

SAINT JOHN THE EVANGELIST SCHOOL

9 Ledyard Street, Wellesley Hills, MA 02481

(781) 235-0300

www.saintjohnschool.net

SAINT JOHN THE EVANGELIST PARISH, WELLESLEY, MA

Rectory Address: 9 Glen Road, Wellesley, MA 02481
Rectory Phone: (781) 235-0045
Pastor: Rev. Thomas Powers
Parochial Vicar: Rev. John Mulloy
Priest in Residence: Rev. Bryan Hehir
Pastoral Associate: Sister Evelyn Ronan, S.N.D.
Secretary: Rosalyn Doran

St. John School Council Officers 2008-2009

President: Scott Kelley
Vice President: Susan Calcio
Treasurer: Carol Gildea
Assistant Treasurer: Maura Murphy
Secretary: Kira Nelson
Past-President: Lisa Capasso

FACULTY AND STAFF

Principal: Mrs. Kathleen Aldridge
Administrative Assistant: Mrs. Marjorie Greco
Custodian: Mr. Frank Piselli

Pre-Kindergarten: Mrs. Diane Moore and Ms. Jodie Zinna
Teacher Assistants: Mrs. Pauline McShane / Mrs. Kathleen Costello

Kindergarten: Mrs. Darlene Browne
Teacher Assistant: Mrs. Karen Holland

Grade 1: Mrs. Laurie-Lee Wardyga
Teacher Assistant: Mrs. Carolyn Love Lombardi

Grade 2: Ms. Barbara Firth
Teacher Assistant: Mrs. Linda Barrett

Grade 3: Ms. Jill Moynihan
Teacher Assistant: Mrs. Mary Joyce Cerra

Grade 4:	Mrs. Jacqueline Benincasa
Grade 5:	Ms. Mary McNamara
Grade 6:	Mrs. Patricia Kane
Art	Mrs. Shannon Gallagher
Computer Teacher	Ms. Silvana Castano
Music/Library	Ms. Mary Phyllis Engel
Nurse	Mrs. Ellen Zientara
Resource Teacher	Mrs. Suzanne Stevens

ACTIVITIES COORDINATORS 2008-2009 (In-School Program)

ENRICHMENT:	Daphne Gutz & Laurel Mullen
HOSPITALITY:	Melanie Kelley & Amy Kane
CARE & CONCERN:	Susanna Fantozzi
NEW FAMILIES:	Susan Calcio
LUNCH DUTY SCHEDULING:	Maura Murphy
SERVICE:	Terry Clark
FIELD DAY:	Mariam Elias & Linda Grela
RECRUITMENT/ENROLLMENT:	Laurel Mullen & Carol Mongovan
PUBLICITY: (open)	

FUNDRAISERS 2008-2009

SALLY FOSTER:	Linda Grela
TREES & TRIMMINGS:	Susan Calcio & Melanie Kelley
BOOK FAIR:	Mimi Eldridge & Susan Anderson
ANNUAL FUND:	Helen & Norm Boucher
SCRIP:	Lisa Capasso & Mariela Baker
ROCK HOP:	(open)
PIZZA LUNCH:	Linda Grela
BOX TOPS:	Eileen DelVecchio

SCHOOL BACKGROUND

MISSION STATEMENT

Saint John the Evangelist School educates children from pre-kindergarten through grade six offering a strong academic program enriched by the arts and deeply rooted in Catholic tradition. The school reflects the ideals of Saint Julie Billiart, focusing on joy, respect and kindness.

PHILOSOPHY

St. John School is dedicated to developing the whole person within an atmosphere of Christian concern and commitment. As educators, we are devoted to the spiritual, intellectual, physical, emotional, and social growth of the children. While recognizing and affirming each child's uniqueness, we aim to help all children to become well-rounded, self-disciplined, self-confident people with respect for themselves and others. Our strong basic curriculum is fostered by the faculty and reinforced by parent involvement.

HISTORY

St. John the Evangelist School was built by Monsignor Cunney, with a first and second grade officially opening in September, 1965 under the Sisters of Notre Dame de Namur. Each year thereafter a new grade was opened and the school offered grades 1-6 by 1970. Beginning with Sister Mary Ridge, S.N.D., principal from 1965 to 1972, and continuing with Sister Margaret McCurdy, S.N.D., principal from 1972 to 1981, the capabilities of the school were developed, improved and expanded to meet the needs of the community. A kindergarten was established in 1979.

Reverend John J. Philbin succeeded Monsignor Cunney in January, 1971. Father Philbin established the St. John School Council composed of parents, faculty, and administrators to evaluate and support the financial and educational objectives of St. John School. St. John School virtually flourished through the 1970's, making full use of professional assets of the religious community, school faculty, School Council and parishioners. Sister Julie McDonough, S.N.D., principal from 1981 - 2005, developed and implemented a departmentalization plan for grades 4, 5 and 6. In 1987 a four-year-old program was opened. A second class was opened the following year. In 1989, a second kindergarten class was opened and in 1997 another first grade was opened. Mrs. Carol Roncari succeeded Sr. Julie as principal on July 1, 2005. Mrs. Kathleen Aldridge followed Mrs. Roncari as principal in 2008. Father Thomas Powers succeeded Father Philbin in 1993.

SAINT JOHN SCHOOL HANDBOOK

FORWARD

This Handbook has been compiled to meet the needs of the school for a summary of uniform directives. The material presented includes our mission and values, policies and procedures, logistical details and other pertinent information.

It is hoped that many issues may be resolved by referring to the accepted policies indicated in this handbook. Students and parents are expected to adhere to all written policies. The enclosed contract must be signed by EACH student and by each parent/guardian and returned to school within 3 days of receiving this handbook. Please do not hesitate to contact me to discuss any questions or concerns you might have.

Mrs. Kathleen Aldridge
Principal, Saint John the Evangelist School

SAINT JOHN SCHOOL COUNCIL

The School Council was established in 1971 as a vehicle for parents to be involved and contribute to the quality of education that is provided at St. John School. The council meets the second Tuesday of every month during the school year at 7:00 PM in the school faculty room. The council consists of elected officers, the principal, the pastor, and a faculty representative who is present at meetings. All parents are members of School Council and are welcome to attend. The budget committee assists in establishing a council budget for each year. The council oversees fund-raising events, assists the principal in various capacities, and provides a forum for parents to address issues related to the school.

ADMINISTRATIVE POLICIES

The following administrative policies are made out of concern for the well being of the individual student and to preserve the rights of the entire student community.

ADMISSIONS

St. John the Evangelist School welcomes all students regardless of social, economic, racial or ethnic background in the following order. Although rare in occurrence, children of faculty members are given the highest preference. Siblings of past and present students are given the next preference in the admissions process. As a Catholic parish school, secondary consideration is given to the children of parishioners who contribute \$500 or more annually to St. John the Evangelist Parish. Next, children of parishioners who contribute less than the minimum are given consideration. Following these applications,

all Catholic applicants from other parishes are considered. After that, admissions are open.

An Open House for applicants to Pre-Kindergarten through Grade 6 takes place in October. An application fee of \$50.00 is required for those who wish to be considered. All families of Pre-Kindergarten applicants are notified by mail in November whether they are accepted or placed on a wait list. The parents who wish to enroll their accepted child send \$500.00 (non-refundable) to hold a place for their child, which is the first tuition payment.

An Open House for applicants to Pre-Kindergarten through Grade 6 takes place during Catholic Schools Week in January. An application fee of \$50.00 is required for those who wish to be considered. All families of Kindergarten through Grade 6 applicants are notified by mail in March whether they are accepted or placed on a wait list. (Any remaining openings in Pre-Kindergarten will be filled at that time.) The parents of Kindergarten through Grade 6 applicants who wish to enroll their accepted child send \$500.00 to hold a place for their child, which is the non-refundable registration fee. The School strives to accommodate students with various learning styles. The School does not encourage placement of a child who has been referred for special classes, as it does not have special programs to meet these needs.

ATTENDANCE AND PUNCTUALITY

Daily attendance is the **KEY TO SUCCESS**. Every effort should be made by parents to see that the child is in school each day. All students must arrive at school at 7:40 AM. At 7:50 AM, students will be marked tardy and must report to the office to receive a late slip before going to the classroom.

Parents are asked to notify the school when a student is absent. We expect a call from the home by 8:00 AM. There will be someone by the telephone by 7:40 AM each day. The school telephone number is 781-235-0300. Students who arrive at school before 7:30 AM will be without supervision and will not be the responsibility of the school.

DROP OFF / PICK UP POLICY

MORNINGS

Parents enter the yard through the Ledyard Street entrance (the one closest to the Church). Cars should form a single lane to the right of the cones near the School building. Cars must pull up as far as possible before allowing the children to alight. Pre-K parents should pull down to the fence on the Columbia Road side if they would like to walk their child to the classroom, unless an older sibling has the responsibility of walking the Pre-K student to the door.

AFTERNOONS

Car riders will be dismissed from the middle door of the school. Parents will drive in the Columbia Street entrance (closest to the bank) and park in the lanes facing Ledyard Street. Always leave room for cars to pass you from the rear in order to form a new lane. Parents should walk students to their cars. A teacher will direct cars leaving the

schoolyard. No cars are to leave without a teacher's guidance. Please do not park on Ledyard Street or Columbia Street at dismissal.

If for some reason, at dismissal, (i.e. FUNERAL, etc..) it may be impossible to use the school yard for car riders pick up, students will be dismissed out of the Columbia Street door. Cars should line up along Columbia Street in such a case. This is very rare and you will be directed on those days.

DISMISSAL is 2:15 PM for K to Grade 6, except Wednesdays when it is 11:30 AM. Pre-K dismissal is 11:30 AM. Please be **PROMPT** in picking up your children.

ILLNESS

A child who has been sick before school, should not be sent to school. Likewise, a child's fever should be normal for 24 hours before returning to school. Any child with visible signs of a cold should be kept home. Teachers are available to children to make up any school work missed due to illness. Appropriate arrangements due to length of illness, etc. should be made with the individual teacher(s).

If your child has an allergy as determined by your pediatrician, please put this information in writing and provide it for your child's teacher as well as on your child's emergency card.

If a child is ill during the school day, parents will be notified to come to school for the child. No sick child will be sent home without the knowledge of the parent or authorized person (indicated on student Emergency Card). The school has limited facilities for sick children. In the interest of the sick child, parents are asked to respond as quickly as possible when a child must be sent home. This dismissal is considered an absence from school if the child is not present for at least half of the day. When coming to pick up a sick child, please use the main entrance of the school, report to the office, and you will be directed to your child. The child must be signed out and proper adjustments made to the attendance record before your child can be released.

VACATIONS

Vacations during the regular school session and early departures for or late returns from scheduled vacations are strongly discouraged by the school. Class discussion and classroom interactions often provide the main focus for learning and cannot be replicated through out-of-class make-up assignments. However, if missing school is unavoidable, parents should inform the principal in writing two weeks ahead of time. Upon return students will be responsible for completing missing assignments within a period of time comparable to the number of school days absent.

EARLY DISMISSAL

If it is necessary for a student to leave school before dismissal, a written permission from the parent is necessary. This note should be given to the classroom teacher who will then send it to the office. Any request for early dismissal must be verified at the office before the student is released. Anyone picking up a student from the school must be identified

by office personnel for the child's safety. Parents are asked NOT to go to the classrooms. Some form of picture I.D. may be required when a child is being picked up.

NO SCHOOL ANNOUNCEMENTS

In the event of stormy weather, the radio station will carry the "NO SCHOOL" announcement. If there is "NO SCHOOL" announced for Wellesley Public Schools, this will mean "NO SCHOOL" for St. John School. If a "DELAY" is announced for Wellesley Public Schools, this will also apply to St. John School. If a one-hour delayed opening falls on a Wednesday, school will begin at 8:40 AM and dismissal will be at 11:30 AM. If a two-hour delayed opening falls on a Wednesday, school will be canceled. This policy applies to Pre-Kindergarten through Grade 6. As always, the final decision about sending a child to school in inclement weather rests with the judgment of the parents. When school is canceled, all other functions are canceled - shows, parent conferences, etc. If school is canceled for any other reason, a printed notice will be sent home in the weekly newsletter.

THE FOLLOWING IS FOR PRE-K STUDENTS:

If a one-hour delay opening falls on a Wednesday, school will begin at 8:40 AM and dismissal will be at 11:30 AM. If a two-hour delay falls on a Wednesday or a Friday, school will be canceled entirely for Pre-K students. If a one-hour or two-hour delay falls on a Monday, Tuesday or a Thursday Stay Day, school will begin at 8:40 or 9:40 AM respectively and dismissal will be at 2:15 PM. Children who attend morning session only should use their discretion.

EMERGENCY DISMISSAL POLICY

1. If the school is to close early, the town of Wellesley notifies the principal and the following radio stations: WBZ, WEEL, WHDH. They also notify WBZ-TV.
2. Parents may pick up their children any time they feel conditions warrant.

SCHOOL ATTIRE

UNIFORMS

Pre-Kindergarten students do not wear uniforms. Boys and girls wear clean, comfortable clothes, and sneakers or shoes.

A complete uniform is required every day for Grades K to 6.

It is an expectation that parents adhere to the uniform policy that follows.

Parents should make all necessary arrangements to see that this regulation is kept. Training in proper school attire is training for the future.

Winter Uniform

Boys Dress Uniform (Gr. K-6): White shirt (long or short sleeve), navy blue twill belted pants, plaid uniform tie (navy blue uniform tie for Grade 6), navy blue sweater or St. John School sweatshirt, socks, belt and black, brown, or navy, rubber-soled shoes.

Optional for Boys (Gr. K-6): Navy blue twill belted pants, long or short sleeve white polo shirt (with school emblem) belt, and shoes as noted above.

Girls Dress Uniform (Gr. K-6): Plaid uniform jumpers with white uniform blouse (long or short sleeve), plaid uniform tie navy blue sweater or St. John School sweatshirt, navy blue knee socks or tights, or white above-ankle socks (NO 'no-show/peds/golf socks) and black, brown, or navy rubber-soled shoes.

Optional for Girls (Gr. K-6): Navy blue twill belted pants from J.B. Edwards Uniform Co. or Lands' End, long or short sleeve white polo shirt (with school emblem), belt and above noted shoes.

Warm Weather Uniform (to be worn starting in September through Columbus Day and after April vacation, including Gym days)

Boys (Gr. K-6): White polo shirt (short sleeve) embroidered with the school emblem, navy blue uniform shorts, belt, white above-ankle socks and black, brown, or navy rubber-soled shoes.

Girls (Gr. K-6): White polo shirt (short sleeve) embroidered with the school emblem, navy blue uniform skort (no shorts), white above-ankle socks and black, brown, or navy rubber-soled shoes.

SNEAKERS ARE TO BE WORN ON GYM DAY ONLY

NO 'NO-SHOW'/PEDS/GOLF SOCKS ARE TO BE WORN; ONLY ABOVE-ANKLE SOCKS

NO HIGH-TOP SNEAKERS

Gym Uniform (to be worn on Thursdays during the cold weather season):

Boys and Girls (Gr. K – 6): Navy sweat pants, navy sweat shirt and gray tee shirt (short sleeve). All items will display the St. John School name and are available only through J.B. Edward Uniform Company.

St. John School uniforms may be ordered through J.B. Edward Uniform Company. Order forms are available at the school or through the company. Ties may be purchased in the school office throughout the year. Warm weather uniforms are also available through Lands' End catalog. When ordering the white polo shirt through Lands' End, give the School Logo #0065223K and confirm that it will be stitched in navy. When ordering the shorts/skort, give the Preferred School #9000-6047-6.

PHYSICAL EDUCATION

Physical Education classes are held on Thursdays. Gym uniforms are required on gym day as specified above.

PARENT -TEACHER CONFERENCES

A close relationship between parents and teachers is necessary in fostering a positive, progressive attitude toward a student's academic and social growth. Parents may, and are encouraged to, arrange private conferences throughout the year with individual teachers. Such conferences need not be restricted to scheduled parent conference days. These are usually held after school and appointments must be arranged by calling, writing or emailing the teacher. The teacher emails are the teacher's first initial and last name followed by "@saintjohnschool.net". Teachers do have commitments after school, thus prior arrangements for conferences are necessary.

Teachers **SHOULD NOT** be called at home for school matters as they have their own families. If a note is sent by the parent, the student needs to give it to the teacher **IN THE MORNING**.

Periodically, parents have concerns or suggestions regarding their child. If this is a classroom matter it should be brought first to the attention of the teacher. If the problem is not rectified at this level, it should be referred to the principal. More immediate results are gained if issues are handled within the school. You can always call or come in and make an appointment to see a teacher. **It is important that you share your concern and/or problem as soon as possible.**

PLEASE REMEMBER....

No situation is perfect; problems can occur. Should you encounter one, please discuss it with the teacher or principal as soon as possible. Having these discussions in a timely fashion will prevent uneasiness and tensions. A well-balanced child can only develop with the full cooperation of parents, teachers, and the school. We are ready and willing to be of service to the students entrusted to our care.

If there are unusual circumstances which arise, i.e., death of a family member (close friend or even a pet) or marital problems, please notify the teacher or principal as it may reflect on the behavior of the child. We will make every effort to be sensitive to the situation.

PROGRESS REPORTS

For Pre-K through Grade 6 students, parent-teacher conferences are scheduled in December. A second parent-teacher conference is scheduled in March for Pre-Kindergarten, Kindergarten, and Grade 1 students. Informal conferences are held on an "as needed" basis.

In March and June, report cards are given to first grade students.

In all other grades parents will be notified of their child's progress by a report card three (3) times a year. Report cards are chiefly for the parents so that they will know the student's progress.

The following is designed to explain the MARKS on the report cards for Grades 2 through 6 for major subjects.

Grades 2 and 3 "A" is **Outstanding** Grades 4-6 90% - 100% is **Excellent**

An "A" indicates very superior work.

The student:

1. Achieves 90% - 100% in written work.
2. Shows unusual initiative in all class discussions.
3. Actively participates in all class discussions.
4. Completes all homework assignments and does them neatly.

Grades 2 and 3 "B" is **Good** Grades 4-6 80% - 89% is **Good** (above average)

A child who does good work merits a "B".

The student:

1. Achieves 80% - 89% in all written work.
2. Contributes regularly in class discussions.
3. Completes most homework assignments and does them neatly.

Grades 2 and 3 "C" is **Satisfactory** Grades 4-6 70%-79% is **Fair (average)**

A "C" is an AVERAGE mark and indicates that the child is doing satisfactory work.

The student:

1. Achieves 70%-79% in all written work.
2. Does work required for the grade.
3. Knows the essential facts of the lesson.
4. Some homework assignments are incomplete or carelessly done.

Grades 2 and 3 is **Unsatisfactory** Grades 4-6 60%-69% is **Poor** (below average)

A "D" student is doing poor work, both in quality and quantity.

The student

1. Achieves 60%-69% on all written work.
2. Understands only the minimum essentials of the subject.
3. Many homework assignments are incomplete or poorly done.

Grades 2 and 3 "F" is **Failure** Grades 4-6 Below 60% is **Failure**

An "F" on the report card indicates that the child does not do passing work.

The student:

1. Consistently hands in failing work.
2. Does little or no homework.
3. Shows little or no interest.
4. Receives a warning in sufficient time to have the mark improve before the card is issued.

NON - CUSTODIAL PARENTS

St. John School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information be given, the custodial parent must provide an official copy of the court record.

VISITORS

For the safety of the children, all visitors, including parents, are required to report to the school office before going elsewhere in the building. All visitors must wear visible badges while in the school building. Parents and/or visitors are not allowed to go to the classroom while class is in session. We ask the parents **NOT TO WAIT OUTSIDE THE CLASSROOM DOOR** when a teacher is busy. Parents should wait for the student at the office.

FACULTY ROOM

The Faculty Room is the only space where teachers can be assured of privacy in holding meetings or just relaxing during the school day. Parents are asked not to use the Faculty Room to meet with teachers or other parents unless invited by faculty. Parents who must use the office equipment in the Faculty Room for their volunteer activities should do so at times other than before school and during recess or lunch breaks.

TRANSPORTATION

The Wellesley Public School provides bus services to St. John students in Wellesley. Dean McGoldrick in the transportation office can be reached at: 781-446-6210 x4514.

Parents are asked, in the interest of safety for their own children, as well as other children, to frequently mention the **need of proper behavior on the buses**. Safety is of the utmost importance for all bus riders. Students who misbehave on the bus will have to forfeit the service of the bus. Transportation in this case must be provided by the parent. Students may not bring friends home on the bus.

No student is allowed to change from their assigned and regular means of transportation unless they have written notification which is presented to the classroom teacher in the morning. This documents the whereabouts of each student to insure his/her safety.

Students in Pre-K through Grade 2 may ride bicycles to school only if accompanied by a parent or legal guardian.

RECESS

1. Students are to WALK quietly from the cafeteria to the designated recess area after being dismissed.
2. Students are allowed to use classroom balls and approved equipment and are expected to return them to the designated spot at the end of recess period.
3. Students are to line up in the designated area when the recess period is ended.

4. Teachers or parent volunteers are in charge of supervision during recess period and their directions should be followed in a prompt and courteous manner.
5. Students are never to leave the recess area without permission from a person on duty.

LIBRARY

1. Students are allowed to take books from the Library after properly signing out with the Librarian.
2. Students are reminded to be QUIET and RESPECTFUL OF OTHERS in the Library.
3. Books signed out must be returned the following week.
4. Stories and books are read weekly to most levels.

HOMEWORK

Students are assigned home study to reinforce materials studied in class, to prepare for future study and to study independently in areas of interest. Students cannot hope to obtain satisfactory grades in school unless they review at home the lesson taught that day or prepare for the next day. This is the purpose of homework, along with fact that it develops in the student a sense of responsibility and self-discipline. No child will be allowed back into the building before or after school hours to retrieve forgotten books or homework assignments.

Students in Grades 1, 2, and 3 do have homework each night. There is gradual increase in homework each year for Grades 4 - 6 according to grade level. Missed assignments will be taken into consideration when grades are computed.

FIELD TRIPS

Each class has the advantage of participating in field trips. Only parents who have been cleared through the CORI process for the current school year are allowed to chaperone and aid teachers on these trips. Notices are sent home in advance with information regarding the trip and requesting help. A permission form for each field trip will be sent home prior to the date of the trip. No child will be allowed to go on a field trip without a signed permission slip received by the school.

CORI FORMS

CORI stands for Criminal Offender Record Information.

The Archdiocese of Boston requires that all faculty members, paid school staff (part-time and full-time), all volunteers 17 years of age and older, and any individual who may have direct and unmonitored contact with children undergo a CORI check each school year.

A CORI check begins with an individual's submission of his/her completed CORI Request Form to the School Coordinator. The CORI check, however, can take up to one month to be completed. So please hand in CORI forms as soon as possible.

Further, each individual must provide, in person, a government-issued photographic identification to verify his/her identity (i.e., Massachusetts drivers license).

STUDENT BEHAVIOR GUIDELINES

GENERAL GUIDELINES:

1. Be kind and courteous to faculty, staff and other students.
2. Respect the property and belongings of the school and other people.
3. Follow the directions.
4. Keep the school neat and clean. There is to be no littering.
5. Refrain from chewing gum in the school and on the school grounds.
6. Dress in proper school uniform at ALL times.

STUDENT RESPONSIBILITIES

Students should:

1. Pay attention when the teacher is speaking.
2. Politely listen when another student is speaking.
3. Use language that shows respect for those around you as well as showing self-respect.
4. Maintain textbooks in good condition and never write in them.
5. Come to school prepared for class. Bring appropriate materials (pencils, books, assignments, etc.).
6. Work quietly without disturbing others.
7. Complete work carefully, neatly and on time. Arrange a consistent place and time at home for completion of homework.
8. Listen carefully to the intercom when it is used. This is one way that important messages are distributed.
9. Deliver all school notices to your parents the day that they are distributed in school. Often these notices must be returned the next day.
10. Respect school property.
11. No video games allowed.

CAFETERIA / RECESS:

Students are reminded to be polite to those serving them.

1. All lunches and snacks must come to school ready to eat.
2. There is to be no ball playing in the schoolyard before school.
3. No hard balls or frisbees are to be used at any time on school premises.
4. Appropriate equipment is to be used at all times.

In all circumstances the principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Every classroom and school has rules. Every organization and business has rules, also. Life has rules. In truth, those who live within the rules are the most free to function in independent and individual ways. We want to provide our children with a safe and caring environment. These rules assist us in this goal.

TUITION/PAYMENT

TUITION PAYMENT FOR THE SCHOOL YEAR IS AS FOLLOWS:

Pre-Kindergarten: Tuition is billed in four (4) installments. The first installment is due upon acceptance. The second installment is due in February (prior to start of school). The third installment is due on the student's first day of school. The final payment is due on March 5th. A late fee of \$75.00 per child will be assessed for each late payment.

Pre-Kindergarten through Grade 6: Tuition is billed in four (4) equal installments due on the 5th of September, November, January and March. A late fee of \$75.00 per child will be assessed for each late payment.

By establishing clear policies to the collection of tuition, it is the hope that conflicts will be avoided and the school's outstanding professional and Christian reputation will be protected.

A family who is active in St. John the Evangelist Parish and is a contributor to the parish of a minimum of \$500.00 per year is entitled to a \$500.00 discount on the tuition of any child in the Kindergarten through Grade 6. This discount is determined by the parish based on an annual recorded contribution to St. John Parish made by June 30 for the coming school year.

If, on more than one occasion, a check is returned for insufficient funds, the school will have the option of requiring any or all future payments to be made with certified funds.

LUNCH DUTY

LUNCH DUTY: Arrive: 11:55 a.m. Leave: 1:00 p.m.

In addition to tuition, it is the responsibility of each family who has a child in Kindergarten through Grade 6 to supervise the lunchroom and schoolyard (or classrooms, in inclement weather) during lunch and recess. (Times noted above). Each family is obligated to cover seven days or has the option of paying \$105.00. If you are unable to serve on one of your assigned days for any reason, you must arrange for your own substitute. A \$25.00 penalty is assessed to anyone who does not show up for his/her scheduled day or does not arrange for a substitute.

Please note that parents **MUST** have CORI clearance in order to perform lunch duty. If you cannot fulfill your lunch duty commitment due to lack of CORI clearance, you will be required to pay the penalty fee.

CONTRACT

PLEASE BE SURE THAT EACH PARENT, GUARDIAN, AND STUDENT SIGNS and RETURNS THE ENCLOSED SCHOOL CONTRACT ENSURING THAT YOU HAVE READ AND UNDERSTAND THE POLICIES AND DIRECTIVES SET FORTH IN THIS HANDBOOK.