please sign and return promptly after reviewing the report cards received at the first and second term and at each mid-trimester.

**Parent/Teacher Conferences**

Parent/Teacher conferences are held twice a year. Parents/Guardians are notified through the monthly newsletter of conference dates and times. Notices are displayed on the wall across from the office allowing parents to sign up. Opportunities to see your child's teacher will be available. A parent/guardian and/or teacher may request a special conference at any time as the need arises. Please contact the appropriate teacher to set up a special conference. Students are encouraged to attend conferences with their parents/guardians.

## Programs

### Religious Education

The formal study of the Catholic religion, as well as curriculum which reflects our Catholic identity and values and traditions, are integral parts of our total education. At Saint John's School all students participate in liturgies, prayer services, Stations of the Cross, rosary services and religion classes. Individual classes at Saint John's take turns preparing the liturgy for Mass. Day and time of Mass and/or services are listed on the school calendar (web site) and are posted in the weekly church bulletin. Parents/guardians are invited to attend the school Mass and services whenever their schedules permit. On holy days of obligation, the students attend Mass.

### Academics

Membership on a team requires that a student maintain a "C-:" average on a 4.0 GPA throughout the playing season, with some modification for a student with educational disabilities. If a student falls below a C- and does not have any "F's", s/he may be placed on probation. Probation involves a written agreement between the student and homeroom teacher. The student may continue to participate in athletics and co-curricular activities as long as the agreed upon probation guidelines are met in the time frame indicated on the agreement. Failure to meet the agreed upon probationary goals will result in suspension from the team or activity. If a student falls below a C- and has at least one "F", s/he will be suspended from the team or activity until the C- requirements are met at the mid-term and/or trimester. The athletic director will notify parents/guardians of the suspension and/or reinstatement.

### Homework

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. **Homework assignments serve as a means of providing a bond of common effort between parent/guardian, student and teacher.** In order for homework to be effective, each participant - - teacher, student, and parent/guardian - - must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

#### **Homework Responsibilities of Teachers**

- Communicate to students and parents/guardians homework goals and expectations.
- Set clear and concise expectations concerning assigning, returning and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
- Assign appropriate homework according to student's needs.

#### **Homework Responsibilities of Students**

- Know and understand the purpose of the homework assignment.
- Copy assignments into assignment notebook, understand directions and know what is required for completion of the assignment.
- Complete and return assignments.
- Understand when some assignments are to be completed independently and when others are to be completed as a team effort.
- Complete assignments on time, neatly and do quality work.

#### **Homework Responsibilities of Parents/Guardians**

- Maintain a positive attitude toward learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements

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- communicated to you at the beginning of the year.
- Help your child find a study area that is quiet and relatively free of distractions.
  - Be patient with your child and praise him/her for efforts made.
  - If a child has trouble understanding directions, help him/her with explanations.  
**Please do not do the homework for the child.**
  - Look over the assignment to affirm completion and quality.
  - Praise your child.
  - Support the teacher and the child. Get both sides of a story before making a judgment about the assignment.

**Make-up Work**

See **Make-Up Work for Absences** found in the *Parent-Student Handbook*.

**Long-Term Assignments**

Due dates for long-term assignments will not be affected by a student's absence. For unusually long absences (one week or more) assignment due dates may be adjusted by the teacher if requested by the student.

**School Extension Programs**

**Student Council** is comprised of middle school students, all of whom have the opportunity to participate in Student Council elections. Student Council members must promote the mission of the school and also adhere to academic requirements. In addition, they may not receive any in-school or out-of-school suspensions. Failure to adhere to these requirements will permanently suspend the student from serving on Student Council at Saint John's School. Elections are held in the fall of each school year. Student officers (President, Vice President, Treasurer and Secretary) and two student representatives will be chosen for the sixth, seventh and eighth grade classes.

**Wolf Ridge** is an environmental learning center located near Duluth Minnesota. All middle school students participate in a field trip to Wolf Ridge E.L.C. each March. The trip is an integral part of our middle school curriculum. Our goals include building community among the middle school students and providing opportunities for personal growth. There is an additional charge for each student participant.

**Spelling Bee** is an in-house annual event held in the month of January for all students in grades 4-6.

**Choir** is offered to students in grades 6-8 as part of the weekly curriculum. In addition, there is an opportunity for students in grades 3-5 to become a part of the elementary choir which meets before school.

**Artist in Residence** is a program in which we have worked closely with COMPAS writers and artists in schools to bring a variety of artists to our school to perform and work with the students.

**Art Adventure** is a program designed by the Minneapolis Institute of Arts. The Art Adventure Program introduces K-6 students to works of art from a variety of cultures. Trained school volunteers visit classrooms with posters of art relating to a common theme, such as animals, celebrations, or relationships.

**Guitar Lessons** are offered to students in grades 3 through 8. Guitar is taught at the beginner and advanced level before school. There is an additional charge for each participant.

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**Band Lessons** are offered during the school day to students in grades 4 through 8. A variety of instruments are taught at the levels of beginner, intermediate and advanced. There is an additional charge for each participant.

**Youth Frontiers Retreats** are offered for students in grades 4-8. We rotate between the Kindness Retreat for the younger grade students and the Courage Retreat for the middle school students.

**Outreach** opportunities are offered to all our students in grades preschool through grade 8. Students participate in a variety of ways giving back to the community and to the world through donation programs of their time, talents and treasure.

**Geography Bee** is offered to students in grades 6-8. All students are eligible to compete in the school level bee held between November and January. The school bee winner completes a written qualifying test that determines the top 100 students in the state. These top 100 students are invited to the state competition in April.

**Quiz bowl** is an academic competition put on by the local Catholic high schools. Each year 48 middle schools in the Twin Cities area participate in this program. Teachers at Saint John's nominate four (4) eighth graders to attend Quiz bowl at the University of Saint Thomas in December. Accompanied by a teacher, these students spend the day in competition with the other Catholic middle school students by answering questions from a wide variety of subject areas.

**Picturing America** is designed by the National Endowment for the Humanities to be used as a springboard for studying American history and looking at our culture, politics, and historical events through American masterpieces. Forty beautiful posters will be displayed throughout the building during the school year, inspiring our entire school community to *picture* America in a new and larger way.

### **Preschool**

Preschool for 3-5 year old children is held M-W-F and T-Th in the mornings at Saint John's School. Parents/guardians are encouraged to register their child(ren) for preschool in January during our Catholic Schools Week Open House. Space is limited. Further preschool information is available in the Preschool Information Document.

### **Morning Study Hall**

Morning study hall is available for middle school students from 8:30 a.m. to 9:00 a.m., during the school year. The fee for this program is \$200 per school year. Students enrolled will be in a supervised setting within the building until 9:00 a.m. when students will be dismissed to their individual classrooms. For more information and/or to enroll in this program, please contact the school office at 651/484-3038.

### **Eagle Club Childcare**

Students attending Eagle Club (child care) after school will be dismissed to that room by their teachers. Students ages 3-12 are able to attend the Eagle Club program. Once a child has completed the end of his/her 6th grade school year, (June) eagle Club services are determined by the principal. Eagle Club operates year round. For further information, please call 651-288-3222, or see the *Eagle Club Information Document*, or the website for more information.

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**Eagle Club Summer Program**

A summer program is also available at Saint John's. Enrollment for the summer program is not limited to students of Saint John's. Please see the Eagle Club Information Document or the website for more information.

**Government Programs**

There are several state and federal programs that non-public students may participate in with public school children. These programs are administered through the local public school district. Saint John's School receives state and federal entitlements allocated on a per pupil basis.

**State Programs**

**Education Aids for Non-Public School Children**

This program provides limited funds for textbook and related individualized instructional materials, health services and secondary guidance and counseling.

**Transportation**

Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control and management of scheduling, routes, bus stop locations and discipline. Please refer to the section on busing found in this document.

**School Lunch Program**

State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one (1) serving of milk each school day.

**State Income Tax Deductions**

Please refer to your State Income Tax Manual's direction for individual details. If you have questions about education tax credits and deductions, please write to one of the following addresses:

Minnesota Department of Revenue  
Communications Division  
Mail Station 4300  
10 River Park Plaza  
Saint Paul, MN 55146-4300

Individual Income Tax Division  
Mail Station 5510  
Saint Paul, MN 55146-5510  
651/296-3781

**Federal Programs**

**Special Education**

In a joint venture with the State Government, districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The public school district in which the student resides must provide assessment, periodic observation, review of progress and establish an Individual Education Plan (I.E.P.), which generally involves tutoring by a special education teacher.

The special needs of students in the non-public school are addressed through the public school district as follows:

- Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to their building by the **Roseville School District**. Interventions must be conducted to meet the needs of the students. The needs may be in the areas of academics, behavior, speech, health or motor skills.
- If the interventions are not successful the student may be referred for assessment by the parent/guardian. Once the assessment is complete, a meeting is set up to report on the results and the possible development of an Individual Educational Plan (I.E.P.).

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- The I.E.P. may be written with the goals to help improve the areas of need. The services may be direct. Direct service is done off site and transportation is provided by the public school. Elementary students (grades k-6) are usually serviced at Little Canada Elementary School and middle school students (grades 7-8) are usually serviced at Roseville Area Middle School.

### **Title I**

This program provides supplementary instruction in math and reading to students who have been identified as "at risk". Student's qualifications are determined (by the district) in accordance with his/her residential address. Assessments and services are provided by the Roseville district.

## **School Services**

### **Athletics and Co-Curricular Student Services**

Opportunities are available for students to participate in various co curricular activities such as soccer, volleyball, basketball, swimming, baseball, softball, track, band, choir and Destination Imagination. A \$40 non-refundable fee is charged for each activity in which the student participates. This \$40 fee covers Catholic Athletic Association (C.A.A.) fees as well as operation and administration costs of the programs. Golf will be offered with no direct participation fee, but students are required to pay for range balls and green fees.

### **Lunch and Milk Program**

The school lunch and milk program is provided by limited State funds at the school's established price.

Lunch at school is part of the total learning situation and as such, good conduct and manners are to be expected. Table manners and other lunchroom etiquette are discussed as a regular part of respecting others. Rules are posted in the lunchroom and the classrooms.

### **PayPams Payment System**

Saint John's utilizes the PayPams electronic payment program for all lunch and milk purchases.

### **Web Site Payment**

Additional fees and donations can be made utilizing our web site bank or saving service.

### **School Pictures**

Individual pictures are taken once or twice each year. Notification and order forms will be given in advance of the photography session. The date(s) that school pictures will be taken can also be found in the monthly newsletter and calendar.

### **Yearbook**

The school publishes a yearbook annually. Individual and classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place at Saint John's. Notification regarding the cost and date when the yearbook is available is sent to the parents/guardians. Students who wish to purchase a yearbook must complete the form provided in the February newsletter and return it to the school office by the set date.

### **Guest Speakers/Assemblies**

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities. Invited guest speakers and topics discussed will be consistent with the mission, philosophy and objectives of the school.

### **School Psychologist**

A school psychologist is available for consultation free of charge to a parent, student or staff

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member. Call the school for information and a phone number at which he may be contacted. Dr. Steve Kahn can be contacted at 651-426-4297.

## **Athletics**

### **Athletic Mission**

The mission of the athletic program is to reflect the mission and philosophy of the school. In addition, Saint John's athletic program shall afford the students the opportunity to develop physical skills, knowledge of the sport and a sense of fair play while fostering teamwork and school spirit. Team sports at Saint John's are dependent on the availability of coaches and team members.

### **Student Eligibility**

All students in middle school (grades 6-8) are eligible to participate in team sports at their appropriate grade levels. Students in fifth grade may have the opportunity to participate in team sports as the numbers allow. The exception to this grade level participation policy is the sport of swimming. All students who attend Saint John's School and can swim one length of the pool unassisted are eligible to participate in swimming. Three areas which determine the eligibility for team membership are academics, behavior and school attendance.

### **Participation and Playing Time**

Saint John's School supports the inclusion of all students who wish to participate in a co-curricular sporting activity. No eligible student will be denied membership on any team.

The athlete will play in each competition (game, meet, and match) unless there is a disciplinary reason that has been discussed with the athlete by the coach. Disciplinary reasons may include poor attendance at practices or behavior problems.

Any student wishing to be a member of a team who meets all standards identified for team membership (i.e.: age, grade, academic and behavior standing, participation at practice sessions, demonstrated sportsmanship, proper school attendance) will be considered a member of the team. Attendance at practice and effort put forth at practice are crucial aspects of athletics and may determine athletic participation in a game.

Any student absent from school more than 1/2 of the school day will be excluded from activities after school. This includes athletic practices and games.

If the number of students requesting membership on a specific team should overwhelm the possibility of maintaining an equitable operating team, another option will be determined, including the addition of a second team at that grade level. **Team sports at Saint John's are dependent on the availability of coaches and team members.** If we are unable to secure enough coaches or team members for a specific sport, teams will not be formed.

## **Busing**

### **Role of the Public School District**

Bus arrangements are handled by the local public school district. Bus transportation is a privilege as well. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order and insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school. Parents/guardians, whose children do not follow the bus rules, will be notified as to the inappropriate behavior of the child. Termination of bus privileges may occur as a result of

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misconduct. Parents/guardians are notified when such action is necessary. The safety of the people riding on the bus is of utmost importance. Please see Safety Procedure listed below.

**Bus Service**

The students who live in Little Canada are bussed by the Roseville District free of charge. For students outside of Little Canada, and middle school students living within 2 miles of the school, busing is available for an additional fee.

Most students living in Vadnais Heights have bus service available.

Please contact the Transportation Department of your home school district for detailed information pertaining to your needs

|   |              |
|---|--------------|
| Roseville Transportation Department       | 651/635-1638 |
| White Bear Lake Transportation Department | 651/407-7538 |

**Safety Procedures**

The following procedure has been established to provide a safe ride for everyone riding on the bus:

- **Report of the first incident** of the school year on the bus will be discussed between the student and the school principal. A verbal warning is issued. The parents/guardians are notified of the incident.
- **Report of a second incident** of the school year on the bus will be discussed with the student. The student will ride to and from school in the front seat of the bus for the rest of the year.
- **Report of a third incident** of the school year on the bus will be discussed with the student. A suspension of three (3) days to and from school is issued. The parents/guardians are notified and will need to make arrangements for transportation to school or utilization of the Eagle Club program (if age appropriate) and costs that are incurred.
- **Report of a fourth incident** of the school year will be discussed with the student. A suspension of six (6) days to and from school is issued. The parents/guardians are notified and will need to make arrangements for transportation to school or utilization of the Eagle Club program (if age appropriate) and paying the costs that are incurred.
- **Report of a fifth incident** of the school year will be discussed with the student. An expulsion from the bus to and from school for the remainder of the school year is issued. The parents/guardians are notified and will need to make arrangements for transportation to school or utilization of the Eagle Club program (if age appropriate) and paying the costs that are incurred.

Note: Teachers are not responsible for student's behavior on the bus.

**Instruction and Training for Bus Safety**

Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

**Restrictions**

- Only bus students are to ride the bus.
- Students are to go home on their assigned bus and get off at their assigned stops. If your child is to go home by a different means of transportation than usual, a note with the date on it giving your permission for the change is required. The note must be brought to the

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office to be signed by an office staff who will then give it to the child to bring to his/her teacher. If we do not get a note, the child will be sent home in the usual manner.

### **School Emergency Procedures**

Saint John's School has established the following procedures regarding school emergencies in each situation.

#### **Fire Drills**

The school population participates in five (5) fire drills annually with varied circumstance drills according to agreed upon procedures. Each homeroom is to have the procedure posted within the classroom the school's overall plan is to:

- leave rooms at the sound of a fire alarm
- walk single file in hallways with no talking
- go to places farthest **away** from the building
- line up with the teacher

The teacher will use class lists and count all her/his students as they arrive at the designated outside location.

#### **Tornado Drills**

A tornado drill is held annually. A safe location is specified within the building for each class in the event of an actual tornado warning.

#### **Inside Procedures**

The students and teachers are to proceed without talking to the underground shelter area behind the library, lower level underground classroom, or inside the hallway going to the lower church.

#### **Outside Procedures**

If students are outside, a designated person will blow a whistle blast to alert students and staff to seek emergency shelter if possible. Everyone will be instructed to stay away from buildings, trees and power lines.

**Note:** There is an emergency radio in the school office, which provides an audio signal when there is an emergency situation for a tornado watch and/or warning. If there is a tornado warning issued by the National Weather Service, the Civil Defense alarm for the area will sound. Tornado procedures listed above will be followed.

#### **Safety Drills**

##### **Strangers on the Grounds /Within the Building**

The school population participates in (5) safety drills annually according to agreed upon procedures.

The school building will be locked during the school day. Students in k-3 have been instructed to let no one in. Students in 4-8 students have been instructed to only let in faculty/staff. Please do not be offended if you see students inside the building, but they do not respond to you. Visitors must utilize a buzzer system outside the door to enter. Visitors will be asked to identify themselves and state their purpose for entering the building. All visitors must then proceed to the school office to sign in and receive a visitor/volunteer badge. Any non-student or non-staff member without a visitor badge visibly showing will be questioned as to the destination and the purpose of the visit. If school personnel deem it necessary, 911 will be called.

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**Outside the Building**

The playground supervisor will have a cell phone to call the school office or 911. The supervisor will act on the directive given by office personnel. The lead supervisor on the playground will have a whistle in his/her possession. All students are instructed to listen for the whistle and respond to it. The lead supervisor will blow the whistle to alert students to an emergency situation. The lead supervisor will then direct the students to enter the school building. Depending on the severity of the emergency situation, 911 will be contacted.

**Suspicion of Intruders**

Depending on the severity of the emergency situation 911 will be called.

**Bomb Threat**

Saint John's School has a reciprocal agreement with Roseville transportation and Little Canada School to transport and house either group of students in the event of a bomb threat. Parents will be notified of this occurrence via email.

**Volunteer Opportunities for Parents**

Volunteering is an integral part of who we are at Saint John's School. The benefits one gains from working side-by-side with the school community will only be realized as a volunteer. Please understand that as we follow Archdiocesan policy, all volunteers are required to complete the basic background check information and training and additional background information is required if you plan on working with money.

**Opportunities Available:**

**Home and School:**

Marathon - September/October  
Conference Food (and Clean-up) - October and February  
Family Fun Night - January  
Box Tops/ milk lids - year round  
Spring Fundraiser

**School:**

*Office volunteer*-during the school year

- Front desk (as needed)
- Mailings (as needed)

*Library* - contact the librarians regarding needs

*Computer room* - contact the computer teacher regarding needs

*Christmas program* - contact the music teacher regarding needs

*Talent show* - contact the music teacher regarding needs

*Coach*-contact Mike Breyer

*Lunch*

- Kitchen help - speak to cook regarding needs
- Dining room help - speak to office staff regarding needs
- Playground supervisor-speak to office staff regarding needs

*Classroom assistants* - speak to teachers regarding needs.

*Work from home* -There are many projects throughout the year that can be done at home. Please contact us if you unable to be present during the day and or evening, but would still like to volunteer. We will be happy to direct you.

*Field Trip Supervisor*-speak to teachers regarding needs

*Middle School Dance Supervisor*-speak to teacher regarding needs

*Annual Dinner-Auction*-speak with our auction chair

*Wine Tasting*-speak with our wine tasting chair

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**What a New Parent Might Want To Know**

**Acts of Kindness Cards:** When we see a student doing something kind, the card that each student has is signed by a faculty or staff member. When the card is full, the student takes the card to the office to be signed and returned to the student. The card is then used as a no uniform pass sometime during the current school year.

**Attendance:** Daily attendance is reported to office through a program on the school computer. Parents, please call the office (651-484-3038) if your child will not be at school. You can leave a message on our attendance line.

**Auction:** Saint John's School has an annual dinner/auction in the spring. Each class chooses a theme to put together donated items for a basket. Parents are encouraged to participate in the auction and/or volunteer.

**Catholic School's Week:** CSW occurs near the end of January. It begins on a Sunday with a parish Mass, followed by Open House and preschool and kindergarten registration for the following school year. Many other fun activities are a part of this week.

**Chapel:** It is located in the Lower Church. Grade level Masses are held here.

**Christmas Program:** It is usually held the first or second Thursday of December. This involves the whole school and is held in the morning and the evening.

**Conferences:** Conferences are held twice a year for the whole school. The notice to parents is in the October newsletter and then again in the January or February newsletter depending on the schedule on the school calendar. Conferences are held in the gym. Sign up occurs outside the school office.

**Dining Room:** The students eat lunch and/or snacks here.

**Dismissal:** Students for Eagle Club and the Vadnais bus are dismissed first. Those riding the Roseville bus are then dismissed and also go in the direction of the Eagle Club room. Those who walk home or go home in a car go out through the dining room door. Please do not come into school to pick up your child. The car line begins as first come, first serve in the lower lot south of the school. Please follow carefully for the safety of all the children.

**Eagle Club:** This is the name of our childcare program. It is available from 6:30AM -6:00PM. The room is located next to the preschool room on the top floor at the west end of the building. Eagle Club is a year round service. Please check information documents for the ages of children we serve.

**Field Trips:** Per our insurance carrier, we must travel by bus.

**Halloween Party:** Our school-wide party is held on a Friday nearest Oct. 31. The 8<sup>th</sup> graders are in charge of this event.

**Home and School Fund Raisers:** The purpose of the fundraising is to support the students and school. Student centered events and instructional materials are purchased with these funds. If you are interested in learning more about our H&S, please contact our H&S president.

**Lunch Procedures:** Students come to the dining room in a single-file line. First they go to the milk cooler and then proceed to either a table to eat the cold lunch or the lunch line by the kitchen to purchase a hot lunch. We utilize PayPams electronic deduction system. Each student uses his/her assigned number to pay for milk and/or hot lunch. Teachers assist the students to verify that the student ID number and the amount charged is correct. Teachers wait with their class until all students are through the lunch line. You will receive additional information this summer as to how to set up your account.

**Marathon:** The Marathon is usually held the last Friday in September or the first Friday of October. This is a very important school-wide fundraising event.

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**Mass:** Weekly Mass, prayer services, rosary, and Stations of the Cross are offered on Wednesdays for the whole school or specific grade/grades. Kindergarten students usually attend 1-2 Masses per month. Classroom teachers take turns planning the Masses.

**Nurse:** The district nurse is here once or twice a week. If the nurse is not here, all accidents, aches, temperatures, are taken care of in the office.

**Parent-Student Information Document:** This document and the *Parent Student Handbook* are available on line. You will be asked to read these 2 documents and sign off that you understand the information contained in them. They include all of the school policies and procedures.

**Parking:** Please use the south parking lot and the south door during the day. There is a buzzer system located between the double doors. Press the buzzer which will notify office staff. Identify yourself. The door will then be unlocked so you can get in. Please always come to the school office once you are in the building.

**Psychologist:** Dr. Steve Kahn is available for testing and meeting with teachers, parents and students. His phone number will be listed with the faculty phone numbers in our Parent-Student Information Document.

**Report Cards:** are given out at the trimester for grades k-8. Students in grades 4-8 also receive mid-term report cards for the core curriculum subjects. They are all done on a computer program, and a hard copy is printed for the parents. Please sign and return.

**Security:** All doors that are accessible to the school directly are locked on school days. Please use the buzzer system when entering the building.

**Sick/Hurt Students:** They are sent them to the office. If it is a small injury, we keep band-aids in the classroom. As determined by the school faculty and staff, if any serious injury occurs, an injury report will be filled out and sent home.

**Show And Tell:** Please do not bring animals to school as many of our children have allergies and we cannot allow them in the building.

**Snack Time:** Kindergarten snacks are eaten in the afternoon so as not to spoil their lunch.

**Website:** Access to school information is available the parish and school website. [www.sjlc.org](http://www.sjlc.org)